



AGENDA

CHANCELLOR'S EXECUTIVE COUNCIL

October 19, 2026

9:00 AM

**Houston Community College
3100 Main St.
Houston, Texas 77002**

Chancellor's Executive Council Meeting

AGENDA

October 19, 2026, 9:00 AM

3100 Main St., 2nd Floor, Auditorium

I. TOPICS FOR DISCUSSION (STRATEGIC AND OPERATIONAL)

- A. Opening Remarks
- B. Approval of Minutes for October 5, 2026
- C. Enrollment Update: 10/19/2026
- D. Funding Model Update
- E. Fall 26 COV, Revenue & Expense, and Course Sections Update
- F. Review and Update of Fall 26 and Spring 27 Course Schedules for ICLC/COVs Completions
- G. Update on Advising and Retention Efforts
- H. Texas A&M Request for HCC Logo Authorization in Support of TRIBEC
- I. Employee Engagement Survey
- J. Enhanced Role for Presidents at Graduation
- K. Approve AF (REGULATION) - Ethics Point
- L. Approve GDA (REGULATION), Conduct on College District Premises: Minors and Relatives on Campus
- M. Approve Proposed Changes to FFDA (LOCAL) Freedom from Discrimination, Harassment, and Retaliation Sex and Sexual Violence
- N. Approval FDA (LOCAL) - Tuition and Fees: Residency
- O. Next Meeting - November 2, 2026
- P. ADJOURNMENT

REPORT ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
A.	Opening Remarks	Dr. Margaret Ford Fisher

STRATEGIC ALIGNMENT

ACTION ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
B.	Approval of Minutes for October 5, 2026	Dr. Margaret Ford Fisher

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
Council Meeting Minutes_20261005	10/17/2026	Attachment

CHANCELLOR'S EXECUTIVE COUNCIL MEETING MINUTES

Monday, October 5, 2026

9:00 a.m. – 12:00 p.m.; meeting extended to 12:30 p.m.

3100 Main, 2nd Floor, Auditorium

ATTENDANCE

Present: Dr. Rima Adil, VC, Strategic Communications & Marketing; Dr. Lisa Alcorta, VC, Student Services; Dr. Andrea Burrige, VC, Strategy, Planning & Institutional Effectiveness; Dr. Jerome Drain, President, HCC Online; Dr. Michael Edwards, Ombudsman; Dr. Margaret Ford Fisher, Chancellor; Iszella Flowers, Staff Senate President, 2026–2027; Dr. Betty Fortune, President, HCC Northeast; Dr. Lutricia Harrison, President, HCC Coleman; Dr. Butch Herod, President, HCC Central; Dr. Zachary Hodges, President, HCC Northwest; Warren Hurd, VC, Administrative Services; Elizabeth McGee, Chief AI Officer; Robert McCracken, VC, Administration & Operations; Dr. Nicole Montgomery, General Counsel; Dr. Norma Perez, Sr. VC, Instructional & Student Services/CAO; Dr. Miguel Ramos, VC, Instructional Services; Karen Schmidt, Executive Director, Foundation; Barry Sullivan, Chief Information Officer; Dr. Mia Taylor, Faculty Senate President, 2026–2027; Dr. Frances Villagran-Glover, President, HCC Southeast; Dr. Michael Webster, President, HCC Southwest; Sharon Wright, Executive Director, Board Services; Dr. Remmele Young, VC, External & Gov't Relations/ Student Transfer & Alumni Relations

Absent: Rodney Nathan, Chief Human Resources Officer

AGENDA

A. OPENING REMARKS

Dr. Margaret Ford Fisher, Chancellor

The following comments were offered:

1. The Chancellor acknowledged the recognition celebration honoring Dr. Zachary Hodges for 50 years of dedicated service to HCC. The celebration video is available [here](#), and event photos are available [here](#).
 2. College presidents were asked to adhere to established brand standards, continue timely social media promotion of college programs, and route broad or potentially damaging media inquiries through the district public information function. College-level social media activity should continue without interruption, while institutional media inquiries should be referred to the District.
 3. The Council reviewed the connection between course scheduling, credentials of value, student completion, transfer milestones, and state funding. Particular emphasis was placed on the October 12 second eight-week term, the mini-term, short-term credentials, and the need to align schedules with revenue generation and student success. Presidents should review scheduled programs and determine what offerings may generate enrollment, completion, and revenue. Future reporting should address anticipated revenue from October and mini-term offerings, use of funding metrics to select short-term credentials of value, Level I certificates aligned to associate degree programs, and systems supporting advising and retention. Council members discussed accelerated eight-week scheduling, cohort models, ensuring completion courses are available, and instructor availability in high-demand workforce areas. Click [here](#) to access the material distributed.
 4. The Chancellor requested that the next meeting include reports on anticipated course revenue, short-term credentials of value, Level I certificates, and student advising and retention systems. Robert McCracken and Dr. Norma Perez were identified to support the schedule and funding analysis, with Dr. Lisa Alcorta, Dr. Miguel Ramos, and instructional leaders supporting the advising and retention components.
-

B. MINUTES FOR SEPTEMBER 21, 2026

Dr. Margaret Ford Fisher

Description/Background

The Chancellor presented the minutes from the prior CEC meetings for review and approval. It was noted that the minutes serve as the official record for tracking Council discussions and agreed-upon actions.

Discussion

Council members were asked whether any corrections were needed. No corrections were noted during the meeting.

Action

Dr. Butch Herod moved to approve the minutes for the September 21, 2026. Warren Hurd seconded the motion. The motion was approved by consent, and the minutes were accepted as presented.

C. ENROLLMENT UPDATE, OCTOBER 5, 2026

Dr. Andrea Burrridge

Description/Background

Dr. Burrridge presented the recurring enrollment update. Fall 2026 total enrollment was reported at 70,232, an 8.7 percent increase over Fall 2025. Traditional semester credit hour enrollment increased 4.6 percent, dual credit increased 24.4 percent, CEU enrollment declined 10.5 percent, and AEL/ESL increased 6.1 percent.

The presentation also showed growth among continuing dual-credit and traditional SCH students, while new and returning traditional SCH groups reflected modest declines. The update emphasized recruitment for late-starting sessions and sustained attention to the new-student pipeline.

Discussion

- Recruitment should focus on students beyond the immediate high school pipeline, including adults and students who have been out of high school for one or more years.
- Targeted communications should address older students and the short-term credential market while preserving associate degree and transfer pathways.
- Council discussed CE and workforce instructor qualifications, portfolio review and prior-learning options, advisory committee support for recruiting qualified instructors, and difficult-to-fill electrical and HVAC assignments. Recruitment and late-start enrollment efforts will continue, and instructional and Talent Engagement teams will review options for workforce faculty recruitment and qualification requirements.
- Applied and FAFSA-pending students were identified as strong prospects for focused follow-up.

Action

Report only. No formal vote was taken.

D. DHC (REGULATION), RESTRICTIONS AND PERMISSIBLE USE OF RECORDING DEVICES

Dr. Nicole Montgomery; Dr. Uchena Spencer

Description/Background

The presenters recommended revisions to DHC (REGULATION) to clarify limitations on employee use of recording devices and to address advances in speech-to-text, transcription, artificial intelligence, software, and related recording technologies. The revisions also clarified protections for confidential information, reasonable accommodations, and potential disciplinary consequences.

Discussion

- Official organizational recordings and authorized recordings for legitimate business purposes remain permitted.
- The regulation is directed in part to undisclosed recording of confidential personnel, evaluation, counseling, disciplinary, and similar workplace matters.
- Public-area use of devices such as smart glasses was distinguished from recording in confidential or private settings.
- A plain-language job aid was recommended so employees understand permissible and prohibited uses.

Action

Dr. Norma Perez moved to approve DHC (REGULATION) with the submitted revisions. Dr. Michael Edwards seconded the motion. The motion was approved by consent.

E. CDB (LOCAL), ACCOUNTING INVENTORIES

Dr. Nicole Montgomery; Robert McCracken; Dawn Stephens

Description/Background

The Administration recommended increasing the capitalization threshold for individual assets from \$5,000 to \$10,000, consistent with flexibility provided in the Texas Higher Education Coordinating Board's financial reporting requirements. The change is intended to reduce the administrative effort associated with capitalizing, depreciating, and accounting for lower-value assets while maintaining financial controls.

Discussion

- Lower-value purchases will still be recorded as expenses and may continue to be tracked operationally.
- Controlled assets, including items with a higher risk of loss such as laptop computers, will continue to be tracked in the inventory system.
- The proposal was characterized as an operational-efficiency measure.

Action

Dr. Remmele Young moved to approve forwarding the proposed revision to the November Board Governance Committee. Dr. Norma Perez seconded the motion. The motion was approved by consent.

F. CAK (LOCAL), APPROPRIATIONS AND REVENUE SOURCES: INVESTMENTS

Dr. Nicole Montgomery; Robert McCracken; Dr. Uchena Spencer; Dawn Stephens; Victor Onwumere

Description/Background

The annual investment policy review was presented in accordance with CAK (LEGAL) and the Public Funds Investment Act. No policy changes were proposed because no applicable statutory changes had occurred since the Board's December 3, 2025, review.

Discussion

- The governing body is required to review the investment policy and investment strategies annually.
- The College will continue monitoring the 2027 legislative session for changes that may require future revisions.
- No substantive amendments to the current policy were recommended.

Action

Dr. Michael Edwards moved to approve forwarding CAK (LOCAL), the FY 2027 Investment Policy, to the November Board Governance Committee. Dr. Andrea BurrIDGE seconded the motion. The motion was approved by consent

G. SWIFTWATER RESCUE PROGRAM

Dr. Norma Perez; Dr. Betty Fortune; Robert McCracken; Dr. Miguel Ramos

Description/Background

The presenters provided an update on the proposed Swift Water Rescue Program and distinguished it from the broader prior resiliency-center concept. The proposed continuing education certification would be offered through Fire Science and Safety and would serve firefighters, law enforcement, paramedics, emergency personnel, volunteers, government agencies, military personnel, petroleum-industry personnel, and recreation professionals. The proposed Northeast College facility would include an indoor tank and multi-scenario simulation capacity. The agenda materials identified a \$10.4 million construction budget and a 27-month delivery schedule.

Discussion

- The proposed facility would be educational and broader in scope than a skills-only public-safety training facility, with year-round and multi-scenario capability.
- Council discussed regional demand, relationships with Harris County and the Houston Fire Department, potential training partners, credentials of value, and the ability to serve agencies and affiliated rescue groups.
- Funding discussion addressed existing legislative appropriations, a potential additional \$2 million request, available capital funds if needed, operating costs, conservative break-even modeling, and the absence of bond financing or debt service.
- Council members recommended expanding the target market to include organizations such as scouting groups and the Cajun Navy.

Action

The presenters recommended proceeding with the proposal. A motion was made and seconded to proceed with the Swift Water Rescue facility and program. The motion was approved by consent.

H. AI FRAMEWORK / MIT FOLLOW-UP

Dr. Norma Perez; Dr. Andrea BurrIDGE; Elizabeth McGee; Dr. Miguel Ramos; Dr. Timothy Snyder; Dr. Tiffany Unruh

Description/Background

The committee presented its initial work toward a community-college-centered artificial intelligence framework informed by the MIT report and aligned with Houston City College's mission, students, programs, workforce partnerships, access goals, and established AI policies.

The framework centers human judgment, learning outcomes, responsible and ethical use, academic integrity, discipline-specific implementation, equitable access, workforce alignment, and intentional human connection. Draft faculty/staff and student surveys were introduced to establish an institutional baseline and guide training, policy, and implementation.

Discussion

- Council members discussed the committee's process and asked whether input had been received from all team members. Dr. Norma Perez noted that the work had generated substantial discussion and that any CEC member interested in participating may join the committee. The group may also add additional members as the work advances.

- The Council emphasized that HCC should adapt national research to an open-access, commuter, online, dual-credit, and workforce context rather than replicate a residential research-university model. The framework should reflect HCC's student population, instructional environment, workforce mission, and responsibility to help students engage with AI ethically, effectively, and with appropriate human judgment.
- Council members recommended further development of intentional AI-free learning experiences, a four-level AI-use spectrum, equitable access to approved tools, assessment redesign, learning integrity, discipline-specific competencies, and impact metrics. Members also suggested that the framework address students who may arrive with preparation gaps or overreliance on AI-enabled efficiencies, including how HCC can support learning recovery, skill development, and appropriate use.
- Additional discussion focused on student wellbeing and mental health, including opportunities to integrate AI thoughtfully into student support while maintaining psychological safety, learning integrity, and the human element of the educational experience. Council members noted that HCC can lead in this area by balancing innovation with human connection, particularly in online, adjunct-supported, and high-enrollment learning environments.
- The Council discussed experiential and project-based learning as an important complement to AI integration. Members noted that project-based learning can strengthen engagement, reinforce applied skills, and help distinguish HCC's community-college approach. The discussion also recognized the need to build on work already underway and to embrace effective practices currently being implemented across the institution.
- Workforce and labor-market alignment were identified as central components of the framework. Council members recommended developing a matrix or similar tool to help students understand how AI is being used in specific industries, what occupations are changing, and how students should prepare for jobs in which AI will be used as part of the work.
- Council members raised grant-related considerations, noting that federal, state, and private grant agreements are increasingly including AI-related language and restrictions. The Council discussed the need to clarify how employees, students, and faculty may use AI in grant-supported work; what terms HCC is willing to accept; and where the College may need to lead rather than simply accept inconsistent grantor language.
- Elizabeth McGee inquired about the rollout of approved tools to include communicating institutional AI policies more clearly, identifying what tools and uses are permitted or restricted, and thoughtfully announcing student access to Gemini. Dr. Margaret Ford Fisher requested that Dr. Lisa Alcorta be included in the conversations related to student rollout and student services. Dr. Lisa Alcorta and Dr. Rima Adil will assist with communicating rollout information.
- Next steps include a deeper review of the MIT report, integration of prior institutional work, completion of the faculty/staff and student surveys, and development of a white paper that provides a foundation and framework for bold, responsible, and innovative movement in this space. The committee will bring the various components together, establish an institutional baseline, and identify where HCC wants to lead.
- The Council noted that HCC has an opportunity to be among the first community colleges in the state to develop this type of comprehensive AI framework. The Chancellor encouraged the committee to consider the work as a broader publication project with wide distribution beyond the community-college sector and to expand the breadth of the work through industry advisory committee discussions regarding AI use in the workplace.
- Dr. Butch Herod volunteered to participate on the committee.

Action

Dr. Rima Adil moved to authorize the committee to proceed with the AI framework project. Dr. Zachary Hodges seconded the motion. The motion was approved by consent.

I. Enterprise Risk Management Annual Report

Robert McCracken

Description/Background

Mr. McCracken presented the annual Enterprise Risk Management assessment, the proposed 2026 Top 10 Risks, and the FY 2027 risk reporting schedule. The assessment separates the funding model and enrollment into distinct risks and adds ERP implementation and student mental health, behavioral intervention, and threat assessment to the Top 10.

The proposed schedule assigns directly responsible individuals, mitigation approaches, metrics, and reporting months for CEC and the Board Audit Committee.

Discussion

- Funding and enrollment were separated because they have different drivers, impacts, controls, and owners.
- ERP implementation requires governance, project oversight, data-quality controls, user training, change management, and phased implementation. Regular Board updates were recommended.
- Initial reporting on new risks should provide foundational information about the nature of each risk and the College's mitigation approach.
- Artificial intelligence risk reporting was recommended for August and assigned DRIs were asked to review mitigation measures and metrics for accuracy and usefulness.

Action

Dr. Butch Herod moved to approve the Top 10 Risks and the FY 2027 risk reporting schedule, with assigned DRIs to review mitigation measures and metrics. Dr. Andrea Burrige seconded the motion. The motion was approved by consent.

REPORT ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
C.	Enrollment Update: 10/19/2026	Andrea Burridge

BACKGROUND/DESCRIPTION

This is a recurring item.

RECOMMENDATION/DISCUSSION

Discuss CEU Enrollment.

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

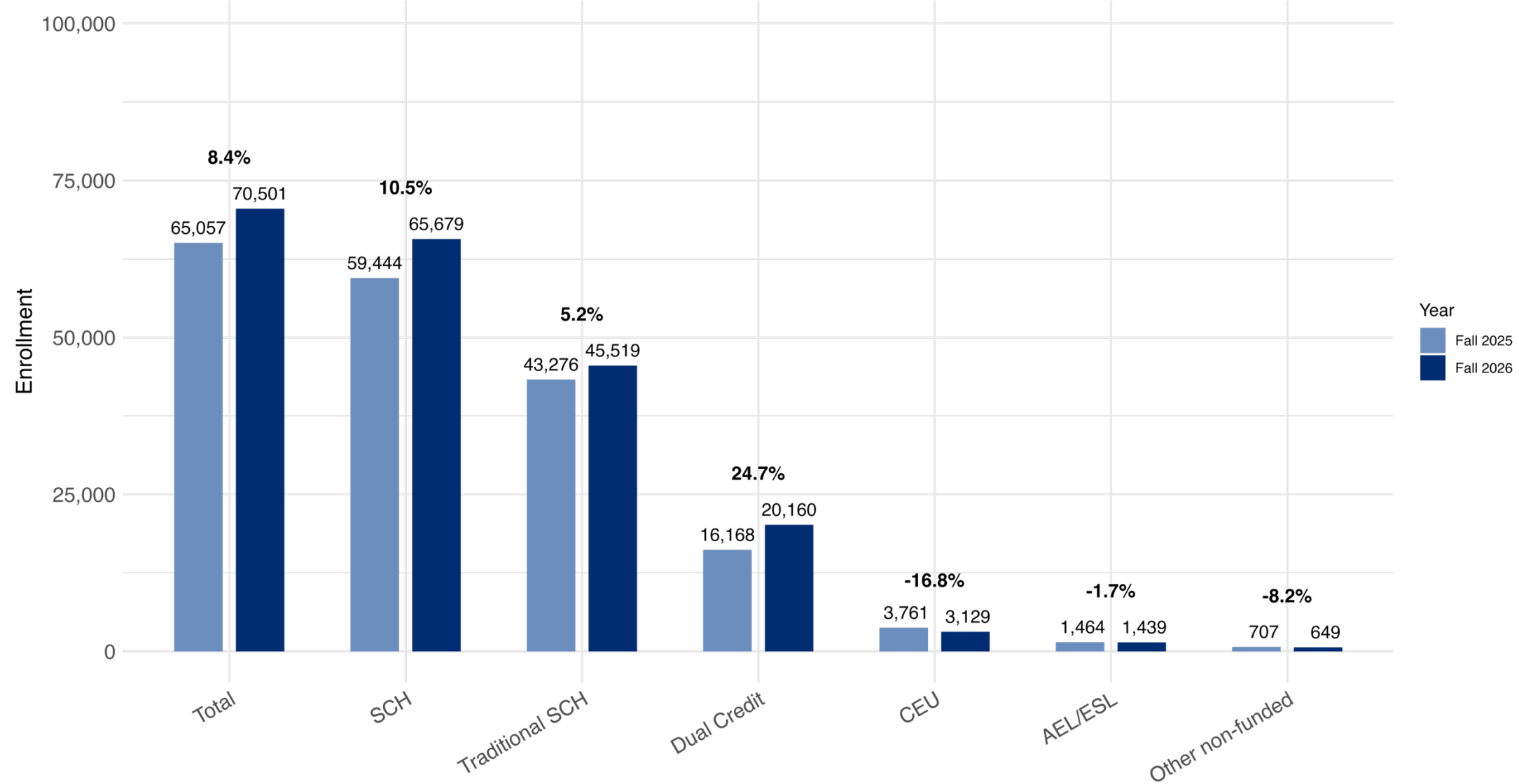
Description	Upload Date	Type
Enrollment Update: 10/19/2026	10/17/2026	Presentation



Enrollment Update: 10/19/2026

Strategy, Planning, and IE

Enrollment Change by Credit Type: Fall 2025 vs. Fall 2026

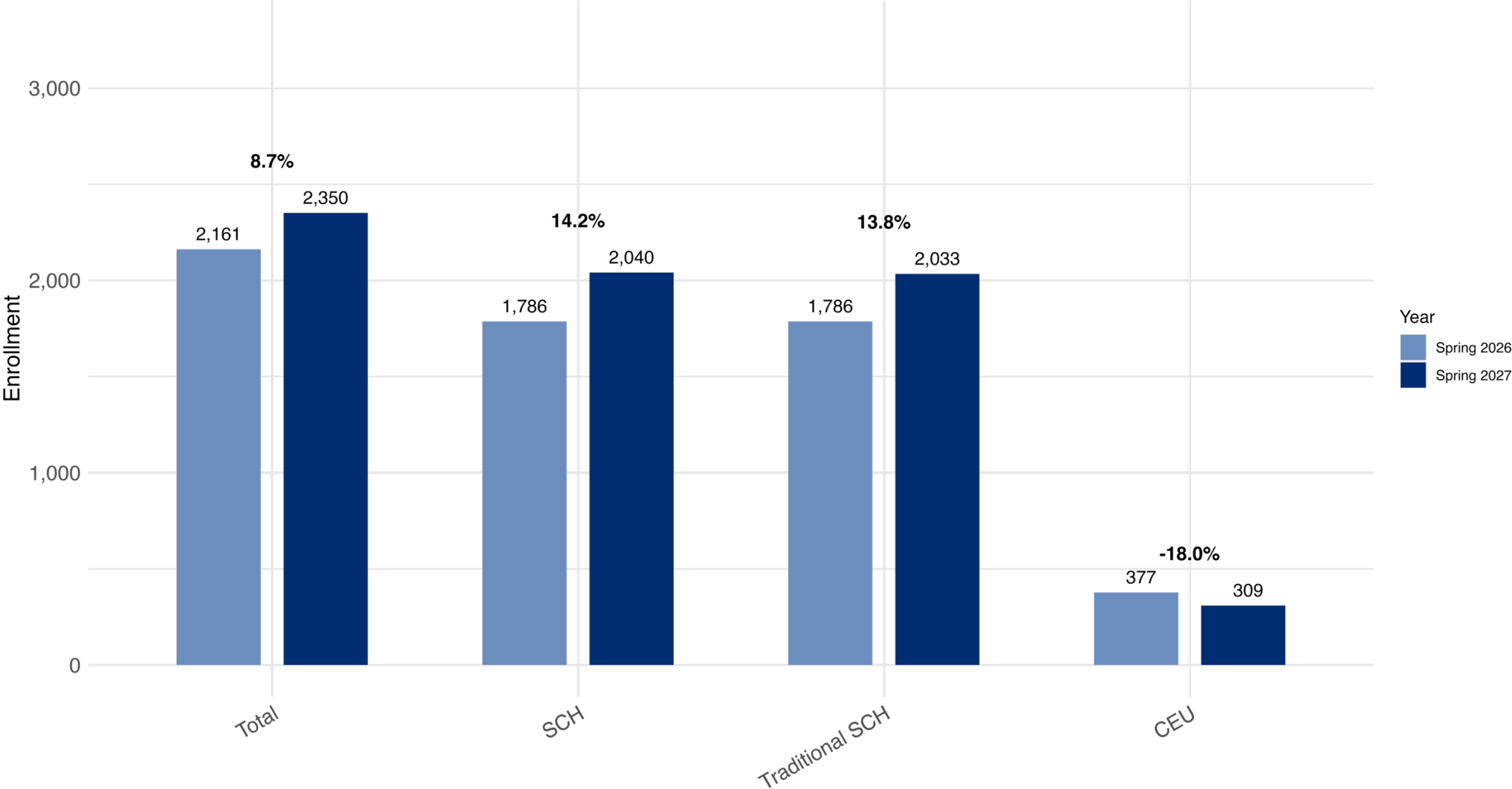


New, Continuing, Returning Comparison, Traditional SCH and
Dual Credit
Fall 2025 vs. Fall 2026

	Dual Credit			Traditional SCH		
Group	Fall 2025	Fall 2026	Percent Change	Fall 2025	Fall 2026	Percent Change
New	8974	10692	19.1%	10997	10857	-1.3%
Continuing	6930	9144	31.9%	26752	29118	8.8%
Returning	264	324	22.7%	5527	5544	0.3%

Source: PS_ENR_CURR,
10/18/2026 vs 10/19/2025

Enrollment Change by Credit Type: Spring 2026 vs. Spring 2027



Discussion

REPORT ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
D.	Funding Model Update	Andrea Burridge Robert McCracken

BACKGROUND/DESCRIPTION

Update on the most recent funding model for FY 27.

