



AGENDA

BOARD OF TRUSTEES REGULAR MEETING

**April 15, 2026
4:00 PM**

3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002

**NOTICE OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES
HOUSTON CITY COLLEGE**

April 15, 2026

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston City College will be held on Wednesday, April 15, 2026 at 4:00 PM, or after, and from day to day as required, 3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

I. Call to Order

II. Prayer and Pledge of Allegiance

III. Approval of Minutes

- A. Approval of Minutes for February 2026

IV. Awards, Presentations, and Recognitions

- A. Resolution in Recognition of Mr. Ryan F. McCauley
- B. Recognition for PNC Foundation
- C. Recognition of NISOD Excellence Awards Recipients for 2025-2026

V. Chair's Report

- A. Trustees District Report

VI. Chancellor's Report

- A. United Student Council Report
- B. Faculty Senate Report
- C. Staff Senate Report

VII. Hearing of Citizens

VIII. Consent Agenda

1. Acceptance of Donated Item by Wolfram
2. Acceptance of Donated Item by Bricks & Minifigs Meyerland
3. Acceptance of Donated Item by Frito-Lay
4. Acceptance of Donated Item by Sean Thomas Jones
5. Acceptance of Donated Item by Coca-Cola

6. Acceptance of Donated Item by PJs Coffee
7. Acceptance of donated item by Eric Gruetzner
8. Acceptance of donated item by James Cowan
9. Acceptance of donated item by PepsiCo Foundation
10. Acceptance of donated item by H-E-B
11. Acceptance of Donated Item by Password Productions
12. Acceptance of Donated Item by KC Events & Florals
13. Acceptance of Donated Item by Splash Productions
14. Approve Internal Audit Department Charter
15. Approve Audit Committee Charter
16. Proposed Changes to Board Officers and Officials Policies: BCA, BCAB, BCAC, BCAD, BCB, and BCE
17. Proposed Changes to Board Governance (LOCAL) Policies: BA, BAA, BBE, and BD
18. Proposed Changes to CM (LOCAL) Facilities Construction
19. Proposed Changes to CS (LOCAL) Information Security
20. Monthly Investment Reports, Financial Statements and Budget Reviews for January and February 2026

IX. Topics for Discussion and/or Action

- A. Website Redesign Update: Ready,Set, Launch
- B. Ice Machine Services, Cleaning, Repairs, and Preventative Maintenance (Project No. RFP 26-09)
- C. Ammunition (Project No. RFP-C 26-11)
- D. Pre-Owned Semi Tractors (Project No. RFP-C 26-10)
- E. Personnel Agenda - Faculty

X. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters

Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

1. Gulf Coast TradeUp Careers Initiative MOU

B. Personnel Matters

Deliberate the appointment, employment, evaluation, reassignment, duties,

discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

C. **Real Estate Matters**

Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

1. Real Estate Opportunities Update

XI. Additional Closed or Executive Session Authority:

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning:

Section 551.071 - For the purpose of a private consultation with the Board's attorney about pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation to the System if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

Section 551.076 - To consider the deployment, or specific occasions for implementation of security personnel or devices, or a security audit.

Section 551.082 - For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing, unless an open hearing is requested in writing by a parent or guardian of the student or by the employee against whom the complaint is brought.

Section 551.084 - For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation. Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

A. The open meeting covered by this Notice upon the reconvening of the public meeting, or

B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

XII. Reconvene in Open Meeting

XIII. Adjournment

XIV. Personnel Agenda - Staff

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **9th day of April**, this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston City College, 3100 Main, First Floor, Houston, Texas 77002 and (2) the Houston City College's website: www.hccs.edu.

Posted By:

Sharon R. Wright
Director, Board Services

ACTION ITEM

Meeting Date: April 15, 2026

Approval of Minutes

ITEM #	ITEM TITLE	PRESENTER
A.	Approval of Minutes for February 2026	Dr. Margaret Ford Fisher Sharon Wright

RECOMMENDATION

Approve meeting minutes for the minutes for February 2026.

COMPELLING REASON AND BACKGROUND

In accordance with the Board bylaws, the Board shall prepare and keep minutes of each open meeting.

The following Board meetings were held in February 2026:

- Academic and Student Affairs Committee on February 4, 2026
- Audit Committee on February 4, 2026
- Committee of the Whole on February 4, 2026
- Committee of the Whole on February 18, 2026
- Regular Meeting on February 18, 2026

FISCAL IMPACT

None

LEGAL REQUIREMENT

In accordance to Board Bylaws, Article G, Section 9

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Draft Minutes - February 2026	4/8/2026	Attachment

This item is applicable to the following: District

**MEETING OF THE
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON CITY COLLEGE**

February 4, 2026

Minutes

The Academic and Student Affairs Committee of Houston City College Board of Trustees met on Wednesday, February 4, 2026, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Sean Cheben, Committee Member
Eva Loreda, Alternate Member

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Vice Chancellor, Strategic Communications and Marketing
Lisa Alcorta, Vice Chancellor, Student Services
Andrea Burridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, Office of the Ombudsman
Betty Fortune, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Barry Sullivan, Chief Information Officer, Information Technology
Bob McCracken, Vice Chancellor, Administration and Operations
Elizabeth McGee, Chief Artificial Intelligence Transformation Officer
Nicole Montgomery, General Counsel
Rodney Nathan, Vice Chancellor for Talent Engagement/Chief Human Resource Officer
Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer
Karen Schmidt, Executive Director, HCC Foundation
Nathan Smith, Faculty Senate President
Michael Webster, President, Southwest College
Morgan Yette, Staff Senate President
Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations

OTHER PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Sean Cheben, Committee Member, called the meeting to order at 2:30 p.m. and declared the Board convened to consider matters about Houston City College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben and Loreda)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

APPROVED HONORARY DEGREES FOR 2026

Motion – Trustee Eva Loreda motioned, and Trustee Sean Cheben seconded.

Dr. Ford Fisher noted that the item provides for the approval of honorary degrees for 2026. She apprised that Dr. Norma Perez, Sr. Vice Chancellor for Instructions and Chief Academic Officer would provide an overview.

Dr. Perez announced the Honorary Degree Nominees as follows:

- Mario Figuerora, Jr.
- Ronda Prince
- Scott Braddock
- Dr. Rod Paige (Posthumous Recognition)
- Bryant Bond

Vote – The motion passed with a vote of 2-0 with Trustee Cheben and Loreda in favor.

STRENGTHENING STUDENT TRANSFER PATHWAYS TO SUCCESS

Dr. Ford Fisher noted that the item provides an update on Strengthening Student Transfer Pathway to Success and apprised that Dr. Norma Perez would provide an overview.

Dr. Perez provided an overview of the following:

- Talent Strong Texas Pathways
- Texas Pathways Round 4
- Summer Catalyst - June 2025 (Official launch of Round 4)
- Pathways Round 4 Core Team

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:41 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

**AUDIT COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON CITY COLLEGE**

February 4, 2026

Minutes

The Audit Committee of Houston City College Board of Trustees met on Wednesday, February 4, 2026, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Pretta VanDible Stallworth, Committee Chair
David Wilson, Committee Member
Sean Cheben
Eva Loreda

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Vice Chancellor, Strategic Communications and Marketing
Lisa Alcorta, Vice Chancellor, Student Services
Andrea Burrige, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, Office of the Ombudsman
Betty Fortune, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Barry Sullivan, Chief Information Officer, Information Technology
Bob McCracken, Vice Chancellor, Administration and Operations
Elizabeth McGee, Chief Artificial Intelligence Transformation Officer
Nicole Montgomery, General Counsel
Rodney Nathan, Vice Chancellor for Talent Engagement/Chief Human Resource Officer
Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer
Karen Schmidt, Executive Director, HCC Foundation
Nathan Smith, Faculty Senate President
Michael Webster, President, Southwest College
Morgan Yette, Staff Senate President
Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations

OTHER PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Dr. Pretta VanDible Stallworth, Committee Chair, called the meeting to order at 3:03 p.m. and declared the Board convened to consider matters about Houston City College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Loreda, VanDible Stallworth, and Wilson)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

INTERNAL AUDIT STATUS REPORT

Dr. Ford Fisher noted that the item provides an update on the Quarterly Internal Audit Report. She noted that Mr. Terrance Corrigan, Director of Internal Auditing, would provide an overview.

Mr. Corrigan reported on the following:

- Internal Audit Status
- Summarized Internal Audit Status Information
- Observations Action Plan
- External Audit and/or Review Activity
- Independence Impairments & Scope Limitation

REVIEW INTERNAL AUDIT DEPARTMENT AND AUDIT COMMITTEE CHARTERS

Dr. Ford Fisher noted that the item is for discussion regarding the Review Internal Audit Department and Audit Committee Charters and apprised that Mr. Terrance Corrigan would provide an overview.

Mr. Corrigan noted that the review is required under the Global Internal Audit Standards: Principle 6 and reported on the following:

- Global Internal Audit Standards Charters Requirements
- Proposed Charters (Internal Audit Department Charter and Audit Committee Charters) - no changes to the Charters other the name change to Houston City College.
- Internal Audit Department Charter Content
- Audit Committee Charter Content
- Proposed Schedule for Approving Charters

Mr. Corrigan noted that the Charters will be presented for approval in April 2026.

Trustee Wilson requested a reminder of why the college decided to adopt the Global Internal Audit Standards. Mr. Corrigan apprised that the Global Internal Audit Standards are the standards followed internationally.

Dr. VanDible Stallworth inquired what standards were used before the Global Standards were required. Mr. Corrigan noted that the standards are similar and apprised that not adopting the Global Standards would indicate that the Internal Audit Department is not operating under globally recognized standards.

REPORT ON QUARTERLY CONTROL AND COMPLIANCE ATTESTATION

Dr. Ford Fisher noted that the item is to report on the Quarterly Control and Compliance Attestation. She noted that Dr. Nicole Montgomery, General Counsel, would provide the report.

Dr. Montgomery noted that there was one attestation exception item and apprised that the item had been fully mitigated.

Dr. Montgomery noted that there is an additional item scheduled for closed session discussion.

UPDATE ON RISK 2: CAMPUS SECURITY AND RISK 7: POLICING

Dr. Ford Fisher noted that the item provides an update on Risk 2: Campus Security and Risk 7: Policing. She noted that Mr. Robert McCracken, Vice Chancellor, Administration and Operations, would provide an overview.

Mr. McCracken noted that the item will be discussed in open and closed session and provided an overview as follows:

- Campus Security: The Risk
- Policing: The Risk
- Risk Monitoring & Mitigation Strategies: Campus Security
- Risk Monitoring & Mitigation Strategies: Policing

ADJOURNED TO CLOSED SESSION

Dr. VanDible Stallworth adjourned the meeting to Executive Session at 3:32 p.m., notice having previously been given and reiterated per Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Dr. VanDible Stallworth stated that any final action, vote, or decision on any item discussed in Executive Session would be taken up in the Open Session or a subsequent Public Meeting.

Dr. VanDible Stallworth reconvened the meeting in Open Session at 4:07 p.m. and entertained any motions on pending matters.

(The following Trustees were present: VanDible Stallworth)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:07 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

**COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES
HOUSTON CITY COLLEGE**

February 4, 2026

Minutes

The Houston City College Board of Trustees held a Committee of the Whole meeting on Wednesday, February 4, 2026, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Eva Loreda, Chair
Sean Cheben, Vice Chair
Laolu Davies
Monica Ricart
Pretta VanDible Stallworth
Dave Wilson

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Vice Chancellor, Strategic Communications and Marketing
Lisa Alcorta, Vice Chancellor, Student Services
Andrea Burrige, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, Office of the Ombudsman
Betty Fortune, President, Northeast College
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Bob McCracken, Vice Chancellor, Administration and Operations
Elizabeth McGee, Vice Chancellor, Chief Artificial Intelligence Transformation Officer
Nicole Montgomery, General Counsel
Rodney Nathan, Vice Chancellor for Talent Engagement/Chief Human Resource Officer
Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer
Karen Schmidt, Executive Director, HCC Foundation
Nathan Smith, Faculty Senate President
Michael Webster, President, Southwest College
Morgan Yette, Staff Senate President
Remmele Young, Vice Chancellor, External and Governmental Relation/Transfer and Alumni Relations

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Eva Loredo, Chair, called the meeting to order at 4:07 p.m. and declared the Board convened to consider matters of Houston City College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Loredo, Richart, VanDible Stallworth, and Wilson)

Dr. Ford Fisher introduced Ms. Elizabeth McGee, Vice Chancellor, Chief AI Transformation Officer

HEARING OF THE CITIZENS

No citizens signed up to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

OVERVIEW OF FY2027 TUITION AND FEES

Dr. Ford Fisher noted that the item provides an overview of the Tuition and Fees and noted that Robert McCracken, Vice Chancellor, Administration and Operations would provide an overview.

(Trustee Davies joined the meeting at 4:12 p.m.)

Mr. McCracken noted that the overview will pertain to the tuition and fees items B through F listed on the agenda and reported on the following:

- FY27 Budget Development Timeline
- Guiding Principles
- HCC's Strategic Priorities
- Institutional Annual Priorities
- Efficiency Metrics
 - Lowest Tax Rate of Large Urban Peers
 - Long History of Tax Rate Discipline
 - Payroll Budget Consistent with Large Urban Peers
 - Staffing Consistent with Peers
 - Payroll % of Budget Decline Over Time
 - Enrollment Growing Faster Than Payroll
 - Employee Count Flat
 - Texas Competitive Tuition and Fees Rates Comparison
 - Comparative Texas Tuition Rate Trend In-District
 - Comparative Texas Tuition Rate Trend Out-of-District
- Proposed Exemptions & Waivers Proposal
 - Tuition and Fee Proposal – Executive Summary
 - Exemptions & Waivers – Summary
 - Texas Competitors Dual Credit

- Houston Connect Awards

Trustee Wilson inquired whether there are any numbers regarding the Houston Reconnect and Connect 2 Workforce programs. Mr. McCracken apprised that there 867 students have been assisted with Houston Reconnect totaling \$1.4 million, and 260 students for Connect 2 Workforce.

Trustee Wilson noted that HCC has the largest tax base and apprised that both variables must be considered when reviewing tuition and fees. He noted that the budget development process appears to be somewhat backwards and rubber stamped.

Dr. VanDible Stallworth referenced the Connect 2 Workforce program and inquired if they are one-time awards or could students reapply. Dr. Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer, noted that the college is starting with one award, and noted it also depends on the program the student is pursuing.

Dr. VanDible Stallworth inquired about the amount the Foundation disbursed in scholarship to assist students and noted that the HCC Foundation ran out of funds. Ms. Karen Schmidt, Executive Director of the HCC Foundation, noted that there were 11,000 applications for \$2 million scholarship funding available.

Dr. VanDible Stallworth noted that there is a disconnect and commented that students were not privy to the Foundation scholarship opportunities. Ms. Schmidt noted that the Foundation website redirects students to the financial coaches for the Houston Reconnect and Connect 2 Workforce programs for assistance.

Dr. VanDible Stallworth inquired whether there are restrictions for the Reconnect and Connect 2 Workforce programs. Dr. Perez noted that there is a collaboration to assist as many students as possible. She apprised that adjustments are being made to better accommodate students, including greater community engagement to inform them of the available funding.

Dr. VanDible Stallworth noted that she discussed with the Board Chair the possibility of moving at least 100% of this fiscal year surplus funds to the Foundation for scholarships. She also requested information on where students should be directed for assistance.

Dr. Ford Fisher noted that the district has been working with the college presidents and P16 personnel to ensure students are aware of the available funding. She apprised that it has been determined that efforts need to be pushed out by the colleges to better identify where the greatest needs exist. She noted that admission advisors are now assigned to workforce areas to support enrollment efforts to assist student using the available Reconnect and Connect 2 funds.

Trustee Cheben referenced the tax discussion and recommended reviewing both peer groups regarding the tax rate.

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Dr. Ford Fisher noted that the item is to approve the Schedule of Tuition and Fees for Fall 2026 and apprised that Robert McCracken would provide an overview and entertain questions.

Trustee Loreda noted that she is still adamant about reducing the technology fees and apprised that a possible flat rate would be better than charging a fee for each semester credit hour.

Dr. VanDible Stallworth requested the opportunity for the Audit Committee to review the options regarding technology fees. Trustee Loreda noted that the item needs to be approved.

Trustee Wilson noted that the item could be pulled from the Consent Agenda at the Regular Board meeting on February 18 for further discussion.

Vote – The motion passed with a vote of 6-0 with Trustees Loreda, Cheben, Davies, Richart, VanDible Stallworth, and Wilson in favor.

APPROVAL TO CONTINUE TO WAIVE ALL TUITION AND FEES FOR ALL EARLY COLLEGE HIGH SCHOOL (ECHS) AND P-TECH STUDENTS EFFECTIVE FALL 2026

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Dr. Ford Fisher noted that the item is presented for continued waiver of all tuition and fees for all Early College High Schools (ECHS) and P-TECH students effective Fall 2026 and apprised that Dr. Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer would provide an overview.

Dr. Perez apprised that the college cannot charge tuition and fees for Early College High Schools (ECHS) and P-TECH students.

Vote – The motion passed with a vote of 6-0 with Trustees Loreda, Cheben, Davies, Richart, VanDible Stallworth, and Wilson in favor.

APPROVAL TO CONTINUE APPLYING A FLAT RATE AND WAIVER FOR TRADITIONAL DUAL CREDIT STUDENTS EFFECTIVE FALL 2026

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Dr. Ford Fisher noted that the item is recommended to continue the flat waiver for traditional Dual Credit students effective Fall 2026 and apprised that Dr. Norma Perez would entertain questions.

Vote – The motion passed with a vote of 6-0 with Trustees Loreda, Cheben, Davies, Richart, VanDible Stallworth, and Wilson in favor.

APPROVAL OF OPTIONAL TUITION AND FEE EXEMPTIONS AND WAIVERS EFFECTIVE FALL 2026

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Dr. Ford Fisher noted that the item is to approve the optional tuition and fee exemptions and waivers effective Fall 2026 and apprised that Mr. Robert McCracken would entertain questions. Dr. VanDible Stallworth inquired whether the exemptions and waivers could be amended at a later date. Mr. McCracken noted that an amendment is possible.

Vote – The motion passed with a vote of 6-0 with Trustees Loredo, Cheben, Davies, Richart, VanDible Stallworth, and Wilson in favor.

TUITION AND FEES FOR CONTINUING EDUCATION UNITS (CEU) AND NON-CREDIT (NCR) CLASSES

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Dr. Ford Fisher noted that the item is to approve the tuition and fees for Continuing Education Units (CEU) and Non-Credit (NCR) classes and apprised that Dr. Norma Perez would provide an overview.

Dr. Perez noted that the tuition and fees approval applies to CEU and NCR classes. She apprised that the approval also allows for the addition of new courses during the fiscal year.

Dr. VanDible Stallworth requested that the list identify the level of certification for state universities.

Trustee Loredo noted that the fees vary and noted that assistance may be needed to help students with the cost of the courses. Dr. Perez noted that a listing of programs that qualify for assistance could be provided.

Trustee Richart noted that there appears to be an error regarding Commercial Truck Driving Class B Driving Skills total course cost and inquired how the approval process would address this. She requested an additional review. Mr. McCracken noted that it is an error and noted that an amendment is required.

Motion to Amend – Trustee Richart motion to correct the Commercial Truck Driving Class B Driving Skills total course cost to \$1,700 in the attached schedule, and Trustee Cheben seconded.

Vote on the Amendment – The motion passed with a vote of 5-0-1 with Trustees Loredo, Cheben, Richart, VanDible Stallworth, and Wilson in favor, and Trustee Davies abstaining.

Vote on Motion as Amended – The motion passed with a vote of 5-0-1 with Trustees Loredo, Cheben, Richart, VanDible Stallworth, and Wilson in favor, and Trustee Davies abstaining.

MONTHLY INVESTMENT REPORT, FINANCIAL STATEMENT AND BUDGET REVIEW FOR DECEMBER 2025

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Dr. Ford Fisher noted that the item is to approve the monthly Investment Report, Financial Statement, and Budget Review for December 2025 and apprised that Mr. Bob McCracken, Vice

Chancellor, Administration and Operations, would provide an overview, and entertain any questions.

Mr. McCracken noted that a budget amendment will be presented before the end of the fiscal year to request additional spending.

Trustee Davies inquired about the part-time and full-time overage. Mr. McCracken noted that there is an overrun on part-time faculty and apprised that additional funding is being allocated to address the issue.

Vote – The motion passed with a vote of 6-0 with Trustees Loreda, Cheben, Davies, Richart, VanDible Stallworth, and Wilson in favor.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:07 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

**COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES
HOUSTON CITY COLLEGE**

February 18, 2026

Minutes

The Houston City College Board of Trustees held a Committee of the Whole meeting on Wednesday, February 18, 2026, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Eva Loreda, Chair
Cynthia Lenton-Gary, Secretary
Renee Patterson
Monica Ricart
Dave Wilson

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Vice Chancellor, Strategic Communications and Marketing
Lisa Alcorta, Vice Chancellor, Student Services
Andrea Burrige, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, Office of the Ombudsman
Betty Fortune, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Edmond "Butch" Herod, President, Central College
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Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer
Karen Schmidt, Executive Director, HCC Foundation
Nathan Smith, Faculty Senate President
Michael Webster, President, Southwest College
Morgan Yette, Staff Senate President
Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Eva Loreda, Chair, called the meeting to order at 4:07 p.m. and declared the Board convened to consider matters of Houston City College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Lenton-Gary, Loreda, Patterson, Richart, and Wilson)

HEARING OF THE CITIZENS

No citizens signed up to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

APPROVE HCC BOARD GOALS FOR 2025-2026

Motion – Trustee Lenton-Gary motioned, and Trustee Richart seconded.

Vote – The motion passed with a vote of 5-0 with Trustees Loreda, Lenton-Gary, Patterson, Richart, and Wilson in favor.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:07 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

**REGULAR MEETING
OF THE BOARD OF TRUSTEES
HOUSTON CITY COLLEGE**

February 18, 2026

Minutes

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MEMBERS PRESENT

Eva Loreda, Chair
Laolu Davies, Vice Chair
Sean Cheben, Secretary
Cynthia Lenton-Gary
Renee Patterson
Monica Richart
Pretta VanDible Stallworth
Dave Wilson

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Vice Chancellor, Strategic Communications and Marketing
Lisa Alcorta, Vice Chancellor, Student Services
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Jerome Drain, President, Online College
Michael Edwards, Office of the Ombudsman
Betty Fortune, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Barry Sullivan, Chief Information Officer, Information Technology
Bob McCracken, Vice Chancellor, Administration and Operations
Elizabeth McGee, Chief Artificial Intelligence Transformation Officer
Nicole Montgomery, General Counsel
Rodney Nathan, Vice Chancellor for Talent Engagement/Chief Human Resource Officer
Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer
Karen Schmidt, Executive Director, HCC Foundation
Nathan Smith, Faculty Senate President
Michael Webster, President, Southwest College
Morgan Yette, Staff Senate President
Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations of External and Governmental Relations, Transfer and Alumni Relations

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Eva Loreda, Chair, called the meeting to order at 4:02 p.m. and declared the Board convened to consider matters of Houston City College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Davies, Loreda, Lenton-Gary, Patterson, Richart, and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

Dr. Cynthia Lenton-Gary led in the prayer and pledges.

Trustee Loreda offered condolences to Dr. Adriana Tamez in the passing of her father, Mr. Isidro Tamez, on February 3, 2026.

(Dr. VanDible Stallworth joined the meeting at 4:05 p.m.)

APPROVAL OF MINUTES FOR BOARD GOVERNANCE COMMITTEE MEETING ON DECEMBER 3, 2025 AND MINUTES FOR JANUARY 2026

Motion – Dr. Cynthia Lenton-Gary motioned, and Trustee Laolu Davies seconded.

Vote – The motion passed with a vote of 7-0 with Trustees Loreda, Lenton-Gary, Davies, Patterson, Richart, VanDible Stallworth, and Wilson in favor.

AWARDS, PRESENTATIONS, AND RECOGNITIONS

- Check Presentation by Teagle Foundation
- Check Presentation by Mr. Randhir Sahni
- Recognition of Black History Month
- Recognition International Women's Day and Women's History Month

CHAIR'S REPORT

TRUSTEE DISTRICT REPORT

District IV – Trustee Davies apprised that District 4 wrapped up the month of January with the Fashion Fusion event. He noted that HCC Central students, along with Dr. Suzette Brimmer, Vice President of Institutional and Student Services, did an excellent job organizing and presenting the program.

Trustee Davies also apprised that he attended the National Legislative Summit in Washington, D.C., where the emerging topic of discussion was “workforce funding.” Additionally, he paused to recognize the passing of Rev. Jesse Jackson on Tuesday, February 17, 2026. Rev. Jackson was a prominent civil rights leader, minister, and founder of the Rainbow/PUSH Coalition, which

played a significant role in the American civil rights movement and advocated for social justice, economic equality, and political empowerment.

District VI – Trustee Wilson noted that the Engineering Center of Excellence (COE) was approved by the coordinating board to offer an Associate of Science in Engineering Technology degree and a technology degree with programming, launching in Fall 2026. He further noted that the Information Technology Services Center (ITS Center) hosted a plant swap event that was attended by 80 community members.

Trustee Wilson apprised that Dr. Zachary Hodges, President, Northwest College serves on the Memorial City TIRZ 17 Board and joined Council Member Amy Peck and other city officials to launch a project to develop major detention infrastructure to reduce flooding and to build a new police and fire station in the Spring Branch area.

Trustee Wilson also noted that Northwest College made its debut with the first annual “No Quitters” event in Katy, which was designed to help individuals stay committed to their New Year’s resolutions.

Additionally, he apprised that HCC participated in the Harris County Precinct 4 Town Hall at Hastings High School, led by Commissioner Lesley Briones and her team. The event featured updates and discussions with U.S. Representative Lizzie Fletcher and Alief ISD Superintendent Dr. Anthony Mays.