RECOMMENDATION/DISCUSSION

Focus on retention, progression, and increasing fundable outcomes

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description	Upload Date	Type
Funding Framework and Projections	10/17/2026	Presentation



State Funding Framework and Projections (THECB)

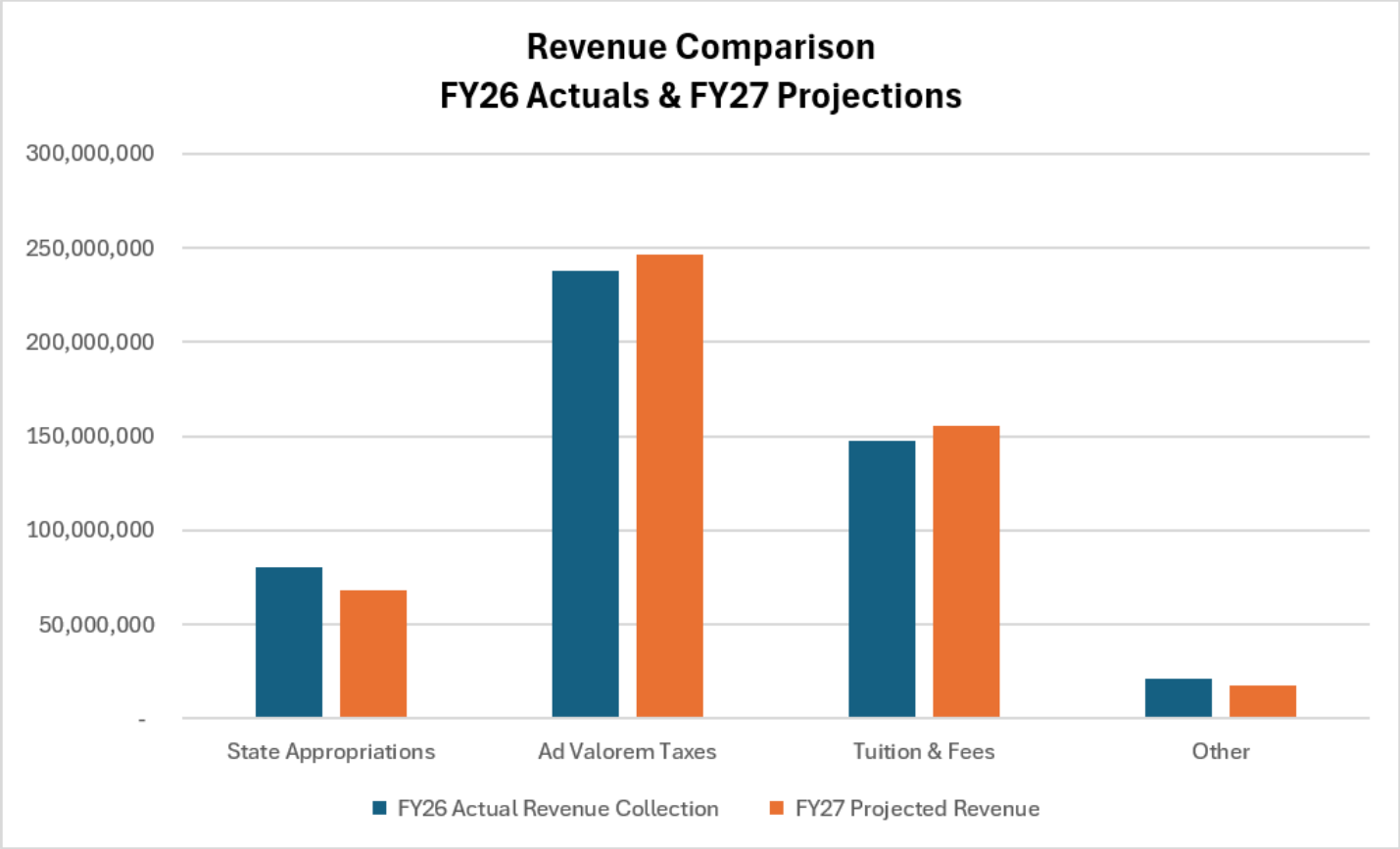
Robert McCracken

Vice Chancellor, Administration and Operations

Andrea BurrIDGE

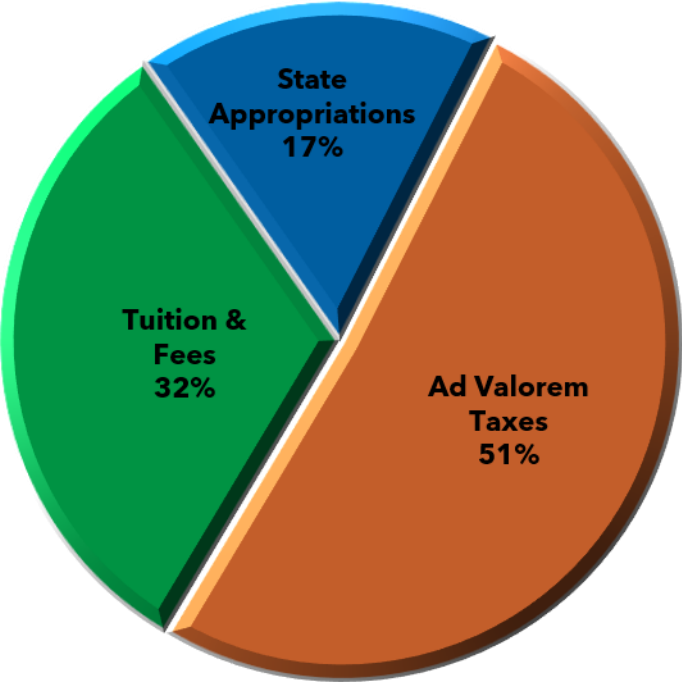
Vice Chancellor, Strategy, Planning, and IE

Major Revenue Sources Comparison

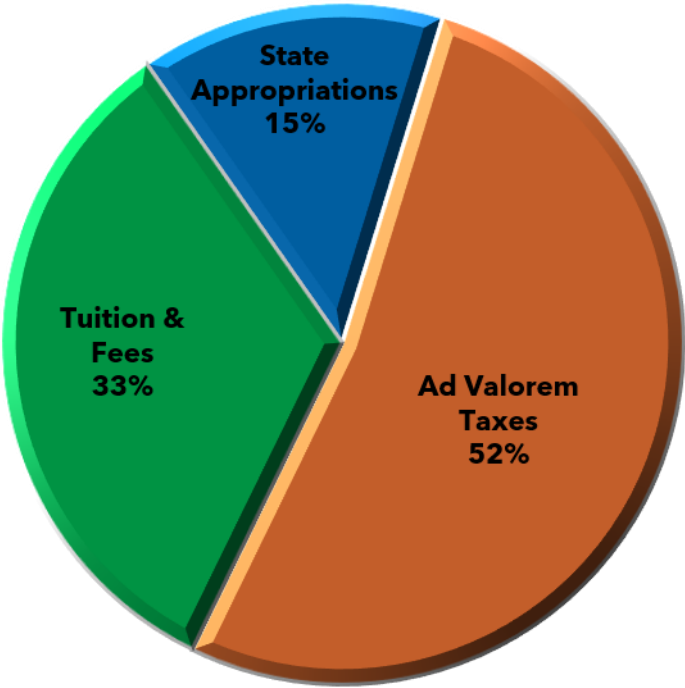


Major Revenue Sources Mix

**FY26 EOY Actuals
Revenue Mix**



**FY27 EOY Projections
Revenue Mix**



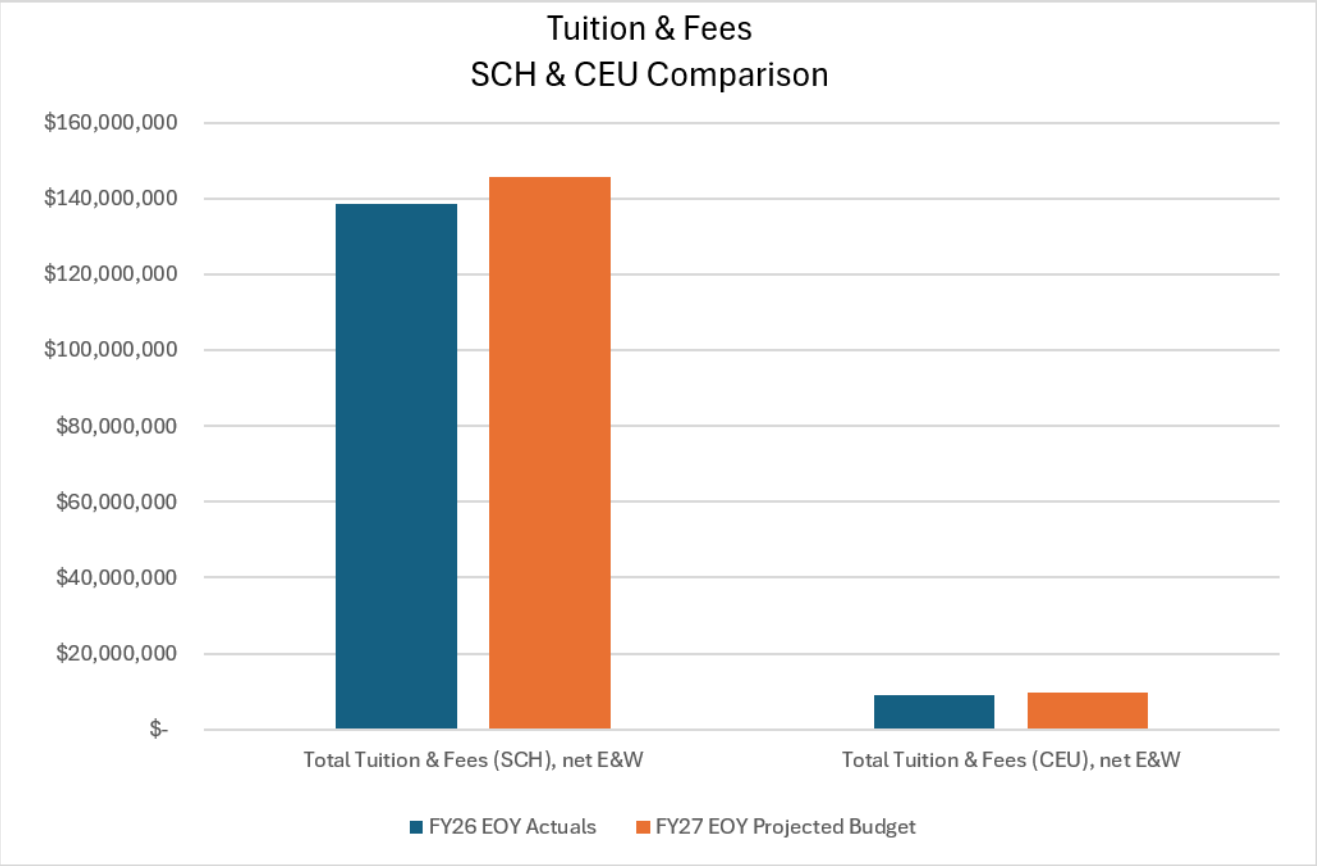
Note: The percentages are based on the total of major revenue sources.

Major Revenue Sources Comparison

Revenue:	FY26 EOY Actuals	FY27 EOY Projected Budget	\$Diff	%Diff
State Appropriations				
Success and Completion	70,700,697	61,779,372	(8,921,325)	-12.6%
Special Funding	1,187,500	1,187,500	-	0.0%
Fast	8,230,985	5,151,767	(3,079,218)	-37.4%
Total State Appropriations	\$ 80,119,182	\$ 68,118,639	(12,000,543)	-15.0%
Ad Valorem Taxes	\$ 237,906,909	\$ 246,348,172	8,441,263	3.5%
Tuition & Fees:				
Total Tuition & Fees (SCH), net E&W	\$ 138,696,063	\$ 145,652,694	6,956,631	5.0%
Total Tuition & Fees (CEU), net E&W	\$ 9,057,158	\$ 9,574,010	516,852	5.7%
Total Tuition & Fees	\$ 147,753,221	\$ 155,226,705	\$ 7,473,484	5.1%
Other Local Income	20,601,967	16,554,012	(4,047,955)	-19.6%
Grant Revenue	743,728	650,000	(93,728)	-12.6%
Total Operating Revenue	\$ 487,125,007	\$ 486,897,528	\$ (227,479)	0.0%

Tuition & Fees

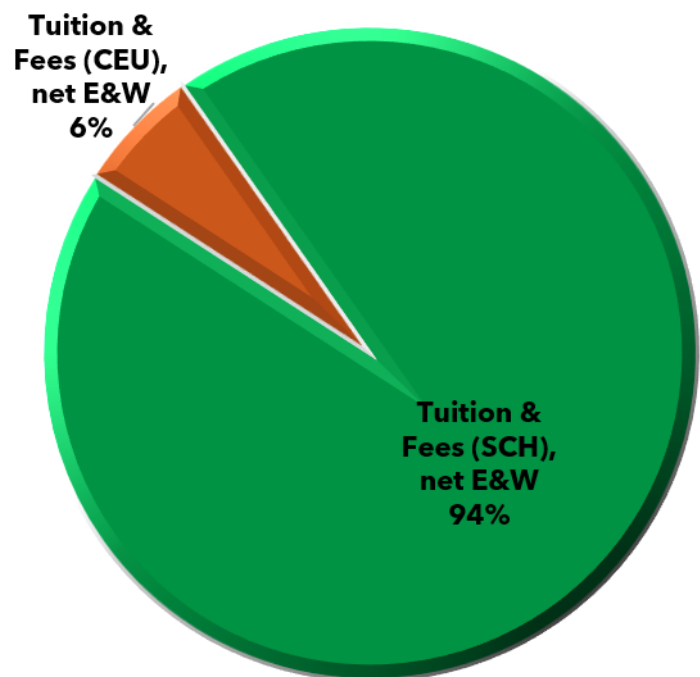
(Net of Exemptions & Waivers)



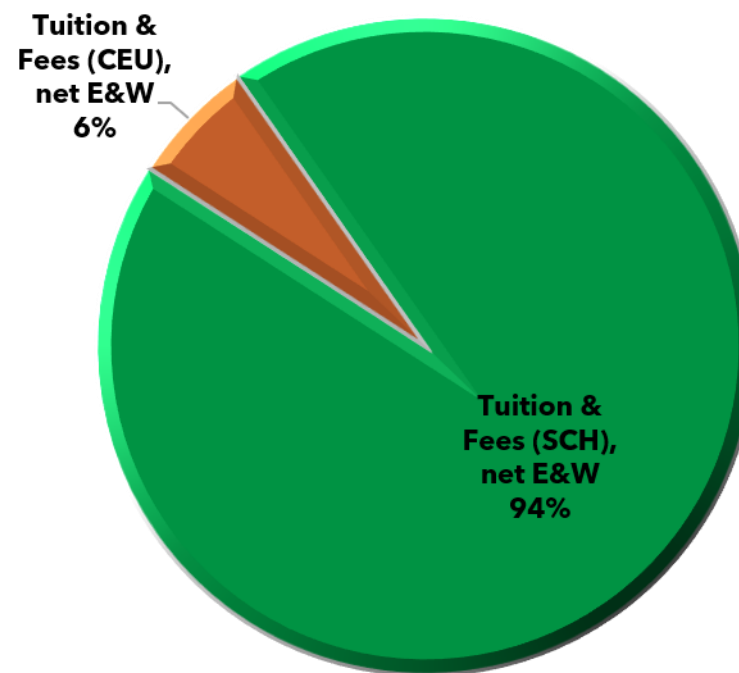
Tuition & Fees:					
Total Tuition & Fees (SCH), net E&W	\$	138,696,063	\$	145,652,694	6,956,631 5.0%
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Total Tuition & Fees	\$	147,753,221	\$	155,226,705	\$ 7,473,484 5.1%

Tuition & Fees Mix

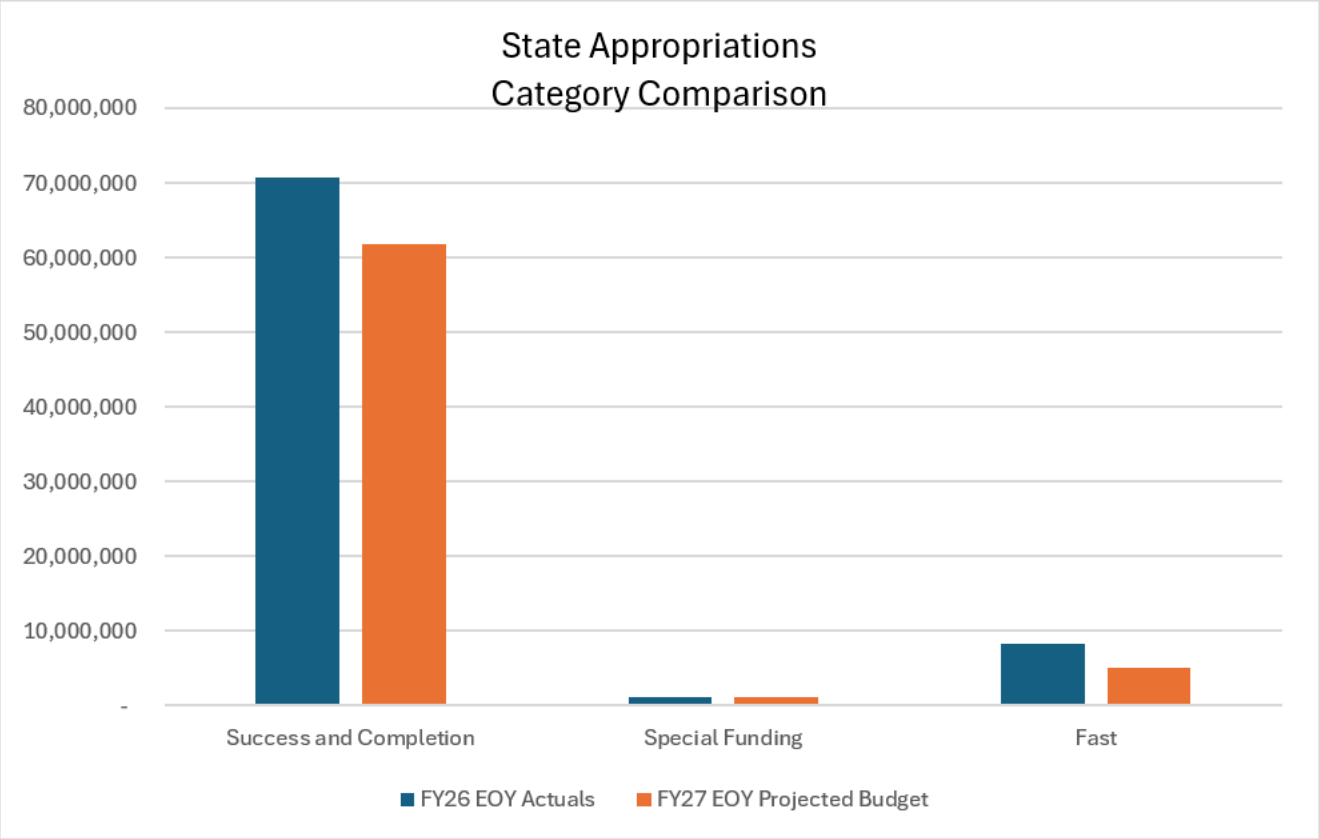
FY26 EOY Actuals
Tuition & Fees
By Academic Careers



FY27 EOY Projections
Tuition & Fees
By Academic Careers



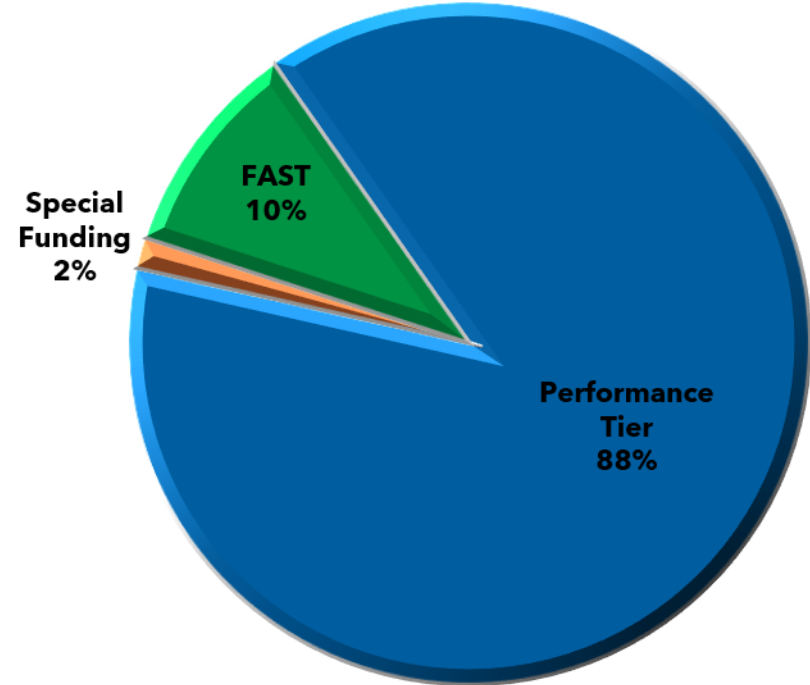
State Appropriations



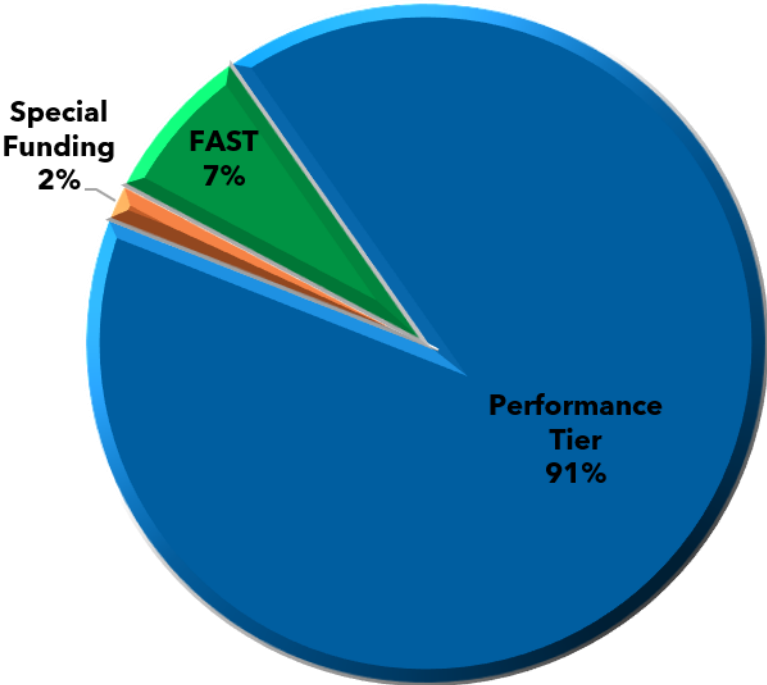
Revenue:	FY26 EOY Actuals	FY27 EOY Projected Budget	\$Diff	%Diff
State Appropriations				
Success and Completion	70,700,697	61,779,372	(8,921,325)	-12.6%
Special Funding	1,187,500	1,187,500	-	0.0%
Fast	8,230,985	5,151,767	(3,079,218)	-37.4%
Total State Appropriations	\$ 80,119,182	\$ 68,118,639	(12,000,543)	-15.0%

State Appropriations Mix

**FY26 EOY Actuals
State Appropriations**



**FY27 EOY Projections
State Appropriations**



FY 2027 Changes to State Appropriations

The Rules specifying gunding methodologies are changing frequently

~~Texas General Appropriations Act, 83rd Leg., R.S., S.B. 1, art. III, p. III-200, Rider 23 (2013).~~

~~TAC Title 19, Part 1, Chapter 13, Subchapter S: Fiscal Year 2025~~

~~TAC Title 19, Part 1, Chapter 13, Subchapter V: Fiscal Year 2026~~

TAC Title 19, Part 1, Chapter 13, Subchapter W: Fiscal Year 2027

Modifications from previous years

- **Fundable outcomes – Remain the same**
 - **Credentials of Value**
 - High demand and Premium bonuses
 - **Transfer and coenrollment**
 - Transfer to most recent college
 - **Dual credit: 15 hours completed**

- **Outcome weights**
 - Adult learner -> .4
 - Economically disadvantaged -> .2
 - Academically disadvantaged -> .2

- Fundable Credentials
 - Baccalaureates
 - Some associates
 - Level 1 and Level 2 Certificates
 - Advanced Technical Certificates
 - Continuing Education Certificates
 - Occupational skills awards
 - ICLCs
 - ~~□ External certifications/licensures (ACE list)~~

- **New CoV limitations**

- **Must be conferred in FY 27 and earned no earlier than June 1, 2026**
 - Earned is calculated by the last course applied to degree, HCC or transfer institution)
 - If earned prior to FY 27, must be conferred by December 31, 2026
- **A student may be funded once per type of credential per 5 years**
 - OSAs and ICLCs are considered a single type of award
 - CE certificates and C1s are considered a single type of award
 - Two of these may be earned if one is in a high demand field
 - This follow the student, not the institution

Also....

- -For coenrollment outcome student weights, the student must be classified as such in the ***initial semester of coenrollment***.
 - Economically disadvantaged is measured by Pell eligibility.

Performance Based Funding Values: FY 2027

Performance Tier Inputs	Standard Value	High-Demand Field Value
<i>Dollars per Weighted Outcome Completion</i>		
15 SCH Dual Credit	\$ 3,500	N/A
GAI Transfer with 15 SCH	\$ 3,500	N/A
GAI Co-enrollment with 15 SCH	\$ 3,500	N/A
Institutional Credential leading to Licensure or Certification (ICLC)	\$ 1,000	\$ 1,250
Occupational Skills Award	\$ 1,000	\$ 1,250
Certificate	\$ 1,750	\$ 3,500
Advanced Technical Certificate (ATC)	\$ 1,750	\$ 3,500
Certificate Credential of Value Premium	\$ 437	N/A
Associate Degree	\$ 3,500	\$ 4,500
Associate Degree Credential of Value Premium	\$ 875	N/A
Bachelor's Degree	\$ 3,500	\$ 4,500
Bachelor's Degree Credential of Value Premium	\$ 875	N/A
<i>Outcome Completion Weights</i>		
Academic Disadvantage	0.20	0.20
Economic Disadvantage	0.20	0.20
Adult Learner	0.40	0.40
<i>Dollars per Weighted Outcome Completion (Funded Beginning with FY25 Outcomes)</i>		
Opportunity High School Diploma	\$ 3,500	N/A

**2-Digit CIP Codes that
are not Credentials of
Value at the Associates
Level**

CIP	THECB Program Area	CIP Area
01	Agriculture and Natural Resources	Agriculture, Plant, Veterinary Science
03	Agriculture and Natural Resources	Natural Resources and Conservation
09	Communication and Journalism	Communications & Journalism
10	Communication and Journalism	Communications Technology, Technicians, and Support Services
12	Consumer, Culinary, and Wellness (except 12.03)	Culinary, Entertainment, and Personal Services
19	Consumer, Culinary, and Wellness (except 19.0706 – 19.0709)	Family and Consumer Sciences, Human Sciences
26	Biology and Life Sciences	Biological and Biomedical Sciences
31	Consumer, Culinary, and Wellness	Parks, Recreation, Leisure, Fitness, and Kinesiology
42	Psychology	Psychology
50	Arts	Visual and Performing Arts

High Demand Fields

STATEWIDE	
CIP Code	CIP Title
01.01	Agricultural Business and Management
01.83	Veterinary/Animal Health Technologies/Technicians
11.02	Computer Programming
11.05	Computer Systems Analysis
11.07	Computer Science
11.08	Computer Software and Media Applications
11.09	Computer Systems Networking and Telecommunications
11.10	Computer/Information Technology Administration and Management
12.04	Cosmetology and Related Personal Grooming Services*
13.02	Bilingual, Multilingual, and Multicultural Education
13.06	Educational Assessment, Evaluation, and Research
13.10	Special Education and Teaching
13.12	Teacher Education and Professional Development, Specific Levels and Methods
13.13	Teacher Education and Professional Development, Specific Subject Areas
13.14	Teaching English or French as a Second or Foreign Language
13.15	Teaching Assistants/Aides
15.04	Electromechanical and Instrumentation and Maintenance Technologies/Technicians
15.05	Environmental Control Technologies/Technicians
15.17	Energy Systems Technologies/Technicians
19.05	Foods, Nutrition, and Related Services
19.07	Human Development, Family Studies, and Related Services
30.19	Nutrition Sciences
43.01	Criminal Justice and Corrections
43.04	Security Science and Technology
45.01	Social Sciences, General
46.03	Electrical and Power Transmission Installers
46.04	Building/Construction Finishing, Management, and Inspection
46.05	Plumbing and Related Water Supply Services
47.02	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Techn
47.03	Heavy/Industrial Equipment Maintenance Technologies
47.04	Precision Systems Maintenance and Repair Technologies
47.07	Energy Systems Maintenance and Repair Technologies/Technicians
49.02	Ground Transportation
49.03	Marine Transportation
51.06	Dental Support Services and Allied Professions
51.07	Health and Medical Administrative Services
51.08	Allied Health and Medical Assisting Services
51.09	Allied Health Diagnostic, Intervention, and Treatment Professions
51.10	Clinical/Medical Laboratory Science/Research and Allied Professions
51.15	Mental and Social Health Services and Allied Professions
51.18	Ophthalmic and Optometric Support Services and Allied Professions
51.26	Health Aides/Attendants/Orderlies
51.31	Dietetics and Clinical Nutrition Services
51.35	Somatic Bodywork and Related Therapeutic Services
51.38	Registered Nursing, Nursing Administration, Nursing Research and Clinical Nursing
51.39	Practical Nursing, Vocational Nursing and Nursing Assistants

GULF COAST	
CIP Code	CIP Title
01.02	Agricultural Mechanization
04.10	Real Estate Development
12.04	Cosmetology and Related Personal Grooming Services
13.06	Educational Assessment, Evaluation, and Research*
13.15	Teaching Assistants/Aides*
14.02	Aerospace, Aeronautical and Astronautical Engineering*
15.00	Engineering Technology, General*
15.01	Architectural Engineering Technologies/Technicians*
15.02	Civil Engineering Technologies/Technician*
15.03	Electrical Engineering Technologies/Technicians*
15.06	Industrial Production Technologies/Technicians*
15.07	Quality Control and Safety Technologies/Technicians*
15.08	Mechanical Engineering Related Technologies/Technicians
15.10	Construction Engineering Technologies*
15.11	Engineering-Related Technologies*
15.12	Computer Engineering Technologies/Technicians*
15.13	Drafting/Design Engineering Technologies/Technicians*
15.15	Engineering-Related Fields*
26.10	Pharmacology and Toxicology*
29.04	Military Systems and Maintenance Technology*
46.00	Construction Trades, General
46.01	Mason/Masonry
46.02	Carpenters
47.06	Vehicle Maintenance and Repair Technologies
48.05	Precision Metal Working*
48.08	Boilermaking/Boilermaker*
52.02	Business Administration, Management and Operations**
52.04	Business Operations Support and Assistant Services**
52.15	Real Estate
52.18	General Sales, Merchandising and Related Marketing Operations
52.19	Specialized Sales, Merchandising and Marketing Operations
0409	Architectural Sciences and Technology*
0410	Real Estate Development*

HCC Forecast, FY 2027 (from THECB)

Forecasted Outcomes: Dual Credit and Transfer

Community_College	Outcome	FY2023 Actual	FY2025 Actual	FY2027 Projected	Change_23_25	Pct_Change_23_25	Change_23_27	Pct_Change_23_27
Dallas College District	15 SCH Dual Credit	3364	7673	6925	4309	128.1%	3561	105.9%
Lone Star College System District	15 SCH Dual Credit	6918	8959	10259	2041	29.5%	3341	48.3%
Alamo Community College District	15 SCH Dual Credit	3249	4451	4017	1202	37.0%	768	23.6%
Tarrant County College District	15 SCH Dual Credit	2580	3550	4090	970	37.6%	1510	58.5%
Houston Community College	15 SCH Dual Credit	2357	3227	3691	870	36.9%	1334	56.6%
Austin Community College	15 SCH Dual Credit	2250	2598	2355	348	15.5%	105	4.7%
San Jacinto Community College	15 SCH Dual Credit	2001	2296	2584	295	14.7%	583	29.1%

Community_College	Outcome	FY2023 Actual	FY2025 Actual	FY2027 Projected	Change_23_25	Pct_Change_23_25	Change_23_27	Pct_Change_23_27
Houston Community College	Transfer to GAI with 15 SCH	3613	3980	3980	367	10.2%	367	10.2%
Austin Community College	Transfer to GAI with 15 SCH	2863	3059	2915	196	6.8%	52	1.8%
Lone Star College System District	Transfer to GAI with 15 SCH	6294	6443	6443	149	2.4%	149	2.4%
San Jacinto Community College	Transfer to GAI with 15 SCH	2268	2314	2263	46	2.0%	-5	-0.2%
Alamo Community College District	Transfer to GAI with 15 SCH	4802	4855	4749	53	1.1%	-53	-1.1%
Dallas College District	Transfer to GAI with 15 SCH	5432	5414	5259	-18	-0.3%	-173	-3.2%
Tarrant County College District	Transfer to GAI with 15 SCH	3755	3683	3324	-72	-1.9%	-431	-11.5%

Projected Growth: Associates and Certificates

Community_College	Outcome	FY2023 Actual	FY2025 Actual	FY2027 Projected	Change_23_25	Pct_Change_23_25	Change_23_27	Pct_Change_23_27
Dallas College District	Associate	6897	8639	8924	1742	25.3%	2027	29.4%
Alamo Community College District	Associate	6871	8356	8974	1485	21.6%	2103	30.6%
Lone Star College System District	Associate	7997	9459	10140	1462	18.3%	2143	26.8%
Tarrant County College District	Associate	5108	5773	6003	665	13.0%	895	17.5%
San Jacinto Community College	Associate	4323	4902	4539	579	13.4%	216	5.0%
Houston Community College	Associate	3960	4233	4328	273	6.9%	368	9.3%
Austin Community College	Associate	3566	3784	4053	218	6.1%	487	13.7%

Community_College	Outcome	FY2023 Actual	FY2025 Actual	FY2027 Projected	Change_23_25	Pct_Change_23_25	Change_23_27	Pct_Change_23_27
Alamo Community College District	Certificate	1883	3489	4007	1606	85.3%	2124	112.8%
Lone Star College System District	Certificate	1773	3300	3896	1527	86.1%	2123	119.7%
Houston Community College	Certificate	1534	2812	3231	1278	83.3%	1697	110.6%
Dallas College District	Certificate	3672	4924	4673	1252	34.1%	1001	27.3%
San Jacinto Community College	Certificate	2651	3557	3453	906	34.2%	802	30.3%
Austin Community College	Certificate	1381	2271	2389	890	64.4%	1008	73.0%
Tarrant County College District	Certificate	1705	2163	1952	458	26.9%	247	14.5%

Projected Growth: OSAs and ICLCs

Community_College	Outcome	FY2023 Actual	FY2025 Actual	FY2027 Projected	Change_23_25	Pct_Change_23_25	Change_23_27	Pct_Change_23_27
Dallas College District	Occupational Skills Award (OSA)	85	2801	3660	2716	3195.3%	3575	4206.4%
Alamo Community College District	Occupational Skills Award (OSA)	479	1715	1794	1236	258.0%	1315	274.5%
Austin Community College	Occupational Skills Award (OSA)	1380	2261	3081	881	63.8%	1701	123.3%
Lone Star College System District	Occupational Skills Award (OSA)	386	673	619	287	74.4%	233	60.3%
Houston Community College	Occupational Skills Award (OSA)	960	1243	1243	283	29.5%	283	29.5%
Tarrant County College District	Occupational Skills Award (OSA)	58	188	283	130	224.1%	225	387.6%
San Jacinto Community College	Occupational Skills Award (OSA)	129	26	36	-103	-79.8%	-93	-71.7%

Community_College	Outcome	FY2023 Actual	FY2025 Actual	FY2027 Projected	Change_23_25	Pct_Change_23_25	Change_23_27	Pct_Change_23_27
Austin Community College	ICLC	180	340	313	160	88.9%	133	73.8%
Lone Star College System District	ICLC	592	664	928	72	12.2%	336	56.7%
Tarrant County College District	ICLC	79	57	78	-22	-27.8%	-1	-0.8%
San Jacinto Community College	ICLC	215	182	234	-33	-15.3%	19	8.8%
Dallas College District	ICLC	711	592	761	-119	-16.7%	50	7.0%
Houston Community College	ICLC	969	838	888	-131	-13.5%	-81	-8.3%
Alamo Community College District	ICLC	388	0	0	-388	-100.0%	-388	-100.0%

HCC's gains are strongest in SCH short-term certificates

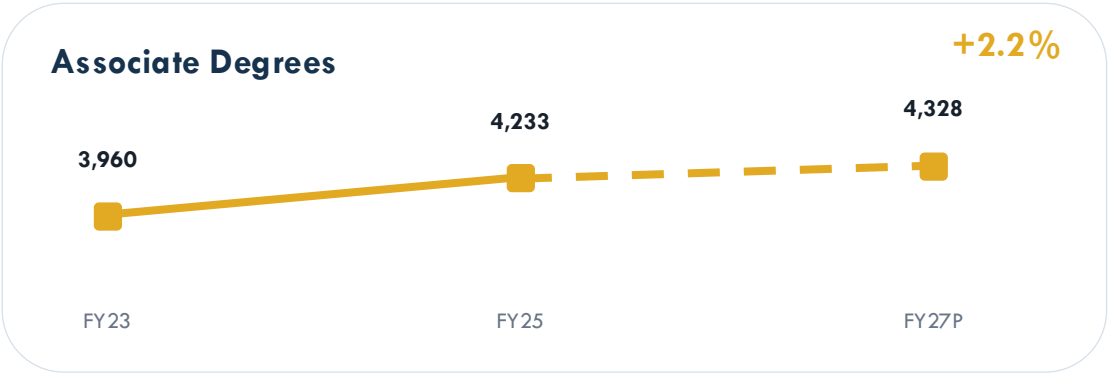
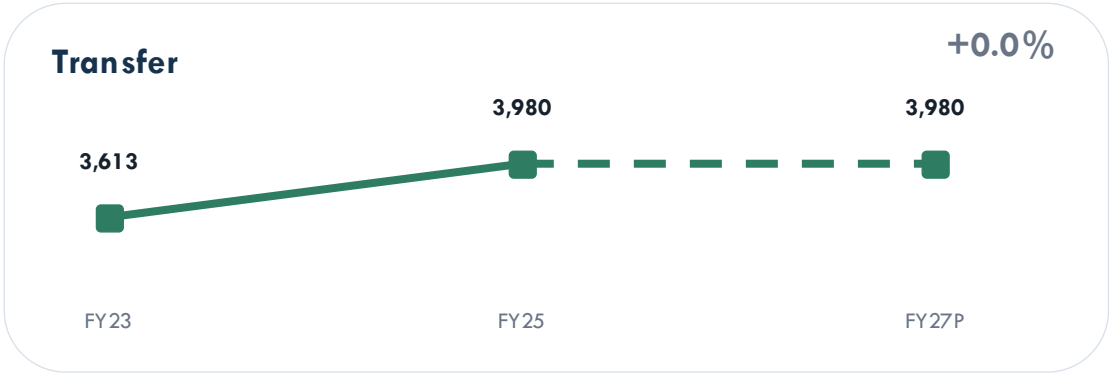
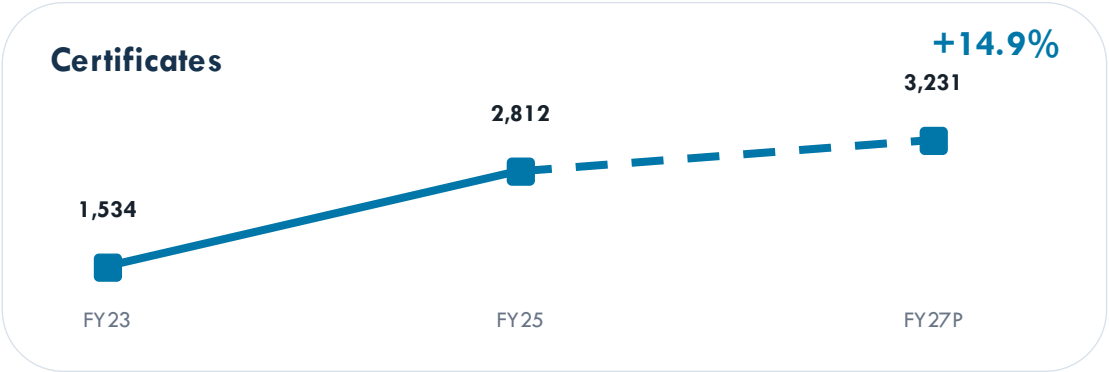
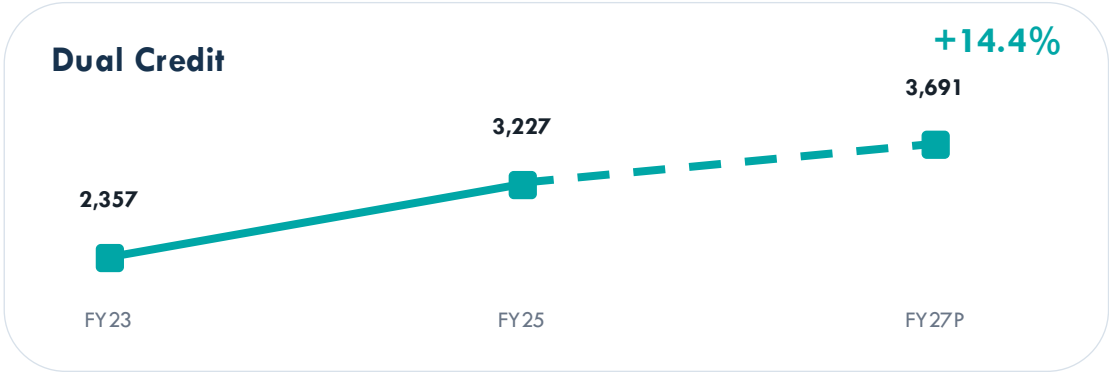


Change in counts

Certificates	+1,278	Largest absolute gain
Dual Credit	+870	Expanding pipeline
Transfer	+367	Peer-leading growth rate
Associate Degrees	+273	Positive, but slower
ICLC	-131	Only declining HCC outcome

The FY2027 outlook extends momentum, but growth slows

Solid line = actual | dotted line = projection



HCC's peer position is stronger on momentum than scale

FY2023–FY2025 actual growth and FY2025 volume rank among seven systems

Transfer	+10.2%	#1 GROWTH	#4 VOLUME
Certificates	+83.3%	#3 GROWTH	#5 VOLUME
Dual Credit	+36.9%	#4 GROWTH	#5 VOLUME
Associate Degrees	+6.9%	#6 GROWTH	#6 VOLUME

Compared to Peers

1st in transfer growth

3rd in certificate growth

6th in associate growth

HCC is gaining ground in strategic outcomes, but remains smaller than several peers in FY2025 award volume.

HCC's Outcome Forecast Produces a Distinct Funding Profile

Percent of Projected 2027 State Funding From Each Outcome

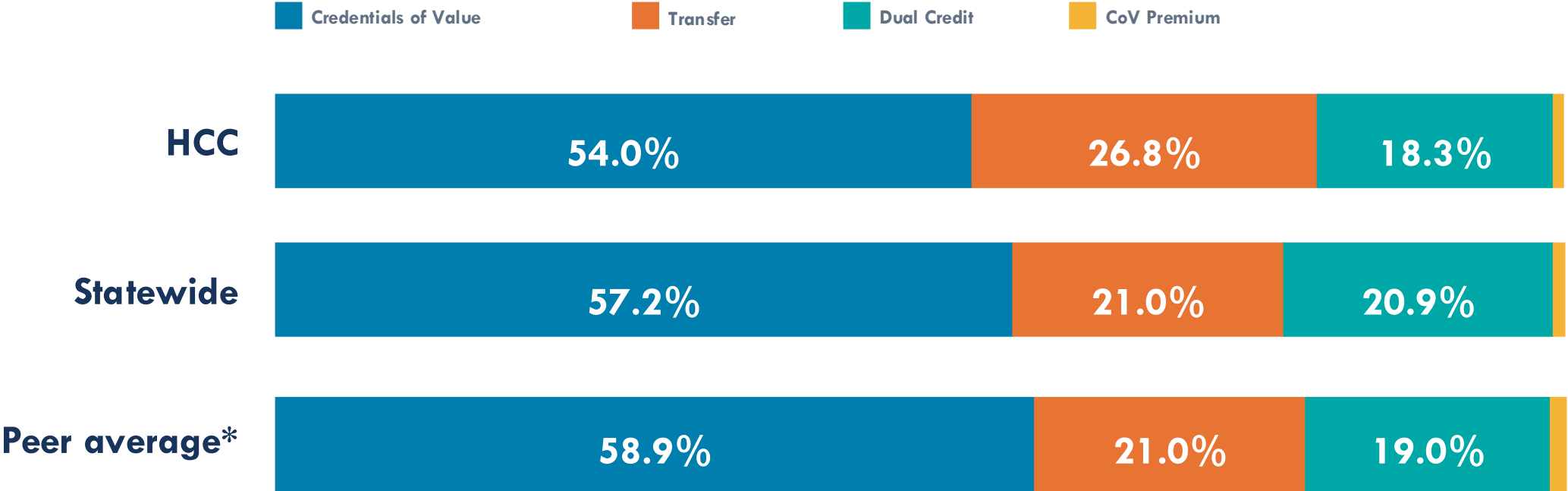
Award Type	Alamo	Austin	Dallas	Houston	Lone Star	San Jacinto	Tarrant	Statewide
15 SCH Dual Credit	14.4	14.8	20.9	18.3	26.8	16.0	21.1	20.9
Certificate	15.4	15.1	15.2	17.5	11.5	24.3	11.0	16.3
Associate	43.6	34.2	35.4	31.3	35.1	38.7	42.6	34.2
Bachelor's	0.8	2.1	1.4	0.2	2.3	1.0	0.0	1.5
Advanced Tech Certificate	0.3	0.8	0.2	0.1	0.4	0.4	0.1	0.2
Institutional Credential Leading to Licensure	0.0	0.9	1.0	2.0	1.0	0.7	0.2	1.7
Occupational Skills Award	2.9	8.3	4.9	2.9	0.8	0.1	0.7	3.4
Total CoV	63.1	61.4	58.2	54.0	51.2	65.1	54.5	57.2
Credentials of Value Premium - Certificate	0.1	0.1	0.1	0.1	0.1	0.2	0.1	0.1
Credentials of Value Premium - Associate	1.0	0.7	1.1	0.7	0.9	1.1	1.7	0.8
Credentials of Value Premium - Bachelor's	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Premium	1.0	0.8	1.2	0.8	0.9	1.2	1.8	0.9
GAI Co-Enrollment after 15 SCH	0.1	0.9	0.0	0.5	0.0	0.0	0.1	0.4
Transfer to GAI after 15 SCH	21.4	22.2	19.8	26.3	21.1	17.6	22.6	20.6
Total Transfer	21.5	23.1	19.8	26.8	21.1	17.6	22.6	21.0

The majority of HCC's state funding comes from credentials of value

- 54.0% Credentials of Value
 - 26.8% Transfer
 - 18.3% Dual Credit
 - 0.8% Credentials of Value Premium
-
- However, HCC's dependence on transfer funding is greater than its peers, while the share coming from CoVs is comparably lower (6 out of 7 in share from CoVs).

HCC's Projected Funding Mix Differs from Peers and from the State

Percent of projected FY2027 state performance funding by outcome category



+5.8 pts more funding from transfer than statewide

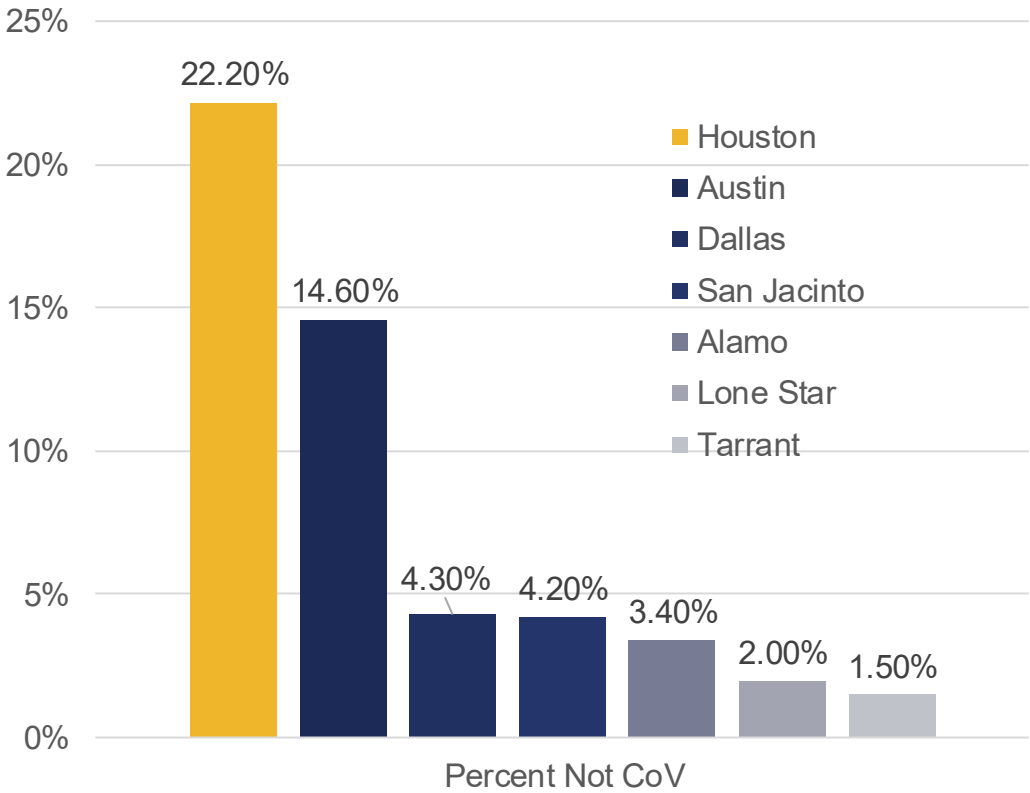
-3.2 pts less funding from CoVs than statewide

26.8% of HCC funding depends on transfer outcomes

*Peer average excludes HCC. Totals may vary slightly due to rounding.

One out of 5 of HCC’s Associates are not Fundable

Year	CoV Associates	Non-CoV Associates	Percent Not CoV
2023	4115	1098	21.1%
2024	4024	1199	23.0%
2025	4351	1238	22.2%
2026	4796	1348	21.9%



2025 Associates Reported to THECB (Exclusions not tallied)

College	2026 Non-COV Associate	COV Associates	Total Associates	Percent Non-COV
Alamo Community College District	316	8,994	9,310	3.4%
Austin Community College	728	4,263	4,991	14.6%
Dallas College District	395	8,895	9,290	4.3%
Houston City College	1,238	4,351	5,589	22.2%
Lone Star College System	202	9,696	9,898	2.0%
San Jacinto Community College District	230	5,195	5,425	4.2%
Tarrant County College District	90	6,111	6,201	1.5%

Recommendations – Maximizing Funding

- **Utilize CoV framework**
 - Register students for all courses in short term credentials at one time
 - Use sequencing and short terms to reduce time to degree
 - Caution: we should have a re-analysis this year
- **Ensure eligible students complete the FAFSA**
- **Sequence courses to utilize stackability**
 - This also increases the probability of premium funding
- **Focus on transfer services and advising, especially to students in non-CoV pathways**
 - Rapid transfer after leaving HCC increases the probability that HCC receives the outcome
- **Ensure students are asked for consent for reverse transfer**
- **Utilize concurrent enrollment programs (there must be an agreement)**
- **Remove progression barriers in gateway courses and improve retention to degree**

Recommendations – Maximizing Credentials of Value Designations (The probability an award will meet the Credential of Value Threshold)

- Use program design, career services, and employer partnerships to increase the share of credentials that achieve or retain Credential of Value and premium status.
 - Reduce time to degree
 - Maximize employment during and after enrollment
 - Emphasize FAFSA completion (Financial Aid)

Questions

REPORT ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
E.	Fall 26 COV, Revenue & Expense, and Course Sections Update	Dr. Norma Perez Mr. Warren Hurd

BACKGROUND/DESCRIPTION

Update to Fall 26 COV and Revenue & Expenses. Review Faculty cost and Sections growth over the last five years.

RECOMMENDATION/DISCUSSION

- Fall 26 COV Student Enrollment by College.
- Fall 26 Sections, Projected Revenue, and Net Projected Revenue Summary.
- Continue to monitor and collaborate on ways to efficiently serve our growing student population and optimize class offerings.