District VIII – Trustee Loreda congratulated the robotics Dual Credit students who participated in the global robotics competition. She also attended the ACCT National Legislative Summit in Washington, D.C. and apprised that more than 100 students participated nationally, with three students from HCC in attendance. She expressed appreciation to Dr. Matias Graza, Interim Associate Vice Chancellor, Enrollment Management and Success for organizing the virtual lobby event to support and assist HCC students.

District IX – Dr. VanDible Stallworth referenced a letter sent to the Chancellor regarding the principal’s conduct at Worthing High School and noted that the letter was also forwarded to the HISD Superintendent. She apprised the Board that a full review has been requested.

Dr. VanDible Stallworth noted that freshmen students from Alief Independent School District ranked highest in the debate tournament at Harvest University.

TRUSTEES REQUIRED ANNUAL TRAINING

Trustee Loreda announced that the Trustees required annual training will be completed via self-study, and apprised that the certification forms must be submitted to Board Services by April 30, 2026 confirming the training has been completed.

BOARD MEETING SCHEDULE

Trustee Loreda announced that no meetings are scheduled for the month of March and the Committees/COTW meetings will be held on Wednesday, April 1, 2026, with the Regular meeting scheduled for Wednesday, April 15.

CHANCELLOR'S REPORT

Dr. Ford Fisher provided a report on the following:

- ACCT/AACC National Legislative Summit, Feb. 8–11, 2026, Washington, D.C.
- Hcc Spring Enrollment Up 10.3% (64,253)
- Hcc CEU Enrollment Up 3%
- Student Success Outcomes Highlighted
- Vertical Transfer Partnerships with Four-Year Institutions

UNITED STUDENT COUNCIL

Ms. Jia Jones, President of USC, expressed appreciation for the opportunity for students to attend the ACCT National Legislative Summit in Washington, D.C. She provided highlights of the conference, noting that it offered students the chance to collaborate with peers on a national level and participate in visits on Capitol Hill.

FACULTY SENATE REPORT

Dr. Nathan Smith, Faculty Senate President, provided a report on the following:

- March 20 – Student Success Summit scheduled at West Houston Institute (WHI).
- April 10 – Faculty Conference will be held at WHI, 9:00 a.m.–12:00 p.m.
- May 11 – Eagle Summer Seminar will be held.

STAFF SENATE REPORT

Ms. Morgan Yette, Staff Senate President, provided a report on the following:

- Campus Safety Awareness Committee Meeting
- Policy and Procedures Committee Meeting
- Wellness and Outreach Committee Meeting
- Professional Development and Conference Committee hosted the Getting in Control of Your Money webinar with special thanks to Mr. Daniel Cole for leading the session, and to PDCC Co-Chairs Ms. Juliette Manning and Yinka Jenemy
- HCC Toastmasters Charter Ceremony – special thanks to Ms. Jocelyn Williams and Emma Welch, Toastmasters District #56 Leadership for their participation.
- In-Person Active Shooters Training

HEARING OF THE CITIZENS

There were no citizens present to speak before the Board.

CONSENT AGENDA

Motion – Dr. Lenton-Gary motioned, and Trustee Laolu Davies seconded to approve the Consent Agenda with the exception of Item #2.

Vote – The motion passed with a vote of 7-0, with Trustees Loreda, Lenton-Gary, Davies, Patterson, Richart, VanDible Stallworth, and Wilson in favor.

The following items were approved:

- Approved Honorary Degrees for 2026
- Approval to Continue to Waive All Tuition and Fees for All Early College High School (ECHS) and P-TECH Students Effective Fall 2026
- Approval to Continue Applying a Flat Rate and Waiver for Traditional Dual Credit Students Effective Fall 2026
- Approval of Optional Tuition and Fee Exemptions and Waivers Effective Fall 2026
- Tuition and Fees for Continuing Education Units (CEU) and Non-Credit (NCR) Classes
- Monthly Investment Report, Financial Statement and Budget Review for December 2025
- Approve HCC Board Goals for 2025-2026

APPROVAL OF HCC'S SCHEDULE OF TUITION AND FEES EFFECTIVE FALL 2026

Motion – Trustee Laolu Davies motioned and Trustee Monica Richart seconded.

Trustee Wilson noted that there appears to be an \$8.5 million surplus in tuition and fees due to the enrollment increase. He apprised that while this is positive news, it calls for thoughtful decision-making regarding the best use of the surplus to strengthen the college, including the possibility of lowering tuition and fees next year. He noted that the in-district rate is \$33 per semester hour, while the out-of-district rate is three times higher. Trustee Wilson further noted that out-of-district and out-of-state students do not pay ad valorem taxes and suggested that strategic options could be considered, such as offering free tuition, addressing workforce shortages, and providing discounted tuition for student referrals.

(Trustee Cheben joined the meeting at 4:59 p.m.)

Trustee Wilson noted that these are significant decisions that require careful consideration and recommended exploring options for utilizing the surplus funding such as purchasing healthcare facilities that allows the college to create something meaningful.

Dr. VanDible Stallworth noted that some scholarship funding had not been distributed and recommended that 100% of surplus funds be reallocated for scholarships. Dr. VanDible Stallworth also recommended that 10% of any identified efficiency funding also be directed to scholarship funding.

Trustee Richart recommended placing the tuition and fees item on the agenda for the next Board retreat to obtain input from the full Board.

Trustee Loredo recommended adjusting the technology fee to \$25 per course instead of per credit hour.

Dr. Lenton-Gary concurred with the recommendations for free tuition and reduced technology fees. She apprised the Board that \$25 per class should be considered and recommended revisiting the matter at the next Board retreat.

Trustee Cheben noted hesitancy to adopt the change without reviewing the budgetary impact of the recommendations. He recommended approving the item and holding a robust discussion later.

Trustee Richart recommended placing the item on the April agenda to allow for a review of the financial impact.

Dr. VanDible Stallworth requested that the review be conducted during the Audit Committee to allow a candid discussion.

Dr. Ford Fisher requested that Mr. Robert McCracken, Vice Chancellor of Administration and Operations, review the discussions. Mr. McCracken noted feedback regarding reductions in taxes and technology fees and apprised the Board that the proposed changes would amount to approximately \$18 million impact on the budget. He further noted that additional time is needed to identify areas where costs could be reduced to accommodate the proposed reductions and noted that the Administration is actively reviewing potential cost-saving measures.

Trustee Davies asked for a breakdown of what the technology fee covers. Mr. McCracken noted that the fee supports instructional technology costs and student technology. He noted that a review is needed to determine where reductions could be made. He also noted that state funding remains flat and that the Administration is reevaluating how to address this issue.

Trustee Wilson noted that the deadlines appear to require the Board to make swift decisions. He inquired about the impact of lowering the technology fee to \$25 per credit hour and the potential removal of athletic fees. He also recommended reviewing marketing efforts related to the fee reductions and emphasized that the college should consider underserved communities. He noted that the focus should also be on assisting the community and developing an effective marketing strategy.

Trustee Wilson further inquired about the impact if the item were postponed. Mr. McCracken noted that postponing the fee to April 15 could impact students.

Vote – The motion passed with a vote of 7-0-1 with Trustees Loredo, Cheben, Lenton-Gary, Davies, Patterson, Richart, and VanDible Stallworth in favor. Trustee Wilson abstained.

ADJOURNED TO CLOSED SESSION

Trustee Eva Loredo adjourned the meeting to Executive Session at 5:20 p.m., notice having previously been given and reiterated per Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Trustee Eva Loredo stated that any final action, vote, or decision on any item discussed in Executive Session would be taken up in the Open Session or a subsequent Public Meeting.

Trustee Eva Loredo reconvened the meeting in Open Session at 6:30 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Cheben, Lenton-Gary, Loredo, Patterson, Richart, VanDible Stallworth, and Wilson)

TOPICS FOR DISCUSSION AND/OR ACTION

AUTHORIZE TRANSFER OF RESIDUAL 2013 CIP PROGRAM FUNDS FROM COMPLETED CIP PROJECTS TO THE COLEMAN COLLEGE CIP PROGRAM

Motion – Trustee Sean Cheben motioned, and Dr. Cynthia Lenton-Gary seconded.

Dr. Ford Fisher noted that the item authorizes the Chancellor to transfer residual 2013 CIP programs funds to the Coleman College CIP Program for construction, furniture, fixtures, and equipment for the buildout of existing shell space in the Health Sciences Tower, and to reallocate existing non-bond related capital funds from cancelled and/or completed projects to the Coleman College project. She apprised that Mr. Robert McCracken would entertain questions.

(Trustee Davies joined the meeting at 6:30 p.m.)

Vote – The motion passed with a vote of 8-0 with Trustees Loredo, Cheben, Lenton-Gary, Davies, Patterson, Richart, VanDible Stallworth, and Wilson in favor.

PARKING ACCESS AND REVENUE CONTROL SYSTEM UPGRADE, SYSTEM ADMINISTRATION PARKING GARAGE (PROJECT NO. IFB 26-04)

Motion – Trustee Sean Cheben motioned, and Dr. Cynthia Lenton-Gary seconded.

Dr. Ford Fisher noted that the item authorizes the Chancellor to execute a contract with Parking BOXX, Corp., the lowest responsible bidder meeting specifications, to provide Parking Access and Revenue Control System Upgrade for system administration parking garage, in accordance with IFB 26-04 and apprised that Mr. Robert McCracken would entertain questions.

(Trustee Richart stepped out at 6:33 p.m.)

Vote – The motion passed with a vote of 7-0 with Trustees Loredo, Cheben, Lenton-Gary, Davies, Patterson, VanDible Stallworth, and Wilson in favor.

STEEL SUPPLIES AND RELATED WELDING MATERIALS (PROJECT NO. RFP-C 25-44)

Motion – Trustee Sean Cheben motioned, and Dr. Cynthia Lenton-Gary seconded.

(Trustee Richart returned at 6:34 p.m.)

Dr. Ford Fisher noted that the item authorizes the Chancellor to execute contracts with Steel Supply L.P., North Shore Steel Co. Inc., and Miko Services & Mak Logistics to provide steel supplies, and with Linde Gas & Equipment Inc. and Jonah's Enterprises Inc. to provide welding materials, in accordance with RFP-C 25-44.

Trustee Wilson apprised that he has an account with Windy Gas Equipment. Ms. Melissa Mihalick, Board Counsel, noted that he may need to recuse from the vote and advised that she would review the matter.

Trustee Wilson subsequently recused from the vote due to a potential conflict of interest.

Vote – The motion passed with a vote of 7-0 with Trustees Loredo, Cheben, Lenton-Gary, Davies, Patterson, Richart, and VanDible Stallworth in favor. Trustee Wilson recuse.

GENERAL EDUCATION CURRICULUM REVIEW COMMITTEE APPOINTMENTS

Motion – Dr. Cynthia Lenton-Gary motioned, and Trustee Laolu Davies seconded.

Dr. Ford Fisher noted that the item is to consider the selection of additional members to the General Education Curriculum Review Committee. She noted that Dr. Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer and Nicole Montgomery, General Counsel, would provide an overview.

Vote – The motion passed with a vote of 8-0 with Trustees Loredo, Cheben, Lenton-Gary, Davies, Patterson, Richart, VanDible Stallworth, Wilson in favor.

RESOLUTION IN RECOGNITION OF MR. RYAN F. MCCAULEY

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Dr. Ford Fisher noted that the item is a recommendation to approve a resolution in recognition of HCC Foundation outgoing Board Chair, Mr. Ryan F. McCauley and noted that Ms. Karen Schmidt would provide the overview.

Vote – The motion passed with a vote of 8-0 with Trustees Loredo, Cheben, Lenton-Gary, Davies, Patterson, Richart, VanDible Stallworth, Wilson in favor.

PERSONNEL AGENDA – FACULTY

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Trustee Loredo expressed appreciation to those who have retired or left.

Vote – The motion passed with a vote of 8-0 with Trustees Loredo, Cheben, Lenton-Gary, Davies, Patterson, Richart, VanDible Stallworth, Wilson in favor.

HCC FOUNDATION QUARTERLY REPORT

Dr. Ford Fisher noted that the item provides a quarterly report on the HCC Foundation and noted that Ms. Karen Schmidt, Executive Director, HCC Foundation would provide an overview and address any questions.

Ms. Schmidt announced that the HCC Foundation Annual Scholarship Luncheon will be held on Friday, February 27, 2026, at 11:30 a.m. at the Bayou City Event Center, 9401 Knight Road, Houston, Texas 77045.

Ms. Schmidt noted that the gratitude report was provided to the Trustees and apprised the Board that the Foundation had set a fundraising goal of \$30 million, which was achieved 15 months ahead of schedule. She further noted that the goal was subsequently increased to \$50 million and that the Foundation is currently \$7 million away from reaching this updated goal.

CAPITAL IMPROVEMENT PROJECTS REPORT

Dr. Ford Fisher noted that the item provides an update on the Capital Improvement Projects.

Trustee Loredó noted that the item is an information report and was included in the Board material.

PROPOSED SEPARATION AGREEMENT AND RELEASE WITH A FORMER HCC EMPLOYEE

Motion – Trustee Sean Cheben motioned, and Trustee Renee Patterson seconded.

Dr. Ford Fisher noted that the item was discussed in closed session.

Vote – The motion passed with a vote of 8-0 with Trustees Loredó, Cheben, Lenton-Gary, Davies, Patterson, Richart, VanDible Stallworth, Wilson in favor.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 6:50 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
1.	Acceptance of Donated Item by Wolfram	Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the following donated item on behalf of Wolfram:

- An additional 3-month license extension, which covered/covers October, November, and December of 2025.

COMPELLING REASON AND BACKGROUND

This gift will support Houston City College's use of Artificial Intelligence.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$67,817.50

Additional Costs: no additional costs included in HCC Budget

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description	Upload Date	Type
Wolfram Acknowledgement Letter	3/4/2026	Attachment

This item is applicable to the following: Southwest

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
Vice Chair of
Board Relations

Ed Fierro
Vice Chair of
Governance

Jennifer Waldner Grant
Vice Chair of
Philanthropic Strategy

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 22, 2026

Roy Alvarez
Director of Strategic Development
Wolfram

Mr. Alvarez:

Thank you for the wonderful in-kind donation of Wolfram products for a 3-month extension on the license for Houston City College. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$67,817.50. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
2.	Acceptance of Donated Item by Bricks & Minifigs Meyerland	Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the following donated item(s) on behalf of Bricks & Minifigs – Meyerland, Michael & Meghan Bingham:

- Donated Bulk Legos

COMPELLING REASON AND BACKGROUND

This gift will support HCC's student services programs and recreation at Southwest College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$200.00

Additional Costs: no additional costs included in HCC Budget

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Bricks & Minifigs Meyerland Acknowledgement Letter	3/6/2026	Attachment

This item is applicable to the following: Southwest

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 2, 2026

Michael and Meghan Bingham
BAM Meyerland – Houston, Texas
Bricks & Minifigs: LEGO
5407 S. Braeswood Blvd.
Houston, Texas 77096

Mr. & Mrs. Bingham:

Thank you for the wonderful in-kind donation of bulk Legos for the Student Services Recreational Programs at Houston City College Southwest. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of \$200. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
3.	Acceptance of Donated Item by Frito-Lay	Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the following donated item(s) on behalf of Frito-Lay North America:

- Variety of Chips and Snacks for 3 Fall 2025 events (Fall Fest, Back to School events, Apprenticeship Summit)

COMPELLING REASON AND BACKGROUND

This gift will support HCC's student services programs and recreation at Southwest College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$252.00

Additional Costs: no additional costs included in HCC Budget

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Frito-Lay Acknowledgement Letter	3/6/2026	Attachment

This item is applicable to the following: Southwest

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 22, 2026

Carlos Becerra
Frito-Lay North America
3310 36th Division Memorial Highway
Rosenberg, Texas 77474

Mr. Becerra:

Thank you for the wonderful in-kind donation of variety of snacks for three events during the Fall 2025 (Fall Fest, Back to School and the Apprenticeship Summit) at Houston City College. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$252.00. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
4.	Acceptance of Donated Item by Sean Thomas Jones	Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the following donated service on behalf of Sean Thomas Jones:

- Creation and onsite presentation of Strengthening Law Enforcement with AI

COMPELLING REASON AND BACKGROUND

This gift will support HCC's AI programs and AI capacity across Houston.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$1,100.00

Additional Costs: no additional costs included in HCC Budget

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Sean Thomas Jones Acknowledgement Letter	3/6/2026	Attachment

This item is applicable to the following: Southwest

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
Vice Chair of
Board Relations

Ed Fierro
Vice Chair of
Governance

Jennifer Waldner Grant
Vice Chair of
Philanthropic Strategy

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 22, 2026

Sean Thomas Jones
448 Savannah Springs Way
Spring, Texas 77374

Mr. Jones:

Thank you for the wonderful in-kind donation of a creation and onsite presentation of Strengthening Law Enforcement with Artificial Intelligence at Houston City College. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of \$1,100.00. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
5.	Acceptance of Donated Item by Coca-Cola	Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the following donated item(s) on behalf of Frito-Lay North America:

- Variety of Sports Drinks and Waters for the inaugural Love Run

COMPELLING REASON AND BACKGROUND

This gift will support HCC's student services programs and inaugural event at Southwest College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$400.00

Additional Costs: no additional costs included in HCC Budget

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Coca-Cola Acknowledgement Letter	3/6/2026	Attachment

This item is applicable to the following: Southwest

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 22, 2026

Ada Ortega
Coca-Cola Southwest Beverages
10475 Deer Trail Drive
Houston, Texas 77038

Ms. Ortega:

Thank you for the wonderful in-kind donation of variety of sports drinks and water bottles for the inaugural Love Run at Houston City College Southwest. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$400.00. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
6.	Acceptance of Donated Item by PJs Coffee	Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the following donated item(s) on behalf of PJs Coffee Missouri City:

- Coffee for the inaugural Love Run

COMPELLING REASON AND BACKGROUND

This gift will support HCC's student services programs and inaugural event at Southwest College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$370.00

Additional Costs: no additional costs included in HCC Budget

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
PJs Coffee Acknowledgement Letter	3/6/2026	Attachment

This item is applicable to the following: Southwest

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
Vice Chair of
Board Relations

Ed Fierro
Vice Chair of
Governance

Jennifer Waldner Grant
Vice Chair of
Philanthropic Strategy

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 22, 2026

Zach Patterson
1021 Lake Olympia Parkway, Suite 100
Missouri City, Texas 77459

Mr. Patterson:

Thank you for the wonderful in-kind donation of coffee and a booth for the inaugural Love Run at Houston City College Southwest. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of \$370.00. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

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ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
7.	Acceptance of donated item by Eric Gruetzner	Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the following donated items on behalf of Eric Gruetzner:

- Lapel pins for Heartbeats Club
- Printed wristbands for those running in honor of a loved one
- Variety of “heart” giveaways (beads, headbands, beanies, sunglasses, etc.)

COMPELLING REASON AND BACKGROUND

This gift will support HCC’s student services programs and inaugural event at Southwest College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$367.28

Additional Costs: no additional costs included in HCC Budget

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Eric Gruetzner Acknowledgement Letter	3/6/2026	Attachment

This item is applicable to the following: Southwest

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
Vice Chair of
Board Relations

Ed Fierro
Vice Chair of
Governance

Jennifer Waldner Grant
Vice Chair of
Philanthropic Strategy

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 22, 2026

Eric Gruetzner, attorney
10006 Cucklebur Circle
Houston, Texas 77095

Mr. Gruetzner:

Thank you for the wonderful in-kind donation of lapel pins, wristbands, and heart-themed giveaway items for the inaugural Love Run at Houston City College Southwest. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$367.28. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
8.	Acceptance of donated item by James Cowan	Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the following donated items on behalf of James Cowan:

- 2 copies of the five-volume René Magritte: Catalogue Raisonné for research use by students and faculty in the libraries of Houston City College (delivered to West Loop Campus).

COMPELLING REASON AND BACKGROUND

This gift will support HCC student success.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$1,990.00

Additional Costs: no additional costs included in HCC Budget

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
James Cowan Acknowledgement Letter	3/6/2026	Attachment

This item is applicable to the following: Southwest

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 22, 2026

James Cowan
1000 Uptown Park Blvd, #181
Houston, Texas 77056

Mr. Cowan:

Thank you for the wonderful in-kind donation of two copies of the five-volume René Magritte: Catalogue Raisonné for research use at Houston City College (HCC) libraries (delivered to HCC Southwest). We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$1,990.00. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
9.	Acceptance of donated item by PepsiCo Foundation	Dr. Margaret Ford Fisher Dr. Betty Fortune

RECOMMENDATION

Acceptance of the following donated item(s) on behalf of the PepsiCo Foundation:

- 2019 Tractor (truck) for use to establish a CDL program at HCC Stafford, Truck was delivered on February 5, 2026

COMPELLING REASON AND BACKGROUND

This gift will support HCC student success.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$0.00 (no value established in order to donate this model)

Additional Costs: no additional costs included in HCC Budget

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
PepsiCo Foundation Acknowledgement Letter	3/6/2026	Attachment

This item is applicable to the following: Northeast

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 22, 2026

Mitchell Porter
PepsiCo
Fleet Capability Talent Manager
PepsiCo, Inc.

Mr. Porter:

Thank you for the wonderful in-kind donation of a 2019 Tractor for use to establish a CDL program at the Houston City College Stafford campus. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$0.00. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
10.	Acceptance of donated item by H-E-B	Dr. Margaret Ford Fisher Dr. Zachary Hodges

RECOMMENDATION

Acceptance of the following donated items on behalf of HEB.

- Four HEB gifts cards worth \$2,000

COMPELLING REASON AND BACKGROUND

The donated items will be used to execute the Bee Brilliant Scripps Regional Spelling Bee hosted by Northwest College.

FISCAL IMPACT

Donation Value: In-Kind contribution valued at \$2,000

Additional Costs: No Additional Costs.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
H-E-B Acknowledgement Letter	3/6/2026	Attachment

This item is applicable to the following: Northwest

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

March 4, 2026

Lisa Helfman
Managing Director of Public Affairs-Houston
H-E-B
4301 Windfern Road
Houston, Texas 77041

Dear Ms. Helfman:

Thank you for the wonderful in-kind donation of H-E-B gift cards for the 2026 Bee Brilliant Scripps Regional Spelling Bee. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$2,000. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
11.	Acceptance of Donated Item by Password Productions	Dr. Margaret Ford Fisher Dr. Zachary Hodges

RECOMMENDATION

Acceptance of the following donated item(s) on behalf of Password Production.

- Discounted audio-visual package worth \$550

COMPELLING REASON AND BACKGROUND

The donated items will be used to execute the Bee Brilliant Scripps Regional Spelling Bee hosted by Northwest College.

FISCAL IMPACT

Donation Value: In-Kind contribution valued at \$550

Additional Costs: No Additional Costs.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Password Production Acknowledgement Letter	3/6/2026	Attachment

This item is applicable to the following: Northwest

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
Vice Chair of
Board Relations

Ed Fierro
Vice Chair of
Governance

Jennifer Waldner Grant
Vice Chair of
Philanthropic Strategy

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

March 4, 2026

Andy Saldana
Password Productions
Houston, Texas

Dear Mr. Saldana:

Thank you for the wonderful in-kind donation of a discounted audio-visual package for the 2026 Bee Brilliant Scripps Regional Spelling Bee. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$550. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
12.	Acceptance of Donated Item by KC Events & Florals	Dr. Margaret Ford Fisher Dr. Zachary Hodges

RECOMMENDATION

Acceptance of the following donated items on behalf of KC Events & Florals.

- Balloon garland and marquee letters
- Labor
- Delivery
- Set up

COMPELLING REASON AND BACKGROUND

The donated items will be used to execute the Bee Brilliant Scripps Regional Spelling Bee hosted by Northwest College.

FISCAL IMPACT

Donation Value: In-Kind contribution valued at \$1,921.50

Additional Costs: No Additional Costs.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
KC Events & Florals Acknowledgement Letter	3/6/2026	Attachment

This item is applicable to the following: Northwest

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

March 4, 2026

Sherronda Scoggins
Founder and Creative Director
1507 Beaumont Road
Baytown, TX 77520

Dear Ms. Scoggins:

Thank you for the wonderful in-kind donation of a balloon garland and marquee letters, as well as for providing labor, delivery, and set up for the 2026 Bee Brilliant Scripps Regional Spelling Bee. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$1,921.50. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

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ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
13.	Acceptance of Donated Item by Splash Productions	Dr. Margaret Ford Fisher Dr. Zachary Hodges

RECOMMENDATION

Acceptance of donated item(s) on behalf of Splash Productions.

- Discounted rate for an event photography service for the 2026 Bee Brilliant Scripps Regional Spelling Bee

COMPELLING REASON AND BACKGROUND

The donated items will be used to execute the Bee Brilliant Scripps Regional Spelling Bee hosted by Northwest College.

FISCAL IMPACT

Donation Value: In-Kind contribution valued at \$300

Additional Costs: No Additional Costs.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Splash Productions Acknowledgement Letter	3/6/2026	Attachment

This item is applicable to the following: Northwest

FOUNDATION

**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

March 4, 2026

Splash Productions
Koehler Street
Houston, TX 77007-3531

To whom it may concern:

Thank you for the wonderful in-kind donation of a discounted rate for your event photography service for the 2026 Bee Brilliant Scripps Regional Spelling Bee. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the April 15, 2026, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$300. Your generosity has furthered the efforts of the student programs at Houston City College.

As one of the largest city colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,



Karen L. Schmidt, M.B.A., CFRE
President, Houston City College Foundation

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ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
14.	Approve Internal Audit Department Charter	Dr. Margaret Ford Fisher Terry Corrigan

RECOMMENDATION

Approve the Internal Audit Department Charter with no revisions (other than the college name change) to the current Charter that was approved April 16, 2025, by the Board of Trustees. The proposed Charter is attached in the package.

COMPELLING REASON AND BACKGROUND

To allow time for the current Audit Committee members to review the proposed Internal Audit Department Charter, the information and methodology used for the Charter was presented at the February 4, 2026, Audit Committee Meeting with the Charter being brought forward for Board of Trustees approval in the April 2026 board meetings.

To conform with the Global Internal Audit Standards (GIAS) promulgated by the Institute of Internal Auditors, Board Bylaws Article F, Section 4c, and Board Policy CDC (Local):

- GIAS Principle 6 - Authorized by the Board: The board establishes, approves, and supports the mandate of the internal audit function. The mandate specifies the authority, role, and responsibilities of the internal audit function and is documented in the internal audit charter. The chief audit executive must discuss the proposed charter with the board and senior management to confirm that it accurately reflects their understanding and expectations of the internal audit function. The board must approve the internal audit charter.
- Board Bylaws Article F, Section 4c states: "The audit committee assists the board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the board."

FISCAL IMPACT

Department functions per approved operating budget.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Proposed Internal Audit Department Charter	3/6/2026	Attachment

This item is applicable to the following: District



Internal Audit Department Policies and Procedures

Internal Audit Charter

PURPOSE

The purpose of the internal audit function is to strengthen Houston City College System's (HCCS) ability to create, protect, and sustain value by providing the board and management with independent, risk-based, and objective assurance, advice, insight, and foresight.

The internal audit function enhances HCCS's:

- Successful achievement of its objectives.
- Governance, risk management, and control processes.
- Decision-making and oversight.
- Reputation and credibility with its stakeholders.
- Ability to serve the public interest.

HCCS's internal audit function is most effective when:

- Internal auditing is performed by competent professionals in conformance with The IIA's Global Internal Audit Standards™, which are set in the public interest.
- The internal audit function is independently positioned with direct accountability to the board.
- Internal auditors are free from undue influence and committed to making objective assessments.

Commitment to Adhering to the Global Internal Audit Standards

The HCCS's internal audit function will adhere to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, which are the Global Internal Audit Standards and Topical Requirements (the Standards). The chief audit executive (CAE) will report annually to the board and senior management regarding the internal audit function's conformance with the Standards, which will be assessed through a quality assurance and improvement program.

**Internal Audit
Policies and Procedures**

Internal Audit Charter

MANDATE

Authority

Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve the HCCS operations. The Department helps HCCS accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The HCCS's board grants the internal audit function the mandate to provide the board and senior management with objective assurance, advice, insight, and foresight. The internal audit function's authority is created by its direct reporting relationship to the board. The CAE will have unrestricted access to and communicate and interact directly with the Audit Committee Chair, including in private meetings without management present. The Board of Trustees authorizes the Department to:

- Have full, free, and unrestricted access to all functions, activities, properties, manual and automated information systems, personnel, and non-privileged records pertinent to carrying out any engagement, subject to accountability for confidentiality and safeguarding of records and information.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports.
- Obtain assistance from necessary HCCS personnel, as well as other specialized services from within or outside HCCS to complete engagements.
- Require written responses to audit observations describing corrective action that will be taken to adequately resolve the deficiencies, the responsible parties, and the expected completion dates. Deficient corrective action plans will be reported to the Board of Trustees for resolution.

Independence, Organization Position, and Reporting Relationships

To provide for the independence of the internal audit function to perform audit services and responsibilities without interference from management, its personnel report to the Chief Audit Executive ("CAE"), who reports functionally to the Audit Committee of the Board of Trustees and administratively (i.e., day-to-day operations) to the Chancellor. This positioning provides the organizational authority and status to bring matters directly to senior management and escalate matters to the board, when necessary, without interference and supports the internal auditors' ability to maintain objectivity.

The CAE will confirm to the board, at least annually, the organizational independence of the internal audit function. The CAE will disclose to the board any interference internal auditors encounter related to the scope, performance, or communication of internal audit work and results.

Internal Audit Policies and Procedures

Internal Audit Charter

Charter and Mandate Revisions

Circumstances may justify a follow-up discussion between the chief audit executive, board, and senior management on the internal audit mandate or other aspects of the internal audit charter. Any changes to this Charter require the approval of the Board Audit Committee.

BOARD OVERSIGHT

To establish, maintain, and assure that the Department has sufficient authority to fulfill its duties, the Board Audit Committee will:

1. Annually approve and recommend the Internal Audit Department Charter and Audit Committee Charter for Board approval.
2. Periodically review the Internal Audit Charter and Audit Committee Charter to ensure it encompasses any required revisions.
3. Approve and recommend the Annual Internal Audit Work Plan for Board approval.
4. Review the audit reports, audits in progress, and future audits at regularly scheduled meetings.
5. Establish a schedule of regular meetings.
6. Establish a means of unrestricted access to and direct communication between the Chairman of the Audit Committee and the CAE, including private meetings without senior management present.
7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. Ensure a quality assurance and improvement program has been established.
10. Review Internal Audit's Strategic Plan.
11. Review the internal audit function's human resources administration and budget.
12. Make appropriate inquiries of senior management and the CAE to determine whether scope or resource limitations are inappropriate.

**Internal Audit
Policies and Procedures**

Internal Audit Charter

13. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director.
14. Approve the remuneration of the Internal Audit Director.
15. Provide input to the Board concerning the selection of the Internal Audit Director from the three (3) candidates recommended by the Chancellor.
16. Provide input to the Board concerning approval of the Chancellor's recommendation to terminate the Internal Audit Director.

CAE ROLES AND RESPONSIBILITIES

Ethics and Professionalism

The chief audit executive will ensure that internal auditors:

- Conform with the Global Internal Audit Standards, including the principles of Ethics and Professionalism: integrity, objectivity, competency, due professional care, and confidentiality.
- Understand, respect, meet, and contribute to the legitimate and ethical expectations of the organization and be able to recognize conduct that is contrary to those expectations.
- Encourage and promote an ethics-based culture in the organization.
- Report organizational behavior that is inconsistent with the organization's ethical expectations, as described in applicable policies and procedures.

Objectivity

The reporting relationships of the CAE enhance departmental independence, promote comprehensive audit coverage and encourage adequate consideration of audit reports and recommendations. To maintain objectivity, the CAE and the audit staff shall have no direct authority over the activities they review. Internal Audit may not develop policies and procedures for a function they might audit or direct the actions of the personnel in the performance of that function. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, or engage in other activities that may impair their judgment, including:

- Performing operational duties for HCCS.
- Initiating or approving transactions external to the internal audit function.

Internal Audit Policies and Procedures

Internal Audit Charter

- Directing the activities of any HCCS employee that is not employed by the internal audit function, except to the extent that such employees have been appropriately assigned to internal audit teams or to assist internal auditors.
- Assessing specific operations for which they had responsibility within the previous year.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively such that they believe in their work product, do not compromise quality, and do not subordinate their judgment on audit matters to others, either in fact or appearance.

Internal Audit may be asked to participate in management committees or project teams, to analyze controls built into processes, development systems, or analyze security products. Because Internal Audit is not a management decision-making function, decisions to develop, adopt and implement policies or procedures as a result of an internal audit advisory service must be made by management. The performance of these audits or reviews does not relieve management of any assigned responsibilities. The internal audit activity must be independent, and internal auditors must be objective in performing their work.

Managing the Internal Audit Function

In accordance with Board Policy, Internal Audit is responsible for assessing the various functions and control systems within HCCS and for advising management concerning their condition. The fulfillment of this accountability includes:

- Developing a flexible risk based annual internal audit plan with input from Senior Management and the Board of Trustees and submit the audit plan to the Audit Committee for review and the Board for approval.
- Reviewing and adjusting the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls with Audit Committee review and Board approval.
- Meeting regularly with the Board Audit Committee to provide updates by reviewing audits performed, audits in progress, future audits, and sufficiency of the Department resources.
- Conducting independent and constructive audits to review effectiveness of controls, financial records, operations, or to review departmental records, the proper recording of transactions, and compliance with applicable rules, regulations, policies, and procedures, including evaluation for potential fraud and effectiveness of fraud controls.

Internal Audit Policies and Procedures

Internal Audit Charter

- Analyzing data obtained for evidence of deficiencies in controls, integrity, duplication of effort, or lack of compliance with College policies and procedures.
- Conducting audits that examine the effectiveness of the governance, risk management, and internal control processes in promoting the achievement of strategic objectives concerning all reporting, operations, safeguarding of assets, and compliance.
- Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of internal audit services to the board and senior management quarterly and for each engagement as appropriate.
- Investigating allegations of fraud, waste, abuse and other wrongdoing as appropriate and in accordance with Board Policy, and coordinating such investigations as needed with Legal Counsel or the HCCS Police.
- Evaluating the design, implementation, and effectiveness of HCCS ethics-related objectives, programs, and activities.
- Assessing whether information technology governance effectively supports HCCS strategies and objectives.
- Offering Advisory services; Internal Control or Fraud training; Control Self-Assessment (CSA) services, and other audit technique workshops as warranted.
- Coordinating audit efforts with those of external financial auditors and acting as a liaison for other external auditors.
- Coordinating efforts with other control monitoring functions within HCCS (risk management, compliance, security, legal, ethics, safety and environment, police, human resources, and information technology).
- Identify and consider trends and emerging issues that could impact HCCS and communicate to the board and senior management.
- Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this *Charter* and ensure that personnel in the Department have appropriate continuing education to foster advancement of technical knowledge and skills.

Quality Assurance and Improvement Program

The CAE will develop, implement, and maintain a quality assurance and improvement program that covers all aspects of the internal audit function. The program will include external and internal assessments of the internal audit function's conformance with the Global Internal Audit Standards, as well as performance measurement to assess the internal audit function's progress toward the achievement of its objectives and promotion of continuous improvement. The program will assess compliance with laws

Internal Audit Policies and Procedures

Internal Audit Charter

and/or regulations relevant to internal auditing. The assessment will include plans to address the internal audit function's deficiencies and opportunities for improvement.

Annually, the CAE will communicate with the board and senior management about the internal audit function's quality assurance and improvement program, including the results of internal self-assessments and external assessments. External assessments will be conducted at least once every five years by a qualified, independent assessor or assessment team from outside HCCS. The assessment team must include at least one assessor holding an active Certified Internal Auditor® credential.

Communication with the Board and Senior Management

The CAE will communicate with the board and senior management regarding:

- The internal audit function's mandate.
- The internal audit plan and performance relative to its plan.
- Internal audit budget.
- Significant revisions to the internal audit plan and budget.
- Potential impairments to independence, including relevant disclosures as applicable.
- Results from the quality assurance and improvement program, which include the internal audit function's conformance with The IIA's Global Internal Audit Standards and action plans to address the internal audit function's deficiencies and opportunities for improvement.
- Significant risk exposures and control issues, including fraud risks, governance issues, and other areas of focus for the board.
- Results of assurance and advisory services.
- Resource requirements.
- Management's responses to risk that the internal audit function determines may be unacceptable or acceptance of a risk that is beyond HCCS's risk appetite.

SCOPE AND TYPES OF INTERNAL AUDIT SERVICES

The scope of internal audit services covers the entire breadth of the organization, including all HCCS's activities, assets, and personnel. The scope of internal audit activities also encompasses but is not limited to objective examinations of evidence to provide independent assurance and advisory services to the board and management on

Internal Audit Policies and Procedures

Internal Audit Charter

the adequacy and effectiveness of governance, risk management, and control processes for HCCS.

HCCS internal audit services include:

Operational: These are projects in which some activity or other management assertion is evaluated so that improvements to operating efficiency and effectiveness can be made. These can also be projects in which the object is to develop new information on an activity so that management can use that information in their decision-making process.

Compliance: Reviews focused on ensuring compliance with laws, regulations and HCC policies.

Information Technology: Governance assessments in support of HCC's strategies and objectives.

Advisory Services: Consulting projects that improve management of risks, add value, and improve the organization's operations, including special projects requested by the Board or management, participating in HCC committees and task forces, and providing investigation services.

Administrative: Administrative projects within the department such as performing enterprise risk assessments, preparing the next fiscal year's audit plan, performing quality assurance, preparing the Annual Audit Report, newsletters, and lunch & learns.

Observation action plan follow-ups: These are on-going status reviews on the resolution of deficiencies identified in past audits to ensure management completed action plans.

Document History

- Amended September 19, 2013
- Amended October 20, 2016
- Amended August 17, 2017
- Approved with no revisions August 1, 2018
- Approved with no revisions February 5, 2020
- Amended April 21, 2021
- Amended April 20, 2022
- Approved with no revisions April 19, 2023
- Approved with no revisions April 17, 2024
- Amended April 16, 2025
- **Approved with no revisions April XX, 2026**

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
15.	Approve Audit Committee Charter	Dr. Margaret Ford Fisher Terry Corrigan

RECOMMENDATION

Approve the Audit Committee Charter with no revisions (other than the college name change) to the current Charter that was approved April 16, 2025, by the Board of Trustees. The proposed Charter is attached in the package.

COMPELLING REASON AND BACKGROUND

To allow time for the current Audit Committee members to review the proposed Audit Committee Charter, the information and methodology used for the Charter was presented at the February 4, 2026, Audit Committee Meeting with the Charter being brought forward for Board of Trustees approval in the April 2026 board meetings.

The Audit Committee Charter provides the detailed responsibilities exercised by the Audit Committee to carry out the authority given to the Committee in Board Bylaws Article F, Section 4c: "The Audit Committee assists the board in fulfilling its audit oversight responsibilities of the institution. The Committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the board."

Adopt an Audit Committee Charter with responsibilities based on the guidance of the Global Internal Audit Standards and Board Policy CDC.

FISCAL IMPACT

Department functions per approved operating budget.

STRATEGIC ALIGNMENT

1. *Student Success*, 5. *College of Choice*

ATTACHMENTS:

Description	Upload Date	Type
Proposed Audit Committee Charter	2/19/2026	Attachment

This item is applicable to the following: District

**Houston City College System
Internal Audit
Policies and Procedures
Audit Committee Charter**

Authority

Board Bylaws Article F: Committees, 4. STANDING COMMITTEES, c. Audit states:

“The audit committee assists the Board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the Board.”

Purpose

The committee assists the board in fulfilling its audit oversight responsibilities in the following areas:

- Ethics,
- Risk management,
- Internal control framework,
- Oversight of the internal audit activity, external auditors, and other providers of assurance, and
- Financial statements and public accountability reporting.

Composition

The committee consists of four board members as follows: a chair, two members, and one alternate. The chair of the Board of Trustees appoints the committee chair and assigns the other committee members annually in January.

Meetings

The committee will meet as frequently as the committee deems necessary, but not less than quarterly in February, May, August, and November. At least two committee members must be in attendance for a meeting quorum.

Responsibilities

Based upon the guidance of the *International Standards for the Professional Practice of Internal Auditing*, Board Bylaws Article E item 3, and Board Policy CDC the following are the responsibilities of the Board Audit Committee:

Oversight of Internal Auditing

1. Annually approve and recommend the Internal Audit Department Charter and Audit Committee Charter for Board approval.

Houston City College System
Internal Audit
Policies and Procedures
Audit Committee Charter

2. Periodically review the Internal Audit Charter and Audit Committee Charter to ensure it encompasses any required revisions.
3. Approve and recommend the Annual Internal Audit Work Plan for Board approval.
4. Review the audit reports, audits in progress, and future audits at regularly scheduled meetings.
5. Establish a schedule of regular meetings.
6. Establish a means of direct communication between the Chairman of the Audit Committee and the Chief Audit Executive (CAE), including private meetings without senior management present.
7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. Ensure a quality assurance and improvement program has been established.
10. Review Internal Audit's Strategic Plan.
11. Review the internal audit function's human resources administration and budget.
12. Make appropriate inquiries of senior management and the CAE to determine whether scope or resource limitations are inappropriate.
13. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director.
14. Approve the remuneration of the Internal Audit Director.
15. Provide input to the Board concerning the selection of the Internal Audit Director from the three (3) candidates recommended by the Chancellor.
16. Provide input to the Board concerning approval of the Chancellor's recommendation to terminate the Internal Audit Director.

Oversight of External Accounting Entities

1. Provide input to the Board concerning the selection of the independent external auditing firm for the annual financial statement audit (the External Auditor) as detailed in Board Policy CDC.
2. Review and approve the External Auditor engagement letters submitted for Board approval and the Board Chairperson's signature.
3. Periodically evaluate the performance of the External Auditor.
4. Monitor the institution's contracting with all external public accounting firms to ensure compliance with the requirements.
5. Review the reports of all external public accounting firms contracted by the institution to perform audits of any institution functions, components, activities, or financial information. Recommend final form to Board for approval.
6. Monitor all activity by other external auditors such as the State Auditor's Office, IRS, DOE, OIG, etc.

**Houston City College System
Internal Audit
Policies and Procedures
Audit Committee Charter**

Document History

- Adopted by the Board of Trustees September 19, 2013
- Amended September 2, 2020
- Amended April 21, 2021
- Approved with no revisions April 20, 2022
- Approved with no revisions April 19, 2023
- Approved with no revisions April 17, 2024
- Amended April 16, 2025
- **Approved with no revisions April XX, 2026**

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
16.	Proposed Changes to Board Officers and Officials Policies: BCA, BCAB, BCAC, BCAD, BCB, and BCE	Dr. Margaret Ford Fisher Dr. Melissa Mihalick Dr. Nicole Montgomery

RECOMMENDATION

Approve proposed revisions, deletions, and new policies related to Board officers and officials (BCA, BCAB, BCAC, BCAD, BCB, and BCE) as recommended by TASB and Board Counsel.

COMPELLING REASON AND BACKGROUND

Pursuant to TASB's recommendation, new provisions have been added, revisions have been implemented, and certain codes have been deleted in response to the consolidation of the legal framework within the BCA series governing Board officers and officials:

BCA(LOCAL) Board Internal Organization: Board Officers and Officials

Recommended revisions to the local policy language address the selection of board officers and outline the duties and responsibilities of those officers. Language from policies BCAB, BCAC, and BCAD has been reorganized into this policy as part of the overall reorganization and consolidation of policies related to board officers.

BCB(LOCAL) Board Internal Organization: Board Committees

Revisions have been made to address the formation and authority of board committees. These committees, composed exclusively of board members, make non-binding recommendations within specified areas of responsibility.

BCE(LOCAL) Board Internal Organization: Advisory Committees

This new recommended local policy addresses the formation and authority of advisory committees, which are primarily composed of college district staff, students, and community members and make non-binding recommendations to the Board within specified areas of responsibility.

DELETE POLICIES:

- **BCAB(LOCAL)** Board Officers and Officials: Duties and Requirements of Board President
Content of this policy has been moved to policy BCA as part of the reorganization and consolidation of policies related to board officers.
- **BCAC(LOCAL)** Board Officers and Officials: Duties and Requirements of Vice President
Content of this policy has been moved to policy BCA as part of the reorganization and

consolidation of policies related to board officers.

- BCAD(LOCAL) Board Officers and Officials: Duties and Requirements of Secretary
Content of this policy has been moved to policy BCA as part of the reorganization and consolidation of policies related to board officers.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Policy Overview Summary	3/19/2026	Presentation
BCA (LOCAL)	3/19/2026	Attachment
BCAB (LOCAL)_delete	3/19/2026	Attachment
BCAC (LOCAL)_delete	3/19/2026	Attachment
BCAD (LOCAL)_delete	3/19/2026	Attachment
BCB (LOCAL)	3/19/2026	Attachment
BCE LOCAL)_new	3/19/2026	Attachment

This item is applicable to the following: District

Policy Overview Summary

Policy (LOCAL)	Action to be Taken	Proposed Change By	Update Rationale
BCA	Revised policy	TASB & HCC Admin	Recommended revisions address the selection of board officers and the duties and responsibilities of the officers. Administration made changes to be consistent with current practice and Board Bylaws.
BCAB	Delete policy	TASB	Content at this policy has been moved to policy BCA(LOCAL).
BCAC	Delete policy	TASB	Language from this legal framework has been moved to BCA(LOCAL).
BCAD	Delete policy	TASB	Language from this legal framework has been moved to BCA(LOCAL).
BCB	Revised policy	TASB & HCC Admin	Recommended revisions address the formation and authority of board committees.
BCE	ADD policy	TASB & HCC Admin	This new recommended local policy addresses the formation and authority of advisory committees.

Board Officers

Officers of the Board shall be elected by a majority of the total membership of the Board in January, or at any time thereafter, in order to fill a vacancy. Officers are elected for a one-year term and will fulfill the duties set forth for their offices in College District policy and the Board bylaws. Officers may succeed themselves.

The Board shall elect the following officers from their members:

1. A Chair;
2. A Vice Chair; and
3. A Secretary.

Officers of the Board shall be elected by a majority of the total membership of the Board. Board officers shall serve until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

[See Board Bylaws, Article D, Section 1]

Vacancy

A vacancy among officers of the Board shall be filled by majority action of the Board.

Duties

Board Chair

In addition to the duties required by law, policy, and Board action, the Board Chair shall:

1. Preside at all Board meetings unless unable to attend;-
2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board;-
3. Appoint all committees, committee chairs, and designated alternates;-
4. Serve as ex officio voting member of all Board committees;-
- ~~4.~~5. Call special meetings of the Board;
6. Call and provide proper notice for a meeting of the Board to adopt a budget for the succeeding fiscal year;
- ~~5.~~7. Sign all legal documents, including contracts, warrants, vouchers, and reports, as required by federal and state law, or a current edition of Board policy;
8. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy or law. However, said rules may be suspended by a two-thirds vote of the Board's total membership;- and

Commented [JL1]: TASB proposed this deletion; however, Board Counsel recommends retaining the paragraph to clarify compliance with TEC 130.088, which does not specify the frequency of officer elections.

BOARD INTERNAL ORGANIZATION
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

Board Vice Chair

9. Promote Board unity and share all information with other Board members in a timely fashion.
- Should a vacancy be declared in the Board Chair position, the Board shall elect a permanent replacement to fill the remainder of the term.
- References in law and policy to the Board President are referring to the Board Chair.

The Board Vice Chair shall:

1. Act in the capacity and perform the duties of the Board Chair in the event of his or her absence, death, resignation, disability, or disqualification, in an interim capacity only;-
2. Become Board Chair only upon being elected to the position;-
3. Sign or attest to all legal documents in the absence of the Board secretary, as required by state or federal law or Board policy;-
4. Promote Board unity and share all information with other Board members in a timely fashion; and-
5. Perform other duties as prescribed by the Board.

Board Secretary

The Board Secretary shall:

- ~~— Ensure that an accurate record is kept of the proceedings of each Board meeting.~~
 - ~~— Ensure that notices of Board meetings are posted and sent as required by law.~~
 - ~~— Sign or countersign documents as directed by action of the Board.~~
1. Act in the capacity and perform the duties of the Chair in the event of the absence, death, resignation, disability, or disqualification of both the Chair and Vice Chair, and shall continue to serve in an interim capacity only;-
 - ~~— Keep records of all important transactions and file budgets, forms, and reports at the proper times and in the proper offices, as required by law.~~
 2. Sign or attest to all legal documents, as required by federal and state law or Board policy; and
 - 6-3. Promote Board unity and share all information with other Board members in a timely fashion.

Commented [JL2]: Deletions are recommended by Board Counsel and Administration to ensure consistency with the bylaws and to reflect the actual duties of board officers.

Commented [MM3]: Remove for consistency with by-laws, and to reflect actual duties of board officers.

BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD PRESIDENT

BCAB
(LOCAL)

The Board Chair shall:

- ~~1. Preside over meetings of the Board, pursuant to *Robert's Rules of Order*.~~
- ~~2. Appoint all committees, committee chairs, and designated alternates.~~
- ~~3. Serve as ex officio voting member of all Board committees.~~
- ~~4. Call special meetings of the Board.~~
- ~~5. Perform duties and functions prescribed by the Board and authorized by the Education Code.~~
- ~~6. Call and provide proper notice for a meeting of the Board to adopt a budget for the succeeding fiscal year.~~
- ~~7. Sign all legal documents, including contracts, warrants, vouchers, and reports, as required by federal and state law, or a current edition of Board policy.~~
- ~~8. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy or law. However, said rules may be suspended by a two-thirds vote of the Board's total membership.~~
- ~~9. Promote Board unity and share all information with other Board members in a timely fashion.~~

~~Should a vacancy be declared in the Board Chair position, the Board shall elect a permanent replacement to fill the remainder of the term.~~

~~BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF VICE-PRESIDENT~~

BCAC
(LOCAL)

~~The Board Vice Chair shall:~~

- ~~1. Act in the capacity and perform the duties of the Board Chair in the event of his or her absence, death, resignation, disability, or disqualification, in an interim capacity only;~~
- ~~2. Become Board Chair only upon being elected to the position;~~
- ~~3. Perform other duties as prescribed by the Board;~~
- ~~4. Sign or attest to all legal documents in the absence of the Board secretary, as required by state or federal law or Board policy; and~~
- ~~5. Promote Board unity and share all information with other Board members in a timely fashion.~~

Effective Date

~~This policy shall be effective as of the adoption date, December 4, 2019.~~

~~BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF SECRETARY~~

~~BCAD
(LOCAL)~~

~~The Board Secretary shall:~~

- ~~1. Act in the capacity and perform the duties of the Chair in the event of the absence, death, resignation, disability, or disqualification of both the Chair and Vice Chair, and shall continue to serve in an interim capacity only;~~
- ~~2. Keep records of all important transactions and file budgets, forms, and reports at the proper times and in the proper offices, as required by law;~~
- ~~3. Sign or attest to all legal documents, as required by federal and state law or Board policy; and~~
- ~~4. Promote Board unity and share all information with other Board members in a timely fashion.~~

Effective Date

~~This policy shall be effective as of the adoption date, November 7, 2018.~~

Board Committees

~~The Board may establish such standing and ad hoc committees as it deems necessary for the welfare of the College. See the Board Bylaws for additional information.~~

Commented [JL1]: All revisions were made by TASB, and the Administration and Board Counsel are in concurrence.

~~Community Advisory Committees are appointed by the Board for the purpose of improving the College District and may be dissolved by Board resolution upon completion of the Committee's task. Committee members shall be selected to represent a variety of ethnic groups and organizations and to provide the College District with advice on programs, facilities, student retention, recruitment and fundraising. Recommendations from these Committees shall be forwarded to the Chancellor for consideration and future action. These Committees shall function as purely advisory bodies and shall not have power to supervise or control public business or policy.~~

For purposes of this policy, a Board committee is a committee composed only of current Board members.