STRATEGIC ALIGNMENT

1. Student Success, 2. Personalized Learning , 3. Academic Rigor , 4. Community Investment

ATTACHMENTS:

Description	Upload Date	Type
Fall 26 COV, Revenue & Expense, and Course Sections Update PPT	10/13/2026	Presentation



Fall 26 COV, Revenue & Expenses, and Course Sections Update

October 19, 2026

A blue-tinted background image of a city skyline with several tall skyscrapers and some trees in the foreground.

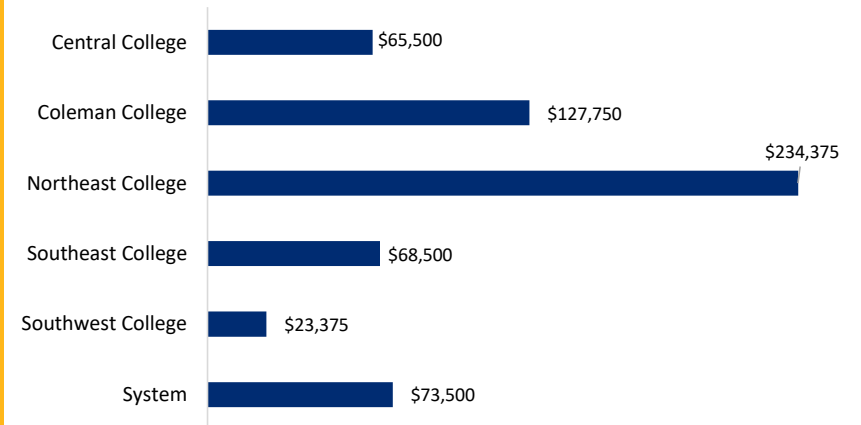
Fall 26 COV and Revenue & Expense Update

CEU Enrollment Report for Fall 2026

CEU/COV Student Enrollment by College

College	# of Students	Projected COV Revenue
Central College	170	\$ 65,500
Coleman College	336	\$ 127,750
Northeast College	644	\$ 234,375
Southeast College	199	\$ 68,500
Southwest College	54	\$ 23,375
System	196	\$ 73,500
Total	1,599	\$ 593,000

Fall 2026 Projected COV Revenue



College Sections, Revenue, and Net Revenue Summary

Central College	
Metric	Value
Sections SCH	942
Sections COV	75
Total Sections	1017
Total SCH	\$ 14,602,817
Total COV	\$ 827,018
Total Revenue (SCH + COV)	\$ 15,429,835
Total Projected Revenue	\$ 19,097,380
Total Projected Expenses	\$ 9,313,283
Projected Net Revenue	\$ 9,784,097

Northeast College	
Metric	Value
Sections SCH	770
Sections COV	142
Total Sections	912
Total SCH	\$ 12,403,755
Total COV	\$ 1,856,228
Total Revenue	\$ 14,259,983
Total Projected Revenue	\$ 17,927,528
Total Projected Expenses	\$ 8,748,987
Projected Net Revenue	\$ 9,178,541

Online College	
Metric	Value
Sections SCH	3250
Sections COV	113
Total Sections	3363
Total SCH	\$ 61,585,290
Total COV	\$ 718,115
Total Revenue	\$ 62,303,405
Total Projected Revenue	\$ 83,248,267
Total Projected Expenses	\$ 17,640,411
Projected Net Revenue	\$ 65,607,856

Southwest College	
Metric	Value
Sections SCH	1188
Sections COV	264
Total Sections	1452
Total SCH	\$ 18,629,462
Total COV	\$ 2,328,347
Total Revenue	\$ 20,957,808
Total Projected Revenue	\$ 24,574,914
Total Projected Expenses	\$ 11,266,877
Projected Net Revenue	\$ 13,308,037

Coleman-Health Science	
Metric	Value
Sections SCH	565
Sections COV	34
Total Sections	599
Total SCH	\$ 8,877,570
Total COV	\$ 314,746
Total Revenue	\$ 9,192,316
Total Projected Revenue	\$ 11,042,094
Total Projected Expenses	\$ 7,081,848
Projected Net Revenue	\$ 3,960,246

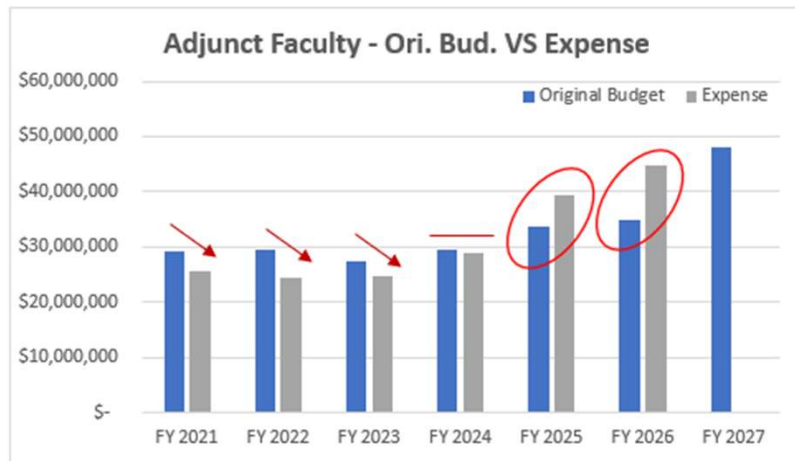
Northwest College	
Metric	Value
Sections SCH	1768
Sections COV	189
Total Sections	1957
Total SCH	\$ 31,880,160
Total COV	\$ 1,825,200
Total Revenue	\$ 33,705,360
Total Projected Revenue	\$ 41,488,144
Total Projected Expenses	\$ 14,855,102
Projected Net Revenue	\$ 26,633,042

Southeast College	
Metric	Value
Sections SCH	592
Sections COV	204
Total Sections	796
Total SCH	\$ 10,078,349
Total COV	\$ 1,460,363
Total Revenue	\$ 11,538,712
Total Projected Revenue	\$ 13,170,490
Total Projected Expenses	\$ 7,214,095
Projected Net Revenue	\$ 5,956,395



Faculty Costs and Course Sections Update

Adjunct/Overload Faculty - Budget



		Org. Budget	Adj. Budget	Expense	Avail. Budget
1	FY 2021	\$ 29,336,215	\$ 29,151,338	\$ 25,584,469	\$ 3,566,869
2	FY 2022	29,399,001	29,435,955	24,374,678	5,061,277
3	FY 2023	27,523,124	26,939,680	24,809,994	2,129,686
4	FY 2024	29,493,171	28,528,955	28,757,808	(228,853)
5	FY 2025	33,770,738	34,744,874	39,218,862	(4,473,988)
6	FY 2026	34,952,672	44,716,871	44,716,820	51
7	FY 2027	48,101,693	48,101,693	-	48,101,693



Five (5) Contributing Factors

Adjunct Faculty - Salary Increase



Adjunct Salary Increase	FY 2022-23		FY 2023-24		FY 2024-25		FY 2025-26		FY 2026-27	
Semesterly - Faculty Rate (3,0)	\$	2,178	\$	2,346	\$	2,790	\$	2,832	\$	2,889
Change in Cost	\$	85	\$	168	\$	444	\$	42	\$	57
Hourly Adjuncts		4.0%		7.5%		7.5%		1.5%		2.0%

Enrollment Growth



Academic Year (AY)

Student Data	AY 2022-23	AY 2023-24	AY 2024-25	AY 2025-26
Duplicated Enrollment - Seat Count				
All Career Type	338,587	357,517	398,726	431,147
Semester Credit Hour (SCH)	305,681	324,165	357,498	391,650
Change in Semester Credit Hour (SCH)	9,298	18,484	33,333	34,152
Number of Sections - SCH	15,276	16,066	18,045	19,565
Change in Sections	(645)	790	1,979	1,520
Average Class Size (ACS) - SCH	20.0	20.2	19.8	20.0
Change in ACS	1.39	0.17	(0.37)	0.21

Fall to Fall (As of Official Day)

Semester Credit Hour (SCH)	Fall 2022o	Fall 2023o	Fall 2024o	Fall 2025o	Fall 2026o
Enrollment (Seat Count)	126,731	129,065	141,829	160,955	175,407
% Enrollment Changed	2%	2%	10%	13%	9%
Number of Sections	6,588	6,673	7,404	8,135	8,974
Change in Number of Sections	(330)	85	731	731	839

Embedded Dual Credits



Academic Year (AY)

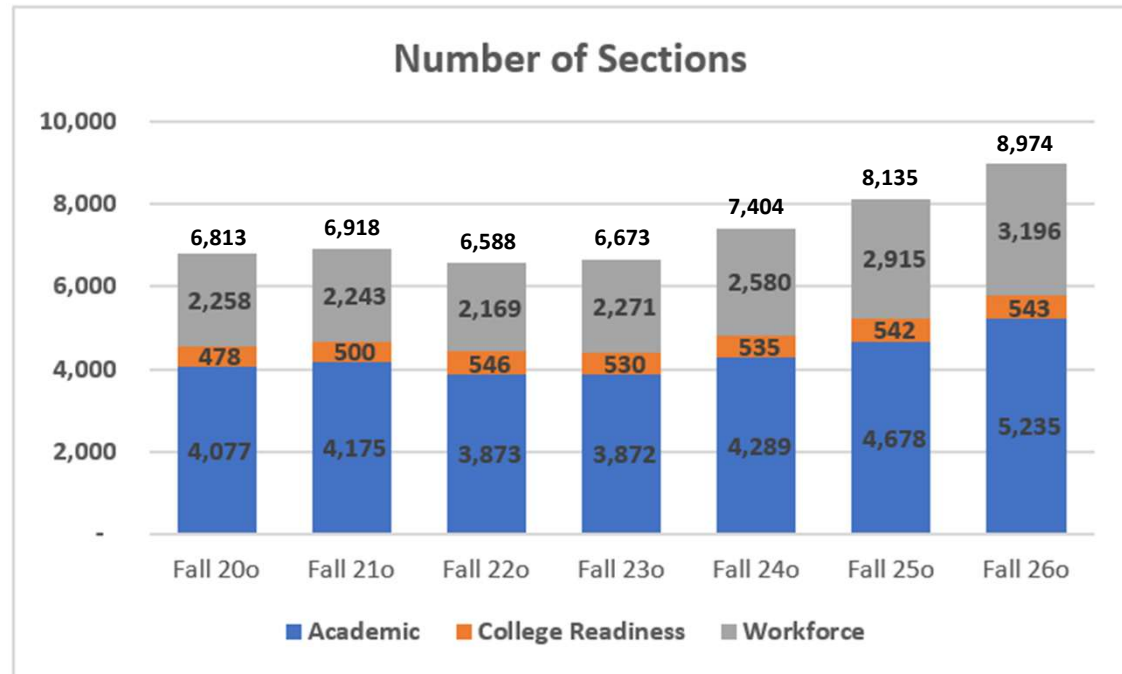
Embedded Dual Credits	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Original Budget	\$ 1,598,600	\$ 1,646,558	\$ 1,646,558	\$ 2,671,558	\$ 4,271,558
% Budget Changed	21%	3%	0%	62%	60%
Expense	\$ 2,312,658	\$ 2,775,002	\$ 3,551,492	4,309,410	n/a
% Expense Changed	58%	20%	28%	21%	n/a
Budget Deficit	\$ (714,058)	\$ (1,128,444)	\$ (1,904,934)	\$ (1,637,852)	n/a
Enrollment (Based on Location)	27,586	30,069	30,456	39,097	n/a
% Enrollment Changed	32%	9%	1%	28%	n/a

Fall to Fall (As of Official Day)

Embedded Dual Credits	Fall 2022o	Fall 2023o	Fall 2024o	Fall 2025o	Fall 2026o
Enrollment (Based on Location)	11,720	11,906	13,946	18,507	23,876
% Enrollment Changed	27%	2%	17%	33%	29%
Number of Sections (Based on Location)	621	673	769	946	1,229
Change in Number of Sections	102	52	96	177	283

Additional Number of Sections

Fall Section Count Comparison
As of Official Day



Low Class Size (433 Sections)

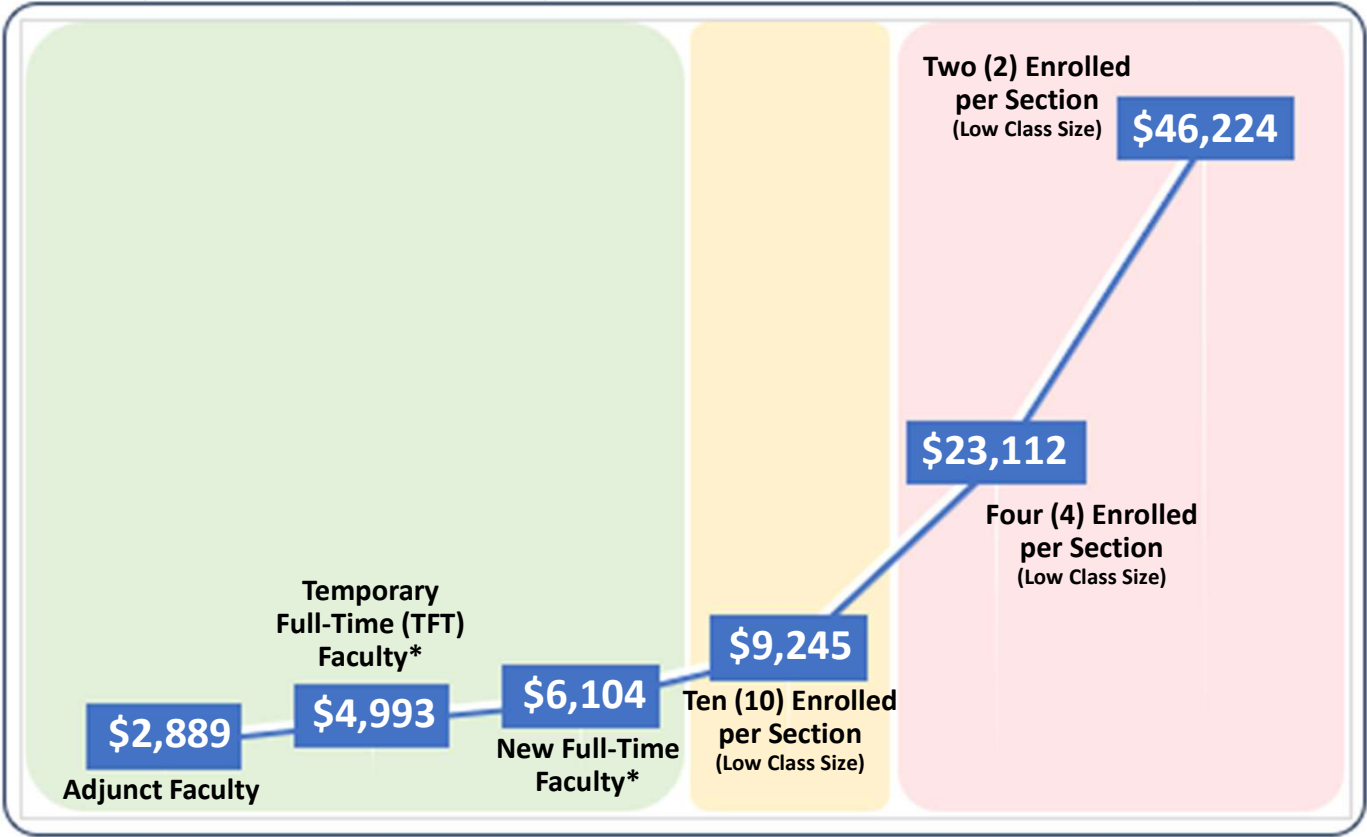
For Instance:
**Cost per 32 Enrolled
Section (3,0)**

See 'Supplemental Information' section for details



*Without Benefits

FY 2025 Cost → \$2,832 \$4,341 \$5,714 \$9,062 \$22,656 \$45,312

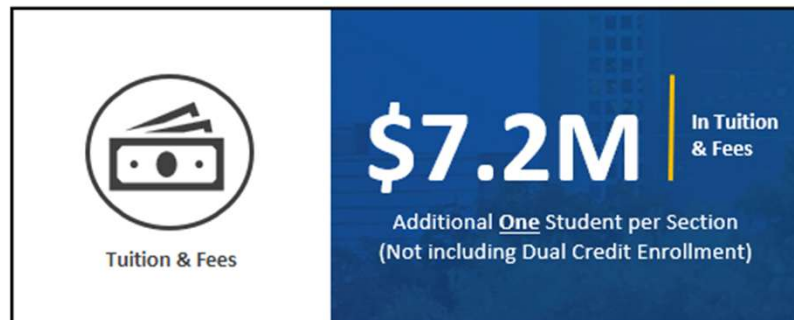


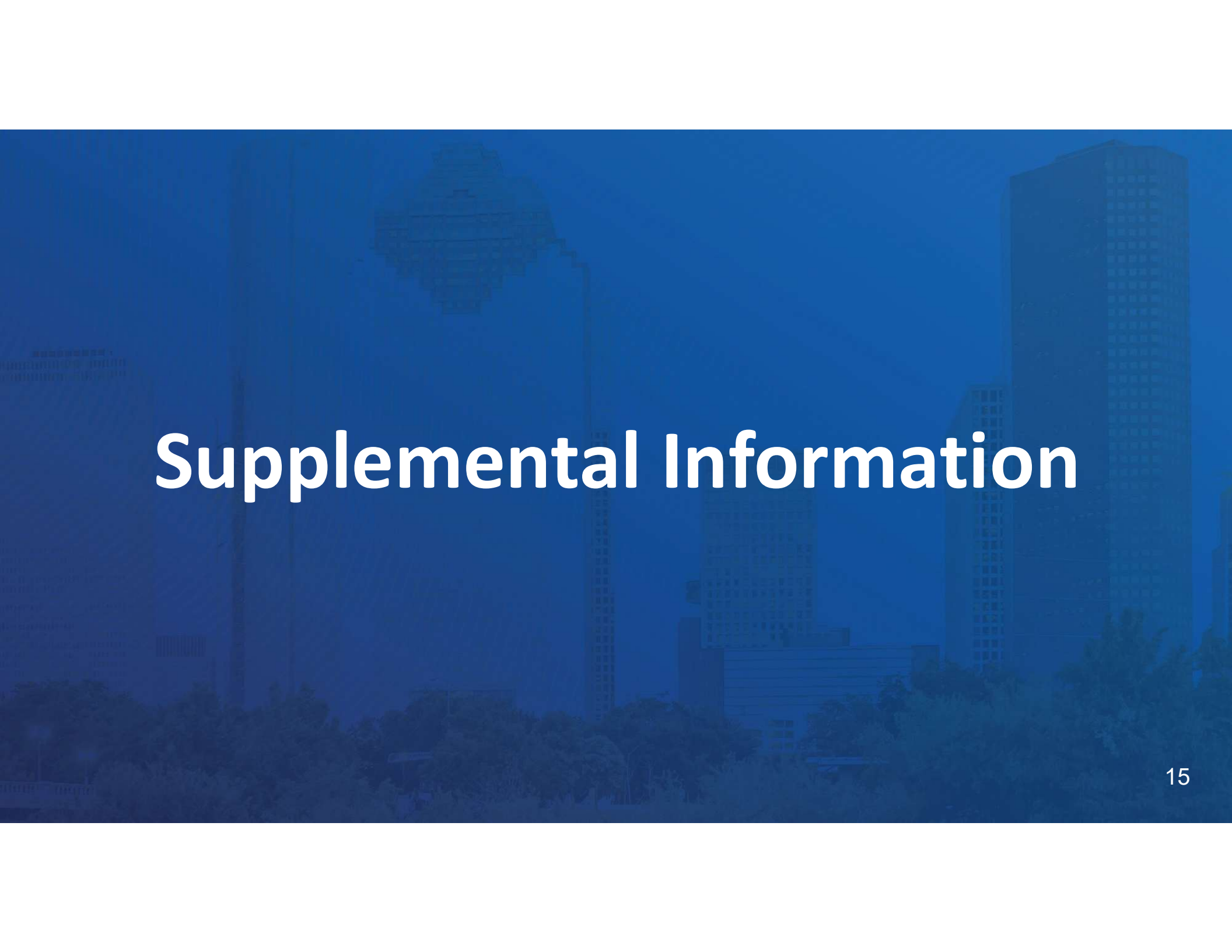


Opportunity for Efficiency

Power of One

The Power of One was created during the FY 2021 budget development process to provide estimates of how changes in assumptions related to revenue sources would impact the total revenue budget.





Supplemental Information

During AY 2026

AY 2025

Enrollment Between One and Four

Central College (72)₍₃₇₎

Coleman College (43)₍₂₉₎

Online College (85)₍₇₇₎

Northeast College (62)₍₆₉₎

Northwest College (62)₍₃₀₎

Southeast College (40)₍₂₄₎

Southwest College (69)₍₄₂₎

433 Sections
308 Sections

Central College (72)

Enrollment Between One and Four – During AY 2026

Fall 2025

Location	Discipline	Course	Title	Enrollment
Central Campus	Biology	BIOL232010356	Microbiology for Non-Science	3
	Communications	COMM133622291	Video Production I	4
	Art	ARTS131710061	Drawing II	4
	Art	ARTS131710261	Drawing II	1
	Art	ARTS234710762	Ceramics II	2
	Drama	DRAM134110334	Stage Makeup	4
	Music (Linked)	MUEN214110549	Concert Choir III	2
		MUEN214210550	Concert Choir IV	2
	Dance	DANC224118997	Intermediate Ballet	4
	Dance	DANC224510338	Intermediate Modern Dance	4
	French, German, Japanese, Russian	FREN141121282	Beginning French I	4
	Finance / Banking (Linked)	BNKG238022172	Cooperative Work Experience I	1
		BNKG238110721	Cooperative Work Experience II	2
	Digital Communication	ARTC130910181	Basic Illustration	4
	Digital Communication	ITXR237522055	Advanced XR Design	3
	Interpreting/Sign Language	SGNL140210057	Beginning ASL II	4
	Interpreting/Sign Language	SGNL230210055	Intermediate ASL II (ASL 4)	4
	Interpreting/Sign Language	SLNG231110282	Interpreting-Specializ Setting	4
	Drafting/Design Technology	DFTG130519259	Technical Drafting	4
	Drafting/Design Technology	DFTG137219143	SmartPlant 3D Drafting	4

Spring 2026

Location	Discipline	Course	Title	Enrollment
Central Campus	Art	ARTS131710280	Drawing II	3
	Art	ARTS131710761	Drawing II	4
	Art	ARTS231710309	Painting II	4
	Art	ARTS231710459	Painting II	4
	Art	ARTS234719482	Ceramics II	3
	Art	ARTS236622135	Watercolor	4
	Biology	BIOL141422086	Intro to Biotechnology I	3
	Communications	COMM232710253	Advertising	4
	Dance	DANC215110325	Sophomore Dance Performance	4
	Dance	DANC224119334	Intermediate Ballet	3
	Dance	DANC224710440	Intermediate Jazz Dance	4
	Developmental Math	MATH033210848	Corequisite for Contemp Math	3
	Digital Communication	ITXR237419688	XR Design I	4
	Digital Communication	ITXR237519726	Advanced XR Design	1
	Digital Communication	ITXR237719695	Portfolio Development for XR	2
	Drafting/Design Technology	DFTG234010587	Solid Modeling Design	3
	English	ENGL130121280	Composition I	3
	English	ENGL130221227	Composition II	2
	Fashion Design	FSHD234110873	Pattern Grading	4
	Interpreting/Sign Language	SLNG230310379	Transliterating	3
	Machine Technology	MCHN132010438	Precision Tools and Measuremen	3
	Mathematics	MATH132421271	Mathematics for Bus. & Soc.Sci	1
	Music Business	MUSB230922161	The Record Industry	4
	Occupational Therapy Assistant	OTHA130120896	Intro to Occupational Therapy	2
	Welding	WLDG142810690	Intro.Shielded Metal Arc Weld.	4

Central College (Conti.)