~~Formation of a Board committee shall be by Board action. When establishing a Board committee, the Board action shall, at a minimum, specify the:~~

- ~~— Number of Board members on the committee;~~
- ~~— Process to appoint Board members to the committee;~~
- ~~— Term of committee membership; and~~
- ~~— Responsibilities of the committee.~~

Commented [JL2]: Board Counsel and Administration recommend these deletions due to the formation of a Board action.

The Board may establish such standing and ad hoc committees as it deems necessary for the welfare of the College District. The number of committee members, method of appointment of members, terms of committee membership, and responsibilities of each committee shall be established as provided in Article F of the Board Bylaws.

A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

Transacting
Business

Unless specified by the Board, a Board committee shall not have final decision-making authority. Board committee recommendations shall be presented to the ~~must be reported to the~~ Board at a regular ~~or special~~ meeting through the content agenda. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Houston Community College
101506

BOARD INTERNAL ORGANIZATION
BOARD COMMITTEES

BCB
(LOCAL)

Dissolution

A Board committee shall be dissolved upon Board action, unless otherwise stated in the Board bylaws.

DATE ISSUED:
BCB(LOCAL)-XAJC

Adopted:
~~6/16/2016~~

2 of 2

**Board Advisory
Committees**

The Board may establish such standing and ad hoc committees as it deems necessary for the welfare of the College District. [See the Board Bylaws for additional information.]

For purposes of this policy, a **Board** advisory committee is a committee composed primarily of College District staff, students, or community members. A **Board** advisory committee may also include Board members in numbers less than a quorum of the Board. Committee members shall be selected to represent a variety of ethnic groups and organizations and to provide the College District with advice on programs, facilities, student retention, recruitment, and fundraising.

Formation of a **Board** advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

A **Board** advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. **Board** advisory committees shall report their findings and recommendations to the Board. Recommendations from these Committees shall be forwarded to the Chancellor for consideration and future action.

**Transacting
Business**

A **Board** advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

A **Board** advisory committee shall be dissolved upon completion of the assigned task or Board action.

Commented [JL1]: Revisions are recommended by Administration, with concurrence from Board Counsel.

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
17.	Proposed Changes to Board Governance (LOCAL) Policies: BA, BAA, BBE, and BD	Dr. Margaret Ford Fisher Dr. Melissa Mihalick Dr. Nicole Montgomery

RECOMMENDATION

Approve the revisions to (LOCAL) policies **BA, BAA, BBE, and BD**, as recommended under TASB Update 50.

COMPELLING REASON AND BACKGROUND

Under TASB Update 50, updates are recommended to accommodate the reorganization of local policies related to College District Governance.

BA(LOCAL) COLLEGE DISTRICT GOVERNANCE

Language from this policy has been moved to policy BAA to accommodate the reorganization of policies related to college district governance.

BAA(LOCAL) COLLEGE DISTRICT GOVERNANCE: BOARD LEGAL STATUS

Language from policy BA has been moved to this policy to accommodate the reorganization of policies related to college district governance.

BBE(LOCAL) BOARD MEMBERS: AUTHORITY

Recommended revisions to this policy address HB 4310, which establishes a procedure for board members to access records maintained by the college while preserving the Confidentiality of those records.

BD(LOCAL) BOARD MEETINGS

Recommended revisions to this policy incorporate HB 1522, which updates the meeting notice requirements under the Open Meetings Act to require that notice of a meeting be posted three business days before the scheduled date of a meeting, at Notice to Members.

STRATEGIC ALIGNMENT

1. *Student Success, 5. College of Choice*

ATTACHMENTS:

Description	Upload Date	Type
Policy Overview Summary	3/19/2026	Presentation
BA (LOCAL)_delete	3/19/2026	Attachment
BAA(LOCAL)_add	3/19/2026	Attachment

BBE(LOCAL)
BD (LOCAL)

3/23/2026
3/23/2026

Attachment
Attachment

This item is applicable to the following: District

Policy Overview Summary

B - LOCAL GOVERNANCE

Policy (LOCAL)	Policy Title	Action to be Taken	Proposed Change	Update Rationale
BA	Board Legal Status	Delete	TASB	Moved to policy BAA to accommodate the reorganization of policies related to college district governance.
BAA	College District Governance: Board Legal Status	New	TASB	Language from Policy BA has been incorporated into this policy to support the reorganization of policies related to college district governance.
BBE	Board Members: Authority	Revised	TASB	Revisions address HB 4310 by establishing procedures for board member access to college records while maintaining confidentiality. Additional changes improve clarity.
BD	Board Meetings	Revised	TASB	Recommended revisions align with HB 1522 by updating meeting notice requirements under the Open Meetings Act to require that notice be posted at least three business days prior to the scheduled meeting date, under Notice to Members.

BOARD LEGAL STATUS

BA
(LOCAL)

~~The official title of the governing body of the College District shall be the Board of Trustees of the Houston Community College System District, herein referred to as "the Board."~~

~~The Board constitutes a body corporate and has the exclusive power, consistent with state and federal trust law, to govern and oversee the management of the programs offered by the College District. All authority not vested by the laws of the state, the Coordinating Board, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Texas Education Agency, or other accrediting entities is reserved to the Board. The Board, in its efforts to represent the community it serves, governs the College District through the administration, to promote education for the benefit of the entire community.~~

Effective Date

~~This policy shall be effective as of the adoption date, June 5, 2019.~~

The official title of the governing body of the College District shall be the Board of Trustees of the Houston Community College System District, herein referred to as “the Board.”

The Board constitutes a body corporate and has the exclusive power, consistent with state and federal trust law, to govern and oversee the management of the programs offered by the College District. All authority not vested by the laws of the state, the Coordinating Board, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Texas Education Agency, or other accrediting entities is reserved to the Board. The Board, in its efforts to represent the community it serves, governs the College District through the administration, to promote education for the benefit of the entire community.

Houston City College
101506

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

Board Authority

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District. [See Board Bylaws, Article B, Section 1]

Transacting Business

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. The affirmative vote of a majority of all Board members shall be required to transact business. [See BD and Board Bylaws, Article G, Section 5] Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.

Individual Authority for Committing the Board

Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board Chair, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB and Board Bylaws, Article B, Section 1]

Requests for Legal Advice

An individual Board member, acting in his or her official capacity, shall have the right to seek legal advice from the Board Counsel. Requests for legal advice shall be submitted to the Board Chair or designee in accordance with Board Counsel guidelines. If the Board Chair determines that the request is not reasonably related to official Board member business, he or she shall instruct the requesting Board member to obtain independent legal counsel at the individual Board member's expense. Once a request is approved by the Board Chair, Board Counsel will provide the requesting Board member with an estimated response time. [See Board Bylaws, Article H, Section 8]

Individual Access to Information

An individual Board member, acting in the member's official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. [See GCA]

Limitations

If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member shall not have access to information subject to attorney-client privilege unless the attorney-client relationship upon which the privilege is based applies to the member.

Commented [JL1]: Revisions made throughout this document are recommended by TASB, and Board Counsel is in concurrence.

DATE ISSUED: ~~12/10/2020~~ 11/20/2025
UPDATE 4050
BBE(LOCAL)-X

Adopted:

1 of 3

Houston City College
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BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

	<p>An individual member shall not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with policies FJ(LEGAL) and law and policy FJ(LOCAL).</p>
Requests for Information	<p>The College District is committed to ensuring Board access to all records of the College District to the extent permitted by law. This policy shall govern requests for information or documents submitted by Board members in their official capacity. All other requests shall be submitted under the College District's public information policy. [See GCB] All requests under this section shall be initiated by a written request submitted to the Office of Board Services. Requests shall be assigned a tracking number and processed in accordance with the tracking guidelines [see Board Bylaws, Article H, Section 7].</p> <p>A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act. [See GCA]</p> <p>No individual Board member shall direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.</p> <p>If a request seeks the preparation of reports that will, in the opinion of the Board Chair in consultation with the Chancellor, require excessive staff time or expense, or interfere with employee duties and cause a disruption to College District business, the Board Chair may discuss with the requesting Board member ways in which the scope of the request may be narrowed.</p>
Confidentiality <i>Request to Redact</i> <i>Confidentiality Agreement</i>	<p>If requested by the Board member, information that is confidential under law shall be redacted from records provided to the Board member.</p> <p>At the time Board members are provided access to confidential records or to reports compiled from such records, the Chancellor or other College District employee shall advise them of their responsibility to comply with confidentiality requirements and the College District's information security controls.</p> <p>The Board member shall sign a confidentiality agreement requiring that the confidential information remain undisclosed, be labeled as confidential, and be kept securely. The agreement must also require that any copies of the information or related notes be</p>

DATE ISSUED: ~~12/10/2020~~ 11/20/2025
UPDATE 4050
BBE(LOCAL)-X

Adopted:

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Houston City College
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BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

**Referring
Complaints**

appropriately disposed of or retained as confidential consistent with the agreement.

If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member shall refer them to the Chancellor or designee, who shall proceed according to appropriate Board policy and the Board bylaws. [See DGBA, FLD, GB, and Board Bylaws, Article A, Section 11]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

Staff Authority

Except as authorized by these policies and the Board bylaws, no employee or agent shall have the authority to bind the College District contractually.

DATE ISSUED: ~~12/10/2020~~ 11/20/2025
UPDATE 4050
BBE(LOCAL)-X

Adopted:

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Houston City College
101506

BOARD MEETINGS

BD
(LOCAL)

Meeting Place and Time	The notice for a Board meeting shall reflect the date, time, and location of the meeting.
Regular Meetings	Regular meetings of the Board shall typically be held on the third Wednesday of each month at the HCC Building, 3100 Main Street. Such meetings may be recessed from day to day until the completion of business. When determined necessary and for the convenience of Board members, the Board Chair may change the date, time, or location of a regular meeting with proper notice. [See Board Bylaws, Article G, Section 3]
Special or Emergency Meetings	<p>The Board Chair shall call a special meeting at the Board Chair's discretion or by the independent requests of three members of the Board. The Board members must call for the meeting in writing, specifying the date, time, place, and purpose of the meeting. Special meetings must be duly posted. [See Board Bylaws, Article G, Section 10]</p> <p>The Board Chair shall call an emergency meeting when it is determined by the Board Chair or by the independent requests of three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting. Emergency meetings shall be duly posted.</p>
Attendance at Meetings	<p>Board members may participate in meetings remotely by electronic means, including by telephone or videoconference, as expressly permitted by the Texas Open Meetings Act, or other applicable law. Board members may not participate in a meeting remotely for convenience but must be either:</p> <ol style="list-style-type: none">1. In attendance at a convention, conference, or workshop approved by the Board in accordance with policy BBH(LOCAL); or2. Unable to attend the Board meeting due to unforeseeable circumstances, subject to the discretion of the Board Chair. <p>A Board member who intends to participate in a meeting remotely and has advance knowledge of the extenuating circumstances must submit a written request to the Board Chair 72 hours prior to the meeting. The Board Chair shall grant a Board member's request to participate in a meeting remotely if extenuating circumstances are present in accordance with this policy.</p>
Agenda Preparation	At the direction of the Board Chair, the Chancellor shall prepare and present an agenda at least five business days prior to the regular Board meeting. The Chancellor shall follow the agenda preparation process established by the Board. [See Board Bylaws, Article G, Section 9]

DATE ISSUED: 11/13/2020/20/2025
~~LDU-2020-08~~ UPDATE 50
BD(LOCAL)-X

Adopted:

1 of 3

Houston City College
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BOARD MEETINGS

BD
(LOCAL)

Submission of
Topics

An item shall be added to the agenda by the written request of three Board members submitted to the Chancellor or Board Chair at least five business days prior to the meeting.

The Board Chair or Chancellor may, at his or her discretion, pull any item noticed for discussion and/or action from the agenda without further action by the Board unless that item has been added by the written requests of three Board members, in accordance with the procedures outlined above. [See Board Bylaws, Article G, Section 9]

Consent Agenda

When the agenda is prepared, the Board Chair shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature, as well as committee recommendations, grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least ~~72 hours~~ three business days prior to the scheduled ~~time~~ date of the meeting and at least one hour prior to the time of an emergency meeting.

Commented [JL1]: Revisions are recommended by TASB, and Board Counsel is in concurrence.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting.

Board members, employees, and agents of the College District shall not divulge the substance of matters discussed at any closed meeting to any person, except as otherwise required or allowed by law. Closed meetings shall be held to discuss and deliberate College District matters that cannot be made public. Closed meetings shall be held to protect the attorney-client privilege recognized by law.

The Board Chair shall exclude from executive session any member(s) of the Board who has sued any other member(s) of the Board for actions or issues related to the Board members' official duties. The excluded member(s) will only be excluded during that portion of executive session in which the Board member(s) who has been sued are receiving advice from legal counsel regarding the lawsuit. [Texas Attorney General Opinion JM-1004 (1989)] A Board member who has sued any other Board member(s) may

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BOARD MEETINGS

BD
(LOCAL)

only participate in such discussions if a majority of the Board approves a waiver of the attorney-client privilege with respect to the lawsuit.

[See BDA and Board Bylaws, Article G, Section 13]

Order of Business

The Chancellor and Board Chair shall decide the order of business for meetings.

Rules of Order

The Board shall observe the parliamentary procedures as found in Robert's Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by a two-thirds vote of the entire membership of the Board.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board Chair. Each member's vote or failure to vote shall be recorded by name.

Only members present in person may vote, unless otherwise allowed by law. No proxy votes shall be allowed. Other than situations in which a two-thirds vote is required, a majority vote of the total membership of the Board shall be required in order for the Board to act. [See Board Bylaws, Article G, Section 6]

Minutes

The Board shall prepare and keep minutes and/or make a tape recording of each open meeting. The minutes and recordings are public records and shall be available for public inspection and copying upon request to Board services. Any person in attendance can make an audio or video recording of a partial or entire open meeting, subject to reasonable rules adopted by the Board to maintain order. [See Board Bylaws, Article G, Section 11]

Discussions and Limitation

Discussions shall be addressed to the Board Chair and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chair shall halt discussion that does not apply to the business before the Board.

The Board Chair shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board Chair shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Effective Date

~~This policy shall be effective as of the adoption date, September 2, 2020.~~

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
18.	Proposed Changes to CM (LOCAL) Facilities Construction	Dr. Margaret Ford Fisher Dr. Nicole Montgomery Dr. Melissa Mihalick

RECOMMENDATION

Approve the revisions to CM (LOCAL) policy as recommended in TASB Update 50.

COMPELLING REASON AND BACKGROUND

Recommended revisions address SB 1173, which increases the contract value threshold at which a community college is required to utilize a statutory competitive procurement method for Construction Contracts from \$50,000 or above to \$100,000 or above.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
CM (LOCAL)	3/23/2026	Attachment

This item is applicable to the following: District

FACILITIES CONSTRUCTION

CM
(LOCAL)

Compliance with Law

The Chancellor or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

Construction Contracts

No construction, with the exception of routine maintenance, shall be initiated without Board or Chancellor approval, as appropriate. Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above ~~\$50~~\$100,000. To assist the Board, the Chancellor shall recommend the project delivery/contract award method that the Chancellor determines provides the best value to the College District. [See CM series]

Commented [JL1]: Revision is recommended by TASB and Board Counsel is in concurrence.

For construction contracts valued at or above \$100,000, the Chancellor shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Chancellor and consistent with law and policy. [See also CF]

Emergency Exception

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the Chancellor the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The Chancellor shall report to the Board at the next regular meeting any contract made under this authority.

Change Orders

Change orders permitted by law shall be approved prior to executing any changes in the approved plans or in the actual construction of the facility.

Change orders valued at or above the Chancellor's signature authority shall require Board approval prior to executing any changes in plans, construction, or cost of the facility. The Chancellor shall be authorized to approve change orders of a lesser amount. The Chancellor shall report to the Board quarterly regarding change orders approved within his or her authority.

Retainage on all construction contracts shall be at least five percent of the cost of work.

Alterations and Modifications

No College District facility shall be altered or modified in any way without prior approval of the Chancellor or designee. For purposes of this policy, modifications and alterations include, but are not limited to, moving walls, electrical outlets, doors, and the like.

Project Administration

All construction projects shall be administered by the Chancellor or designee.

Houston City College
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FACILITIES CONSTRUCTION

CM
(LOCAL)

The Chancellor or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The College District shall not make final payments for construction or the supervision of construction until the work has been completed and the College District has accepted the work.

Effective Date

~~This policy shall be effective as of the adoption date, April 20, 2022.~~

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
19.	Proposed Changes to CS (LOCAL) Information Security	Dr. Margaret Ford Fisher Dr. Nicole Montgomery Dr. Melissa Mihalick

RECOMMENDATION

Approve the revisions to CS (LOCAL) policy, as recommended under TASB Update 50.

COMPELLING REASON AND BACKGROUND

Recommended revisions to this policy incorporate HB 150, which requires a college to notify affected persons of cybersecurity incidents, formerly referred to as security incidents.

STRATEGIC ALIGNMENT

1. *Student Success*, 5. *College of Choice*

ATTACHMENTS:

Description	Upload Date	Type
CS (LOCAL)	3/23/2026	Attachment

This item is applicable to the following: District

INFORMATION SECURITY

CS
(LOCAL)

The Chancellor is responsible for the security of the College District's information resources. The Chancellor or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The Chancellor or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The Chancellor or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The Chancellor or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users. The program shall also address accessibility, privacy, and security of the College District's website, information resources, association processes, systems, and networks.

The information security program must be submitted biennially for review by an individual designated by the Chancellor and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

The College District recognizes that its sensitive personal information, information resources, and the associated processes, systems, and networks are valuable assets and that their effective management has important implications not only for the College District, but for its clients, as well. It is the policy of the College District to protect the security and privacy of its sensitive personal information and information resources, and to make information accessible as required by law. The College District shall maintain the confidentiality, integrity, and availability of sensitive personal information and information resources by complying with applicable federal and state laws, policies, and procedures. The Chancellor shall establish procedures and regulations for the security of sensitive personal information, including students, faculty and staff, and information resources.

Purpose

The College District's sensitive personal information and information resources are vital academic and administrative assets that require appropriate safeguards. Computer systems, networks, and data are vulnerable to a variety of threats. These threats have the potential to compromise the integrity, availability, and confidentiality

INFORMATION SECURITY

CS
(LOCAL)

of the information used by the College District to conduct its day-to-day business.

Effective security management programs shall be employed to eliminate or mitigate the risks posed by potential threats to the College District's sensitive personal information and information resources. Measures shall be taken to protect these resources against unauthorized access, disclosure, modification, or destruction, whether accidental or deliberate.

College District Website and Mobile Application Security

The Chancellor or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The Chancellor or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted use of the covered application and the documentation of those measures.

Reports

Effectiveness of Policies, Procedures, and Practices

The ISO shall report annually to the Chancellor on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Information Security Assessment

In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.

INFORMATION SECURITY

CS
(LOCAL)

Security Incidents
By the College District

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach
and
Cybersecurity
Incident
Notification

Upon discovering or receiving notification of a breach of system security or a ~~security~~ cybersecurity incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

By Vendors and Third Parties

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

Responsible Department

The Chancellor shall designate the IT security department to be responsible for enforcing this policy.

Enforcement

Compliance with this policy and applicable procedures shall be strictly enforced. Violations may result in disciplinary action, up to and including termination.

The Chancellor may appoint a committee to investigate and address violation of this policy or related procedures, guidelines, or user agreements.

Commented [JL1]: Revisions are recommended by TASB and Board Counsel is in concurrence.

ACTION ITEM

Meeting Date: April 15, 2026

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
20.	Monthly Investment Reports, Financial Statements and Budget Reviews for January and February 2026	Dr. Margaret Ford Fisher Robert McCracken

RECOMMENDATION

Accept the Investment Reports, Financial Statements and Budget Reviews for the month of January and February 2026.

COMPELLING REASON AND BACKGROUND

- The monthly investment report provides the Board with a status of the investment portfolio, including book and market values, and complies with the relevant statute. This report includes the unexpended proceeds of various bond issues.
 - The portfolio is liquid and secure with 59% of the assets invested in local government pools, money market funds and interest-bearing checking accounts.
 - All pools and money market funds are rated “AAA” by Standard & Poor’s, which is the highest level. All bank deposits are secured with U.S. Treasuries/Agencies. The balance of the portfolio is invested in U.S. Treasuries and government-sponsored entities/agencies with “AAA” credit ratings.
- The monthly financial statement and budget review provides the Board with a status analysis of the college and information related to the various funds of the college, including fund balances, comparison to previous year and comparison to budget.
- Awareness and review of financial information throughout the year helps to inform decision making, and allows for mid-year adjustments, if needed.

FISCAL IMPACT

For January, the interest income earned for the month and fiscal year to date totaled \$1,276,430 and \$8,940,563, respectively. The weighted average interest rate (WAR) on January 31, 2026, was 3.78% compared to 3.88% last month and 4.30% a year ago. For February, the interest income earned for the month and fiscal year to date totaled \$2,249,362 and \$11,189,925, respectively. The weighted average interest rate (WAR) on February 28, 2026, was 3.74% compared to 3.78% last month and 4.27% a year ago.

Interest expense on outstanding debt was \$1,330,266 for the month of January 2026 and \$1,201,531 for the month of February 2026.

LEGAL REQUIREMENT

The investment report is required by the Public Funds Investment Act (Texas Government Code §2256.023) to be submitted to the governing body of Houston City College no less than quarterly.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Financial Report Presentation	3/20/2026	Presentation
Investment Report - January 2026	3/20/2026	Attachment
Financial Statement - January 2026	3/24/2026	Attachment
Investment Report - February 2026	3/20/2026	Attachment
Financial Statement - February 2026	3/20/2026	Attachment

This item is applicable to the following: District



FY 2026

Summary of February 2026

Monthly Financial Statements

and Budget Review

Dr. Margaret Ford Fisher, Chancellor

Robert McCracken, Vice Chancellor, Administration & Operations

Dawn Stephens, Interim Associate Vice Chancellor, Finance & Accounting

April 1, 2026

Fund 1: Unrestricted Revenues

	Budget Comparison			Previous Fiscal Year Comparison			
	FY 2026 Adjusted Budget	Year-to-Date Actuals Thru February 28, 2026	Actuals as a % of Budget	Year-to-Date Actuals Thru February 28, 2026	Year-to-Date Actuals Thru February 28, 2025	Increase (Decrease) FY 2026 Compared to FY 2025	% Increase (Decrease)
REVENUES							
State Appropriations	\$ 72,938,399	\$ 55,681,129	76.3% A	\$ 55,681,129	\$ 53,569,216	\$ 2,111,913	3.9%
Ad Valorem Taxes	242,337,151	226,882,284	93.6% B	226,882,284	214,926,890	11,955,394	5.6%
Tuition & Fees, Net	114,395,960	116,166,329	101.5% C	116,166,329	108,425,251	7,741,078	7.1%
Other Local Income	19,406,390	11,804,253	60.8% D	11,804,253	7,437,634	4,366,619	58.7%
Tuition & Fees, Net -- Extended Learning	7,609,984	6,250,672	82.1% E	6,250,672	5,590,195	660,477	11.8%
Grant Revenue - Indirect Cost	650,000	391,451	60.2% F	391,451	405,341	(13,890)	-3.4%
Total Revenues	457,337,884	417,176,118	91.2%	417,176,118	390,354,527	26,821,591	6.9%
Fund Balance Transfers In & Rolled POs	17,569,376	17,569,376	100.0%	17,569,376	7,045,981	10,523,395	149.4%
Total Revenues and Fund Balance Transfers	\$ 474,907,260	\$ 434,745,494	91.5%	\$ 434,745,494	\$ 397,400,509	\$ 37,344,986	9.4%

Fund 1: Unrestricted Expenses

	Budget Comparison			Previous Fiscal Year Comparison			
	FY 2026 Adjusted Budget	Year-to-Date Actuals Thru February 28, 2026	Actuals as a % of Budget	Year-to-Date Actuals Thru February 28, 2026	Year-to-Date Actuals Thru February 28, 2025	Increase (Decrease) FY 2026 Compared to FY 2025	% Increase (Decrease)
EXPENSES							
Salaries	262,284,857	131,709,981	50.2%	131,709,981	125,231,444	6,478,537	5.2%
Employee Benefits	39,768,492	16,663,448	41.9%	16,663,448	15,316,592	1,346,857	8.8%
Supplies & General Expense	6,446,261	2,386,703	37.0% G	2,386,703	2,514,059	(127,356)	-5.1%
Travel	1,386,375	251,357	18.1% H	251,357	283,612	(32,256)	-11.4%
Marketing Costs	3,733,538	1,280,640	34.3% I	1,280,640	1,389,365	(108,725)	-7.8%
Rentals & Leases	467,359	75,897	16.2% J	75,897	237,926	(162,029)	-68.1%
Insurance/Risk Mgmt.	10,618,231	7,470,476	70.4% K	7,470,476	4,076,411	3,394,065	83.3%
Contracted Services	40,209,315	15,982,107	39.7%	15,982,107	14,871,862	1,110,245	7.5%
Utilities	11,659,309	4,876,780	41.8%	4,876,780	4,428,701	448,079	10.1%
Other Departmental Expenses	6,027,505	2,183,730	36.2%	2,183,730	1,138,791	1,044,939	91.8%
Instructional & Other Materials	10,727,081	4,194,747	39.1% L	4,194,747	4,887,401	(692,655)	-14.2%
Maintenance & Repair	2,763,476	742,079	26.9% M	742,079	1,356,056	(613,977)	-45.3%
Transfers\Debt	43,562,510	28,086,247	64.5% N	28,086,247	22,056,818	6,029,429	27.3%
Contingency/Initiatives	6,692,649	-	0.0%	-	-	-	0.0%
Capital Outlay	17,061,889	6,761,142	39.6%	6,761,142	9,823,910	(3,062,768)	-31.2%
Scholarship Distribution	11,498,412	3,474,223	30.2% O	3,474,223	-	3,474,223	100.0%
Total Expenses	\$ 474,907,260	\$ 226,139,555	47.6%	\$ 226,139,555	\$ 207,612,948	\$ 18,526,607	8.9%
NET REVENUE/(EXPENSES)	-	\$ 208,605,939		\$ 208,605,939	\$ 189,787,561	\$ 18,818,378	

Explanation of Variance Amounts

Variance Code	Notes
A	State appropriations are higher due to increases in HCC's performance tier allotment and is expected to be over budget by year-end.
B	Ad Valorem Taxes are higher as expected, due to increases in property valuations.
C	Tuition and Fees collections have increased due an increase in enrollment.
D	Other Local Income Includes Investment income and Unrealized Gains and Losses and reflects the volatility of the financial market. Other Local Income is expected to be within budget by year-end.
E	Tuition and Fees, Extended Learning collections fluctuate as course offerings fluctuate.
F	Grant Revenue - It is contingent on activity for the year.
G	Supplies and General expenses are incurred as needed throughout the year, leading to periodic spending fluctuations.
H	Travel expenses varies due to timing differences in recording transactions from year-to-year.
I	Marketing expenses varies due to timing differences in recording transactions from year-to-year.
J	Rental expenses occur based on events during the year and vary from year-to-year.
K	Insurance Premiums are paid at irregular intervals, leading to inconsistent monthly costs.
L	Instructional & Other Material expenses occur at irregular intervals, causing inconsistent monthly costs.
M	Maintenance & Repairs occur as needed and vary from month to month.
N	Transfers/Debt occur at irregular intervals, debt payments occur twice per year. Transfer/Debt will be within budget by year-end.
O	Scholarships are are distributed based on needs. Criterias are being reviewed to ensure maximum distribution.