Enrollment Between One and Four – During AY 2026

Summer 2026

Location	Discipline	Course	Title	Enrollment
Central Campus	Academic Student Success	EDUC130016155	Learning Framework	4
	Art	ARTS131710164	Drawing II	1
	Art	ARTS234710168	Ceramics II	2
	Biology	BIOL140713975	Biology for Science Majors II	4
	Biology	BIOL210210125	Human A&P Lab II	4
	Biology	BIOL210210218	Human A&P Lab II	4
	Chemistry	CHEM110510137	Intro. Chemistry Lab I	4
	Chemistry	CHEM111110202	General Chem Lab I	3
	Construction Technology	CNBT131614976	Construction Technology I	3
	Construction Technology	CNBT131814980	Construction Tools and Techniq	3
	Culinary Arts	CHEF230210280	Saucier	3
	Drafting/Design Technology	DFTG230216164	Machine Drafting	3
	Fashion Design	FSHD132810293	Flat Pattern Design I	4
	Fashion Design	FSHD139110076	Special Topics/Fash.Design	2
	Intensive English	ESOL037010135	ESL Read/Write for ENGL 1301	3
	Interpreting/Sign Language	SGNL140110100	Beginning ASL I	3
	Interpreting/Sign Language	SGNL230110102	Intermediate ASL I (ASL 3)	3
	Interpreting/Sign Language	SLNG135010258	Sign to Voice	3
	Interpreting/Sign Language	SLNG230210109	Interpreting II	2
	Legal Assistant	LGLA135515829	Family Law	4
	Philosophy	PHIL130110006	Introduction to Philosophy	4
	Welding	WLDG140714903	Intro.Weld.Using Multiple Proc	4
	Welding	WLDG142816172	Intro.Shielded Metal Arc Weld.	3
	Welding	WLDG145714580	Inter.Shield Metal Arc Weld.	4

Location	Discipline	Course	Title	Enrollment
South Campus	Academic Student Success	EDUC130010104	Learning Framework	4
	Air Conditioning/Refrigeration	HART130114610	Basic Electricity for HVAC	4
	Developmental Math	MATH043210276	Basic Math & Contemp Math	4
	Electrical Technology	ELPT131114674	Basic Electrical Theory	4
	Interpreting/Sign Language	SLNG131713710	Intro.to the Deaf Community	3

HOUSTON CITY COLLEGE

Coleman College (43)

Enrollment Between One and Four – During AY 2026

Fall 2025

Location	Discipline	Course	Title	Enrollment
Health Science Center	Dental Hygiene	DHYG130414418	Dental Radiology	3
	Dental Hygiene	DHYG133114438	Preclinical Dental Hygiene	3
	Human Services	HPRS120122802	Intro. to Health Professions	1
	Human Services	HPRS120122804	Intro. to Health Professions	3
	Occupational Therapy Assistant	OTHA130122078	Intro to Occupational Therapy	3
Main Center	Health Information Technology	HITT130120056	Health Data Content & Strc.I	3
	Human Services	CHLT129120176	ST/Community Health Liaison	2
	Human Services	CHLT134220177	Community Health Field Methods	3
	Human Services	CHLT140120174	Intro. to Community Health	4
	International Business	IBUS130219432	Principles of Imports	1
	Logistics	BMGT130922222	Info & Project Management	2
	Logistics	LMGT131919429	Intro Business Logistics	2
	Logistics	LMGT132522221	Warehouse/Distrib Center Mgmt	2

Spring 2026

Location	Discipline	Course	Title	Enrollment
Health Science Center	Dental Assisting	DNTA130514628	Dental Radiology	3
	Medical Biotechnology	BITC243119942	Cell Culture Techniques	4
	Medical Biotechnology	BITC244119941	Molecular Biology Techniques	4
	Medical Biotechnology	BITC244519939	Medical Biotechnology	4
	Medical Biotechnology	BITC247319940	Immunochemical Techniques	4
	Medical Laboratory	MLAB233114737	Immunohematology	3
	Vocational Nursing	VNSG112214722	Vocational Nursing Concepts	4
Main Center	Human Services	CHLT130214809	Wellness and Health Promotion	2
	Human Services	CHLT140114810	Intro. to Community Health	2
	Human Services	HPRS120121299	Intro. to Health Professions	3
	Mathematics	MATH131421239	College Algebra	1
	Occupational Therapy Assistant	OTHA130114791	Intro to Occupational Therapy	1

Summer 2026

Location	Discipline	Course	Title	Enrollment
Health Science Center	Biology	BIOL210215290	Human A&P Lab II	2
	Dental Assisting	DNTA134913040	Dental Radiology in the Clinic	4
	English	ENGL130111481	Composition I	4
	Histologic Technician	HLAB234115150	Registry Review	3
	Histologic Technician	HLAB243415149	Histotechnology III	3
	Human Services	CMSW135316210	Family Intervention Strategies	2
	Human Services	DAAC230614867	Substance Abuse Prevention I	4
	Human Services	DAAC235314868	Substance Abuse Prevention II	3
	Human Services	HPRS120115953	Intro. to Health Professions	4
	Medical Biotechnology	BITC149116036	ST/Biological Technology/Tech	4
	Medical Biotechnology	BITC238715993	Internship-Biotech Technician	4
	Vocational Nursing	VNSG140911504	Nursing-Health and Illness II	4
Main Center	English	ENGL130113699	Composition I	4
	English	ENGL130115263	Composition I	2
	Human Services	HPRS120115439	Intro. to Health Professions	4
	Mathematics	MATH131414825	College Algebra	4
	Occupational Therapy Assistant	OTHA130114310	Intro to Occupational Therapy	1
	Respiratory Therapist	RSPT120111469	Intro. to Respiratory Care	2

Online College (77)

Enrollment Between One and Four – During AY 2026

Fall 2025

Location	Discipline	Course	Title	Enrollment
HCC Online	Art	ARTS131716018	Drawing II	4
	Art	ARTS131716718	Drawing II	3
	Business Managment	INSR121720471	Insr Cust Service Rep	4
	Business Managment	INSR130120472	Commercial Insurance	4
	Child Development	TECA135420312	Child Growth & Development	4
	Communications	COMM133516894	Intro. to Electronic Media	4
	Computer Programming	ITSE231020211	iOS Application Programming	3
	Computer Programming	ITSE233320259	Implementing a Database on Mic	3
	Computer Systems Networking	ITSC145817015	UNIX System Administration I	4
	Digital Communication	IMED231515923	Web Page Design II	4
	Digital Communication	PHTC234018687	Photographic Studio Management	4
	Drafting/Design Technology	DFTG233815924	Final Project - Adv. Drafting	3
	Fire Protection Technology	FIRT130314827	Fire & Arson Investigation I	4
	Fire Protection Technology	FIRT218817096	Internship-Fire Protection & S	2
	French,German,Japanese,Russia	CHIN231217091	Intermediate Chinese II	4
	French,German,Japanese,Russia	FREN141217044	Beginning French II	4
	Geographic Information System	GISCI40116367	Cartography/Geography-GIS/GPS	3
	Geographic Information System	GISCI41122232	Introduction to GIS	1
	Geographic Information System	GISCI42116891	Intro. to Raster Based GIS	1
	Geographic Information System	GISCI235917197	Web-Served GIS	2
	Geographic Information System	GISCI240117010	Data Acquisition&Analysis-GIS	4
	Geographic Information System	GISCI241116888	GIS Applications	3
	Government	GOVT230515398	Federal Government	4
	Human Services	CHLT134220289	Community Health Field Methods	2
	Human Services	CHLT140120288	Intro. to Community Health	2
	Integrated Reading & Writing	INRW030118827	Integrated Read/Write for HIST	3
	Interior Design	INDS231015294	Kitchen and Bath Design	3
	Interpreting/Sign Language	SGNL140220716	Beginning ASL II	4
	Logistics	LMGT227220800	Supply Chain & Logist Tech	2
	Music Business	MUSB238115805	Co-op Ed. Music Management	3
	Teacher Education	EDUC130115347	Intro. to Teaching Profession	4

Online College (Conti.)

Enrollment Between One and Four – During AY 2026

Spring 2026

Location	Discipline	Course	Title	Enrollment
HCC Online	Biology	BIOL110919257	Biol for Non Science Majors II	2
	Biology	BIOL130919256	Biology Non-Science Majors II	2
	Business Technology	BMGT233117067	Principles of Quality Mgmt	3
	Business Technology	POFT137017251	Intro to Office Tech.	4
	Child Development	CDEC234116427	The School Age Child	4
	Computer Programming	ITSE231019141	iOS Application Programming	3
	Computer Programming	ITSE245316772	Advanced C# Programming	1
	Computer Systems Networking	ITSC144716732	UNIX System Administration II	2
	Computer Systems Networking	ITSC242519744	Advanced Linux	1
	English	ENGL232821408	American Literature II	4
	English	ENGL234121421	Forms of Literature	3
	Fire Protection Technology	FIRT218814978	Internship-Fire Protection & S	2
	French,German,Japanese,Russia	ARAB141222111	Beginning Arabic II	4
	French,German,Japanese,Russia	CHIN231121467	Intermediate Chinese I	4
	Geographic Information System	GIS141115475	Introduction to GIS	4
	Geographic Information System	GIS225021913	Scripting for GIS	2
	Geographic Information System	GIS241120790	GIS Applications	2
	Human Services	CHLT126621553	Pract. Community Health Serv.	2
	Human Services	CHLT134217040	Community Health Field Methods	2
	Human Services	DAAC235316915	Substance Abuse Prevention II	4
	Integrated Reading & Writing	INRW030215812	Integrated Read/Write for HUMA	2
	Integrated Reading & Writing	INRW030216531	Integrated Read/Write for HUMA	2
	Interpreting/Sign Language	SGNL140121610	Beginning ASL I	4
	Music Business	MUSB238116898	Co-op Ed. Music Management	2
	Petroleum Engineering Tech	PTRT237217838	Internship-Petroleum Tech	4
	Translation and Interpretation	TRLA227120253	Audiovisual Trans (Advanced)	4

Summer 2026

Location	Discipline	Course	Title	Enrollment
HCC Online	Art	ARTS131712060	Drawing II	3
	Business Managment	INSR120512448	Personal Insurance	4
	Business Managment	INSR121712450	Insr Cust Service Rep	3
	Business Technology	MRMT130712058	Medical Transcription I	4
	Business Technology	POFM130011885	Medical Coding Basics	3
	Business Technology	POFT131911586	Records & Info. Management I	4
	Computer Programming	ITSE140215273	Computer Programming	4
	Construction Technology	CNBT233715960	Construction Estimating II	4
	Criminal Justice, Law Enforce	CRIJ231412353	Criminal Investigation	3
	Digital Communication	ARTC130515977	Basic Graphic Design	3
	Drafting/Design Technology	DFTG232814088	Architectural Draft-Commercial	3
	English	ENGL230714666	Creative Writing	4
	English	ENGL232314981	British Literature II	2
	English	ENGL232811784	American Literature II	4
	Fire Protection Technology	FIRT130912047	Fire Administration I	4
	Fire Protection Technology	FIRT218811636	Internship-Fire Protection & S	3
	Geographic Information System	GIS140112849	Cartography/Geography-GIS/GPS	4
	Human Services	CHLT126614447	Pract. Community Health Serv.	4
	Human Services	DAAC126412850	Pract. Substance Abuse Coun.	2
	Human Services	HPRS120115824	Intro. to Health Professions	4
	Integrated Reading & Writing	INRW030016069	Integrated Read/Write for ENGL	4
	Interior Design	INDS237114951	Adv Kitchen & Bath Design	4
	Interpreting/Sign Language	SGNL140214969	Beginning ASL II	3
	Logistics	LMGT134113731	Freight Loss & Damage Claims	4
	Music Business	MUSB234512972	Live Music & Talent Management	4
	Pharmacy Technician	PHRA130112251	Introduction to Pharmacy	1
	Spanish	SPAN141214608	Beginning Spanish II	4
	Translation and Interpretation	TRAI137212532	Writing Editing & Revise Trans	4

Northeast College (62)

Enrollment Between One and Four – During AY 2026

Fall 2025

Location	Discipline	Course	Title	Enrollment
ATC	Automotive Technology	AUMT232820771	Automotive Service	4
North Forest Campus	Air Conditioning/Refrigeration	HART130121055	Basic Electricity for HVAC	4
	Air Conditioning/Refrigeration	HART134121083	Residential Air Conditioning	4
	Audio & Recording Technology	MUSC133118168	Midi I	4
Northeast Campus	Electronic Engineering Tech	CETT140518490	AC Circuits	3
	Electronic Engineering Tech	CETT142518491	Digital Fundamentals	4
	Petroleum Engineering Tech	PTRT147218516	Petro.Data Mgt.II-Drill.& Prod	4
	Process Technology	PTAC141018527	Process Tech. I-Equipment	3
	Process Technology	PTAC231421468	Quality	3
	Process Technology	SCIT141418533	Applied Gen.Chemistry I	4
	Psychology	PSYC230119227	General Psychology	4
Northline Campus	Art	ARTS131711097	Drawing II	2
	Human Services	CMSW131320287	Assessment & Service Delivery	4
	Real Estate	RELE121911324	Real Estate Finance	4

Spring 2026

Location	Discipline	Course	Title	Enrollment
Acres Homes Campus	English	ENGL130111019	Composition I	3
	English	ENGL130220391	Composition II	3
	Human Services	HPRS120121576	Intro. to Health Professions	4
	Integrated Reading & Writing	INRW030011159	Integrated Read/Write for ENGL	2
	Logistics	LMGT134918951	Materials Requirement Planning	4
	Speech	SPCH131111416	Intro to Speech Comm	3
North Forest Campus	Audio & Recording Technology	MUSC133521973	Commercial Music Software	4
	Music Business	MUSB134117479	Concert & Venue Management	2
	Music Business	MUSB139117524	Spec.Top/Mgmt.& Merchandising	4
Northeast Campus	Electronic Engineering Tech	CETT132117802	Electronic Fabrication	4
	Electronic Engineering Tech	CETT140517861	AC Circuits	2
	Electronic Engineering Tech	CETT142517807	Digital Fundamentals	4
	Electronic Engineering Tech	CPMT141117859	Intro.Computer Maintenance	3
	History	HIST130221323	United States History II	2
	Instrumentation Technology	INTC233620137	Distributed Contrl/Prog.Logic	3
	Petroleum Engineering Tech	PTRT127017821	Intro to Engineering Tech	4
	Petroleum Engineering Tech	PTRT130117822	Overview of Petroleum Industry	2
	Petroleum Engineering Tech	PTRT130117823	Overview of Petroleum Industry	3
	Petroleum Engineering Tech	PTRT131317825	Industrial Safety	3
	Petroleum Engineering Tech	PTRT147321484	Exploration and Production II	3
	Petroleum Engineering Tech	PTRT232317831	Natural Gas Production	2
	Petroleum Engineering Tech	PTRT233117832	Well Completions	1
	Petroleum Engineering Tech	PTRT233121485	Well Completions	2
	Process Technology	SCIT141417848	Applied Gen.Chemistry I	3
Northline Campus	Art	ARTS131711269	Drawing II	3
	Biology	BIOL212011009	Microbiology Lab for Non-Scien	3
	Developmental Math	MATH033211172	Corequisite for Contemp Math	4
	English	ENGL130120099	Composition I	4
	History	HIST130211275	United States History II	3
	Human Services	DAAC130521557	Co-Occurring Disorders	3
	Real Estate	RELE120121617	Principles of Real Estate I	4

Northeast College (Conti.)

Enrollment Between One and Four – During AY 2026

Summer 2026

Location	Discipline	Course	Title	Enrollment
North Forest Campus	Drafting/Design Technology	DFTG130510476	Technical Drafting	3
	Mathematics	MATH131414145	College Algebra	4
	Psychology	PSYC230110384	General Psychology	2
	Welding	WLDG143015025	Intro. Gas Metal/Arc Welding	4
Northeast Campus	Chemistry	CHEM131110468	General Chem I	4
	English	ENGL130210481	Composition II	2
	History	HIST130110451	United States History I	4
	Instrumentation Technology	RBTC130113754	Programmable Logic Controllers	4
	Process Technology	SCIT141413770	Applied Gen.Chemistry I	3
Northline Campus	Academic Student Success	EDUC130010364	Learning Framework	4
	Drafting/Design Technology	DFTG130510488	Technical Drafting	3
	English	ENGL130210362	Composition II	4
	History	HIST130110416	United States History I	3
	Integrated Reading & Writing	INRW041010397	Integrated Read & Write I	3
	Psychology	PSYC230110354	General Psychology	4
	Real Estate	RELE120115059	Principles of Real Estate I	4
	Real Estate	RELE220115054	Law of Agency	4

Northwest College (62)

Enrollment Between One and Four – During AY 2026

Fall 2025

Location	Discipline	Course	Title	Enrollment
Allief - Hayes Campus	Communications	COMM231118223	Media Writing	3
	Engineering	ENGR210522185	Electrical Circuits I Lab	4
	English	ENGL230721482	Creative Writing	4
	Physics	PHYS140112833	College Physics I	4
Katy	Art	ARTS131712003	Drawing II	1
	Music	MUSI118118657	Piano Class I	4
Spring Branch Campus	Art	ARTS131711530	Drawing II	3
	Art	ARTS231712337	Painting II	3
	Geology	GEOL130512609	Environmental Science	4
	Music Business	MUSB139122251	Spec.Top/Mgmt.& Merchandising	4
	Music Business	MUSC214111688	Forum/Recital	2
	Physics	PHYS140218144	College Physics II	4

Spring 2026

Location	Discipline	Course	Title	Enrollment
Allief - Hayes Campus	Associate Degree Nursing	RNSG130119084	Pharmacology	3
	Digital Communication	PHTC234522025	Illustrative Photography II	4
	Drafting/Design Technology	DFTG231712437	Descriptive Geometry	4
	Engineering	ENGR230622350	Intro to Digital Systems	3
	English	ENGL130111575	Composition I	4
	Filmmaking	FLMC234412117	Advanced Film & Video Editing	4
	Interior Design	INDS232519575	Prof.Practices-Int.Designers	4
	Physics	PHYS140112506	College Physics I	4
Katy Campus	Art	ARTS131711935	Drawing II	2
	Art	ARTS231712005	Painting II	3
	English	ENGL130121237	Composition I	2
	English	ENGL130221242	Composition II	2
	Geology	GEOL140311874	Physical Geology	3
	History	HIST130121261	United States History I	1
	Mathematics	MATH132421264	Mathematics for Bus. & Soc.Sci	1
	Mathematics	MATH134221265	Elementary Statistical Methods	4
	Music	MUSI130621361	Music Appreciation	1
	Occupational Therapy Assistant	OTHA130120895	Intro to Occupational Therapy	3
Spring Branch Campus	Art	ARTS131712568	Drawing II	4
	Art	ARTS231712385	Painting II	3
	Computer Systems Networking	ITMT230412649	Administer Adv Server Infra	4
	Music Business	MUSB230522131	Music Publishing	3
	Music Business	MUSC127022217	Fundamentals of Music Producti	4
	Music Business	MUSC214112112	Forum/Recital	2
	Petroleum Engineering Tech	PTRT127017835	Intro to Engineering Tech	3
	Petroleum Engineering Tech	PTRT130117836	Overview of Petroleum Industry	2
	Petroleum Engineering Tech	PTRT131317837	Industrial Safety	3
	Physics	PHYS140112508	College Physics I	4

Northwest College (Conti.)

Enrollment Between One and Four – During AY 2026

Summer 2026

Location	Discipline	Course	Title	Enrollment
Bissonnet	Welding	WLDG142814953	Intro.Shielded Metal Arc Weld.	4
Alief - Hayes Campus	Academic Student Success	EDUC130010662	Learning Framework	4
	Chemistry	CHEM130510712	Introductory Chemistry I	4
	English	ENGL130210542	Composition II	4
	Filmmaking	RTVB233015293	Film and Video Editing	3
	Intensive English	ESOL037010623	ESL Read/Write for ENGL 1301	4
	Intensive English	ESOL037010738	ESL Read/Write for ENGL 1301	4
	Philosophy	PHIL230610505	Intro to Ethics	4
	Physics	PHYS140210507	College Physics II	4
Katy Campus	Developmental Math	MATH031414565	Intermediate Algebra	4
	Engineering	ENGR130410612	Engineering Graphics	4
	Engineering	ENGR210610852	Intro to Digital Systems Lab	4
	Intensive English	ESOL037010740	ESL Read/Write for ENGL 1301	4
	Psychology	PSYC231410622	Lifespan Growth & Development	4
Spring Branch Campus	Audio & Recording Technology	RTVB234310857	Commercial Recording Tech.	3
	Biology	BIOL230210595	Human Anatomy & Physiology II	4
	Chemistry	CHEM130510727	Introductory Chemistry I	3
	Petroleum Engineering Tech	PTRT130113755	Overview of Petroleum Industry	4
	Physics	PHYS140210599	College Physics II	2
	Real Estate	RELE120014435	Contract Forms and Addenda	4
	Real Estate	RELE123810720	Principles of Real Estate II	3
	Real Estate	RELE220110726	Law of Agency	2

HOUSTON CITY COLLEGE

Southeast College (40)

Enrollment Between One and Four – During AY 2026

Fall 2025

Location	Discipline	Course	Title	Enrollment
Eastside Campus	Accounting	ACNT130319403	Introduction to Accounting I	4
	Art	ARTS131712961	Drawing II	2
	Art	ARTS234713292	Ceramics II	1
	Chemistry	CHEM141221302	General Chemistry II	4
	English	ENGL130118264	Composition I	4
	English	ENGL231120799	Technical & Business Writing	4
	Integrated Reading & Writing	INRW030012993	Integrated Read/Write for ENGL	4
	Machine Technology	MCHN130220423	Print Reading/Machining Trades	3
	Marketing	MRKG131113113	Principles of Marketing	4
	Welding	WLDG238920627	Internship Welding Technology	2

Spring 2026

Location	Discipline	Course	Title	Enrollment
Eastside Campus	Art	ARTS131719478	Drawing II	3
	Art	ARTS231713261	Painting II	1
	Art	ARTS234713020	Ceramics II	3
	English	ENGL130220398	Composition II	4
	Integrated Reading & Writing	INRW030012993	Integrated Read/Write for ENGL	4
	Process Technology	PTAC130217853	Intro.Process Technology	4
	Process Technology	PTAC130817852	Safety,Health & Environment I	4
	Welding	WLDG139121163	ST Welder/Welding Technologist	3
	Welding	WLDG140712979	Intro.Weld.Using Multiple Proc	4
	Welding	WLDG142812980	Intro.Shielded Metal Arc Weld.	4
	Welding	WLDG142819585	Intro.Shielded Metal Arc Weld.	1
	Welding	WLDG143022702	Intro. Gas Metal/Arc Welding	3
Felix Fraga	Welding	WLDG238922299	Internship Welding Technology	1
	Welding	WLDG243222212	Welding Automation	3
Felix Fraga	English	ENGL130113182	Composition I	3

Summer 2026

Location	Discipline	Course	Title	Enrollment
Eastside Campus	Child Development	CDEC131316229	Curriculum Resources	1
	Child Development	CDEC232616231	Adm of Programs for Children I	1
	Developmental Math	MATH043211045	Basic Math & Contemp Math	4
	English	ENGL130215898	Composition II	1
	History	HIST130215050	United States History II	4
	Human Services	HPRS120115820	Intro. to Health Professions	2
	Manufacturing Engineering	INMT144315920	CAD/CAM	4
	Psychology	PSYC231410917	Lifespan Growth & Development	3
	Real Estate	RELE120010978	Contract Forms and Addenda	2
	Real Estate	RELE220110982	Law of Agency	2
	Welding	WLDG139115052	ST Welder/Welding Technologist	3
	Welding	WLDG243216131	Welding Automation	1
Felix Fraga	Welding	WLDG245115051	Adv.Gas Tungsten Arc Tig Weld.	4
	Accounting	ACNT132910995	Payroll & Business Tax Acct.	4
	Chemistry	CHEM111111033	General Chem Lab I	2

HOUSTON CITY COLLEGE

Southwest College (69)

Enrollment Between One and Four – During AY 2026

Fall 2025

Location	Discipline	Course	Title	Enrollment
Missouri City	Intensive English	ESOL037021656	ESL Read/Write for ENGL 1301	3
	Process Technology	PTAC130218540	Intro.Process Technology	2
Stafford Campus	Art	ARTS131713391	Drawing II	3
	Art	ARTS231713727	Painting II	2
	Art	ARTS234714252	Ceramics II	3
	Art	ARTS234714253	Ceramics II	3
	Art	ARTS234714254	Ceramics II	3
	Business Technology	POFI130114214	Computer Applications I	1
	Economics	ECON230118333	Principles of Macroeconomics	2
	Machine Technology	MCHN233514226	Advanced CNC Machining	2
	Manufacturing Engineering (Link	INMT130514146	Intro Industrial Maintenance	3
		INMT234523080	Industrial Troubleshooting	1
	Music	MUEN213418706	Small Jazz Ensemble III	4
	Music	MUSI218118603	Piano Class III	2
West Loop	Art	ARTS131713392	Drawing II	3
	Art	ARTS231714078	Painting II	3
	Digital Communication	ARTC231120386	Hist.of Communication Graphics	4

Spring 2026

Location	Discipline	Course	Title	Enrollment
Missouri City	Humanities	HUMA130113963	Intro. to the Humanities I	4
	Process Technology	PTAC130217854	Intro.Process Technology	4
	Process Technology	PTAC135417856	Industrial Processes	2
Stafford Campus	Art	ARTS131713692	Drawing II	4
	Art (Linked)	ARTS231622140	Painting I	2
		ARTS231722141	Painting II	2
	Art	ARTS234713682	Ceramics II	4
	Art	ARTS234713683	Ceramics II	4
	Art	ARTS234713684	Ceramics II	3
	Biology	BIOL212013678	Microbiology Lab for Non-Scien	4
	Computer Programming	ITSE247319139	Cloud Computing I	4
	Drama	DRAM135113406	Acting I	3
	History	HIST230114371	Texas History	4
	Integrated Reading & Writing	INRW030113874	Integrated Read/Write for HIST	2
	Machine Technology	INMT131922231	Manufacturing Processes	4
	Machine Technology	MCHN132014241	Precision Tools and Measuremen	4
	Machine Technology	MCHN233521935	Advanced CNC Machining	3
	Manufacturing Engineering	INMT130522211	Intro Industrial Maintenance	3
	Manufacturing Engineering	INMT137014240	Lean Manufacturing	4
	Music (Linked)	MUEN113514198	Small Jazz Ensemble II	3
		MUEN213414199	Small Jazz Ensemble III	1
	Sociology	SOCI231919279	Minority Studies	4
West Loop Center	Art	ARTS131714070	Drawing II	4
	Art	ARTS231714359	Painting II	3
	Computer Systems Networking	ITCC144413736	CCNA 2: Switching Routing Wrks	2
	Digital Communication	ARTC130514291	Basic Graphic Design	4
	Digital Communication	IMED235113943	Digital Media Programming	4
	Digital Communication	IMED237122121	Content Management Systems	3
	Drafting/Design Technology	DFTG130914101	Basic CAD	3
	English	ENGL130117473	Composition I	4
	English	ENGL130221245	Composition II	2
	Humanities	HUMA130120550	Intro. to the Humanities I	4

Southwest College (Conti.)