Thank You



HOUSTON CITY COLLEGE

MONTHLY INVESTMENT REPORT

For the Month of January 2026

Prepared by
Finance and Administration Division

The investment portfolio of the Houston City College is in compliance with the Public Funds Investment Act and the College's Investment Policy and Strategies.

/s/ Robert McCracken

Robert McCracken
Vice Chancellor, Administration & Operations

/s/ Dawn Stephens

Dawn Stephens
Interim Associate Vice Chancellor, Finance & Accounting

/s/ Victor Onwumere

Victor Onwumere
Executive Director, Finance & Treasury

HOUSTON CITY COLLEGE
INVESTMENT PORTFOLIO COMPOSITION
January 31, 2026

Beginning Book Value (January 1, 2026)	\$	440,718,328
Beginning Market Value (January 1, 2026)	\$	442,709,884
Additions/Subtractions (Book Value - Net)	\$	104,200,253
Change in Market Value	\$	57,246,193
Ending Book Value (January 31, 2026)	\$	544,918,580
Ending Market Value (January 31, 2026)	\$	546,914,010
Unrealized Gain/(Loss)	\$	1,995,430
WAM (59% of Portfolio's Weighted Average Maturity)		1 day
WAM (41% of Portfolio's Weighted Average Maturity - Securities Held To Maturity)		333

* Net amount provided/(for) operations	\$	96,668,158
* Net amount provided/(for) CIP/others		378,083
	\$	<u>97,046,241</u>

EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
January 31, 2026

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	\$ 185,255,692	\$ 187,032,687	\$ 1,776,996
US Agencies	35,032,456	35,250,890	218,434
Local Government Pools	151,471,783	151,471,783	-
Money Market Funds	122,946,646	122,946,646	-
Certificate of Deposit	50,000,000	50,000,000	-
Interest Bearing Checking	212,003	212,003	-
Total	<u>\$ 544,918,580</u>	<u>\$ 546,914,010</u>	<u>\$ 1,995,430</u>
WAR (Weighted Average Interest Rate)		<u>3.78%</u>	

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
January 31, 2026

Description	Held At	Coupon Rate	Yield Rate	Purchase Date	Maturity Date	Par	Discount AMT	Beginning Mkt. Value	Beginning Book Value	Net Change	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	4.0690%	0.0000%	02/22/05	05/01/33	7,191	\$ (1,537)	\$ 7,415	\$ 8,666	\$ (62)	\$ 8,604	\$ 7,345	\$ -	\$ (1,259)
Fannie Mae ARM Pool 805454	Bank of America	4.6720%	0.0000%	12/23/04	12/01/34	8,161	(5,973)	8,466	14,078	(56)	14,022	8,400	-	(5,621)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	4.2500%	4.3200%	02/12/25	01/28/28	10,000,000	19,430	10,144,109	9,980,570	-	9,980,570	10,129,179	(14,931)	148,609
U.S. Treasury Note US Govt Treasury	Bank of America	3.3800%	3.4940%	09/16/24	09/15/27	10,000,000	33,594	9,982,422	9,966,406	-	9,966,406	9,975,781	(6,641)	9,375
U.S. Treasury Note US Govt Treasury	Bank of America	2.7500%	4.0060%	10/25/24	07/31/27	15,000,000	15,000,000	14,831,836	14,510,850	-	14,510,850	14,831,836	-	320,986
U.S. Treasury Note US Govt Treasury	Bank of America	3.8800%	3.8800%	10/15/24	10/15/27	10,000,000	10,000,000	10,067,969	9,996,484	-	9,996,484	10,056,250	(11,719)	59,766
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	3.6300%	3.5600%	09/13/24	09/13/27	15,000,000	(27,510)	15,019,787	15,027,510	-	15,027,510	15,010,715	(9,072)	(16,795)
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	4.3500%	4.3430%	02/12/25	01/28/28	10,000,000	(1,750)	10,108,719	10,001,750	-	10,001,750	10,095,250	(13,468)	93,500
U.S. Treasury Note US Govt Treasury	Bank of America	3.7500%	4.1240%	12/5/2024	8/31/2026	10,000,000	10,000,000	10,010,781	9,937,500	-	9,937,500	10,006,563	(4,219)	69,063
U.S. Treasury Note US Govt Treasury	Bank of America	3.7500%	4.1640%	12/5/2024	8/31/2026	10,000,000	10,000,000	10,010,781	9,930,859	-	9,930,859	10,006,563	(4,219)	75,703
U.S. Treasury Note US Govt Treasury	Bank of America	0.8800%	4.1540%	12/5/2024	6/30/2026	10,000,000	10,000,000	9,869,844	9,506,250	-	9,506,250	9,887,297	17,453	381,047
U.S. Treasury Note US Govt Treasury	Bank of America	4.5000%	4.2080%	1/29/2025	3/31/2026	15,000,000	15,000,000	15,031,641	15,048,633	-	15,048,633	15,016,445	(15,195)	(32,188)
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000%	4.0790%	2/26/2025	1/31/2028	30,000,000	30,000,000	30,010,547	29,524,219	-	29,524,219	29,984,766	(25,781)	460,547
U.S. Treasury Note US Govt Treasury	Bank of America	2.7500%	4.0810%	2/26/2025	2/15/2028	10,000,000	10,000,000	9,850,781	9,631,250	-	9,631,250	9,846,094	(4,687)	214,844
U.S. Treasury Note US Govt Treasury	Bank of America	3.8800%	4.0150%	3/19/2025	3/15/2028	10,000,000	10,000,000	10,082,422	9,960,938	-	9,960,938	10,067,969	(14,453)	107,031
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000%	3.6574%	1/22/2026	3/16/2028	10,000,000	42,188	-	-	9,957,813	9,957,813	9,974,219	9,974,219	16,406
U.S. Treasury Note US Govt Treasury	Bank of America	1.7500%	3.6656%	1/22/2026	3/17/2028	10,000,000	543,750	-	-	9,456,250	9,456,250	9,475,781	9,475,781	19,531
U.S. Treasury Note US Govt Treasury	Bank of America	1.7500%	3.6700%	1/22/2026	3/18/2028	20,000,000	1,087,160	-	-	18,912,840	18,912,840	18,951,562	18,951,562	38,722
U.S. Treasury Note US Govt Treasury	Bank of America	1.7500%	3.6700%	1/22/2026	3/19/2028	20,000,000	1,084,600	-	-	18,915,400	18,915,400	18,951,562	18,951,562	36,162
Debt Service 2001A Bond Interest Checking	Bank of America		1.7900%				-	1,312.96	1,312.96	2	1,315	1,315	-	-
HCCS Merchant Service	Bank of America		0.6600%				-	0.00	0.00	25,856	25,856	25,856	-	-
LTD 2013 Tax Bond General Checking	Bank of America		1.7900%				-	822.29	822.29	200	1,023	1,023	-	-
Merrill Lynch (Morgan Stanley Govt/Goldman Sachs)	Bank of America		3.6100%				-	3,207.61	3,207.61	10	3,218	3,218	-	-
Money Market 2006 Jr. Lien Debt Reserve	Bank of America		3.6100%				-	3,171,536	3,171,536	10,069	3,181,605	3,181,605	-	-
Debt Service 2001A Bond Interest Checking	JP Morgan Chase		3.6100%				-	-	-	-	-	-	-	-
HCCS Merchant Service	JP Morgan Chase		3.6100%				-	-	-	-	-	-	-	-
LTD 2013 Tax Bond General Checking	JP Morgan Chase		3.6100%				-	1,818.65	1,818.65	181,990.57	183,809.22	183,809.22	-	-
Merrill Lynch (Morgan Stanley Govt/Goldman Sachs)	JP Morgan Chase		0.0000%				-	73,515,369.22	73,515,369.22	46,246,454.31	119,761,823.53	119,761,823.53	-	-
Money Market 2006 Jr. Lien Debt Reserve	JP Morgan Chase		1.7900%				-	-	-	-	-	-	-	-
Chase Certificate of Deposit	JP Morgan Chase		3.4200%				-	50,000,000.00	50,000,000.00	-	50,000,000.00	50,000,000.00	-	-
Lone Star (Corporate Overnight Fund)	State Street Bank		3.8110%				-	69,164,827.05	69,164,827.05	226,389.60	69,391,216.65	69,391,216.65	-	-
TexPool - General Funds	State Street Bank		3.6880%				-	12,976,181.02	12,976,181.02	62,294.28	13,038,475.30	13,038,475.30	-	-
TexPool - Prime	State Street Bank		3.8546%				-	68,837,289.37	68,837,289.37	204,802.06	69,042,091.43	69,042,091.43	-	-
TOTAL								\$ 442,709,884	\$ 440,718,328	\$ 104,200,253	\$ 544,918,580	\$ 546,914,010	\$ 57,246,193	\$ 1,995,430



Summary Operating Statements

For the Period
September 1, 2025 - January 31, 2026

For the Meeting of the Board of Trustees - April 1, 2026

for
Houston City College

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For the Period September 1, 2025 - January 31, 2026

Houston City College

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Summary of Financial Statements As of January 31, 2026

On June 18, 2025, the Board of Trustees approved the FY 2026 operating budget totaling \$474 million. An additional \$1 million was approved at the August meeting, bringing the total approved budget to \$475 million. The FY 2026 budget included conservative revenue and expense estimates. Included in the FY 2026 budget are fund balance transfers totaling \$17.6 million; \$7.6 million to continue addressing deferred maintenance, and \$9 million for Houston Reconnect scholarships. At the August Board meeting the Board approved an additional \$1M for Connect 2 workforce scholarships.

The Board approved the FY 2026 Auxiliary budget, Restricted Funds budget, and the Capital and Technology Plan budget. The approved FY 2026 Auxiliary Services budget totals \$9.8 million. Overall, this is a 14% increase compared to the prior year, primarily due to annual salary increases, and overhead cost increases for non-payroll expenses. The Restricted budget totals \$151 million for grant activities, financial aid, and payments for employee benefits. Finally, the approved Capital and Technology Plan budget totals \$7.5 million, which is earmarked for the continuation of asset upgrades and replacement of information and instructional technology equipment.

The Unrestricted Fund as of January 31, 2026, total revenues and fund balance transfer-ins are \$296.8 million. This represents 62.5% of the budgeted total of \$474.9 million. Expenses total \$186.3 million to date, which is 39.2% of the total expense budget of \$474.9 million. Compared with the same period last year, revenues and transfers are lower by 0.8 % and expenses are higher by 5.6%. Actual net revenue is \$110.5 million to date.

Ad Valorem tax revenue collections are lower when compared to last year. Taxes are billed in October and collected during the periods of December through February. Tax revenue will normalize and fall within budget by year end.

State appropriations are 16% higher when compared to prior year. Appropriations are expected to be over budget by year-end.

Tuition and fees, net, which include revenues for semester credit hour (SCH) courses, are 6.9% higher than last year at this time. Gross tuition and fee revenues are up 10.4% compared to last year due to increased enrollments and increased program offerings in high demand fields (see page 9). Total waivers and exemptions increased by 31.1% primarily due to Dual Credit waivers.

Continuing Education/Non-credit tuition and fees, net are 12.1% higher than last year at this time. Gross tuition and fees revenues are up by 12.1%.

Actual salaries for FY 2025 are 5.2% higher compared to FY 2025; this is due primarily to a Board approved salary increase of 2% for faculty and full-time employees. Part-time hourly staff

received a 1.5% increase. An increase in PT faculty, due to enrollment growth, also contributed to the increase. Employee benefits are higher by 8.9% for FY 2026 compared to FY 2025.

Transfers/Debt remain high due to continuing the budgeted transfers for Deferred Maintenance and technology fees.

Several line-item expenses (supplies, travel, marketing, insurance, contracted services, instructional and other material, etc.) have variances due to timing differences in recording transactions from year-to-year. Expenses are expected to be within budget by year-end.

Debt interest expense for the month totaled 1,330,266 compared to this time in FY 2025 of \$1,550,824.

HOUSTON CITY COLLEGE
Statement of Revenues, Expenses and Fund Balances - All Funds
As of January 31, 2026

	Unrestricted	Restricted	Auxiliary	Loans	Scholarship	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Total
Revenues	\$ 279,214,277	\$ 18,728,024	\$ 4,486,249	\$ 30,870,646	\$ 66,830,760	\$ (27,727,184)	\$ 28,687,500	\$ 21,753,812	\$ 269,832	\$ 423,113,916
Expenses										
Salaries	109,661,565	2,123,715	412,088	-	1,576,387	-	9,778	-	-	113,783,533
Employee Benefits	13,967,772	9,091,567	80,349	-	-	-	-	-	-	23,139,688
Supplies & General Expense	2,050,392	138,828	254,152	-	-	1,373	133,699	-	-	2,578,445
Travel	197,120	35,807	7,301	-	-	-	-	-	-	240,228
Marketing Costs	998,699	24,210	1,564	-	-	-	-	-	-	1,024,473
Rentals & Leases	70,410	-	4,066	-	-	-	-	-	-	74,476
Insurance/Risk Mgmt.	4,094,760	-	147	-	-	-	-	-	-	4,094,907
Contracted Services	12,558,824	86,803	444,094	-	-	35,116	123,432	214,634	-	13,462,904
Utilities	3,949,158	-	203,366	-	-	-	-	-	-	4,152,524
Other Departmental Expenses	1,654,835	219,313	138,621	-	122,904	-	-	-	-	2,135,672
Instructional & Other Materials	3,686,949	59,294	454	-	-	61,932	405,534	-	-	4,214,163
Maintenance & Repair	615,546	39,681	614	-	-	-	-	-	-	655,841
Transfers (In)/Out ¹	26,422,655	-	-	-	(1,438,728)	(29,265,716)	970,216	3,311,573	-	-
Debt	6,200	-	-	-	-	-	-	398,809	-	405,009
Capital Outlay	5,593,321	129,073	146,836	-	-	3,069,233	5,806,478	-	-	14,744,942
Amortization/Depreciation	-	-	-	-	-	-	-	-	14,675,999	14,675,999
Scholarship Distribution	784,132	-	909,833	30,870,646	66,702,621	-	-	-	-	99,267,232
Total Expenses	186,312,338	11,948,290	2,603,485	30,870,646	66,963,183	(26,098,062)	7,449,138	3,925,016	14,675,999	298,650,034
Net Revenues/(Expenses)	92,901,939	6,779,734	1,882,764	-	(132,423)	(1,629,122)	21,238,362	17,828,796	(14,406,167)	124,463,883
Other Adjustments and Transfers										
Debt Principal Payments ²	-	-	-	-	-	-	-	-	-	-
Debt Refinancing	-	-	-	-	-	-	-	-	-	-
Capitalization of Assets & CIP ²	-	-	-	-	-	286,010	3,136,448	-	2,860,007	6,282,465
Transfers of Completed Projects/Assets	-	-	-	-	-	-	-	-	-	-
Transfers of Balances between Funds	-	-	-	-	-	-	-	-	-	-
Total Other Adjustments and Transfers	-	-	-	-	-	286,010	3,136,448	-	2,860,007	6,282,465
Beginning Fund Balances, Audited	42,783,470	897,080	23,605,096	238,698	4,017,685	126,030,418	-	20,049,079	590,834,013	808,455,539
Ending Fund Balances	\$ 135,685,408	\$ 7,676,814	\$ 25,487,860	\$ 238,698	3,885,262	\$ 124,687,306	\$ 24,374,811	\$ 37,877,875	\$ 579,287,853	\$ 939,201,886

¹Transfers include student revenue bond payment funds, scholarship matching funds, and transfers to Unexpended Plant and Capital and Technology Funds.

²Per government accounting practices, items included in the expenses category above are subsequently deducted from YTD expenses shown above and reclassified as increases or decreases to appropriate asset and liability line items on the balance sheet (page 8). Also, includes GASB 96 SBITA.

HOUSTON CITY COLLEGE
Unrestricted Revenues and Expenses
Comparison to Budget and Previous Fiscal Year
As of January 31, 2026
41.7% of Year

	Budget Comparison			Previous Fiscal Year Comparison			
	FY 2026 Adjusted Budget	Year-to-Date Actuals Thru January 31, 2026	Actuals as a % of Budget	Year-to-Date Actuals Thru January 31, 2026	Year-to-Date Actuals Thru January 31, 2025	Increase (Decrease) FY 2026 Compared to FY 2025	% Increase (Decrease)
REVENUES							
State Appropriations	\$ 72,938,399	\$ 38,465,102	52.7%	\$ 38,465,102	\$ 33,163,225	\$ 5,301,877	16.0%
Ad Valorem Taxes	242,337,151	111,841,890	46.2%	111,841,890	141,254,251	(29,412,361)	-20.8%
Tuition & Fees, Net	114,395,960	114,527,092	100.1%	114,527,092	107,108,739	7,418,353	6.9%
Other Local Income	19,406,390	8,266,964	42.6%	8,266,964	5,242,148	3,024,816	57.7%
Tuition & Fees, Net -- Extended Learning	7,609,984	5,827,888	76.6%	5,827,888	5,199,731	628,157	12.1%
Grant Revenue - Indirect Cost	650,000	285,341	43.9%	285,341	312,237	(26,896)	-8.6%
Total Revenues	457,337,884	279,214,277	61.1%	279,214,277	292,280,331	(13,066,054)	-4.5%
 Fund Balance Transfers-In	 17,569,376	 17,569,376	 100.0%	 17,569,376	 7,045,981	 10,523,395	 149.4%
 Total Revenues and Fund Balance Transfers	 \$ 474,907,260	 \$ 296,783,653	 62.5%	 \$ 296,783,653	 \$ 299,326,313	 \$ (2,542,660)	 -0.8%
EXPENSES							
Salaries	262,284,857	109,661,565	41.8%	109,661,565	104,252,702	5,408,863	5.2%
Employee Benefits	39,768,492	13,967,772	35.1%	13,967,772	12,827,774	1,139,997	8.9%
Supplies & General Expense	6,446,261	2,049,992	31.8%	2,049,992	2,007,809	42,182	2.1%
Travel	1,386,375	197,120	14.2%	197,120	246,975	(49,855)	-20.2%
Marketing Costs	3,733,538	998,699	26.7%	998,699	356,323	642,376	180.3%
Rentals & Leases	467,359	70,811	15.2%	70,811	233,327	(162,516)	-69.7%
Insurance/Risk Mgmt.	10,618,231	4,094,760	38.6%	4,094,760	4,069,438	25,321	0.6%
Contracted Services	40,209,315	12,558,824	31.2%	12,558,824	13,154,280	(595,456)	-4.5%
Utilities	11,659,309	3,949,158	33.9%	3,949,158	2,916,137	1,033,021	35.4%
Other Departmental Expenses	6,027,505	1,654,835	27.5%	1,654,835	922,486	732,348	79.4%
Instructional & Other Materials	10,727,081	3,686,949	34.4%	3,686,949	4,021,571	(334,622)	-8.3%
Maintenance & Repair	2,763,476	615,546	22.3%	615,546	1,145,001	(529,455)	-46.2%
Transfers\Debt	43,562,510	26,428,855	60.7%	26,428,855	21,549,631	4,879,224	22.6%
Contingency/Initiatives	6,692,649	-	0.0%	-	-	-	0.0%
Capital Outlay	17,061,889	5,593,321	32.8%	5,593,321	8,718,347	(3,125,025)	-35.8%
Scholarship Distribution	11,498,412	784,132	6.8%	784,132	-	784,132	100.0%
Total Expenses	\$ 474,907,260	\$ 186,312,338	39.2%	\$ 186,312,338	\$ 176,421,801	\$ 9,890,537	5.6%
 NET REVENUE/(EXPENSES)	 -	 \$ 110,471,314		 \$ 110,471,314	 \$ 122,904,511	 \$ (12,433,197)	

HOUSTON CITY COLLEGE
Auxiliary Revenues and Expenses by Fund
As of January 31, 2026

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary*	Bookstore Commission	Scholarships	Subtotal Uncommitted
Revenues	\$ 2,123,346	\$ 138,627	\$ 619,850	\$ -	\$ 2,881,822
Expenses					
Salaries	125,070	43,397	-	36,015	204,482
Employee Benefits	29,254	5,818	-	354	35,425
Supplies & General Expense	27,967	20,710	-		48,677
Travel			-		-
Marketing Costs			-		-
Rentals & Leases			-		-
Insurance/Risk Mgmt.			-		-
Contracted Services	393,606.31	16,287.76	-		409,894
Utilities			-		-
Other Departmental Expenses	298,242	116,492.00	-		414,734
Instructional & Other Materials			-		-
Maintenance & Repair			-		-
Transfers/Debt			-		-
Capital Outlay			-		-
Scholarship Distribution			-	888,727	888,727
Total Expenses	<u>874,139</u>	<u>202,704</u>	<u>-</u>	<u>925,095</u>	<u>2,001,938</u>
Contribution to Fund Balance	<u>\$ 1,249,207</u>	<u>\$ (64,078)</u>	<u>\$ 619,850</u>	<u>\$ (925,095)</u>	<u>879,884</u>
Beginning Fund Balance, Audited					<u>19,421,438</u>
Ending Fund Balance					<u>\$ 20,301,323</u>

* Expenditures in this category include Government Relations, Mobile Go, etc.

HOUSTON CITY COLLEGE
Auxiliary Revenues and Expenses By Fund
As of January 31, 2026

Auxiliary Funds - International and Committed Portions

	<u>International</u>		<u>Committed</u>				<u>Total</u>
	<u>Other International Initiatives</u>	<u>Subtotal International</u>	<u>Student Vending Commission</u>	<u>Student Activity Fee</u>	<u>Student Athletic Fee</u>	<u>Subtotal Committed</u>	<u>Total Auxiliary</u>
Revenues	\$ -	\$ -	\$ -	\$ 904,847	\$ 699,580	\$ 1,604,427	\$ 4,486,249
Expenses							
Salaries	-	-	-	53,608	174,713	228,322	432,803
Employee Benefits	-	-	-	2,637	42,287	44,924	80,349
Supplies & General Expense	17,583	17,583	-	167,311	30,905	198,216	264,476
Travel	-	-	-	-	-	-	-
Marketing Costs	-	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-	-
Insurance/Risk Mgmt.	-	-	-	-	-	-	-
Contracted Services	-	-	-	16,536	28,567	45,103	454,997
Utilities	-	-	-	-	-	-	-
Other Departmental Expenses	1,890	1,890	-	39,192.51	26,317	65,509	482,133
Instructional & Other Materials	-	-	-	-	-	-	-
Maintenance & Repair	-	-	-	-	-	-	-
Transfers/Debt	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Scholarship Distribution	-	-	-	-	-	-	888,727
Total Expenses	19,473	19,473	-	279,285	302,789	582,074	2,603,485
Contribution to Fund Balance	(19,473)	(19,473)	-	625,562	396,791	1,022,353	1,882,764
Beginning Fund Balance, Audited		1,399,422	(1,284,080)	2,083,297	1,985,018	2,784,235	23,605,095
Ending Fund Balance	\$ 1,379,949		\$ (1,284,080)	\$ 2,708,859	\$ 2,381,808	\$ 3,806,588	\$ 25,487,860

HOUSTON CITY COLLEGE
Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison
As of January 31, 2026
41.7% of Year

Division	FY 2026 Adjusted Budget	Actuals as of January 31, 2026	% Spent	FY 2025 Adjusted Budget	Actuals as of January 31, 2025	% Spent
Central College	\$ 16,560,955	\$ 6,813,905	41.1%	\$ 15,610,211	6,114,569	39.2%
Northwest College	20,349,576	8,194,517	40.3%	19,406,230	7,164,512	36.9%
Northeast College	18,580,737	7,859,779	42.3%	17,353,232	7,029,625	40.5%
Southwest College	17,687,771	7,690,952	43.5%	16,324,878	6,828,533	41.8%
Southeast College	18,656,549	7,996,372	42.9%	17,993,555	7,773,685	43.2%
Coleman College	24,034,237	8,849,659	36.8%	22,485,407	8,579,755	38.2%
Academic Instruction	85,924,401	38,913,580	45.3%	83,900,010	36,727,360	43.8%
Office of the Chancellor	12,324,628	4,469,137	36.3%	11,815,158	4,180,414	35.4%
Instructional Services	13,359,935	3,379,669	25.3%	13,158,889	3,311,520	25.2%
Online College	3,568,997	1,373,480	38.5%	3,284,252	1,248,183	38.0%
Student Services	11,110,354	3,480,817	31.3%	11,785,190	3,385,954	28.7%
Strategy, Planning & Institutional Effectiveness	5,280,930	1,670,689	31.6%	5,539,712	1,788,642	32.3%
External & Governmental Relations, Transfers and Alumni Relations	2,342,945	731,000	31.2%	2,259,779	534,144	23.6%
Legal & Compliance	19,212,617	6,466,855	33.7%	17,764,368	6,635,660	37.4%
Finance & Accounting	85,874,806	29,054,064	33.8%	82,142,001	35,260,403	42.9%
System	111,418,004	46,855,591	42.1%	120,414,421	38,399,246	31.9%
Grand Total	\$ 474,907,260	\$ 186,312,338	39.2%	\$ 467,949,237	\$ 176,421,801	37.7%

HOUSTON CITY COLLEGE

Balance Sheet by Fund

As of January 31, 2026

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	TOTAL ALL FUNDS	PRIOR YEAR TOTAL ALL FUNDS
ASSETS				
Current Assets:				
Cash & cash equivalents	\$ 161,322,249	\$ 143,391,578	\$ 304,713,827	\$ 222,525,282
Accounts receivable (net)	76,238,655	3,176,075	79,414,730	33,361,251
Deferred charges	25,096	-	25,096	12,374,580
Prepays	4,810,287	-	4,810,287	9,098,114
Total Current Assets	242,396,287	146,567,653	388,963,940	277,359,227
Non-current Assets:				
Restricted cash & cash equivalents	-	24,086,525	24,086,525	34,810,115
Restricted long-term investments	-	15,746	15,746	-
Long-term investments	222,267,831	-	222,267,831	219,554,291
Long-term lease receivable	18,734,515	-	18,734,515	18,241,761
Capital assets, net	9,020,404	1,117,156,243	1,126,176,647	1,134,300,351
Total Non-current Assets	250,022,750	1,141,258,514	1,391,281,264	1,406,906,518
Total Assets	\$ 492,419,037	\$ 1,287,826,167	\$ 1,780,245,204	\$ 1,684,265,745
Deferred Outflows of Resources:				
OPEB	12,647,768	-	12,647,768	12,647,768
Pension	19,860,348	-	19,860,348	19,860,348
Advance Funding Valuation	-	1,300,727	1,300,727	1,300,727
Total Deferred Outflows of Resources	\$ 32,508,116	\$ 1,300,727	\$ 33,808,843	\$ 33,808,843
Total Assets and Deferred Outflows of Resources	\$ 524,927,154	\$ 1,289,126,893	\$ 1,814,054,047	\$ 1,718,074,588
LIABILITIES				
Current Liabilities:				
Accounts payable	22,249,909	558,824	22,808,733	17,734,123
Accrued Interest- SBITA	466,208	-	466,208	466,208
Accrued liabilities	757,902	608,223	1,366,125	8,552,333
Compensated absences	15,972,276	-	15,972,276	15,972,276
Funds held for others	1,346,481	189,209	1,535,690	841,776
Deferred revenue	698,739	-	698,739	33,120,650
SBITA- Current portion	5,435,692	-	5,435,692	5,435,692
Net OPEB liability-current portion	4,009,122	-	4,009,122	4,009,122
Notes payable-current portion	-	728,033	728,033	728,033
Bonds payable-current portion	-	37,570,000	37,570,000	37,570,000
Total Current Liabilities	50,936,329	39,654,289	90,590,618	124,430,213
Non-current Liabilities:				
SBITA Liability	3,120,956	-	3,120,956	3,120,956
Net OPEB liability	137,226,159	-	137,226,159	137,226,159
Net pension liability	91,994,941	-	91,994,941	91,994,941
Notes payable	-	1,042,536	1,042,536	1,042,536
Bonds payable	-	473,846,086	473,846,086	473,846,086
Total Non-current Liabilities	232,342,056	474,888,622	707,230,678	707,230,678
Total Liabilities	\$ 283,278,385	\$ 514,542,911	\$ 797,821,296	\$ 831,660,891
Deferred Inflows of Resources:				
Leases	20,300,983	-	20,300,983	21,228,275
OPEB	41,352,953	-	41,352,953	41,352,953
Pension	7,020,792	-	7,020,792	7,020,792
Advance Funding Valuation	-	8,356,137	8,356,137	8,356,137
Total Deferred Inflows of Resources	\$ 68,674,728	\$ 8,356,137	\$ 77,030,865	\$ 77,958,157
Total Liabilities and Deferred Inflows of Resources	\$ 351,953,113	\$ 522,899,048	\$ 874,852,161	\$ 909,619,048
Fund Balance	\$ 209,140,653	\$ 773,283,256	\$ 982,423,909	852,604,854
Beginning Fund Balances, Audited	71,542,029	736,913,510	808,455,539	734,321,024
Net Revenue/(Expenses)				
Unrestricted	94,784,702	-	94,784,702	(24,597,750)
Restricted	6,647,310	-	6,647,310	674,395
Net Investment in Plant	-	29,314,335	29,314,335	98,057,870
Ending Fund Balances	\$ 172,974,041	\$ 766,227,845	\$ 939,201,886	\$ 808,455,539
Total Liabilities & Fund Balances	\$ 524,927,154	\$ 1,289,126,893	\$ 1,814,054,047	\$ 1,718,074,588

¹ Includes Unrestricted, Restricted, Loan & Endowment, Scholarship, Agency and Auxiliary Funds.

² Includes Unexpended Plant, Retirement of Debt and Investment in Plant Funds.

HOUSTON CITY COLLEGE
Exemptions and Waivers Detail
As of January 31, 2026

	FY 2025		FY 2026		Actuals % Increase/ (Decrease)YTD vs. Prior YTD
	Prior Year Activity thru 8/31/2025	Year-to-Date Activity thru 01/31/2025	Year-to-Date Activity thru 01/31/2026	Year-to-Date Activity thru 01/31/2026	
Tuition & Fees					
Budget:					
Adjusted Budget, Annual*	\$ 126,237,802	\$ 107,108,739	\$ 114,395,960		6.8%
Revenues:					
Gross Tuition & Fees	151,515,167	125,281,979	138,358,395		10.4%
Waivers & Exemptions:					
Dual Credit & Early College HS	(19,222,225)	(16,183,057)	(21,363,863)		32.0%
Other	(2,947,494)	(1,990,183)	(2,467,440)		24.0%
Total Waivers & Exemptions	(22,169,719)	(18,173,240)	(23,831,303)		31.1%
Total Tuition & Fees Revenue, Net	\$ 129,345,448	\$ 107,108,739	\$ 114,527,092		6.9%

Tuition & Fees - Extended Learning (EL)					
Budget:					
Adjusted Budget, Annual*	\$ 7,885,993	\$ 5,199,731	\$ 7,609,984		46.4%
Revenues:					
Gross Tuition & Fees	8,435,498	5,199,730	5,827,888		12.1%
Waivers & Exemptions:					
Department of Corrections	-	-	-		0.0%
Total EL Tuition & Fees Revenue, Net	\$ 8,435,498	\$ 5,199,730	\$ 5,827,888		12.1%

Exemptions & Waivers	FY 2025		FY 2026		Actuals % Increase/ (Decrease)YTD vs. PriorYTD
	Prior Year Activity thru 8/31/2025	Year-to-Date Activity thru 01/31/2025	Year-to-Date Activity thru 01/31/2026	Year-to-Date Activity thru 01/31/2026	
Dual Credit & Early College HS Waiver	19,222,225	16,183,057	21,363,863		32.0%
Other Exemptions:					
Employee Fee Exemptions	46,164	32,642	41,411		26.9%
Firemen	43,929	33,180	18,997		-42.7%
Hazelwood	1,265,115	878,849	1,016,384		15.6%
Deaf & Blind	141,103	113,700	120,479		6.0%
High Ranking High School Grad	1,364	880	-		-100.0%
Good Neighbor Program	104,266	67,029	30,998		-53.8%
Child of Disabled Vet	2,817	2,642	3,501		32.5%
Employee of State College & University	4,703	4,275	1,283		-70.0%
Non-resident Teach/Research Assistant	10,602	3,506	10,545		200.8%
Non-resident Competitive Scholarships	6,555	5,985	5,130		-14.3%
Senior Citizens	445,900	346,462	458,099		32.2%
Misc Tuition/Fees Waivers	-	-	366		100.0%
Concurrent Enrollment	222	-	-		100.0%
Foster Children-Resident	301,126	209,304	269,757		28.9%
TX Tomorrow Waiver	277	278	-		100.0%
Surviving Spouse/Children	-	-	1,146		100.0%
Adopted Student Waiver	357,878	263,158	301,301		14.5%
FAST Book & OD Fees	199,262	20,010	171,988		759.5%
Total Other Exemptions	2,947,494	1,990,183	2,467,440		24.0%
Grand Total Exemptions & Waivers	\$ 22,169,719	\$ 18,173,240	\$ 23,831,303		31.1%

*Amount net of exemptions & waivers.



HOUSTON CITY COLLEGE

MONTHLY INVESTMENT REPORT

For the Month of February 2026

Prepared by
Finance and Administration Division

The investment portfolio of the Houston City College is in compliance with the Public Funds Investment Act and the College's Investment Policy and Strategies.

/s/ Robert McCracken

Robert McCracken
Vice Chancellor, Administration & Operations

/s/ Dawn Stephens

Dawn Stephens
Interim Associate Vice Chancellor, Finance & Accounting

/s/ Victor Onwumere

Victor Onwumere
Executive Director, Finance & Treasury

HOUSTON CITY COLLEGE
INVESTMENT PORTFOLIO COMPOSITION
February 28, 2026

Beginning Book Value (February 1, 2026)	\$	544,918,580
Beginning Market Value (February 1, 2026)	\$	546,914,010
Additions/Subtractions (Book Value - Net)	\$	84,227,691
Change in Market Value	\$	49,192,361
Ending Book Value (February 28, 2026)	\$	629,146,271
Ending Market Value (February 28, 2026)	\$	631,900,765
Unrealized Gain/(Loss)	\$	2,754,493
WAM (57% of Portfolio's Weighted Average Maturity)		1 day
WAM (43% of Portfolio's Weighted Average Maturity - Securities Held To Maturity)		341

* Net amount provided/(for) operations	\$	84,156,487	
* Net amount provided/(for) CIP/others		71,205	
	\$	<u>84,227,691</u>	

EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
February 28, 2026

	Ending Book Value		Ending Market Value		Unrealized Gain (Loss)
US Treasuries	\$ 233,688,988	\$	236,166,349	\$	2,477,361
US Agencies	35,032,337		35,309,469		277,132
Local Government Pools	151,913,258		151,913,258		-
Money Market Funds	158,299,277		158,299,277		-
Certificate of Deposit	50,000,000		50,000,000		-
Interest Bearing Checking	212,412		212,412		-
Total	<u>\$ 629,146,271</u>	<u>\$</u>	<u>631,900,765</u>	<u>\$</u>	<u>2,754,493</u>
WAR (Weighted Average Interest Rate)			<u>3.74%</u>		

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
February 28, 2026

Description	Held At	Coupon Rate	Yield Rate	Purchase Date	Maturity Date	Par	Discount AMT	Beginning Mkt. Value	Beginning Book Value	Net Change	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	4.0690%	0.0000%	02/22/05	05/01/33	7,128	\$ (1,476)	\$ 7,345	\$ 8,604	\$ (63)	\$ 8,541	\$ 7,281	\$ -	\$ (1,260)
Fannie Mae ARM Pool 805454	Bank of America	4.6720%	0.0000%	12/23/04	12/01/34	8,104	(5,918)	8,400	14,022	(57)	13,965	8,344	-	(5,621)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	4.2500%	4.3200%	02/12/25	01/28/28	10,000,000	19,430	10,129,179	9,980,570	-	9,980,570	10,152,601	23,422	172,031
U.S. Treasury Note US Govt Treasury	Bank of America	3.3800%	3.4940%	09/16/24	09/15/27	10,000,000	33,594	9,975,781	9,966,406	-	9,966,406	9,991,797	16,016	25,391
U.S. Treasury Note US Govt Treasury	Bank of America	2.7500%	4.0060%	10/25/24	07/31/27	15,000,000	15,000,000	14,831,836	14,510,850	-	14,510,850	14,857,031	25,195	346,181
U.S. Treasury Note US Govt Treasury	Bank of America	3.8800%	3.8800%	10/15/24	10/15/27	10,000,000	10,000,000	10,056,250	9,996,484	-	9,996,484	10,071,094	14,844	74,609
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	3.6300%	3.5600%	09/13/24	09/13/27	15,000,000	(27,510)	15,010,715	15,027,510	-	15,027,510	15,026,344	15,629	(1,166)
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	4.3500%	4.3430%	02/12/25	01/28/28	10,000,000	(1,750)	10,095,250	10,001,750	-	10,001,750	10,114,899	19,649	113,149
U.S. Treasury Note US Govt Treasury	Bank of America	3.7500%	4.1240%	12/5/2024	8/31/2026	10,000,000	10,000,000	10,006,563	9,937,500	-	9,937,500	10,003,828	(2,734)	66,328
U.S. Treasury Note US Govt Treasury	Bank of America	3.7500%	4.1640%	12/5/2024	8/31/2026	10,000,000	10,000,000	10,006,563	9,930,859	-	9,930,859	10,003,828	(2,734)	72,969
U.S. Treasury Note US Govt Treasury	Bank of America	0.8800%	4.1540%	12/5/2024	6/30/2026	10,000,000	10,000,000	9,887,297	9,506,250	-	9,506,250	9,907,943	20,646	401,693
U.S. Treasury Note US Govt Treasury	Bank of America	4.5000%	4.2080%	1/29/2025	3/31/2026	15,000,000	15,000,000	15,016,445	15,048,633	-	15,048,633	15,008,562	(7,883)	(40,071)
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000%	4.0790%	2/26/2025	1/31/2028	30,000,000	30,000,000	29,984,766	29,524,219	-	29,524,219	30,062,109	77,344	537,891
U.S. Treasury Note US Govt Treasury	Bank of America	2.7500%	4.0810%	2/26/2025	2/15/2028	10,000,000	10,000,000	9,846,094	9,631,250	-	9,631,250	9,881,641	35,547	250,391
U.S. Treasury Note US Govt Treasury	Bank of America	3.8800%	4.0150%	3/19/2025	3/15/2028	10,000,000	10,000,000	10,067,969	9,960,938	-	9,960,938	10,096,875	28,906	135,938
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000%	3.6574%	1/22/2026	3/16/2028	10,000,000	10,000,000	9,974,218.80	9,957,812.50	-	9,957,813	10,031,250	57,031	73,438
U.S. Treasury Note US Govt Treasury	Bank of America	1.7500%	3.6656%	1/22/2026	3/17/2028	10,000,000	10,000,000	9,475,781.20	9,456,250.00	-	9,456,250	9,548,438	72,656	92,188
U.S. Treasury Note US Govt Treasury	Bank of America	1.7500%	3.6700%	1/22/2026	3/18/2028	20,000,000	20,000,000	18,951,562.40	18,912,840.00	-	18,912,840	19,096,875	145,313	184,035
U.S. Treasury Note US Govt Treasury	Bank of America	1.7500%	3.6700%	1/22/2026	3/19/2028	20,000,000	20,000,000	18,951,562.40	18,915,400.00	-	18,915,400	19,096,875	145,313	181,475
U.S. Treasury Note US Govt Treasury	Bank of America	0.6250%	3.4790%	2/20/2026	3/31/2027	20,000,000	614,804	-	-	19,385,196	19,385,196	19,397,656	19,397,656	12,460
U.S. Treasury Note US Govt Treasury	Bank of America	2.3750%	3.4603%	2/20/2026	3/31/2029	30,000,000	951,900	-	-	29,048,100	29,048,100	29,110,547	29,110,547	62,447
Debt Service 2001A Bond Interest Checking	Bank of America		1.8000%					1,314.94	1,314.94		1,317	1,317	-	-
HCCS Merchant Service	Bank of America		0.6600%					25,856.01	25,856.01	(47)	25,809	25,809	-	-
LTD 2013 Tax Bond General Checking	Bank of America		1.8000%					1,022.67	1,022.67	201	1,223	1,223	-	-
Merrill Lynch (Morgan Stanley Govt/Goldman Sachs)	Bank of America		3.6000%					3,217.79	3,217.79	10	3,228	3,228	-	-
Money Market 2006 Jr. Lien Debt Reserve	Bank of America		3.6000%					3,181,605	3,181,605	9,811	3,191,416	3,191,416	-	-
Debt Service 2001A Bond Interest Checking	JP Morgan Chase		3.6000%					-	-	-	-	-	-	-
HCCS Merchant Service	JP Morgan Chase		3.6000%					-	-	-	-	-	-	-
LTD 2013 Tax Bond General Checking	JP Morgan Chase		3.6000%					183,809.22	183,809.22	253.30	184,062.52	184,062.52	-	-
Merrill Lynch (Morgan Stanley Govt/Goldman Sachs)	JP Morgan Chase		0.0000%					119,761,823.53	119,761,823.53	35,342,810.34	155,104,633.87	155,104,633.87	-	-
Money Market 2006 Jr. Lien Debt Reserve	JP Morgan Chase		1.8000%					-	-	-	-	-	-	-
Chase Certificate of Deposit	JP Morgan Chase		3.4200%					50,000,000.00	50,000,000.00	-	50,000,000.00	50,000,000.00	-	-
Lone Star (Corporate Overnight Fund)	State Street Bank		3.7961%					69,391,216.65	69,391,216.65	202,292.33	69,593,508.98	69,593,508.98	-	-
TexPool - General Funds	State Street Bank		3.6916%					13,038,475.30	13,038,475.30	36,813.63	13,075,288.93	13,075,288.93	-	-
TexPool - Prime	State Street Bank		3.8182%					69,042,091.43	69,042,091.43	202,368.87	69,244,460.30	69,244,460.30	-	-
TOTAL								\$ 546,914,010	\$ 544,918,580	\$ 84,227,691	\$ 629,146,271	\$ 631,900,765	\$ 49,192,361	\$ 2,754,493



Summary Operating Statements

**For the Period
September 1, 2025 - February 28, 2026**

For the Meeting of the Board of Trustees - April 1, 2026

**for
Houston City College**

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For the Period September 1, 2025 - February 28, 2026

Houston City College

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Summary of Financial Statements As of February 28, 2026

On June 18, 2025, the Board of Trustees approved the FY 2026 operating budget totaling \$474 million. An additional \$1 million was approved at the August meeting, bringing the total approved budget to \$475 million. The FY 2026 budget included conservative revenue and expense estimates. Included in the FY 2026 budget are fund balance transfers totaling \$17.6 million; \$7.6 million to continue addressing deferred maintenance, and \$9 million for Houston Reconnect scholarships. At the August Board meeting the Board approved an additional \$1M for Connect 2 workforce scholarships.

The Board approved the FY 2026 Auxiliary budget, Restricted Funds budget, and the Capital and Technology Plan budget. The approved FY 2026 Auxiliary Services budget totals \$9.8 million. Overall, this is a 14% increase compared to the prior year, primarily due to annual salary increases, and overhead cost increases for non-payroll expenses. The Restricted budget totals \$151 million for grant activities, financial aid, and payments for employee benefits. Finally, the approved Capital and Technology Plan budget totals \$7.5 million, which is earmarked for the continuation of asset upgrades and replacement of information and instructional technology equipment.

The Unrestricted Fund as of February 28, 2026, total revenues and fund balance transfer-ins are \$434.7 million. This represents 91.5% of the budgeted total of \$474.9 million. Expenses total \$226.1 million to date, which is 47.6% of the total expense budget of \$474.9 million. Compared with the same period last year, revenues and transfers are higher by 9.4 % and expenses are higher by 8.9%. Actual net revenue is \$208.6 million to date.

Ad Valorem tax revenue collections are higher when compared to last year mainly due to increases in property valuations. Taxes are billed in October and collected during the periods of December through February. Tax revenue will normalize and fall within budget by year end.

State appropriations are 3.9% higher when compared to prior year. Appropriations are expected to be over budget by year-end.

Tuition and fees, net, which include revenues for semester credit hour (SCH) courses, are 7.1% higher than last year at this time. Gross tuition and fee revenues are up 10.5% compared to last year due to increased enrollments and increased program offerings in high demand fields (see page 9). Total waivers and exemptions increased by 30.4% primarily due to Dual Credit waivers.

Continuing Education/Non-credit tuition and fees, net are 11.8% higher than last year at this time. Gross tuition and fees revenues are up by 11.8%.

Actual salaries for FY 2025 are 5.2% higher compared to FY 2025; this is due primarily to a Board approved salary increase of 2% for faculty and full-time employees. Part-time hourly staff

received a 1.5% increase. An increase in PT faculty, due to enrollment growth, also contributed to the increase. Employee benefits are higher by 8.8% for FY 2026 compared to FY 2025.

Transfers/Debt remain high due to continuing the budgeted transfers for Deferred Maintenance and technology fees.

Several line-item expenses (supplies, travel, marketing, insurance, contracted services, instructional and other material, etc.) have variances due to timing differences in recording transactions from year-to-year. Expenses are expected to be within budget by year-end.

Debt interest expense for the month totaled 1,201,531 compared to this time in FY 2025 of \$1,400,744.

HOUSTON CITY COLLEGE
Statement of Revenues, Expenses and Fund Balances - All Funds
As of February 28, 2026

	Unrestricted	Restricted	Auxiliary	Loans	Scholarship	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Total
Revenues	\$ 417,176,118	\$ 20,951,355	\$ 4,951,443	\$ 57,523,434	\$ 111,329,743	\$ (27,621,679)	\$ 28,687,500	\$ 39,637,013	\$ 269,832	\$ 652,904,759
Expenses										
Salaries	131,709,981	2,578,811	502,640	-	1,976,604	-	18,535	-	-	136,786,570
Employee Benefits	16,663,448	10,902,830	97,735	-	-	-	-	-	-	27,664,013
Supplies & General Expense	2,387,103	177,079	345,883	-	-	27,505	134,979	-	-	3,072,550
Travel	251,357	41,409	7,301	-	-	-	-	-	-	300,066
Marketing Costs	1,280,640	27,710	1,564	-	-	-	-	-	-	1,309,913
Rentals & Leases	75,496	-	4,066	-	-	1,229	-	-	-	80,791
Insurance/Risk Mgmt.	7,470,476	-	777	-	-	-	-	-	-	7,471,253
Contracted Services	15,982,107	111,842	587,668	-	-	40,358	218,763	237,961	-	17,178,699
Utilities	4,876,780	-	257,972	-	-	-	-	-	-	5,134,752
Other Departmental Expenses	2,183,730	269,957	161,052	-	189,439	-	-	-	-	2,804,178
Instructional & Other Materials	4,194,747	76,038	454	-	-	62,611	414,078	-	-	4,747,927
Maintenance & Repair	742,079	57,073	614	-	-	-	9,131	-	-	808,896
Transfers (In)/Out ¹	28,077,572	-	-	-	(3,093,645)	(29,265,716)	970,216	3,311,573	-	-
Debt	8,675	-	-	-	-	-	-	31,625,167	-	31,633,842
Capital Outlay	6,761,142	194,073	212,799	-	-	3,433,418	6,504,688	-	-	17,106,119
Amortization/Depreciation	-	-	-	-	-	-	-	-	17,766,171	17,766,171
Scholarship Distribution	3,474,223	-	1,500,647	57,523,434	112,384,545	-	-	-	-	174,882,850
Total Expenses	226,139,555	14,436,821	3,681,172	57,523,434	111,456,944	(25,700,595)	8,270,389	35,174,701	17,766,171	448,748,592
Net Revenues/(Expenses)	191,036,563	6,514,534	1,270,271	-	(127,201)	(1,921,084)	20,417,111	4,462,312	(17,496,339)	204,156,167
Other Adjustments and Transfers										
Debt Principal Payments ²	-	-	-	-	-	-	-	-	-	-
Debt Refinancing	-	-	-	-	-	-	-	-	-	-
Capitalization of Assets & CIP ²	-	-	-	-	-	361,475	3,757,055	-	28,983,219	33,101,749
Transfers of Completed Projects/Assets	-	-	-	-	-	-	-	-	-	-
Transfers of Balances between Funds	-	-	-	-	-	-	-	-	-	-
Total Other Adjustments and Transfers	-	-	-	-	-	361,475	3,757,055	-	28,983,219	33,101,749
Beginning Fund Balances, Audited	42,783,470	897,080	23,605,096	238,698	4,017,685	126,030,418	-	20,049,079	590,834,013	808,455,539
Ending Fund Balances	\$ 233,820,032	\$ 7,411,614	\$ 24,875,367	\$ 238,698	3,890,484	\$ 124,470,810	\$ 24,174,166	\$ 24,511,391	\$ 602,320,892	\$ 1,045,713,454

¹Transfers include student revenue bond payment funds, scholarship matching funds, and transfers to Unexpended Plant and Capital and Technology Funds.

²Per government accounting practices, items included in the expenses category above are subsequently deducted from YTD expenses shown above and reclassified as increases or decreases to appropriate asset and liability line items on the balance sheet (page 8). Also, includes GASB 96 SBITA.