Enrollment Between One and Four – During AY 2026

Summer 2026

Location	Discipline	Course	Title	Enrollment
Brays O.	Academic Student Success	EDUC130011172	Learning Framework	2
Missouri City Campus	Biology	BIOL212011303	Microbiology Lab for Non-Scien	3
	Government	GOVT230514451	Federal Government	4
	History	HIST130111212	United States History I	3
	History	HIST130211216	United States History II	4
Stafford Campus	Art	ARTS234711185	Ceramics II	2
	Biology	BIOL212011141	Microbiology Lab for Non-Scien	4
	Biology	BIOL232011144	Microbiology for Non-Science	4
	Developmental Math	MATH031411258	Corequisite for College Alg	3
	Drafting/Design Technology	DFTG137611377	Revit Residential	3
	Machine Technology	INMT131914974	Manufacturing Processes	2
	Machine Technology	MCHN132614978	Intro Comp-Aided Manufacturing	1
	Psychology	PSYC232013882	Abnormal Psychology	4
	Speech	SPCH131513071	Public Speaking	4
West Loop Center	Welding	WLDG245315042	Advanced Pipe Welding	4
	Computer Programming	COSC143711311	Programming Fundamentals II	4
	Computer Systems Networking	ITSY233011171	Intrusion Detection	4
	Developmental Math	MATH044211376	Basic Math & Statistics	4
	English	ENGL130111342	Composition I	4
	English	ENGL130213767	Composition II	4
	Government	GOVT230511080	Federal Government	4
	History	HIST130211219	United States History II	2
	Humanities	HUMA130111084	Intro. to the Humanities I	3
	Intensive English	ESOL035611090	Adv Conv-Foreign Speakers	3

Thank You

REPORT ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
F.	Review and Update of Fall 26 and Spring 27 Course Schedules for ICLC/COVs Completions	Dr. Norma Perez Dr. Miguel A. Ramos

BACKGROUND/DESCRIPTION

Review and update of Fall 26 and Spring 27 course schedules for ICLC/COVs completions and College's review of results with additions and modifications to college schedules

RECOMMENDATION/DISCUSSION

- Continue to review fall 2026 and spring 2027 course schedules
- Ensure all CE students have an assigned major/plan for tracking completion
- Colleges review completers of ICLC/COVs based on modified schedule
- Modify or add additional courses as needed
- Focus on cohort enrollment for CE Short term training programs

STRATEGIC ALIGNMENT

1. Student Success, 2. Personalized Learning , 3. Academic Rigor , 4. Community Investment

ATTACHMENTS:

Description	Upload Date	Type
Fall 26 and Spring 27 Course Schedules for ICLC/COVs Completions PPT	10/16/2026	Presentation



Fall and Spring Schedule for Completion of COVs

October 19, 2026

Overview

Fall Offering/Spring Offering:

- Yes/No indicated only some of the academic plan's classes being offered for Fall 2026/Spring 2027
- No Plan indicated the plan not found in the catalog nor the website

Courses Not Offered Fall 2026/Spring 2027:

- Plan courses not offered for Fall 2026/Spring 2027

Presidents' Action

- Presidents added courses based on data and review

Team Members

District Members

- Dr. Norma Perez
- Dr. Miguel Ramos
- Dr. Melissa Miller-Waters
- Sharon Herman
- Rosie Villegas

College Presidents

- Dr. Butch Herod – CE
- Dr. Lutricia Harrison – HS
- Dr. Betty Fortune – NE
- Dr. Zachary Hodges – NW
- Dr. Jerome Drain – OL
- Dr. Frances Villagran-Glover – SE
- Dr. Michael Webster - SW

Fully Supported Plans

- 98 plans reviewed; 57 identified as fully supported & 41 identified as partially supported
- College assignments were confirmed for 36 fully supported plans
- All required courses were identified for the Fall 2026 and/or Spring 2027 course offerings

College	Fully Supported Plans
Central	17
Coleman	6
Northeast	10
Northwest	6
Global Online	6
Southeast	11
Southwest	13

Note: College assignments were confirmed for 36 fully supported plans. Plans offered at multiple colleges are included under each applicable college; therefore, college counts should not be summed to determine the number of unique plans. 4

Partially Supported Plans

- **41** unique plans identified as partially supported because one or more required courses not identified during the Fall 2026 and/or Spring 2027 terms

Division	Partially Supported Plans
Advanced Manufacturing	1
Architectural Design & Construction	2
Business	3
Digital & Information Tech	11
Global Energy	1
Health Sciences	4
Material Science	2
Media, Visual & Performing Arts	1
Public Safety	4
Work-Based Learning Plans (Pending Validation)	12

Note: College assignments for partially supported plans are pending validation. Work-Based Learning plans are included as a separate program area pending division confirmation.

Recent College Offerings for Missing Courses

- Recent offerings identified for courses missing from partially supported plans
- Data provided for reference only and do not confirm current course availability
- Plans may be associated with multiple colleges based on recent course offerings and may appear in multiple college counts

College	Plans with Recent Course Offerings
Central	4
Coleman	2
Northeast	4
Northwest	5
Global Online	15
Southeast	16
Southwest	6

Note: Colleges were credited when recent offerings aligned with missing courses required by the plan.

College Review, Additions and Modifications

Central College

Academics & COE — Recently Added Classes

Fall 2026 F8B • Spring 2027 Mini-Term • Spring 2027

ACADEMICS: Fall F8B + Spring Mini-Term + Spring Regular | COE/WORKFORCE: Fall F8B + Spring Regular

Fall 2026 — F8B

ACADEMICS

- BUSI 1307 — Personal Finance | CRN 20243

COE / WORKFORCE

- FSHD 1302 — Introduction to Fashion | CRN 23911
- CNBT 1359 — Project Scheduling | CRN 23939
- HART 1301 — Basic Electricity for HVAC | CRN 23916
- HART 1307 — Refrigeration Principles | CRN 23917

Spring 2027 — Mini-Term

ACADEMICS

- GOVT 2305 — Federal Government | CRN 19431
- GOVT 2306 — Texas Government | CRN 19432
- PSYC 2301 — General Psychology | CRN 19265
- SOCI 1301 — Introduction to Sociology | CRN 20108

Spring 2027 — Regular Term

ACADEMICS

- HIST 1302 — CRNs 19460, 19461
- HIST 2382 — CRN 19463
- PSYC 2301 — CRNs 19456, 19457, 19458
- PSYC 2314 — CRN 19459
- BIOL 2101 — CRN 19778
- BIOL 2102 — CRN 19779
- GEOL 1403 — CRN 19505
- HUMA 1301 — CRN 19589
- PHYS 1305 — CRN 19530
- PHYS 2325 — CRN 19515
- PSYC 2319 — CRN 19473
- PSYC 2320 — CRN 19474
- PSYC 2330 — CRN 19475
- SOCI 1301 — CRN 19491
- SPCH 1315 — CRN 19452
- BIOL 1106 — CRN 19777

COE / WORKFORCE

- DFTG 1305 — Technical Drafting | CRN 18599 | F8A
- DFTG 1309 — Basic CAD | CRN 18600 | F8B

Source: Workload Schedule 10/12/2026 — Fall 2026 / Mini-Term / Spring 2027 Academic & COE schedule.

Cont. Central College

Central College — What Central College Added for Spring 2027

18 Spring CEU sections / 7 program areas • +1 Summer AutoCAD extension

CEU / Continuing Education — Spring 2027

Program	Campus	Course/Dates/ Days/ Time
AutoCAD	Central	DFTG 1014 — Tue/Thu, Feb 2–25, 6–10 PM Sat, Mar 6–Apr 24, 8–11:30 AM & 12–3 PM DFTG 2011 — Tue/Thu, Mar 2–Apr 1, 6–10 PM Sat, May 1–29, 8–11:30 AM & 12–3 PM DFTG 2004 — Tue/Thu, Apr 6–29, 6–10 PM
Construction Project Management	Central	CNBT 1009 — Mon/Wed, Feb 8–Mar 29, 9 AM–1 PM Sat, Jan 23–Mar 20, 8 AM–2 PM CNBT 2044 — Mon/Wed, Apr 5–May 12, 9 AM–1 PM Sat, Apr 3–May 22, 8 AM–2 PM
Residential Construction / HBA	South	CNBT 1001 — Tue/Wed/Thu, Jan 12–Feb 16, 9 AM–1 PM CNBT 1016 — Tue/Wed/Thu, Feb 23–Apr 6, 9 AM–1 PM CNBT 1050 — Tue/Wed/Thu, Apr 13–May 18, 9 AM–1 PM
Construction Framers	South	CRPT 1029 — Fri 6–10 PM + Sat 8 AM–12 PM / 1–5 PM, Feb 12–Apr 17 CRPT 1001 — Fri 6–10 PM + Sat 8 AM–12 PM / 1–5 PM, Apr 23–May 15
Plumbing Technician	Central	PFPB 1013 — Mon/Tue/Thu, Feb 1–Mar 25, 9 AM–1 PM PFPB 2008 — Mon/Tue/Thu, Mar 29–May 11, 9 AM–1 PM
Solar Installation Technician	South	ELMT 1002 — Tue/Wed/Thu, Jan 12–Feb 24, 9 AM–1 PM
Stationary Engineering	Central	CBFM 1007 — Tue/Thu, Jan 19–Apr 1, 5–9 PM

1 AutoCAD offering, DFTG 2004, runs June 5–July 3 and is reported separately as a Summer extension.

Coleman College

Continuing Education – ICLCs, OSAs, COV – Master Scheduling Fall 2026 and Spring 2027

Program	Fall Class Offerings 2026	Spring Class Offerings 2027
Certified Nurse Aide ICLC	Yes	Yes
Patient Care Technician ICLC	Yes	Yes
EKG Technician OSA	Yes	Yes
Telemetry Technician OSA	Yes	Yes
Comprehensive Medical Coding OSA	Yes	Yes
Medical Business Office Prof. OSA	Yes	Yes
Foundations of Medical Assisting ICLC	No*	No*
Mammography Certification Training ICLC	Yes	Yes
Phlebotomy Technician OSA	Yes	Yes

Northeast College

Spring 2027 COV Program Status

The table reflects current Spring 2027 course offerings and courses not currently scheduled that are required for credential completion.

Program	Type	SCH	CEU	SPR 27 Offered	Courses Not Offered – Spring 2027
NCCER Scaffolding	OSA	—	155 hrs	Yes	—
Roustabout Drilling Tech	OSA	—	192 hrs	No	PTRT 1003, ENER 1030, ENER 1040
EMT Basic Training	ICLC	—	240 hrs	No	EMSP 1001, EMSP 1060
Fire Inspector	OSA	9	—	No	FIRT 1202
Fire Instructor	OSA	10	—	Yes	—
Public Safety Telecom – 911	OSA	—	218 hrs	Yes	—
Fire & Arson Investigator	OSA	9	—	No	FIRT 1301
Light Automotive Maint Tech	OSA	12	—	Yes	—
Class B CDL	ICLC	—	120 hrs	Yes	—
Commercial Truck Driving	OSA	—	200 hrs	Yes	—
Forklift Worker I	OSA	—	96 hrs	No	CNSE 1000

 Five programs have missing courses that must be added to the Spring 2027 schedule to support credential completion: Roustabout Drilling Tech, EMT Basic Training, Fire Inspector, Fire & Arson Investigator, and Forklift Worker I. Scheduling these sections will be completed October 15th.

Northwest College

- Northwest offering programs according to capacity and infrastructure to support.
- Exploring additional opportunities working across CE to identify programs that could reasonably be expanded to Northwest.
- Primary limitation is dedicated space and specialized equipment, particularly for workforce programs that could displace existing SCH instructional capacity.
- For Spring 2027, the more equipment-intensive offerings may be best supported at colleges/campuses across the district where the appropriate COEs and infrastructure are already established.
- For Northwest, further expansion aligns well with Phase III of program alignment, where the necessary space, equipment, and program investments can be considered strategically.

Global Online College

- Identified 11 fully online OSA and ICLC programs for review
- Five programs have no course gaps for Spring 2027
- Six programs have courses not scheduled for Spring 2027:
 - LMGT 1070, LMGT 1071, ITSE 1003, HITT 1011, DAAC 1264, CHLT 1266
- Next Steps:
 - Identify students enrolled in each of these programs and begin targeted outreach
 - Collaborate with program leadership to ensure all required courses are offered for Spring 2027

Southeast College

CE Logistics & Business

Program transitions and curriculum alignment

CE LOGISTICS

Logistics Technician

LMGT 1070 • LMGT 1071 • LMGT 1025

Logistics Specialist has been replaced by Logistics Technician, featuring an embedded MSSC industry credential.

NEXT STEP | Department and CE Office updating the program

CE BUSINESS

PeopleSoft Professional, OSA

BMGT 1070 • BMGT 1071
BMGT 2005 • BMGT 2031

CE OSA contact hours do not match the mirrored semester-credit-hour (SCH) courses.

NEXT STEP | Align CE contact hours with SCH courses

Cont. Southeast College

Banking & Translation / Interpretation

Enrollment dependencies and course availability

BANKING

Prerequisite Dependency

BNKG 1305 • BNKG 1373

BNKG 1305 was canceled in Fall 2026 due to low enrollment. BNKG 1373 requires BNKG 1305 as a prerequisite.

CONSIDERATION | Prerequisite impacts course progression

TRANSLATION & INTERPRETATION

Spring 2027 Offering

TRAI 2278 • TRAI 2277 • POFL 1305

POFL 1305 was deactivated. TRAI 2278 and TRAI 2277 are second-semester courses scheduled for Spring 2027.

STATUS | TRAI courses planned for Spring 2027

Cont. Southeast College

Additive Manufacturing & Welding

Program ownership and upcoming course updates

ADDITIVE MANUFACTURING

Advanced Manufacturing COE

INMT 1043 • INMT 1011 • MCHN 1041

These courses belong to the Advanced Manufacturing Center of Excellence (COE).

OWNERSHIP | Advanced Manufacturing COE

WELDING

FY 2027 Course Addition

WLDG 2053 • SCH WLDG 2353

WLDG 2053 will be added for Q1 and Q2 of FY 2027 and linked to the SCH course WLDG 2353.

NEXT STEP | Add Q1/Q2 offering and establish SCH link

Southwest College

- Assessed SCH section availability by high enrolled pathway and Ad Astra predictive analysis. 101 SCH sections identified for addition to the Spring schedule. 50 sections were identified as program completers (required for final term of award plan).
 - Academics 14 (ANTH, ARTS, CHEM, ECON, GOVT, HIST, HUMA, MATH)
 - DIT 12 (ARTC, COSC, IMED, ITAI, ITSY)
 - MANU 6 (MCHN, INMT)
 - Other COE 18 (ACNT, BMGT, BUSG, DFTG, HART, HRPO, LGLA, MDCA, POFT, RELE, WLDG)
- Assessed CE award availability for DIT and MANU at SW. These awards can be completed in the Spring term as the schedule stands now:
 - Computer Numerical Control Programmer, OSA
 - AI Essential, IC; CCNA, OSA
 - Cybersecurity, IC; A+ Certification Training, IC
 - Manual Machinist, OSA.
 - Advanced Cybersecurity, IC; Data Analytics, OSA; IT Fundamentals, OSA - pending schedule additions
- Assessed CE award availability for additional workforce programs offered at SW. The following awards can be completed in the Spring term as the schedule stands now:
 - Real Estate Agent, IC
 - Air Conditioning Technician, OSA
 - Construction Framing, OSA
 - Electrical Technician, OSA
 - Alternative Teacher Certification, Certificate (pending internship)
 - Certified Nurse Aide (CNA), IC
 - Advanced Welding Technician, IC

Next Steps

- Continue to review fall 2026 and spring 2027 course schedules
- Ensure all CE students have an assigned major/plan for tracking completion
- Colleges review completers of ICLC/COVs based on modified schedule
- Modify or add additional courses as needed
- Focus on cohort enrollment for CE Short term training programs

Thank You

REPORT ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
G.	Update on Advising and Retention Efforts	Dr. Norma Perez Dr. Lisa Alcorta Dr. Marlon Anderson

BACKGROUND/DESCRIPTION

This presentation provides the Chancellor's Executive Council with updates on the transformation implementation for the Pathway Advising Model at Houston City College. It shares progress on the development of our Senior Advisor implementation, Key Performance Indicators for Pathway Advisors for Spring 2027, our proactive advising communication model for Spring 2027, and an update on the implementation of modules in the Navigate Success CRM.

RECOMMENDATION/DISCUSSION

1. Approve the Vice Chancellor for Student Services to review and make recommendations on advisor caseload equity across the district.
2. Approve the Vice Chancellor for Student Services to develop a set of district-wide metrics to assess advisor caseload engagement, persistence, and completion rates.
3. Affirm direction of Senior Advising Model.
4. Affirm the key performance indicators for Pathway Advisors for Spring 2027.
5. Affirm the proactive advising communication model for Spring 2027.

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description	Upload Date	Type
Update on Advising and Retention Efforts	10/16/2026	Presentation



Update on Advising and Retention Efforts

Dr. Norma Perez

Senior Vice Chancellor, Instruction & Student Services and CAO

Dr. Lisa Alcorta

Vice Chancellor, Student Services

Dr. Marlon Anderson

Director, Advising

October 19, 2026

Items for Discussion

Advising Model Transformation Update

- Senior Advisor Selection
- Senior Advisor Training
- Key Performance Indicators for Pathway Advisors
- Proactive Advising and Engagement Model for Spring 2027.
- Pathway Advisor Updated Professional Development Plan

Navigate Success Implementation Update

- Data Dashboards and Adoption Reports
- My Academic Plan (MAP)
- Academic Program Change Process
- Forage
- Student Voice
- Intake Survey Data and Workflows

Senior Advisor Selection and Training

- ▶ College Campuses will select their candidates by October 23, 2026.
- ▶ Candidates will receive communication from district advising providing information on onboarding and training sessions.
- ▶ November 6 and 12 – 2 days of training for Senior Advisors and Advising Managers focused on the following areas:
 - Coaching and Mentoring Best Practices
 - Performance Development
 - Holistic Advising
 - Key Performance Indicators
 - Technical and Hard Skills (Navigate Success, PeopleSoft, etc.)

Key Performance Indicators for Spring 2027

KPIs are focused on proactive strategies at the caseload level designed to improve student engagement and improve retention and persistence:

- ❑ 90% of actively enrolled caseload students receive documented outreach from their advisor (see proactive communication plan)
- ❑ 35% of active caseload completes an advising appointment with their assigned advisor
- ❑ 50% of 0-12 credit hour students on the caseload have a full MAP (My Academic Plan)
- ❑ 40% of students in the active semester complete early registration
- ❑ 50% of all 0-12 credit hour students have a documented career goal
- ❑ 50% of all transfer-intending students have a documented transfer destination and transfer plan

Proactive Advising Communication Plan-Spring 2027

- ❑ Welcome Back and Welcome to HCC Email – January
- ❑ 45+ Earned Credit Hours (Graduation Audit) - February
- ❑ 0-12 Earned Credit Hours (My Academic Plan Development) - February through April
- ❑ Students with Cumulative GPA of 2.00 or below – February through March
- ❑ Summer 2027 and Fall 2027 Enrollment Campaigns – March



Navigate Success Metrics

Log-Ins

23,392

Students logged in

Appointments

7,422

Booked appointments

22,363

Drop-in appointments

App downloads

8,159

Students downloading
the app



MONTHLY EAB USAGE REPORT

Maintained by: Kate Furgason | Last Updated: Wednesday, October 14, 2026

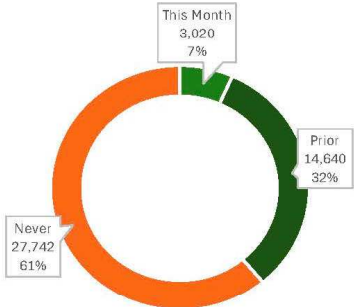
Month of
September 2026

**STUDENTS
LOGGED IN**
Since Launch
23,392

CASES
Opened Closed
3,523 2,765

ALERTS
Issued (Ungrouped by Reason)
3,675

ENROLLED STUDENT LOGIN ACTIVITY



Note: Enrolled for Fall 2026 SCH non-Dual Credit students since March 2026.

SEMESTER LOGIN ACTIVITY BY COLLEGE

Logged In	Central	Coleman	Northeast	Northwest	Online	Southeast	Southwest	Undetermined
Yes	2,059	674	1,086	2,817	2,565	581	1,625	141
No	5,681	2,070	2,973	7,792	7,475	1,555	5,762	546
Grand Total	7,740	2,744	4,059	10,609	10,040	2,136	7,387	687

Note: Enrolled for Fall 2026 SCH non-Dual Credit students based on admit center.

LOGINS BY COLLEGE

Central	Coleman	Northeast	Northwest	Online	Southeast	Southwest	Undetermined
1,384	483	885	2,147	1,273	483	1,212	222

Note: All student users based on admit center.

APPOINTMENTS BY COLLEGE

College	Central	Coleman	District	Northeast	Northwest	Online	Southeast	Southwest	Dual Credit Location	Advisor's Office
Drop-in	1,283	1	0	147	1,519	946	667	235	66	133
Scheduled - Attended On Time	419	49	8	252	536	625	135	183	23	190
Scheduled - Late/Cancel/No Show	15	3	0	7	15	0	8	3	0	3
Grand Total	1,717	53	8	406	2,070	1,571	810	421	89	326

Note: All appointments with a scheduled (or drop-in) date within the report month based on appointment location.

Intake survey: student needs and goals – 172,000+ unique responses

Two most-selected substantive responses per question

Academic goals

Associate degree **11,983**

Transfer to another institution **7,943**

Student interests

Internship opportunities **8,964**

Volunteering, service or leadership **6,067**

Support requests

Financial aid or paying for college **6,444**

Study skills or time management **6,115**

Student profile

First semester at HCC **6,411**

Expect to work 10+ hours per week **5,883**

Navigate Success: Phase Two

Launched Fall 2026

Major Explorer

Explore HCC programs that align with students' career goals.

Canvas Data in Navigate Success

View course activity and performance to support students flagged by faculty.

Spring 2027

My Academic Plan (MAP)

Launches Spring 2027

Build academic plans for caseload students with 0-12 earned credits.

Student Voice

Anticipated launch Spring 2027

Use two-way texting to identify needs and coordinate support.

Forage

Anticipated launch Spring 2027

Explore careers through virtual job simulations and experiential learning.

Requests for CEC



Affirm Senior Advising Training and Development Plan



Affirm Key Performance Indicators for Pathway Advisors



Affirm Proactive Advising and Engagement Plan for Spring 2027



Affirm the continued development of Navigate Success modules

Thank You

Intake Survey Results-Data to Drive Engagement

Poll Question	Poll Answer	Central	Coleman	Northeast	Northwest	Online	Southeast	Southwest	Undetermined	Grand Total
I am interested in: (mark all that apply)	Apprenticeship opportunities	922	254	533	1,360	704	279	809	220	5,081
	Career Services	1,031	333	608	1,551	983	330	933	248	6,017
	Child care services	262	108	170	342	336	103	216	57	1,594
	Getting involved with student clubs or events	988	242	532	1,635	703	303	897	234	5,534
	Internship opportunities	1,539	446	817	2,584	1,358	451	1,397	372	8,964
	None of these apply to me	992	467	536	1,612	1,507	297	906	528	6,845
	Volunteering, service or leadership opportunities	1,051	317	574	1,732	862	317	951	263	6,067
	Working on campus	952	250	475	1,370	622	302	821	163	4,955
I am interested in: (mark all that apply) Total		7,737	2,417	4,245	12,186	7,075	2,382	6,930	2,085	45,057
I am: (mark all that apply)	A former foster child	49	16	33	53	59	12	42	10	274
	A full-time caregiver for one or more individuals	269	167	188	288	466	107	204	61	1,750
	A student taking classes here to transfer back to another institution	674	112	263	1,289	912	173	705	298	4,426
	An active service member, a veteran, or military dependent	134	40	73	175	137	26	84	34	703
	Expecting to work at least 10 hours per week during the academic year	994	396	540	1,391	1,154	292	872	244	5,883
	First in my family to attend college	873	375	646	1,259	893	348	783	259	5,436
	First in my family to graduate high school	391	147	281	533	373	169	377	135	2,406
	In my first semester at HCC	955	312	670	1,867	985	325	990	307	6,411
	None of these apply to me	739	265	372	1,241	725	207	677	301	4,527
	Returning after a semester or more away from college	600	261	281	632	690	172	415	139	3,190
I am: (mark all that apply) Total		5,678	2,091	3,347	8,728	6,394	1,831	5,149	1,788	35,006
I would appreciate support for the following: (mark all that apply):	Ability services (such as ADHD, Dyslexia, Accommodations, etc.)	459	131	190	610	429	116	338	84	2,357
	Being a pregnant or parenting student	165	102	120	207	281	63	138	39	1,115
	Counseling	599	175	304	886	500	163	492	138	3,257
	Exploring career opportunities	818	255	412	1,246	706	223	703	203	4,566
	Finalizing or selecting my major	695	218	379	1,146	685	201	601	177	4,102
	Financial aid or how to pay for college	1,033	394	634	1,721	1,079	325	959	299	6,444
	Finding emergency aid	246	100	114	252	238	67	169	56	1,242
	Getting technology for my classes (e.g., laptop or internet access)	441	162	270	531	438	146	375	73	2,436
	Learning how to be successful in online courses	605	175	355	976	675	192	541	138	3,657
	Mental health and psychological support	449	144	224	599	417	125	314	76	2,348
	None of the above	800	293	442	1,398	1,085	251	754	407	5,430
	Other – Please contact [designated staff member or email account] for more information	91	52	50	178	149	29	91	56	696
	Securing stable food and housing	330	118	157	343	275	87	209	51	1,570
	Study skills or time management	1,081	334	587	1,665	909	335	951	253	6,115
	Transportation	344	120	159	380	228	78	233	64	1,606
	Tutoring support	888	306	487	1,390	773	303	782	172	5,101
I would appreciate support for the following: (mark all that apply): Total		9,044	3,079	4,884	13,528	8,867	2,704	7,650	2,286	52,042
My HCC academic goals include: (mark all that apply)	Completing my Associates degree	2,084	736	1,118	2,988	2,154	608	1,744	551	11,983
	Completing my Bachelors degree	729	251	404	1,337	835	257	694	204	4,711
	I am still exploring or unsure of my long term goals.	493	123	266	754	438	170	451	126	2,821
	Identifying a career path	1,039	319	682	1,754	1,024	349	1,004	292	6,463
	None of these apply to me	164	53	76	305	222	64	161	153	1,198
	Obtaining a certification or license	817	529	660	1,109	785	287	686	249	5,122
	Transferring to another institution	1,280	211	566	2,460	1,414	360	1,249	403	7,943
My HCC academic goals include: (mark all that apply) Total		6,606	2,222	3,772	10,707	6,872	2,095	5,989	1,978	40,241
Grand Total		29,065	9,809	16,248	45,149	29,208	9,012	25,718	8,137	172,346

ACTION ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
H.	Texas A&M Request for HCC Logo Authorization in Support of TRIBEC	Dr. Norma Perez Dr. Lutricia Harrison Dr. Andrea Burrige Remmele Young, J.D.