HOUSTON CITY COLLEGE
Unrestricted Revenues and Expenses
Comparison to Budget and Previous Fiscal Year
As of February 28, 2026
50% of Year

	Budget Comparison			Previous Fiscal Year Comparison			
	FY 2026 Adjusted Budget	Year-to-Date Actuals Thru February 28, 2026	Actuals as a % of Budget	Year-to-Date Actuals Thru February 28, 2026	Year-to-Date Actuals Thru February 28, 2025	Increase (Decrease) FY 2026 Compared to FY 2025	% Increase (Decrease)
REVENUES							
State Appropriations	\$ 72,938,399	\$ 55,681,129	76.3%	\$ 55,681,129	\$ 53,569,216	\$ 2,111,913	3.9%
Ad Valorem Taxes	242,337,151	226,882,284	93.6%	226,882,284	214,926,890	11,955,394	5.6%
Tuition & Fees, Net	114,395,960	116,166,329	101.5%	116,166,329	108,425,251	7,741,078	7.1%
Other Local Income	19,406,390	11,804,253	60.8%	11,804,253	7,437,634	4,366,619	58.7%
Tuition & Fees, Net -- Extended Learning	7,609,984	6,250,672	82.1%	6,250,672	5,590,195	660,477	11.8%
Grant Revenue - Indirect Cost	650,000	391,451	60.2%	391,451	405,341	(13,890)	-3.4%
Total Revenues	457,337,884	417,176,118	91.2%	417,176,118	390,354,527	26,821,591	6.9%
Fund Balance Transfers-In	17,569,376	17,569,376	100.0%	17,569,376	7,045,981	10,523,395	149.4%
Total Revenues and Fund Balance Transfers	\$ 474,907,260	\$ 434,745,494	91.5%	\$ 434,745,494	\$ 397,400,509	\$ 37,344,986	9.4%
 EXPENSES							
Salaries	262,284,857	131,709,981	50.2%	131,709,981	125,231,444	6,478,537	5.2%
Employee Benefits	39,768,492	16,663,448	41.9%	16,663,448	15,316,592	1,346,857	8.8%
Supplies & General Expense	6,446,261	2,386,703	37.0%	2,386,703	2,514,059	(127,356)	-5.1%
Travel	1,386,375	251,357	18.1%	251,357	283,612	(32,256)	-11.4%
Marketing Costs	3,733,538	1,280,640	34.3%	1,280,640	1,389,365	(108,725)	-7.8%
Rentals & Leases	467,359	75,897	16.2%	75,897	237,926	(162,029)	-68.1%
Insurance/Risk Mgmt.	10,618,231	7,470,476	70.4%	7,470,476	4,076,411	3,394,065	83.3%
Contracted Services	40,209,315	15,982,107	39.7%	15,982,107	14,871,862	1,110,245	7.5%
Utilities	11,659,309	4,876,780	41.8%	4,876,780	4,428,701	448,079	10.1%
Other Departmental Expenses	6,027,505	2,183,730	36.2%	2,183,730	1,138,791	1,044,939	91.8%
Instructional & Other Materials	10,727,081	4,194,747	39.1%	4,194,747	4,887,401	(692,655)	-14.2%
Maintenance & Repair	2,763,476	742,079	26.9%	742,079	1,356,056	(613,977)	-45.3%
Transfers\Debt	43,562,510	28,086,247	64.5%	28,086,247	22,056,818	6,029,429	27.3%
Contingency/Initiatives	6,692,649	-	100.0%	-	-	-	0.0%
Capital Outlay	17,061,889	6,761,142	39.6%	6,761,142	9,823,910	(3,062,768)	-31.2%
Scholarship Distribution	11,498,412	3,474,223	30.2%	3,474,223	-	3,474,223	100.0%
Total Expenses	\$ 474,907,260	\$ 226,139,555	47.6%	\$ 226,139,555	\$ 207,612,948	\$ 18,526,607	8.9%
NET REVENUE/(EXPENSES)	-	\$ 208,605,939		\$ 208,605,939	\$ 189,787,561	\$ 18,818,378	

HOUSTON CITY COLLEGE
Auxiliary Revenues and Expenses by Fund
As of February 28, 2026

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary*	Bookstore Commission	Scholarships	Subtotal Uncommitted
Revenues	\$ 2,549,620	\$ 156,158	\$ 619,850	\$ -	\$ 3,325,628
Expenses					
Salaries	154,599	53,304	-	44,070	251,972
Employee Benefits	36,364	6,998	-	438	43,800
Supplies & General Expense	31,247	37,260	-		68,507
Travel			-		-
Marketing Costs			-		-
Rentals & Leases			-		-
Insurance/Risk Mgmt.			-		-
Contracted Services	581,998.53	17,746.36	-		599,745
Utilities			-		-
Other Departmental Expenses	352,848	134,450.50	-		487,299
Instructional & Other Materials			-		-
Maintenance & Repair			-		-
Transfers/Debt			-		-
Capital Outlay			-		-
Scholarship Distribution			-	1,479,160	1,479,160
Total Expenses	<u>1,157,056</u>	<u>249,759</u>	<u>-</u>	<u>1,523,668</u>	<u>2,930,483</u>
Contribution to Fund Balance	<u>\$ 1,392,564</u>	<u>\$ (93,601)</u>	<u>\$ 619,850</u>	<u>\$ (1,523,668)</u>	<u>395,145</u>
Beginning Fund Balance, Audited					<u>19,421,438</u>
Ending Fund Balance					<u>\$ 19,816,584</u>

* Expenditures in this category include Government Relations, Mobile Go, etc.

HOUSTON CITY COLLEGE
Auxiliary Revenues and Expenses By Fund
As of February 28, 2026

Auxiliary Funds - International and Committed Portions

	<u>International</u>		<u>Committed</u>				<u>Total</u>
	<u>Other International Initiatives</u>	<u>Subtotal International</u>	<u>Student Vending Commission</u>	<u>Student Activity Fee</u>	<u>Student Athletic Fee</u>	<u>Subtotal Committed</u>	<u>Total Auxiliary</u>
Revenues	\$ -	\$ -	\$ -	\$ 915,894	\$ 709,920	\$ 1,625,815	\$ 4,951,443
Expenses							
Salaries	-	-	-	61,261	210,502	271,763	523,735
Employee Benefits	-	-	-	3,170	50,765	53,935	97,735
Supplies & General Expense	20,498	20,498	-	221,539	45,664	267,203	356,207
Travel	-	-	-	-	-	-	-
Marketing Costs	-	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-	-
Insurance/Risk Mgmt.	-	-	-	-	-	-	-
Contracted Services	-	-	-	22,626	31,085	53,711	653,456
Utilities	-	-	-	-	-	-	-
Other Departmental Expenses	2,586	2,586	-	42,059.01	38,935	80,994	570,878
Instructional & Other Materials	-	-	-	-	-	-	-
Maintenance & Repair	-	-	-	-	-	-	-
Transfers/Debt	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Scholarship Distribution	-	-	-	-	-	-	1,479,160
Total Expenses	23,084	23,084	-	350,654	376,951	727,605	3,681,172
Contribution to Fund Balance	(23,084)	(23,084)	-	565,241	332,970	898,210	1,270,271
Beginning Fund Balance, Audited		1,399,422	(1,284,080)	2,083,297	1,985,018	2,784,235	23,605,095
Ending Fund Balance	\$ 1,376,338		\$ (1,284,080)	\$ 2,648,538	\$ 2,317,987	\$ 3,682,445	\$ 24,875,367

HOUSTON CITY COLLEGE
Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison
As of February 28, 2026
50% of Year

Division	FY 2026 Adjusted Budget	Actuals as of February 28, 2026	% Spent	FY 2025 Adjusted Budget	Actuals as of February 28, 2025	% Spent
Central College	\$ 16,466,315	\$ 8,251,860	50.1%	\$ 15,539,716	7,390,083	47.6%
Northwest College	20,276,599	9,888,342	48.8%	19,355,815	8,620,548	44.5%
Northeast College	18,555,767	9,426,194	50.8%	17,310,235	8,491,457	49.1%
Southwest College	17,609,201	9,264,741	52.6%	16,310,691	8,275,138	50.7%
Southeast College	18,550,440	9,681,072	52.2%	17,927,699	9,346,887	52.1%
Coleman College	23,849,101	11,075,866	46.4%	22,394,215	10,465,334	46.7%
Academic Instruction	85,685,166	46,177,840	53.9%	83,493,675	43,762,814	52.4%
Office of the Chancellor	12,275,474	5,389,544	43.9%	11,529,289	5,070,829	44.0%
Instructional Services	27,139,049	8,892,563	32.8%	19,174,022	6,946,067	36.2%
Online College	3,560,437	1,662,987	46.7%	3,289,462	1,493,370	45.4%
Student Services	11,076,321	4,169,557	37.6%	11,759,732	3,990,404	33.9%
Strategy, Planning & Institutional Effectiveness	5,216,148	2,034,785	39.0%	5,448,665	2,122,969	39.0%
External & Governmental Relations, Transfers and Alumni Relations	2,317,671	878,592	37.9%	2,236,566	687,018	30.7%
Legal & Compliance	19,123,827	10,691,940	55.9%	17,647,432	6,895,255	39.1%
Finance & Accounting	71,610,587	32,679,271	45.6%	75,925,176	38,152,161	50.2%
System	113,016,270	52,954,541	46.9%	121,886,061	43,173,500	35.4%
Grand Total	\$ 474,907,260	\$ 226,139,555	47.6%	\$ 467,949,237	\$ 207,612,948	44.4%

HOUSTON CITY COLLEGE

Balance Sheet by Fund

As of February 28, 2026

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	TOTAL ALL FUNDS	PRIOR YEAR TOTAL ALL FUNDS
ASSETS				
Current Assets:				
Cash & cash equivalents	\$ 233,531,329	\$ 127,936,783	\$ 361,468,112	\$ 222,525,282
Accounts receivable (net)	51,058,562	3,149,763	54,208,325	33,361,251
Deferred charges	25,094	-	25,094	12,374,580
Prepays	8,069,454	-	8,069,454	9,098,114
Total Current Assets	292,684,439	131,086,546	423,770,985	277,359,227
Non-current Assets:				
Restricted cash & cash equivalents	-	24,157,393	24,157,393	34,810,115
Restricted long-term investments	-	15,625	15,625	-
Long-term investments	271,460,192	-	271,460,192	219,554,291
Long-term lease receivable	18,734,515	-	18,734,515	18,241,761
Capital assets, net	9,020,405	1,115,915,354	1,124,935,759	1,134,300,351
Total Non-current Assets	299,215,112	1,140,088,372	1,439,303,484	1,406,906,518
Total Assets	\$ 591,899,551	\$ 1,271,174,918	\$ 1,863,074,469	\$ 1,684,265,745
Deferred Outflows of Resources:				
OPEB	12,647,768	-	12,647,768	12,647,768
Pension	19,860,348	-	19,860,348	19,860,348
Advance Funding Valuation	-	1,300,727	1,300,727	1,300,727
Total Deferred Outflows of Resources	\$ 32,508,116	\$ 1,300,727	\$ 33,808,843	\$ 33,808,843
Total Assets and Deferred Outflows of Resources	\$ 624,407,667	\$ 1,272,475,644	\$ 1,896,883,311	\$ 1,718,074,587
LIABILITIES				
Current Liabilities:				
Accounts payable	23,988,721	196,922	24,185,643	17,734,123
Accrued Interest- SBITA	466,208	-	466,208	466,208
Accrued liabilities	741,357	39,462	780,819	8,552,333
Compensated absences	15,972,276	-	15,972,276	15,972,276
Funds held for others	2,035,408	189,209	2,224,617	841,776
Deferred revenue	795,520	-	795,520	33,120,650
SBITA- Current portion	5,435,692	-	5,435,692	5,435,692
Net OPEB liability-current portion	4,009,122	-	4,009,122	4,009,122
Notes payable-current portion	-	728,033	728,033	728,033
Bonds payable-current portion	-	12,600,000	12,600,000	37,570,000
Total Current Liabilities	53,444,304	13,753,626	67,197,930	124,430,213
Non-current Liabilities:				
SBITA Liability	3,120,956	-	3,120,956	3,120,956
Net OPEB liability	137,226,159	-	137,226,159	137,226,159
Net pension liability	91,994,941	-	91,994,941	91,994,941
Notes payable	-	1,042,536	1,042,536	1,042,536
Bonds payable	-	473,846,086	473,846,086	473,846,086
Total Non-current Liabilities	232,342,056	474,888,622	707,230,678	707,230,678
Total Liabilities	\$ 285,786,360	\$ 488,642,248	\$ 774,428,608	\$ 831,660,891
Deferred Inflows of Resources:				
Leases	20,011,367	-	20,011,367	21,228,275
OPEB	41,352,953	-	41,352,953	41,352,953
Pension	7,020,792	-	7,020,792	7,020,792
Advance Funding Valuation	-	8,356,137	8,356,137	8,356,137
Total Deferred Inflows of Resources	\$ 68,385,112	\$ 8,356,137	\$ 76,741,249	\$ 77,958,157
Total Liabilities and Deferred Inflows of Resources	\$ 354,171,472	\$ 496,998,385	\$ 851,169,857	\$ 909,619,048
Fund Balance	\$ 306,113,191	\$ 782,532,670	\$ 1,088,645,861	852,604,854
Beginning Fund Balances, Audited	71,542,029	736,913,510	808,455,539	734,321,025
Net Revenue/(Expenses)				
Unrestricted	192,306,834	-	192,306,834	(24,597,751)
Restricted	6,387,332	-	6,387,332	674,395
Net Investment in Plant	-	38,563,749	38,563,749	98,057,870
Ending Fund Balances	\$ 270,236,195	\$ 775,477,259	\$ 1,045,713,454	\$ 808,455,539
Total Liabilities & Fund Balances	\$ 624,407,667	\$ 1,272,475,644	\$ 1,896,883,311	\$ 1,718,074,587

¹ Includes Unrestricted, Restricted, Loan & Endowment, Scholarship, Agency and Auxiliary Funds.

² Includes Unexpended Plant, Retirement of Debt and Investment in Plant Funds.

HOUSTON CITY COLLEGE
Exemptions and Waivers Detail
As of February 28, 2026

	FY 2025		FY 2026		Actuals % Increase/ (Decrease)YTD vs. Prior YTD
	Prior Year Activity thru 8/31/2025	Year-to-Date Activity thru 02/28/2025	Year-to-Date Activity thru 02/28/2026	Year-to-Date Activity thru 02/28/2026	
Tuition & Fees					
Budget:					
Adjusted Budget, Annual*	\$ 126,237,802	\$ 108,425,251	\$ 114,395,960		5.5%
Revenues:					
Gross Tuition & Fees	151,515,167	126,856,929	140,194,822		10.5%
Waivers & Exemptions:					
Dual Credit & Early College HS	(19,222,225)	(16,296,084)	(21,428,751)		31.5%
Other	(2,947,494)	(2,135,594)	(2,599,742)		21.7%
Total Waivers & Exemptions	(22,169,719)	(18,431,678)	(24,028,493)		30.4%
Total Tuition & Fees Revenue, Net	\$ 129,345,448	\$ 108,425,251	\$ 116,166,329		7.1%

Tuition & Fees - Extended Learning (EL)					
Budget:					
Adjusted Budget, Annual*	\$ 7,885,993	\$ 5,590,195	\$ 7,609,984		36.1%
Revenues:					
Gross Tuition & Fees	8,435,498	5,590,195	6,250,672		11.8%
Waivers & Exemptions:					
Department of Corrections	-	-	-		0.0%
Total EL Tuition & Fees Revenue, Net	\$ 8,435,498	\$ 5,590,195	\$ 6,250,672		11.8%

	FY 2025		FY 2026		Actuals % Increase/ (Decrease)YTD vs. PriorYTD
	Prior Year Activity thru 8/31/2025	Year-to-Date Activity thru 02/28/2025	Year-to-Date Activity thru 02/28/2026	Year-to-Date Activity thru 02/28/2026	
Exemptions & Waivers					
Dual Credit & Early College HS Waiver	19,222,225	16,296,084	21,428,751		31.5%
Other Exemptions:					
Employee Fee Exemptions	46,164	34,504	43,275		25.4%
Firemen	43,929	33,906	20,449		-39.7%
Hazelwood	1,265,115	974,019	1,089,908		11.9%
Deaf & Blind	141,103	116,930	123,025		5.2%
High Ranking High School Grad	1,364	1,364	-		-100.0%
Good Neighbor Program	104,266	67,527	30,998		-54.1%
Child of Disabled Vet	2,817	2,642	3,501		32.5%
Employee of State College & University	4,703	4,275	1,283		-70.0%
Non-resident Teach/Research Assistant	10,602	3,506	12,291		250.6%
Non-resident Competitive Scholarships	6,555	6,555	8,835		34.8%
Senior Citizens	445,900	349,269	478,186		36.9%
Misc Tuition/Fees Waivers	-	-	369		100.0%
Department of Corrections	-	-	780		
Concurrent Enrollment	222	-	-		100.0%
Foster Children-Resident	301,126	221,437	287,467		29.8%
TX Tomorrow Waiver	277	278	-		100.0%
Surviving Spouse/Children	-	-	1,146		100.0%
Peace Officer Exemption	16,211	9,108	17,573		92.9%
Adopted Student Waiver	357,878	285,545	308,668		8.1%
FAST Book & OD Fees	199,262	24,729	171,988		595.5%
Total Other Exemptions	2,947,494	2,135,594	2,599,742		21.7%
Grand Total Exemptions & Waivers	\$ 22,169,719	\$ 18,431,678	\$ 24,028,493		30.4%

*Amount net of exemptions & waivers.

REPORT ITEM

Meeting Date: April 15, 2026

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
A.	Website Redesign Update: Ready,Set, Launch	Dr. Margaret Ford Fisher Dr. Rima Adil Dawn L. Majors

DISCUSSION

The report will provide an update on the Website Redesign project and its readiness to go-live. Input from 200+ stakeholders was gathered and used to inform the new site's structure, content, and visual design. This report is a testament to the hard and collaborative work of our dedicated team.

COMPELLING REASON AND BACKGROUND

- As the digital front door for Houston City College, the website is the first place prospective students, current students, parents, and others typically navigate to learn about the College, and its program offerings.
- Houston City College is committed to delivering on its agreed upon strategy:
 - Improve navigation throughout the site, focusing on the top priority tasks for prospective students.
 - Prioritize and clarify content that influences prospect's decision-making, including program and enrollment details.
 - Convey HCC's distinguishing qualities to counteract stereotypes about community colleges.
 - Introduce thoughtful content strategy and governance approaches to ensure content effectiveness, accessibility, and sustainability.
- The new website also ensures the College is in compliance with Title II of the Americans with Disabilities Act (ADA), which requires public colleges and universities to make their websites, web apps, and other digital content accessible to persons with disabilities

STRATEGIC ALIGNMENT

1. Student Success, 4. Community Investment , 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Website Redesign Update Presentation	4/8/2026	Presentation

This item is applicable to the following: District



Website Redesign Update – Ready, Set, Launch

Margaret Ford Fisher, Ed.D., Chancellor

Rima Adil, Ed.D., Vice Chancellor , Strategic Communications & Marketing

April 15, 2026

Project Leads

- ❖ **Rima Adil, Ed.D., VC, Strategic Communications & Marketing, PIO**
(Primary Sponsor)
- ❖ **Dawn L. Majors, M.S., PMP, ITIL, Prosci®**, Executive Director, Project and Change Management
- ❖ **Leon Burks, Jr., DBA, PfMP, LPM, PMP, CSPO**, Projects Portfolio Manager, Project and Change Management
- ❖ **David Tietz**, Project Leader, Communication Services
- ❖ **Andrew Thai**, Manager, Web Development

College-wide Stakeholder Involvement

Executive Steering Team	Project Steering Team	Core Project Team	Content Migration Team	Content Validation and Tagging Team
<ul style="list-style-type: none"> • Rima Adil • Barry Sullivan • Remmele Young • Norma Perez • Fraces Villagran-Glover • Lisa Alcorta • Rodney Nathan • Nicole Montgomery • Andrea Burrige • Dawn Majors 	<ul style="list-style-type: none"> • Matias Garza • Nikisha Alexander • Brett Haduch • Anna Go • Michelle Castro • Justin Chan • David Garza • Cassaundra Jackson • Shar-day Campbell • Patricia Ugwu • Jerome Drain • Miguel Ramos • Yolanda Cardenas • Norma Garcia • Nakia Edwards • Pam Walker-Williams • Ray Early 	<ul style="list-style-type: none"> • Leon Burks, Jr. • David Teitz • Andrew Thai • Thomas Williams • Sherman Harness • Diana Metyko 	<ul style="list-style-type: none"> • David Tietz • Andrew Thai • Shar-Day Campbell • Brett Haduch • Arnita Quosig • Pam Walker-Williams • Lusia Duran • Melody Ellis • Justin Boyd • Jasemine Knowles • Justin Chan • Miguel Ramos • Asija Spurlock 	<ul style="list-style-type: none"> • 160 + members across the Institution. Including but not limited to the following make up: <ul style="list-style-type: none"> • 68 content owners • 40 + Editors • 13 Website Team members • Digital Accessibility Team

Website Redesign Update

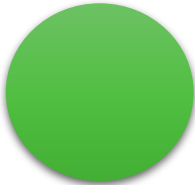
Scope



Schedule



Budget



**Risk &
Issues**



**People
Resources**



98% Complete

Go-Live: April 15, 2026

Project Deliverables Overview

Phase 1: Discovery & Pre-Architecture (Jan 2025)

- ✓ Content Audit
- ✓ Stakeholder Survey
- ✓ Stakeholder Interviews
- ✓ Competitor's Audit
- ✓ Website Strategy Roadmap
- ✓ Recommended Governance Plan

Phase 2: Information Architecture (Aug 2025)

- ✓ Sitemaps
- ✓ Wireframes / Templates
- ✓ Annotations
- ✓ Design Concepts (Visual)
- ✓ Governance Model / Structure
- ✓ Governance Approval Workflows
 - ✓ Authoritative Content
 - ✓ Core Content
 - ✓ Ancillary Content
- ✓ Content Migration Decision Tree
 - ✓ Pre-Launch
 - ✓ Post Launch

Phases 3-4: Content Strategy & Design, and Development (Feb 2026)

- ✓ Content Tagging for Migration
- ✓ Content Writing
- ✓ Functional Specifications
- ✓ Fully Functional HTML/CSS
- ✓ T4 Migration of pages (1500 Pages)
- ✓ HCC Build / Migration Validation, including HCC Migration (>1500)
- ✓ Website Coding (~4 months)

Phase 5: Quality Assurance and Launch (Mar - Apr 2026)

- ✓ Trainings & Materials
- ✓ T4 Go-Live Plan and Checklist
- ✓ UAT
- ✓ QA Testing, Bug Fix, Regression
- ✓ Handoff to HCC
- Go Live / Launch
- Lessons Learned

Core Principles:

- Deliver a product that addresses the student concerns
- Do not eliminate content type / functionality
- Retain adequate time for Quality Assurance activities
- Retain adequate time for Quality Control activities

Thank You

ACTION ITEM

Meeting Date: April 15, 2026

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
B.	Ice Machine Services, Cleaning, Repairs, and Preventative Maintenance (Project No. RFP 26-09)	Dr. Margaret Ford Fisher Robert McCracken

RECOMMENDATION

Authorize the Chancellor to execute a contract with United Pro Constructions, LLC, to provide ice machine services, cleaning, repairs, and preventative maintenance, in accordance with RFP 26-09.

COMPELLING REASON AND BACKGROUND

- The College solicited proposals from qualified firms to provide system-wide Ice Machine Services, Cleaning, Repairs, and Preventative Maintenance. Work to be performed includes Quarterly Ice Machine Cleaning, Preventative Maintenance and Repair Services (on call) on all ice machines across the college system as needed.
- The College's Building Operations is seeking preventive maintenance services for the ice machines located throughout the system to reduce operations costs associated with emergency repairs and minimize costly replacements. Ice machines are complex machines with consumable parts that must be monitored and maintained to keep them in good working condition; lack of maintenance has resulted in unscheduled replacements and decreased service to building occupants due to equipment failing or becoming fouled by scale and mold. Without routine maintenance the college will continue to require expensive repair costs when these machines become inoperable. A system preventative maintenance approach will help the organization monitor, maintain, and plan for replacement based on a systemic program that allows for better planning.

FISCAL IMPACT

Based on the current scope of services, the estimated annual cost under the resulting contract is projected to be approximately Eighty thousand dollars (\$80,000) to provide preventive maintenance, cleaning services, and replacement parts. In addition, an estimated Twenty thousand dollars (\$20,000) is anticipated to provide on-call repair services. An additional ten thousand dollars (\$10,000) annually is requested for ancillary services outside of the scheduled scope of work on an as-needed basis. The total projected annual cost is estimated to be one hundred ten thousand dollars (\$110,000).

The total estimated contract value over the five (5) year contract term is Five hundred Fifty thousand dollars (\$550,000). The funding shall be provided through the Facilities Departmental Operating Budget.

LEGAL REQUIREMENT

The recommendation to the Board of Trustees is being made to the highest-ranked firm offering the best value in accordance with Chapter 44.031(a) of the Texas Education Code and pursuant to the published RFP 26-09.

STRATEGIC ALIGNMENT

5. *College of Choice*

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFP 26-09	3/20/2026	Attachment
Summary of Composite Scores - RFP 26-09	3/20/2026	Attachment

This item is applicable to the following: District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: RFP 26-09 Ice Machine Services, Cleaning, Repairs, and Preventative Maintenance

PROCUREMENT METHOD: Request for Proposal (Overall Best Value)

PROJECT DEPARTMENT: Facilities (Building Operations)

NAME OF BUYER: Art Lopez, Senior Buyer

PURPOSE: The College solicited proposals from qualified firms to provide system-wide Ice Machine Services, Cleaning, Repairs, and Preventative Maintenance. Work to be performed includes Quarterly Ice Machine Cleaning, Preventative Maintenance and Repair Services (on call) on all ice machines across the college system as needed.

The College's Building Operations is seeking preventive maintenance services for the ice machines located throughout the system to reduce operations costs associated with emergency repairs and minimize costly replacements. Ice machines are complex machines with consumable parts that must be monitored and maintained to keep them in good working condition; lack of maintenance has resulted in unscheduled replacements and decreased service to building occupants due to equipment failing or becoming fouled by scale and mold. Without routine maintenance the college will continue to require expensive repair costs when these machines become inoperable. A system preventative maintenance approach will help the organization monitor, maintain, and plan for replacement based on a systemic program that allows for better planning.

Services to be rendered include, but are not limited to, the following:

Ice Machine Preventative Maintenance

- a. Disassemble machine.
- b. Remove mold build-up and mineral deposits.
- c. Total removal and sanitizing of the ice bin.
- d. Check Compressor Amp Drawn (record amp draw on Inspection Report).
- e. Check Supply Voltage (record voltage on Inspection Report).
- f. Visually check all wiring connections.
- g. Check the entire system for Water Leaks.
- h. Check the ice cycle for complete evaporator of ice.
- i. Check operation of Bid Thermostat or Control.
- j. Clean up the work area and remove any trash or unused parts.
- k. Clean condenser coil.
- l. Check all covers doors.
- m. Check ice production.
- n. Check all operating wiring for any burnt or loose wires.
- o. Make a work order for any major repairs that are needed.

- p. Make sure that the unit operates correctly before leaving the work area.
- q. Display record of maintenance, repairs, or related services on machines.

Service Reporting

The recommended Contractor will provide the equipment make, model, serial numbers, and run hours on all reports. The Inspection Report will also list all services provided during a service call, including all services provided during a preventative maintenance visit.

The recommended contractor has over ten (10) years of ice machine and refrigeration cleaning, repairs, and preventative maintenance (PM) services.

**RECOMMENDED
VENDOR:**

United Pro Constructions, LLC

PRIOR VENDOR:

Coolers, Inc.

**LEGAL
REQUIREMENTS:**

This recommendation to the Board of Trustees is being made to the highest-ranked proposal offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code.

Pursuant to the published RFP 26-09 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the proposal offering the best value is being recommended for award.

**LOCATION
INFORMATION:**

In performing the work under RFP 26-09, the recommended firm will be working from its Sugar Land, TX office.

PROJECTED VALUE:

Based on the current scope of services, the estimated annual cost under the resulting contract is projected to be approximately eighty thousand dollars **(\$80,000)** to provide preventive maintenance, cleaning services, and replacement parts. In addition, an estimated twenty thousand dollars (\$20,000) is anticipated to provide on-call repair services. An additional ten thousand dollars **(\$10,000)** annually is requested for ancillary services outside of the scheduled scope of work on an as-needed basis. The total projected annual cost is estimated to be one hundred ten thousand dollars **(\$110,000)**.

The total estimated contract value over the full term is five hundred fifty thousand dollars **(\$550,000)**. Funding for this contract shall be provided through the Facilities Departmental Operating Budget.

PRIOR YEAR'S SPEND:

Eighty thousand dollars **(\$80,000)** annually, based on 24 ice machines.

CONTRACT TERM:

It is anticipated that the contract term resulting from this solicitation, if any, will be two (2) years with the option to renew it for three (3) additional one-year terms.

**PROCUREMENT
ADVERTISEMENT
& NOTICE:**

This procurement was advertised, and a notice of procurement was distributed as follows:

- HCC Procurement Operations Website on November 12, 2025
- Texas State Procurement Website on November 10, 2025
- The Daily Court Review on November 13, 2025, and November 20, 2025
- Notice to HCC Board of Trustees on November 17, 2025

**SOLICITATION
INFORMATION:**

RFP 26-09 was issued on November 12, 2025, and the solicitation document was distributed electronically in addition to being published in the local newspaper. Notice of advertisement was provided, and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. A pre-proposal meeting was held on December 2, 2025, and a question-and-answer period was allowed through December 9, 2025. Two (2) proposals were received by the solicitation due date of January 6, 2026, at 2:00 p.m. Two (2) proposals were evaluated in accordance with RFP 26-09.

COMPETITIVE:

Yes

**PROPOSAL
EVALUATION:**

Responses were evaluated by the Evaluation Committee, which consisted of HCC representatives with relevant subject matter understanding who evaluated and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Firm’s qualifications and experience and, demonstrated qualifications of personnel and team	15
Proposed approach and methodology	10
Past performance & references	10
Price Proposal	50
<u>Small business practices</u>	<u>15</u>
	Total 100

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – Represents the Facilities Department; is business owner who will manage the work effort following contract award and has in-depth understanding of the commodity and service requirements.

Evaluator 2 – Represents the Facilities Department; and has in-depth understanding of the commodity and service requirements.

Evaluator 3 – Represents the Facilities Department and has in-depth understanding of the commodity and service requirements.

Evaluator 4 – Represents the SE College, Eastside Campus Management Department and has in-depth understanding of the commodity and service requirements.

Evaluator 5 – Represents the SW College, Missouri City Campus Management Department and has in-depth understanding of the commodity and service requirements.

**PRIOR HCC
EXPERIENCE:**

No

REFERENCES:

Evaluated and found to be favorable.

EXPERIENCE:

The recommended firm has ice machine and refrigeration cleaning, repairs, and preventative maintenance (PM) services experience with the following institutions:

- University Hospital, Trauma Center, Director of Facilities Management
- St. John’s Episcopal Hospital, Chief Engineering Officer

**SMALL BUSINESS
GOAL:**

In accordance with the Houston City College - Small Business Development Program, for this solicitation, HCC advertised a 25% – Small Business Participation Goal.

The recommended firm is a certified SBE with the South-Central Texas Regional Certification Agency (SCTRCA) and will be self-performing all work under the resulting contract.

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RFP 26-09 Ice Machine Services, Cleaning, Repairs, and Preventative Maintenance Services

Summary Composite Score Sheet

Evaluation	Evaluation Criteria					Total
	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Price Proposal	Small Business Practices	
<i>Available Points</i>	15	10	10	50	15	100
United Pro Constructions LLC	9.90	6.80	5.40	50.00	10.00	82.10
General Parts, LLC	0.90	0.60	0.60	40.54	0.00	42.64

ACTION ITEM

Meeting Date: April 15, 2026

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
C.	Ammunition (Project No. RFP-C 26-11)	Dr. Margaret Ford Fisher Robert McCracken

RECOMMENDATION

Authorize the Chancellor to execute a contract with GT Distributors, Inc., SA Smart Solutions, and SSD International, Inc. to provide Ammunition to the Police Academy and the HCC Police Department in accordance with RFP-C 26-11.

COMPELLING REASON AND BACKGROUND

- Houston City College (HCC) requires a reliable source of ammunition to support Police Academy firearms training and the operational readiness of the HCC Police Department. The Academy conducts multiple training cohorts annually and requires a consistent supply of ammunition for instructional and operational use.
- Certain ammunition specifications are necessary to ensure safety, reliability, and compatibility with existing firearms. HCC intends to award contracts to multiple vendors to help ensure product availability, timely delivery, and competitive pricing.

FISCAL IMPACT

The estimated annual spending associated with this agreement is approximately Eighty Thousand Dollars (\$80,000) based on projected instructional and operational needs. Actual expenditures will be made on an as-needed basis and will depend on departmental demand, academy enrollment, and budget availability; therefore, no minimum expenditure is guaranteed.

Pricing submitted in response to the RFP will remain firm for the initial one-year term, with the option to renew for up to four (4) additional one-year terms, subject to mutual agreement and budget availability. Funding will be provided through the Police Department and Police Academy operating budgets, and purchases will be processed through purchase orders issued during the contract term.

LEGAL REQUIREMENT

The recommendation to the Board of Trustees is being made to the highest-ranked firms offering the best value in accordance with Chapter 44.031(a) of the Texas Education Code and pursuant to the published RFP-C 26-11.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFP-C 26-11	3/20/2026	Attachment
Summary of Composite Scores - RFP-C 26-11	3/20/2026	Attachment

This item is applicable to the following: District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: RFP-C 26-11 Ammunition

PROCUREMENT METHOD: Request for Proposal - Commodity (Overall Best Value)

PROJECT DEPARTMENT: Police Academy and HCC Police Department

NAME OF BUYER: Sajid Siddiqi, Buyer

PURPOSE: The College solicited proposals from qualified firms to provide Ammunition to The Police Academy and The HCC Police Department in accordance with the scope of services. Given the nature of the services and to ensure consistent and timely delivery, this recommendation is being made to the three (3) highest-ranked firms.

The purpose is to supply ammunition for instructional use at the Public Safety Training Center of Excellence and for operational use by the HCC Police Department. The contract will ensure consistent access to specified ammunition types required for firearms training, officer readiness, and compliance with safety standards.

RECOMMENDED VENDORS: GT Distributors, Inc.
SA Smart Solutions
SSD International, Inc.

PROPOSED SUB-CONTRACTORS: N/A

PRIOR VENDORS: GT Distributors, Inc.

LEGAL REQUIREMENTS: This recommendation is being made to the highest-ranked firms offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code. And pursuant to the published RFP-C 26-11 document.

LOCATION INFORMATION: In performing the work under RFP-C 26-11, the recommended firms will be working from their Houston, TX locations.

PROJECTED VALUE: The estimated annual spending associated with this agreement is approximately Eighty Thousand Dollars (\$80,000) based on projected instructional and operational needs. Actual expenditures will be made on an as-needed basis and will depend on departmental demand, academy enrollment, and budget availability; therefore, no minimum expenditure is guaranteed.

PRIOR YEAR'S SPEND: Total Spend from GT distributor for FY2025 is \$ 50,624.32.

CONTRACT TERM: It is anticipated that the contract term of the contract awarded resulting from this solicitation will be one (1) year with the option to renew for four (4) additional one-year terms. HCC reserves the right to extend the contract on a month-to-month basis, not to exceed three (3) months.

**PROCUREMENT
ADVERTISEMENT
& NOTICE:**

This procurement was advertised, and a notice of procurement was distributed as follows:

- HCC Procurement Operations Website on December 12, 2025.
- State of Texas Electronic Business Daily Website on December 11, 2025.
- The Daily Court Review on December 12, 2025, and December 19, 2025.
- Notice to HCC Board of Trustees on December 15, 2025.

**SOLICITATION
INFORMATION:**

RFP-C 26-11 was issued on December 12, 2025, and the solicitation document was distributed electronically in addition to being published in the local newspaper. Notice of advertisement was provided and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. A question-and-answer period was allowed through January 12, 2026. Four (4) proposals were received by the solicitation due date of January 20th, 2026, at 2:00 p.m.

COMPETITIVE: Yes

**PROPOSAL
EVALUATION:**

Responses were evaluated by the procurement operations, and proposals were in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Price	95
<u>Small business practices</u>	<u>5</u>
	Total 100

**PRIOR HCC
EXPERIENCE:**

GT Distributors Inc; Yes

REFERENCES:

Evaluated and found to be favorable.

**HIGHER EDUCATION
EXPERIENCE:**

The recommended firms have experience with the following educational institutions:

GT Distributors, Inc.

- Houston City College

**SMALL BUSINESS
GOAL:**

In accordance with the Houston City College - Small Business Development Program, for this solicitation, HCC advertised a 5% – Small Business Participation Goal.

SA Smart Solutions is currently a certified SBE and will self-perform the work under the resulting contract.

The remaining vendors are not SBE-certified and will also self-perform their work under the resulting contract.

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RFP-C 26-11 Ammunition

Summary Composite Score Sheet

Firm	Evaluation Criteria		Total
	Price Proposal	Small Business Practices	
<i>Available Points</i>	95	5	100
SA Smart Solutions	95.00	5.00	100.00
GT Distributors Inc	79.46	0.00	79.46
SSD International Inc	71.43	0.00	71.43
S&B Supply Solutions LLC	30.61	0.00	30.61

ACTION ITEM

Meeting Date: April 15, 2026

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
D.	Pre-Owned Semi Tractors (Project No. RFP-C 26-10)	Dr. Margaret Ford Fisher Robert McCracken Dr. Betty Fortune

RECOMMENDATION

Authorize the Chancellor to approve the award of a contract to SelecTrucks of Houston, LLC for the purchase of three (3) Pre-Owned Semi-Tractors in accordance with RFP-C 26-10.

COMPELLING REASON AND BACKGROUND

- Houston City College issued a Request for Proposal-Commodity to solicit for up to three (3) pre-owned semi-tractors to support instructional operations at the Northeast Campus – Roland Smith Commercial Truck Driving School. The acquisition is necessary to replace aging equipment, ensure operational reliability, and maintain compliance with Federal and State of Texas highway safety regulations. The commercial truck driving program uses tractors in training programs that teach students how to operate and drive tractor trailers (often referred to as eighteen wheelers) and prepares students with the ability to obtain their Commercial Driver’s License. Students are trained using a single tractor-trailer during daily, evening, and weekend classes. The purchase includes:
 - One (1) Pre-Owned Semi-Tractor Freightliner Year 2022 Model PT126SLP
 - Two (2) Pre-Owned Semi-Tractors Freightliner Year 2020 Model PT126DC
- All units are model years 2020 and 2022, under 300,000 miles, and meet or exceed required specifications including 400 to 450HP engine (Cummins or equivalent), Eaton 12-speed transmission (or equivalent), air ride suspension, tandem 6x4 axle configuration, and have the required safety and operational features. Delivery will be F.O.B. Destination – Freight Prepaid and Allowed.

FISCAL IMPACT

The cost of all goods under the resulting PO contract shall not exceed Two Hundred Twenty-Nine Thousand Nine Hundred Eighty dollars (\$229,980) and shall be governed under the approved HCC Purchase Order Terms and Conditions.

The funding source shall be the Commercial Transportation Truck Driving School Department Operational Budget and Carl Perkins Grant, FY26.

LEGAL REQUIREMENT

The recommendation to the Board of Trustees is being made to the highest ranked firm offering the best value in accordance with Chapter 44.031(a) of the Texas Education Code and pursuant to the published RFP-C 26-10.

STRATEGIC ALIGNMENT

1. *Student Success*, 5. *College of Choice*

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFP-C 26-10	3/20/2026	Attachment
Summary of Composite Scores - RFP-C 26-10	3/20/2026	Attachment

This item is applicable to the following: Northeast, District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: RFP-C 26-10 Pre-Owned Semi-Tractors

PROCUREMENT METHOD: Request for Proposal - Commodity (Overall Best Value)

PROJECT DEPARTMENT: Continuing Education

NAME OF BUYER: Sajid Siddiqi, Buyer

PURPOSE: The College solicited proposals from qualified firms to provide Pre-Owned Semi Tractors in accordance with the scope of services. Given the nature of the services and to ensure consistent and timely delivery, this recommendation is being made to the highest-ranked firm.

The commercial truck driving program uses tractors in the training programs that teaches students how to operate and drive tractor trailers (often referred to as eighteen wheelers) and prepares students with the ability to obtain their Commercial Driver’s License. The students are taught using a single tractor trailer daily and on weekends and evening classes. The purpose of this procurement is to procure up to three (3) pre-owned semi-tractors to support instructional and training operations for the Commercial Truck Driving Program. The purchase ensures compliance with Federal and State of Texas highway safety regulations and supports workforce training objectives.

RECOMMENDED VENDOR: SelecTrucks of Houston, LLC.

LEGAL REQUIREMENTS: This recommendation is being made to the highest-ranked firm offering the best value in accordance with Chapter 44.031(a) of the Texas Education Code pursuant to the published RFP-C 26-10 document.

LOCATION INFORMATION: In performing the work under RFP-C 26-10, the recommended firm will be working from its Houston, TX office.

PROJECTED VALUE: The cost of all goods under the resulting PO contract shall not exceed Two Hundred Twenty-Nine Thousand Nine Hundred Eighty dollars (**\$229,980**) and shall be governed under the approved HCC Purchase Order Terms and Conditions.

The funding source shall be the Commercial Transportation Department Operational Budget and Carl Perkins Grant, FY26.

CONTRACT TERM: One-time purchase. Delivery within ten (10) calendar days after issuance of approved Purchase order.

**PROCUREMENT
ADVERTISEMENT
& NOTICE:**

This procurement was advertised, and a notice of procurement was distributed as follows:

- HCC Procurement Operations Website on December 12, 2025.
- State of Texas Electronic Business Daily Website on December 11, 2025.
- The Daily Court Review on December 12, 2025, and December 19, 2025.
- Notice to HCC Board of Trustees on December 15, 2025.

**SOLICITATION
INFORMATION:**

RFP-C 26-10 was issued on December 12, 2025, and the solicitation document was distributed electronically in addition to being published in the local newspaper. Notice of advertisement was provided and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. A question-and-answer period was allowed through January 9, 2026. Several vendors were invited, however only One Bid was received by the solicitation due date of February 9, 2026, at 2:00 p.m.

COMPETITIVE:

Yes

**PROPOSAL
EVALUATION:**

Responses were evaluated by the procurement operations, and proposals were in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Price	100
	Total 100

**PRIOR HCC
EXPERIENCE:**

Yes

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RFP-C 26-10 Pre-Owned Semi-Tractors

Summary Composite Score Sheet

Firm	Evaluation Criteria		Total
	Available Points	Price Proposal	
SelecTrucks of Houston, LLC	100	100.00	100.00

Following Dealerships were notified but, did not respond:

- Porter Truck Sales L.P.
- Arrow Truck
- Bruckner's Truck & Equipment
- Kyrish Truck Centers
- Holt Truck Centers
- Rose Truck Sales

ACTION ITEM

Meeting Date: April 15, 2026

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
E.	Personnel Agenda - Faculty	Dr. Margaret Ford Fisher Rodney Nathan

RECOMMENDATION

Approval of the renewal of the Full-Time Faculty Contracts for Academic Year 2025-26.

COMPELLING REASON AND BACKGROUND

Full-Time contracted faculty are employed under academic year term employment contracts on an annual basis as outlined under DCA (LEGAL): Employment Practices Term Contracts.

Each academic year full-time contracted faculty receive a new employment contract for the upcoming academic year. Contract types consist of 9-month, 10.5-month and 12-month term lengths.

FISCAL IMPACT

Funds for these faculty positions are provided for in the FY 2026 Unrestricted Budget.

STRATEGIC ALIGNMENT

1. Student Success, 2. Personalized Learning, 3. Academic Rigor, 4. Community Investment, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
April 2026 Personnel Agenda - Faculty	4/2/2026	Cover Memo

This item is applicable to the following:

Central, Coleman, Northeast, Northwest, Southeast, Southwest, District, Online

APPENDIX

(Board Action Required)

Personnel Agenda - Faculty

Board Meeting

April 15, 2026

INFORMATION ITEMS - BOARD ACTION REQUIRED
FACULTY (REGULAR)

Name	Previous Organization or HCCS Job Title	Proposed New Job Title	Contract Type/Grade	Employment Action Reason	Annual Salary	Effective Date
King, Blake	P/T Emergency Medical Services Instructor	F/T Emergency Medical Services Instructor	12 Month Grade: 4	Part /Time to Full/Time	\$ 71,976	2/17/2026

REPORT ITEM

Meeting Date: April 15, 2026

Adjournment

ITEM #	ITEM TITLE	PRESENTER
XIV.	Personnel Agenda - Staff	

COMPELLING REASON AND BACKGROUND

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
April 2026 Staff Personnel Agenda_Final	4/2/2026	Cover Memo

This item is applicable to the following:

INFORMATION ITEMS - NO BOARD ACTION REQUIRED

SALARY CHANGES DUE TO AN ADDITION TO OR CHANGE IN THE EMPLOYEE'S JOB ASSIGNMENT OR DUTIES, OR WHEN AN ADJUSTMENT IN THE MARKET VALUE OF THE JOB WARRANTS ADDITIONAL COMPENSATION

Name	Previous Organization	Proposed Title	FLSA/Grade	Annual Salary	Effective Date
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APPENDIX

(No Board Action Required)

Personnel Agenda - Staff

Board Meeting

April 15, 2026

INFORMATION ITEMS - NO BOARD ACTION REQUIRED**ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL - STAFF (REGULAR)****INTERNAL HIRES**

Name	Previous HCCS Job Title	New Job Title	College	FLSA/Grade	Annual Salary	Effective Date
Abdul-Salaam, Maryam	P/T Workstudy Student	F/T Representative, Talent Engagement	System	Non-Exempt Grade: 3	\$ 40,000	3/2/2025
Bannarbie, Tameka	P/T Advisor	F/T Advisor, Pathways & Case Management	Central	Exempt Grade: 7	\$ 60,000	3/16/2026
Gonzalez, Joanna	P/T Workstudy Student	F/T Assistant, Financial Aid	System	Non-Exempt Grade: 2	\$ 36,700	3/2/2026
Rodriguez, Hailey	P/T Program Specialist	F/T Assistant, Enrollment Services	Central	Non-Exempt Grade: 2	\$ 36,000	3/2/2026
Velasquez, Chelsea	P/T Administrative Assistant	F/T Assistant, Enrollment Services	Southeast	Non-Exempt Grade: 2	\$ 36,640	4/16/2026

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INTERNAL HIRES

Name	Previous HCCS Job Title	New Job Title	College	FLSA/Grade	Annual Salary	Effective Date
Alexander, Tawanda	F/T Office Manager	F/T Office Manager	Northwest	Non-Exempt Grade: 5	\$ 57,000	4/16/2026
Bartee, Kimberly	F/T Advising Manager	F/T Dean, Student Success	Central	Exempt Grade: 10	\$ 118,000	3/16/2026
Chan, Keith	F/T Campus Technology Technician	F/T Campus Technology Technician Sr.	Northwest	Non-Exempt Grade: 5	\$ 66,000	2/17/2026
Crisp, Madison	F/T Administrative Assistant	F/T Public Relations Manager, Theatre	Central	Exempt Grade: 6	\$ 60,500	2/17/2026
De La O, Stephen	F/T Accounting, Specialist	F/T Supervisor, Student Accounts	Southwest	Exempt Grade: 5	\$ 58,000	3/16/2026
Falcon, Alda	F/T Advisor, Pathways & Case Management	F/T Director, Communications & Special Projects	System	Exempt Grade: 10	\$ 80,000	3/16/2026
Fuentes, Cynthia	F/T Student Account Representative	F/T Administrative Assistant	Southwest	Non-Exempt Grade: 3	\$ 48,243	3/2/2026
Hunter, Keierica	F/T Associate, Enrollment Services	F/T Student Recruiter	Northeast	Exempt Grade: 5	\$ 53,000	2/17/2026
Itima, Eyenkebi	F/T Campus Technology Technician	F/T Analyst, Programmer II	System	Exempt Grade: 10	\$ 78,000	3/16/2026
Kourelis, Erin	F/T University of Houston Transfer Specialist	F/T Coordinator, Transfer Services	Northeast	Exempt Grade: 7	\$ 68,000	4/16/2026
Leon, Maria	F/T Program Director	F/T Director, Entrepreneurial Initiatives & Community Relations	System	Exempt Grade: 10	\$ 88,000	2/16/2026

Mancia, Werner	F/T Assistant Enrollment Services	F/T Student Recruiter	Southeast	Exempt Grade: 5	\$ 49,600	4/16/2026
Miller-Waters, Melissa	F/T Director, Accreditation Evaluation & Planning	F/T Associate Vice Chancellor, Curriculum & Compliance	System	Exempt Grade: 30	\$ 170,000	4/1/2026
Ngo, Tai	F/T Campus Technology Technician	F/T Campus Technology Technician Sr.	Southwest	Non-Exempt Grade: 5	\$ 65,000	2/1/2026
Nguyen, Patrick	F/T Associate Dean of Student Success	F/T Director, Counseling & Ability Services	System	Exempt Grade: 11	\$ 112,000	4/1/2026
Raoul, Matthew	F/T Financial Aid Customer Service Representative	F/T Advisor, Financial Aid	Northeast	Exempt Grade: 5	\$ 60,000	2/23/2026
Rhodes, Robin	F/T Business Analyst II	F/T Business Analyst Sr.	System	Exempt Grade: 11	\$ 101,000	2/23/2026
Scholl, Daniel	F/T Financial Coach	F/T Advisor, Pathways & Case	Central	Exempt	\$ 73,600	3/2/2026

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EXTERNAL HIRES

Name	Previous Organization	New Job Title	College	FLSA/Grade	Annual Salary	Effective Date
Adams, Juquita	Houston Career Institute	F/T Procurement Liaison	Northeast	Non-Exempt Grade: 4	\$ 55,000	4/16/2026
Aguilera, Veronica	Costo Wholesale Corporation	F/T Student Recruiter	Southeast	Exempt Grade: 5	\$ 48,000	3/2/2026
Ansari, Humera	Jackson Health System	F/T Manager, Budget & Contract Compliance	System	Exempt Grade: 9	\$ 89,000	2/17/2026
Chiu, Hua	Katy I.S.D.	F/T Director, Strategic Sourcing	System	Exempt Grade: 12	\$ 120,000	4/1/2026
Dennis, Destiny	Ultimate Medical Academy	F/T Advisor, Pathways & Case Management	Central	Exempt Grade: 7	\$ 59,500	3/2/2026
El Kassem, Siaa	Wharton County Junior College	F/T Program Specialist (CE)	Southeast	Non-Exempt Grade: 4	\$ 50,400	3/2/2026
Galvez, Gabriela	Becker Early Head Start Galena Park ISD	Assistant, Enrollment Services	Central	Non-Exempt Grade: 2	\$ 36,000	4/1/2026
Guntur, Gabriella	University of South Alabama	F/T Website Content Editor	System	Exempt Grade: 7	\$ 59,000	3/2/2026
Snodgrass, Jason	F/T Sage Dining Services	F/T Manager Instructional Kitchen	Central	Exempt Grade: 6	\$ 66,500	4/16/2026

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TECHNICAL - STAFF (REGULAR)**

SEPARATIONS OF EMPLOYMENT

Name	Employment details	Effective Date
Bauhs, Bryan	Art Instructor, Northeast College	3/1/2026
Castillo, Robert	Assistant Director Admissions, System	4/1/2026
De Vries, Peter	Sr. Technician, Makerspace, Northwest	3/28/2026
Dora, Gary	Peace Officer, Central	3/16/2026
Ellis, Melody	Director, Marketing & Public Relations, System	4/1/2026
Ferguson, Carla	Director, TRIO Education Opportunity Center, Central	3/1/2026
Gay, Tangelia	Sr. Associate, Financial Aid, System	3/17/2026
Haduch, Brett	Dean, Student Success, System	3/7/2026
Hauri, Becky	Counselor, Southwest	4/1/2026
Hoang, Vivian	Coordinator Testing, Northwest	3/17/2026
Jackson, James	Executive Director, Network Inf & System Spt-Interim	3/17/2026
Lopez, Arturo	Sr. Buyer, System	3/1/2026
Mack, Mary	Program Manager, System	3/24/2026
Mahanta, Anuradha	Program Manager, SCE, Northwest	3/1/2026
Mathew, Susan	Specialist, Nurse Ret and Inter, Coleman	3/24/2026
Mehrinfar, Nasrin	Advisor, Pathways & Case Management, Northwest	3/1/2026
Thurmond, Darlene	Sr. Business Analyst, System	3/1/2026
Zamora, Brian	Reception Assistant, Southeast	3/31/2026