BACKGROUND/DESCRIPTION

Texas A&M University (TAMU) has asked HCC for authorization to use the HCC logo in materials supporting an **\$8 million legislative appropriations request** for Texas Regional Industrial Biomanufacturing Education Credential (TRIBEC). The expressed purpose of the funding is to expand education and workforce pathways in the life sciences and biomanufacturing sectors.

TRIBEC is a statewide workforce development initiative housed within and operated through the National Center for Therapeutics Manufacturing at TAMU. The opportunity is to assess the utility of supporting the TAMU-TRIBEC request to use HCC’s logo in support of a legislative exceptional item request.

RECOMMENDATION/DISCUSSION

Following review and absent any significant legal, policy, or reputational concerns, the recommendation is to support TAMU’s request to use the HCC logo in connection with TRIBEC's legislative appropriations initiative.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Texas A&M TRIBEC	10/18/2026	Presentation



Texas A&M Request for HCC Logo Authorization in Support of TRIBEC

Dr. Norma Perez
Sr. Vice Chancellor & CAO

Dr. Lutricia Harrison
President

Dr. Andrea Burrridge
Vice Chancellor

Remmele J. Young, J.D.
Vice Chancellor

October 19, 2026

Executive Summary

Texas A&M University (TAMU) has asked HCC for authorization to use the HCC logo in materials supporting an **\$8 million legislative appropriations request** for Texas Regional Industrial Biomanufacturing Education Credential (TRIBEC). The expressed purpose of the funding is to expand education and workforce pathways in the life sciences and biomanufacturing sectors.

TRIBEC is a statewide workforce development initiative housed within and operated through the National Center for Therapeutics Manufacturing at TAMU.

The opportunity is to assess the utility of supporting the TAMU-TRIBEC request to use HCC's logo in support of a legislative exceptional item request.

Task Force Members

Dr. Norma Perez

Dr. Andrea Burrige

Dr. Lutricia Harrison

Dr. Remmele Young

Assessment

Question Presented

Should HCC authorize Texas A&M to use the HCC logo in support of TRIBEC's legislative appropriations request?



CONSIDERATIONS

- TAMU seeks authorization to use HCC's logo in support of an **\$8M exceptional** item before the Texas Legislature
- TRIBEC is a workforce development initiative housed within the National Center for Therapeutics Manufacturing at TAMU
- TRIBEC is an industry-backed, bio-manufacturing training curriculum that will be offered at 18 partner institutions across the state of Texas

- TRIBEC members include community colleges and universities. Community colleges include but may not be limited to:
 - Alamo Colleges District
 - Austin Community College
 - Alvin College
 - Blinn College
 - Del Mar College
 - Lone Star College
 - Collin College
 - Dallas College
 - San Jacinto College,
 - Houston City College,
 - Tarrant County College

What Is In the LAR*

- Funds that will directly benefit students across the state from all partner institutions
- Funds pay for student tuition and travel expenses to complete
- Give students hands-on skills needed to easily transition into biomanufacturing jobs
- Make the resources housed in National Center for Therapeutics Manufacturing facility available and accessible to all TRIBEC partners

*Legislative Appropriations Request

Key Findings

POTENTIAL BENEFITS

- **Aligns with HCC's Mission:** TRIBEC advances workforce-focused education in high-demand fields and supports HCC's commitment to preparing students for emerging career opportunities.
- **Student and Workforce Benefits:** The proposed funding would strengthen educational and workforce pathways, enhance industry partnerships, and expand opportunities for students seeking careers in healthcare, biotechnology, and related sectors **with no identifiable adverse impact to awarding credential of value at HCC.**

Regional Economic Impact: Houston is home to one of the nation's leading healthcare and life sciences hubs. Supporting this initiative reinforces HCC's role in advancing workforce development and regional economic competitiveness.

Institutional Advantage: Participation in TRIBEC complements HCC's credentialing mission by promoting stronger alignment between academic programs and industry needs while increasing student access to high-value career pathways.

Collaborative Leadership: Authorization of HCC's logo appropriately reflects the College's participation in TRIBEC and its support for a collaborative statewide effort designed to strengthen Texas' talent pipeline.

Key Findings

POTENTIAL RISKS

- **Implied institutional endorsement – use of HCC's logo may be interpreted as an HCC endorsement rather than just being a partner**
- **Reputational risk should the LAR request become controversial or unsuccessful)**
- **Limited direct benefit – funds not directly designated for HCC's sole use**
- **Approving one use of the logo may open the door for like requests – HCC periodically receives these request**



Recommendation & Rationale

Recommendation:

Following review and absent any significant legal, policy, or reputational concerns, the recommendation is to support TAMU's request to use the HCC logo in connection with TRIBEC's legislative appropriations initiative.

Rationale:

Authorizing TAMU's use of the HCC logo recognizes HCC's role as a strategic educational partner in an initiative that aligns with workforce development, industry engagement, and regional economic growth objectives.

Thank You

REPORT ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
I.	Employee Engagement Survey	Mr. Rodney Nathan

BACKGROUND/DESCRIPTION

Overview of Employee Engagement Survey plan.

RECOMMENDATION/DISCUSSION

Discussion

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description	Upload Date	Type
Employee Engagement Survey CEC	10/13/2026	Cover Memo



Employee Engagement Survey

Talent Engagement
Strategy, Planning and Institutional
Effectiveness

Key Purpose

The primary purpose of an employee engagement survey is to measure how connected, motivated, and committed employees are to their organization

Measure Sentiment: Track how employees feel about their roles, leadership, and college culture.

Give Employees a Voice: Provide a safe, anonymous way for faculty and staff to share honest feedback.

Identify Gaps: Find workplace problems like poor communication, burnout, or lack of growth before they cause staff turnover.

Drive Action: Give CEC and College leaders clear data to make smart changes and improve performance.

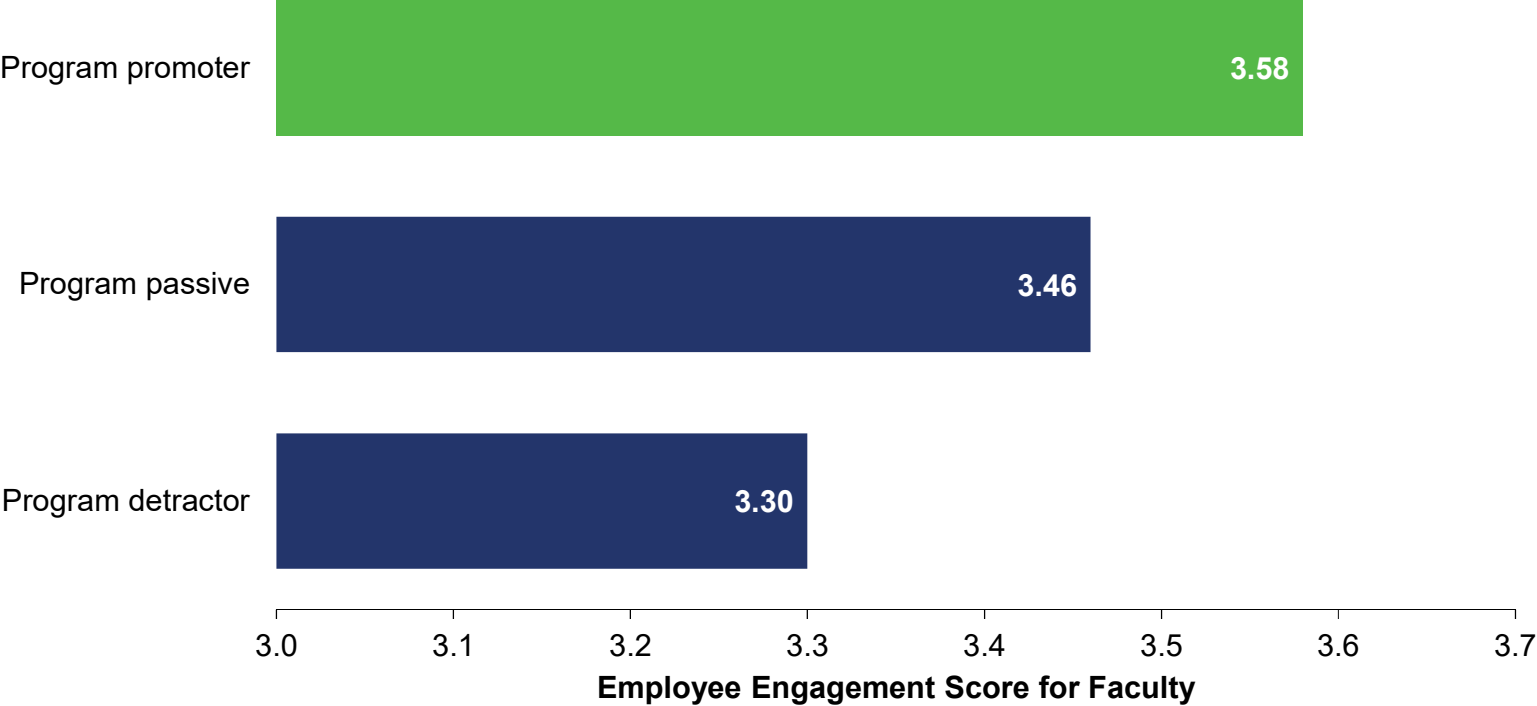
HCC Employee Engagement Survey Team

- Dr. Andrea Burrridge
- Dr. Christopher Burnett
- Tiffany Unruh
- Tara Bond
- Shemeka Simpson
- Dr. Antonio Rubino
- Charles Pulliam
- Rodney E. Nathan

Background

1. HCC Workplace Culture Survey developed by the Group for Organizational Effectiveness (GOE)
2. Survey administered Spring 2021
3. GOE identified strengths, opportunities, and made recommendations based on results
4. HCC acted on recommendations
5. Survey administered Spring 2023
6. **Has our workplace culture improved?**

Faculty Engagement Is Linked to Student Net Promoter Score



Source: Gallup, 2020

Where we are today

- ❖ HCC has partnered with ath Power Consulting (apc) to conduct and administer the Employee Engagement Survey.
- ❖ apc has been in business for over 29 years and has a long history of working with higher education on employee engagement.

Engagement Survey Approach and Methodology

ath Power Consulting (apc) is taking a highly collaborative and customized approach to HCC's 2026 Employee Engagement Survey.

Rather than applying a standard, off-the-shelf questionnaire, apc is working closely with HCC stakeholders to design a survey that reflects the College's current environment, organizational structure, priorities, and recent changes.

The survey combines quantitative measures with targeted open-ended feedback to assess key areas such as employee engagement, culture, communication, leadership, role clarity, resources, compensation, career growth, retention, organizational change, and emerging topics such as AI.

Questions are being carefully reviewed for clarity, relevance, and actionability, with the goal of keeping the survey concise enough to encourage strong participation while still providing leadership with meaningful insight across the employee experience.

Engagement Survey Approach and Methodology cont.

- Independent & confidential administration through apc's secure online platform
- Individualized survey links and reminders to support participation while protecting respondent confidentiality
- College-wide and subgroup analysis where reporting thresholds allow
- Interactive aNET dashboard for leadership to explore results
- Analysis of strengths, opportunities, engagement drivers, and employee comments

HOUSTON CITY COLLEGE Executive presentation and actionable recommendations to support communication, identification, and follow through

Engagement Survey Timeline

Timing	Communication / Activity	Responsibility
6 weeks before launch	Planning and alignment	HCC + apc
5 weeks before launch	IT/email testing and allowlisting	HCC IT + apc
4 weeks before launch	Senior leader and manager advance communication	HCC
3-4 weeks before launch	Formal Chancellor announcement	Chancellor
3 weeks before launch	myHCC survey page/banner goes live	HCC
2 weeks before launch	Manager toolkit distributed	Talent Engagement
1 week before launch	Internal awareness reminder	HCC
2-3 business days before launch	Chancellor launch reminder	Chancellor
Launch day – Nov. 9th	Individual survey invitation	apc
Day 4	First survey reminder	apc
Day 5-6	Manager/team reminder	HCC Managers
Day 8-9	Second survey reminder	apc
2-3 business days before close	Final substantive reminder	apc
1-2 business days before close	Optional leadership reminder if needed	Talent Engagement
Within 24 hours after close	Thank-you and next-steps communication	Chancellor

Engagement Survey Timeline cont.

Post Survey Actions

- Initial results communication
- Leadership/manager results preparation

- College-wide results communication
- Department/team results discussions

- "Feedback to Action" communication

- Progress on Our Priorities updates

Engagement Survey Frequently Asked Questions

- ▶ **Is taking the survey mandatory?** While completing the survey is not mandatory, your honest feedback is crucial if we are to create great Employee experiences and make Houston City College a better place to work.
- ▶ **Will my responses be confidential?** Yes, all comments and responses are strictly confidential and cannot be traced back to any individual. One of the many reasons we have engaged with a third-party vendor to conduct the survey is to add a level of integrity to the program and further ensure the confidentiality of your responses.
- ▶ **How long will the survey take to complete?** The survey should take approximately 6-8 minutes to complete. You will be able to stop and start if interrupted.

Questions

Thank You

ACTION ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
J.	Enhanced Role for Presidents at Graduation	Dr. Lisa Alcorta Dr. Miguel A. Ramos

BACKGROUND/DESCRIPTION

HCC Graduation will take place on December 4, 2026. There is a proposal to highlight specific Presidents within the context of awarding diplomas.

RECOMMENDATION/DISCUSSION

The recommendation is to adopt a strategy which divides graduates equally into 7 groups where each President is announced and recognized as they approach the diploma handoff point. The President would then be responsible for handing out the diplomas for that group of students.

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description	Upload Date	Type
Enhanced Role for Presidents at Graduation PPT	10/13/2026	Presentation



Fall 2026 Graduation Ceremony

Enhanced Presidential Roles

October 19, 2026

Overview

The College Presidents will have an enhanced role in the fall 2026 graduation ceremony related to awarding of diplomas.

Presidential Role

- ▶ Graduation class will be divided evenly into 7 groups.
- ▶ Each president will be assigned to hand the diplomas to a specific graduating group.
- ▶ Prior to the group being called to the stage, each President will be announced as they take their place on the stage.

Thank You

ACTION ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
K.	Approve AF (REGULATION) - Ethics Point	Dr. Nicole Montgomery Dr. Uchena Spencer Arnita Quosig

BACKGROUND/DESCRIPTION

Legal and Compliance have been working to streamline complaint processes to facilitate operational efficiency. HCC maintains policies and processes for the reporting of complaints and concerns by students, employees, and members of the public.

The proposed AF (REGULATION) - Institutional Effectiveness establishes a framework for the College's Ethics and Compliance program, including procedures and mechanisms for reporting suspected violations of laws, policies, regulations, and ethical standards. The regulation also addresses the use of a compliance hotline and protections against retaliation for individuals who, in good faith, report concerns or participate in compliance-related review or investigations.

RECOMMENDATION/DISCUSSION

Approve AF (REGULATION) as set forth in the attached.

STRATEGIC ALIGNMENT

1. Student Success, 3. Academic Rigor , 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
AF (REGULATION) _Presentation	10/16/2026	Presentation
AF (REGULATION)	10/16/2026	Attachment



Proposed New AF (Regulation)

Nicole Montgomery, J.D., MPA, General Counsel

Uchena Spencer, J.D., Assistant General Counsel

Arnita Quosig, M.A., Compliance Officer

October 19, 2026

HCC's Compliance & Ethics Plan

Enforcement

Policies

Training

Oversight

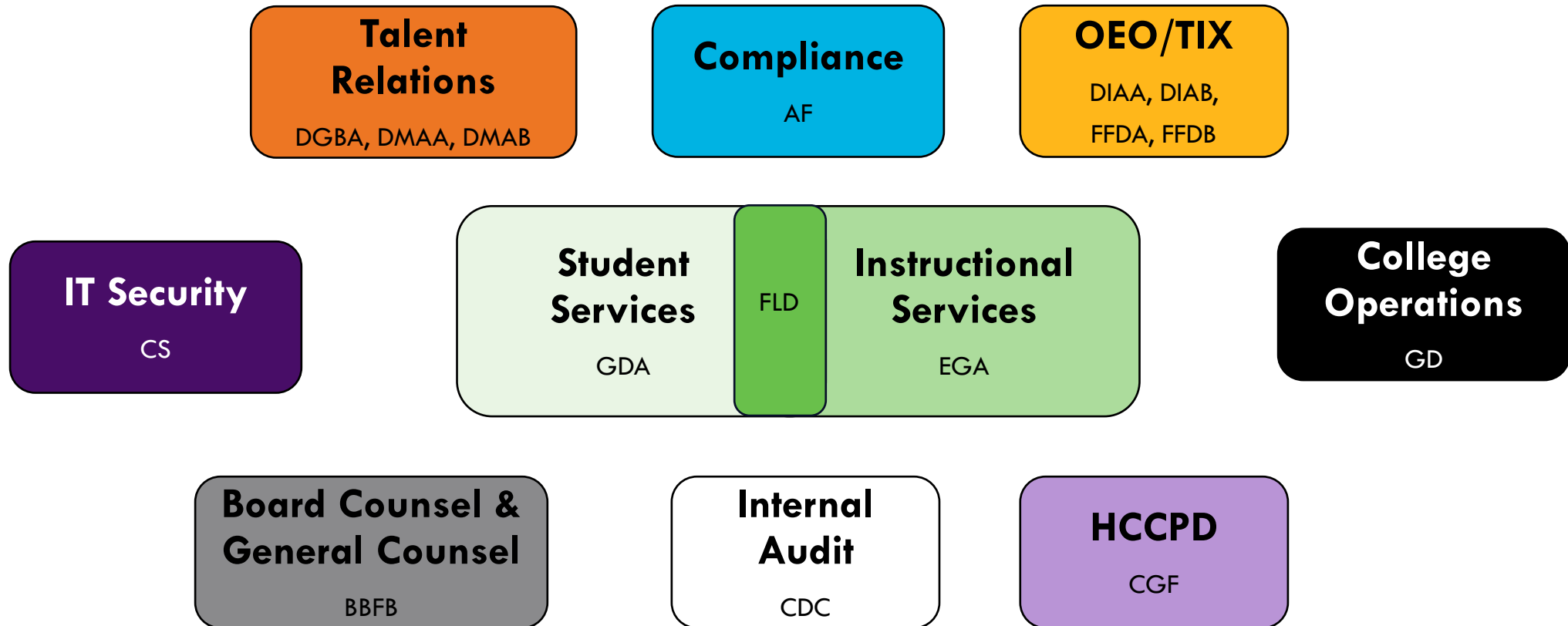
- Ethics & Compliance Hotline
- Attestation Process
- Compliance Calendar
- Risk Assessment (ERM)
- Internal Audit

Complaint Process Streamlining

- ▶ Legal and Compliance have been working to streamline complaint processes to facilitate operational efficiency.
- ▶ HCC maintains policies and processes for the reporting of complaints and concerns by students, employees, and members of the public.
- ▶ There are reporting mechanisms in place that provide a method for submitting complaints and concerns in accordance with established policies and processes.
- ▶ The Compliance Department is responsible for providing the Ethics & Compliance Hotline as a reporting mechanism for occupational fraud, waste, abuse, and ethical violations.



Example of Reporting Mechanisms and Responsibility Across the College



Policy/Process for Investigation and Resolution of Concerns & Complaints

Policy/Process	Concern/Complaint
AF	Non-compliance, unethical, or fraudulent behavior
BBFB	Concerns relating to the Chancellor or a member of the Board of Trustees or a Senior Staff member
CDC	Concerns relating to audit issues and dishonest or fraudulent activity
CGF	Concerns relating to a commissioned police officer who is a member of the HCC Police Department
CS	Concerns relating to a breach of system security or a cybersecurity incident
DC	Concerns relating to an employment preference for former foster children or alleging violation of veteran's preference
DGBA	Employee workplace concerns that do not relate to discrimination based on a protected class should be brought to the attention of their immediate supervisor, an appropriate administrator, or Senior Partner in Talent Relations
DIAA, DIAB	Concerns relating to discrimination, harassment, and retaliation of employees
DMAA, DMAB	Faculty member concerns relating to their employment contracts, salaries, schedules, or assignments
EGA	Concerns relating to the transfer of course credit and final course grade appeals
FFDA, FFDB	Concerns relating to discrimination, harassment, and retaliation of students
FLB	Concerns relating to student conduct and disciplinary actions
FLD	Student complaints relating to academic or non-academic concerns
GB	Concerns from the public
GD	Concerns regarding the designated outdoor areas for the public to engage in expressive activities should be directed to the College Operations Officer
GDA	Concerns regarding minors and relatives on campus

Background in Support of the New Regulation

Policy AF (LOCAL) states that HCC will “implement procedures for handling hotline reports that ensure non-retaliation and preserve confidentiality to the fullest extent permitted by law.”



The proposed AF (REGULATION) will clarify the scope of complaints that will be processed through the Compliance Department.



Additionally, this proposed regulation will provide an orderly process for investigating reports and concerns regarding occupational fraud, waste, abuse, and ethical violations.

Proposed New Regulation

- ▶ Establishes a framework for HCC's Ethics & Compliance program.
- ▶ Ensures that reports are handled consistent with existing HCC policies and reporting mechanisms while allowing for the Compliance Department to refer reports to an appropriate department for investigation.
- ▶ Allows for reporting fraud, waste, and abuse to the Compliance Department via the Hotline, or by referral from Internal Audit, OGC-Legal Services, and other departments.
- ▶ Sets forth the process that will be used to facilitate the review and resolution of concerns.

Streamlined Ethics & Compliance Reporting Process

- ▶ Encourages individuals to report concerns using established reporting processes while providing the Hotline as an option for individuals to preserve their confidentiality.
- ▶ Formalizes the complaint process and reporting mechanism for occupational fraud, waste, abuse, and ethical violations.
- ▶ Provides the ability to consolidate two or more complaints that are sufficiently similar in nature or where the remedy or remedies sought in multiple complaints overlap.

Compliance & Ethics Website

<https://www.hccs.edu/policies-procedures-financial-transparency--disclosures/institutional-resources/compliance--ethics/>

Updated in June 2024 to publish Hotline procedures and communicate policies and reporting mechanisms for other complaint processes

Important Information About Making a Hotline Report

Protection from Retaliation



Confidentiality



Consolidation



Bad Faith and False Complaints



Insufficient Information



Referrals



Reporting Other Concerns

HCC encourages individuals to use the mechanisms established for reporting their concerns as set forth in Board policies and regulations including BBFB, CGF, DC, DG, DGBA, DIAA, DIAB, DMAA, DMAB, EGA, FFDA, FFDB, FLB, and FLD. The Board policies and regulations referenced can be found at [HCC's Policies and Procedures website](#).

The following is a non-exhaustive list of reporting mechanisms by area of concern:

- Concerns relating to the **Chancellor or a member of the Board of Trustees** are addressed by policy BBFB (LOCAL).
- Concerns relating to a **commissioned police officer** who is a member of the [HCC Police Department](#) should be directed to the Chief of Police. See Board policy CGF and DGBA (LOCAL). If the complaint against an HCC police officer also involves allegations against the HCC Chief of Police, then the matter should be reported to the Vice Chancellor of Administration and Operations.
- Student or employee concerns relating to **discrimination, harassment, and retaliation** should be directed to the [Office of Equal Opportunity and Title IX](#). See Board policies and regulations DIAA, DIAB, FFDA, and FFDB.
- **Employee workplace concerns** that do not relate to discrimination based on a protected class should be brought to the attention of their immediate supervisor, an appropriate administrator, or Senior Partner in Talent Relations. See Board policy DGBA.
- **Faculty member concerns** relating to their **employment contracts, salaries, schedules, or assignments** should be directed to Talent Engagement. See Board policies DMAA and DMAB.

Texas Education Code Sec. 51.971

(a)(1) "Compliance program" means a process to assess and ensure compliance by the officers, employees, agents, contractors, subcontractors, or other persons acting on behalf of an institution of higher education with applicable laws, rules, regulations, and policies, including matters of:

- (A) ethics and standards of conduct;
- (B) financial reporting;
- (C) internal accounting controls; or
- (D) auditing.

Reporting Categories for the Ethics & Compliance Hotline

When Hotline was established in December 2016, all 8 categories and 74 issue types were made available for reporting. In January 2026, this was narrowed 4 categories and 14 issue types relating to the scope of the Hotline.

1. Accounting and Financial

- ▶ Accounting and Auditing Matters
- ▶ Falsification of Contracts, Reports or Records
- ▶ Fraud
- ▶ Improper Disclosure of Financial Records
- ▶ Improper Giving or Receiving of Gifts
- ▶ Improper Supplier or Contractor/Vendor Activity
- ▶ Theft / Embezzlement
- ▶ Waste, Abuse or Misuse of Institution Resources
- ▶ Other Financial Matters

2. Human Resources

- ▶ Conflict of Interest
- ▶ Employee Misconduct

3. Information Technology & Security

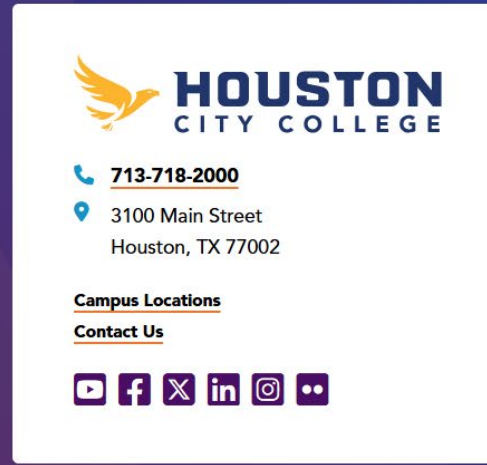
- ▶ Data Privacy/Integrity
- ▶ Malicious / Inappropriate Use of Technology

4. Risk and Safety Matters

- ▶ Disclosure of Confidential Information

Updated “File a Complaint” link in Footer of Main Website

The “File a Complaint” link previously directed to the EthicsPoint/Hotline reporting page. The link was updated to direct to the Student Complaints web page, resulting in more students following the established student complaint process.



[Programs & Courses](#)

[Admissions](#)

[Paying for College](#)

[Student Life & Services](#)

[About Us](#)

[News](#)

[Events](#)

[HCC Media Hub](#)

RESOURCES

[Student Login](#)

[Canvas \(Eagleonline\)](#)

[Email](#)

[Course Catalog](#)

[Bookstore](#)

[Library](#)

[Careers at HCC](#)

[Mental Health Support](#)

[Office of the Ombudsman](#)

LEGAL & COMPLIANCE

[Policies, Procedures, Financial Transparency & Disclosures](#)

[Privacy Policy](#)

[Accessibility & Disability](#)

[Customer Service Survey](#)

[Office of Equal Opportunity & Title IX](#)

[Online Resume \(THECB\)](#)

[Truth in Taxation](#)

[File a Complaint](#)

[Website Feedback](#)

[Policies, Procedures, Financial Transparency & Disclosures](#) > [Student Rights & Responsibilities](#) > [Student Complaints](#)

Student Complaints

[Student Rights & Responsibilities](#)

[Course Grade Appeal](#)

[Eliminating Hazing](#)

[Family Educational Rights & Privacy Act \(FERPA\)](#)

[Notice of Title VI Program Rights](#)

[Speak with the Dean of Students](#)

[Student Complaints](#)

How do I bring forward a Complaint?

Houston City College is committed to providing an educational climate that is conducive to the personal and professional development of each individual. In order to ensure that commitment, the College has developed procedures for students to address their concerns within the college community. A student who has an unresolved disagreement with a faculty or staff member, another student, or a student group, or is dissatisfied with the service they received, may initiate a complaint without prejudicing his or her status with the College. It is the goal of HCC to assist all students in efficiently resolving their concerns. The following provides guidance on submitting these concerns to the college and which process to use based on the individual concern.

CEC Action

- ▶ We request that the Chancellor's Executive Council approve proposed AF (Regulation) – Institutional Effectiveness.

Thank You

INSTITUTIONAL EFFECTIVENESS

AF
(REGULATION)

**ETHICS &
COMPLIANCE
PROGRAM**

Houston City College's Ethics and Compliance Program ("Program") is a decentralized institutional framework designed to ensure that HCC—and all its faculty, staff, and students—operates in accordance with applicable laws, rules, regulations and policies.

**COMPLIANCE
DEPARTMENT**

The Compliance Department is responsible for coordinating with various HCC departments and offices to establish and maintain an effective Program in their respective responsible area(s).

The following outlines key functions of the Compliance Department that support HCC's Ethics and Compliance program:

Compliance Reviews. Conducts compliance reviews to determine whether particular programs or activities comply with applicable legal and regulatory requirements. Reviews are performed in accordance with the law and can only be initiated by the Compliance Department at the direction of the General Counsel.

Compliance Monitoring. Performs compliance activities to ensure the College District adheres to federal, state, and local laws, as well as policies and accrediting standards. Involves tracking operations to prevent violations, mitigate risks, and maintain the College District's legal and ethical integrity.

Compliance Investigations. Facilitates compliance investigations in response to concerns that are brought forward via the EthicsPoint Hotline, referred by HCC's Internal Auditor or Office of General Counsel, Legal Services, or received by another method of direct notification to the Compliance Department.

Compliance Training. Coordinates and evaluates education programs to ensure that employees and students understand and adhere to applicable laws, rules, regulations, and policies.

Ethics & Compliance Hotline. Establishes and maintains a centralized, confidential mechanism for reporting suspected instances of non-compliance, unethical, or fraudulent behavior.

Policy Management. Manages the system-wide framework by facilitating and coordinating the drafting, legal review, adoption/approval, and publication of system-wide policies and administrative regulations to maintain a transparent and consistent policy framework. Acts as a liaison between HCC departments and offices and the Office of General Counsel to ensure that proposed new or updates to existing policies and administrative regulations align with the system-wide framework.

INSTITUTIONAL EFFECTIVENESS

AF
(REGULATION)

Methods of
Reporting

HCC partners with an independent third-party company to provide the following secure methods for submitting reports:

Website: <http://www.hccs.ethicspoint.com/>
Phone: 855.811.6284

The website and phone line are available to any individual 24 hours a day, 7 days a week to submit a report.

Individuals may file a report to seek resolution of a concern even if the alleged wrongdoing does not personally affect the individual. Individuals may choose to report anonymously, if desired, and all reports are treated confidentially to the extent allowed by law.

The Hotline is not a “911” or emergency service. Initial processing of reports may take several days or more, especially during holidays or official closures. Therefore, in situations involving an immediate threat to life or property, individuals should call the police. The HCC Police Department is available by phone at 713-718-8888.

The Compliance Department also receives referrals from Internal Audit, the Office of General Counsel, Legal Services, and other HCC Departments relating to occupational fraud, waste, and abuse or ethical violations.

**TYPES OF
CONDUCT
COVERED BY THIS
REGULATION**

The Hotline is not intended to supersede existing HCC policies and mechanisms for reporting concerns at HCC. However, as stated below, the Hotline may be used to make a report when an individual has a serious concern about reporting through existing policy and regulations.

HCC provides the Hotline as a reporting mechanism to encourage the reporting of alleged:

1. Noncompliance with HCC policies and rules relating to ethics and standard of conduct;
2. Noncompliance with requirements relating to financial reporting, internal accounting controls, or auditing; and
3. Occupational fraud, waste, or abuse of authority, College District resources, or taxpayer dollars.

The Hotline may be used to report a wide range of occupational fraud, waste, and abuse, or ethical violations. Examples of prohibited conduct include, but are not limited to, the following:

- Theft or misappropriation of property, supplies, funds, or resources

INSTITUTIONAL EFFECTIVENESS

AF
(REGULATION)

- Forgery or alteration of time records, salary records, benefits records, and other employment records
- Forgery or alteration of reimbursement records, financial records, and purchase orders
- Forgery or alteration by employees of student-related records such as grades, transcripts, or scholarship or tuition documents
- Illegal or fraudulent handling or reporting of money transactions
- Authorizing or receiving compensation for goods not received or services not performed
- Acceptance or solicitation of any gift, favor, or service that might reasonably tend to influence the employee in the discharge of their official duties
- Destruction or disappearance of records, furniture, fixtures, or equipment where theft is suspected
- Bribery or attempted bribery
- Self-dealing and misuse of authority for personal gain or to benefit a third party
- Reckless disregard of environmental laws or safety rules
- Using HCC property or resources in a manner that is careless, reckless, or unnecessarily wasteful

**PROTECTION FROM
RETALIATION**

It is the policy of HCC not to retaliate against individuals who report suspected wrongdoing. HCC prohibits retribution or retaliation against any individual who, in good faith, reports such concerns or participates in an investigation pertaining to a report. See also DG (Legal) (protection for whistleblowers).

Individuals who believe that they are being subjected to retaliation as a result of filing a report or complaint or participating in an investigation under this regulation are encouraged to report their concern without delay to the Compliance Department by email to hcc.compliance@hccs.edu.

Retaliation does not include disciplining or taking action against an individual who files a bad faith or knowingly false report or charging an individual who makes a materially false statement in bad faith in the course of an investigation or grievance proceeding.

DEFINITIONS

Definitions applicable to this regulation:

Abuse: Refers to the excessive, improper, or unreasonable use of College District resources or authority that violates policy or ethical standards.

Actor: Refers to an individual, whether an employee, student, or third party, who allegedly has engaged in conduct affecting the College District that is dishonest, unethical, fraudulent, or illegal.

INSTITUTIONAL EFFECTIVENESS

AF
(REGULATION)

Authority: Refers to the power, duties, and capacity vested in a public servant by virtue of their office or employment. Abuse of authority occurs when a College District employee uses their position of employment to intentionally act unlawfully, obtain a benefit, or harm another individual. See Tex. Penal Code § 39.03.

Days: Refers to College District business days, unless otherwise noted. In calculating timelines under this regulation, the day a report is received by the Compliance Department is “day zero.” The following business day is “day one.”

Dishonest: Refers to any act or conduct involving deception, untruthfulness, theft, or a breach of trust by an individual that injures the College District's interests.

Ethical Conduct: Refers to conduct that guides professional behavior including moral principles, professional standards, or College District policies and regulations. See DH1 (Regulation); BBF (Board Members: Ethics), BBBB (Elections: Ethics), BBFB (Ethics: Prohibited Practices), CDE (Accounting: Financial Ethics). Professional behavior values accountability and integrity, appreciates that employees are stewards of the public trust, places the public interest above an individual's private interest, and reflects a commitment to the College District's mission and core values.

Fraud: Refers to the intentional and deliberate use of deception or misrepresentation to obtain an unauthorized benefit, money, or advantage. The term encompasses intentional misrepresentations through omission of information that a reasonable person would have disclosed under similar circumstances. The term does not include unintentional technical, clerical, or administrative errors.

Hotline: Refers to the hotline established for the purpose of receiving reports under this regulation and operated by an independent third-party organization. The hotline provides a mechanism for individuals to report anonymously, if desired, and all reports are treated confidentially to the extent allowed by law.

Illegal: Refers to behavior or actions that violate a criminal law.

Non-Compliance: Refers to failure or refusal to follow rules, laws, regulations, or policies.

Portal: Refers to the secure online system that receives the reports made via website or phone provided by an independent third-party

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company and used by the Compliance Department for report management. Reporters may also use this system to follow up and communicate with the Compliance Department regarding their report.

Preponderance of Evidence: Refers to the standard of evidence the College District uses in investigations conducted pursuant to this regulation to determine whether a violation occurred when relevant disputed facts are in question. It means that it is more likely than not that a policy violation occurred.

Reporter: Refers to an individual who submits a report via the Hotline or that is referred by HCC's Internal Auditor or Office of General Counsel to the Compliance Department. Also may be referred to as a "complainant."

Reports: Refers to reports, concerns, grievances, or complaints submitted to the Hotline, referred by HCC's Internal Auditor or Office of General Counsel, Legal Services to the Compliance Department, or received by another method of direct notification to the Compliance Department.

Respondent: Refers to an individual who is accused in a report of engaging in dishonest, unethical, fraudulent, illegal, or noncompliant conduct. Also may be referred to as the "accused individual."

Standards of Conduct: Refers to the Standards of Conduct set forth in Tex. Gov't Code § 572.051, DH1 (Regulation), and Board policy series DH, DHA, DHB, and DHC.

Unethical: Refers to behavior or conduct that violates the Standards of Conduct or Ethical Conduct standards.

Waste: Refers to the careless, reckless, or inefficient use of College District resources, items, or services—including funds, time, or assets—that imposes unnecessary costs or results in unnecessary loss. Waste includes incurring unnecessary costs because of inefficient or careless practices, systems, or controls.

CONFIDENTIALITY

Reports, including the name of the reporter, will be handled as confidentially and discreetly as possible to the extent allowed by law, with facts made available only on a need-to-know basis to ensure a proper investigation and resolution. When submitting a report to the Hotline, the reporter may choose to remain anonymous.

In cases in which the reporter has requested anonymity, the individual(s) accused of wrongdoing in the report will not receive a copy of the report. However, in order to properly investigate the matter, it often is necessary to interview the accused individual and inform the

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individual about the filing of a report. In some circumstances, information regarding a report could become available to the accused individual or others via the Texas Public Information Act, Chapter 552, or Texas Government Code Section 614.023 relating to certain complaints against peace officers.

The following are confidential, unless the disclosure is required by law or unless the information relates to an individual who consents to disclosure of the information:

1. Information that directly or indirectly reveals the identity of an individual who made a report to the compliance program office of an institution of higher education, sought guidance from the office, or participated in an investigation conducted under the compliance program; or
2. Information that directly or indirectly reveals the identity of an individual who is alleged to have or may have planned, initiated, or participated in activities that are the subject of a report made to the compliance program office of an institution of higher education if, after completing an investigation, the office determines the report to be unsubstantiated or without merit.

Information that is confidential under this regulation or by law may be released to the following in compliance with applicable law: (i) an officer or employee of an institution of higher education who is responsible under institutional policy for a compliance program investigation or for reviewing a compliance program investigation; (ii) a law enforcement agency; or (iii) a government agency that is responsible for investigating the matter.

Breaches of confidentiality. Although HCC is a public institution and is subject to the Texas Public Information Act, HCC maintains data and documents that are confidential by law. Employees, students, and agents of HCC with access to confidential information shall not disclose such information to unauthorized individuals or use the information for personal benefit or the benefit of a third party. Policies addressing confidential information and security breaches include CIA (Local), CS (Legal & Local), DH1 (Regulation), DHC (Regulation), FDA (Legal & Local), and FJ (Legal & Local).

In some instances, misuse or disclosure of confidential information could constitute retaliation in violation of this policy or other HCC policy. Misuse or disclosure of confidential information may constitute retaliation if the purpose or intent is to (i) discourage reporting

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of wrongdoing, (ii) harm, humiliate, or embarrass individuals who report or participate in an investigation under this policy, or (iii) interfere with or disrupt an investigation under this policy.

Individuals who violate HCC policy or state or federal law relating to the confidentiality of information are subject to discipline, up to and including termination. Alleged violations will be reported to the appropriate internal department, which will facilitate an investigation of the allegations.

**REPORTING AND
RESOLUTION
PROCESS**

The following process will be used to facilitate the review and resolution of reports, concerns, and complaints submitted to the Hotline or received via referral to the Compliance Department. Reporting a concern does not automatically initiate an investigation.

**Intake and
Preliminary Review**

The reporter should provide a detailed factual summary of the alleged wrongdoing, including specific locations, times, dates, and the names of alleged wrongdoers and witnesses with knowledge of relevant facts. Evidence such as emails, financial records, or other documentation should be provided to substantiate, explain, or support the allegations presented in the report.

Upon receipt of a report, the Compliance Department will conduct a preliminary review of the allegations to determine if this regulation applies and if a full investigation is warranted.

If the report lacks sufficient information to proceed with an investigation, the Compliance Department will attempt to contact the reporter through the Hotline portal or other contact method provided at the time of the report. If the reporter does not provide sufficient information within 10 days, the Compliance Department may dismiss the report.

If the information in the report is sufficient for preliminary review, the Compliance Department will evaluate the concern and may, as appropriate, consult with other offices such as the Chancellor, Office of General Counsel, Internal Audit, Risk Management, Talent Engagement, the Office of Equal Opportunity and Title IX, or the HCC Police Department.

In conducting the preliminary review, the Compliance Department will consider the following:

- The available information and evidence provided in the report;
- Whether the allegations are supported by reasonable suspicion or otherwise have indicia of credibility;
- Whether the allegations are within the College District's investigative authority;

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- Whether the allegations were reported timely;
- The potential legal and/or financial risks to the College District;
- Whether it would be appropriate to refer the report to another internal department for handling as stated below;
- Whether the report is related to any other pending complaints or reports, in which case consolidation may be evaluated as stated below ;
- Whether there are conflicts of interest or other known circumstances that could impact an investigation;
- Whether immediate action is needed to collect or preserve evidence or to prevent or mitigate harm; and,
- Whether an external investigator should perform the investigation.

If the preliminary review confirms that the allegations are subject to this regulation, an investigation will be opened and assigned to an investigator as stated below.

If the Compliance Department is unable to discern any covered allegations, the matter will be administratively closed without investigation.

Reports with allegations made against Board members or the Chancellor must be reported by the Compliance Department via the College District's General Counsel to the Board Counsel, and reports with allegations against a senior staff member must be reported by the Compliance Department to the College District's General Counsel.

Referral to Other
Offices or
Departments

HCC maintains a number of different channels to address complaints, grievances, or concerns, including grievance procedures for employees and students. Individuals are encouraged to use established processes when possible. These other policies and mechanisms are tailored to efficiently and promptly address specific types of concerns, including concerns about discrimination. Examples include but are not limited to:

- *Employee Grievances* – Policy DGBA
- *Employee Discrimination and Harassment Complaints* – Policies DIAA and DIAB
- *Student Discrimination and Harassment Complaints* – Policies FFDA and FFDB
- *Concerns about the campus police or specific officers* – Policy CGF
- *Concerns regarding the Chancellor or member of the Board of Trustees* – Policy BBFB (LOCAL)

A non-exhaustive list of other reporting mechanisms can be found at [HCC's Compliance & Ethics website](#) and is updated regularly.

HCC reserves the right to refer any reports made to the Compliance Department to an appropriate internal department(s) related to matters governed by another established mechanism or policy. Reports that do not involve occupational fraud, waste, and abuse, or ethical violations ordinarily will be referred for investigation to the appropriate internal department(s). For example, in most instances, a discrimination or harassment complaint based on protected class will be referred to the Office of Equal Opportunity and Title IX. When a department receives a referral from the Compliance Department, the department must promptly acknowledge receipt of the referral in writing within 5 days.

Investigation

If the matter is referred to an appropriate internal department for investigation, then the receiving department will appoint an impartial investigator. If the matter is not referred to an appropriate internal department for investigation, then the Compliance Department will appoint an impartial investigator. The investigator may be an HCC employee or external investigator or attorney.

If the matter involves an allegation of employment retaliation for a previously filed report, then the matter ordinarily will be referred to Talent Engagement for processing.

Communications During an Investigation. HCC will communicate with the reporting individual and provide updates via the secure Hotline portal and/or other method of communication provided with the report, such as a phone number or email address.

Cooperation. To achieve the objectives of this procedure, HCC relies on its employees and students to fully cooperate with investigations. The Compliance Department is authorized to interview or seek information from any and all College District employees and students, as they may deem appropriate, in the course of conducting their work.

In addition, employees and students are expected to maintain the confidentiality of information regarding ongoing cases, to the extent permitted by law, to ensure the integrity of the investigation, to prevent loss of evidence, and to ensure fair treatment of all affected individuals.

Interference. Any employee or student who interferes with the reporting and resolution process outlined in this regulation may be

subject to disciplinary action up to and including termination or expulsion. Interference with the process may include, but is not limited to:

1. Attempting to coerce, compel, or prevent an individual from providing testimony or relevant information;
2. Removing, destroying, or altering documentation;
3. Attempting to influence the outcome; or
4. Knowingly providing false or misleading information or encouraging others to do so.

Securing Evidence. Some investigations may require investigators to secure documents and/or electronic records without advance notice to leadership or the subject(s) of the investigation or review. The Compliance Department is authorized to have access to or obtain copies of any and all College District records which may reasonably be required. Any HCC employee needed to fulfill these requests must maintain the confidentiality of such requests. Any such requests must be reviewed and approved by HCC legal counsel who will evaluate the justification and scope.

Investigation Report. Depending on the nature of the inquiry, the investigator will prepare a written report or other written documentation which will be provided to the Compliance Department, HCC's General Counsel, and other designated administrators who have a legitimate need to know the results in order to perform their duties and responsibilities.

Absent extenuating circumstances as determined solely by the College District, the investigation should be completed within 90 days from the date the report is received; however, the investigator shall take additional time if necessary to complete a thorough investigation.

If a factual investigation establishes fraud, or a violation of law, the General Counsel shall communicate it to the Chancellor, and the Chancellor, in turn, shall immediately communicate the findings to the Board. The Board will determine appropriate action to take in accordance with HCC policies and Board by-laws.

Decisions to turn the matter over to law enforcement authorities and/or regulatory agencies for independent investigation, and all final decisions regarding the disposition of the case, shall be made by the Chancellor, in consultation with the Board and legal counsel.

Individuals who are potential fact witnesses or respondents will not be involved in the administrative oversight or reporting of the investigation or the reporting to external authorities.

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The reporter and respondent (if known) will be notified that the investigation has concluded or the matter has been addressed; however, they will not receive a copy of the investigation report unless required by law or it is determined that distribution is needed for resolution and compliance purposes.

When an investigation report is distributed, portions may be redacted to the extent permitted by law, such as redacting the names and other identifiers of students under the Family Educational Rights & Privacy Act.

Investigatory Outcome. Investigations typically conclude with one of the following determinations: (1) unsubstantiated/without merit; (2) substantiated/sustained; or (3) inconclusive. In some cases, an investigation could result in closure without a determination such as situations in which critical evidence is lost/unretrievable or in which a critical witness passes away.

Consolidation

Investigation of reports is a serious and time-consuming endeavor. The expenditure of time and resources is necessary to ensure that HCC is able to identify and rectify fraud, waste, illegal, unethical, and dishonest behavior and to ensure that the involved individuals are treated fairly. To ensure timely investigations and resolutions, and to ensure the efficient use of HCC resources and personnel, HCC at its discretion may consolidate two or more reports for investigation or decision-making. Relevant factors may include whether the issues or allegations involve the same event or related events or course of conduct; whether common questions of law or fact predominate or involve a common potential remedy; whether, if the reports are handled separately, there would be a risk of inconsistent rulings that would establish incompatible standards of conduct under a policy or procedure; and whether other facts make consolidation just and reasonable under the circumstances.

In instances in which consolidation will involve reports filed under separate procedures (such as a complaint filed under this regulation and a complaint filed under DGBA (Local)), HCC will review the issues presented and determine which procedure will be used to process the reports. When a referral is made to another department, the matter will be handled in accordance with the other department's procedures.

Consolidation of reports is not intended either to diminish or to elevate the issues identified in any particular report. The objective is to channel reports in a manner that is responsive to the nature and complexity of each report, encourages prompt resolution, and ensures the efficient use of College resources.

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**RESOLUTION AND
DISCIPLINE**

When management has knowledge of an ongoing investigation or a completed report, management should consult with the Office of General Counsel before taking disciplinary action against any individual identified in the report.

After an investigation, if the investigation reveals wrongdoing by an HCC employee or other individual, the relevant administrators, in conjunction with Talent Engagement, Dean/Associate Dean of Student Success, and the Office of General Counsel, will determine discipline and corrective or remedial action. If the investigation reveals criminal wrongdoing, the Compliance Department will make a referral to HCC Police Department or other appropriate law enforcement agency.

Individuals may not appeal the outcome of an investigation conducted under this regulation. However, if an employee or student is disciplined as a result of an investigation, the individual may seek review of the discipline in accordance with HCC's regular policies and procedures relating to employee or student discipline.

If the proposed discipline is termination of a contract, then the termination will be handled under the applicable HCC termination policy.

FALSE REPORTS

HCC recognizes that, in rare instances, an individual might submit a report or misuse the Hotline to disrupt operations or to humiliate or harass others. Employees and students who intentionally or knowingly file false reports or who demonstrate a pattern of filing reports without a good faith basis may be subject to disciplinary action up to and including termination or expulsion. Before disciplining an employee or student based on an allegation of bad faith or false statements, the appropriate administrator, in consultation with the Office of General Counsel, will carefully evaluate the evidence and provide the employee or student an opportunity to respond to the allegation.

Mere rejection of a report does not establish that the report was brought in bad faith.

DUTY TO REPORT

Timely disclosure of suspected dishonest, unethical, fraudulent, or illegal activities is crucial to ensuring an appropriate investigation and response occurs as necessary. When suspected instances are observed by an employee (including a student employee), the employee must promptly notify their supervisor and/or General Counsel and/or Executive Director of Internal Auditing as soon as possible after the alleged act or knowledge of the alleged act.

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If the accused individual is a senior staff member, the employee should notify the General Counsel as soon as possible after the alleged act or knowledge of the alleged act.

If the employee notifies their supervisor (or higher authority), the supervisor (or higher authority) must direct the report to the General Counsel and/or Executive Director of Internal Auditing as soon as possible after the alleged act or knowledge of the alleged act.

Additionally, the Ethics & Compliance Hotline provides a confidential reporting mechanism for reporting parties who wish to remain anonymous and/or are concerned about retaliation.

TIMELY REPORTING

Reports of suspected dishonest, unethical, fraudulent, or illegal activities shall be made as soon as possible after the reporting individual learned about the alleged act. A failure to immediately report may impair the College District's ability to investigate, collect evidence, and address the suspected conduct. If a report is not timely under the circumstances, the Compliance Department may dismiss the report without investigation. In evaluating the timeliness of a report and whether to dismiss without an investigation, the College District may consider the reasons for any delay, the seriousness, scope, and reliability of the untimely report, external regulatory obligations, the likelihood of ongoing harm or risk to the College District, the loss or destruction of evidence needed to evaluate the report, and the availability of witnesses.

STATE AUDITOR

Individuals may also report suspected fraud, waste, and abuse involving state resources to the Texas State Auditor's Office Hotline at 1-800-TX-AUDIT (1-800-892-8348) or [Texas State Auditor's Office Hotline website](#).

REPORT ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
L.	Approve GDA (REGULATION), Conduct on College District Premises: Minors and Relatives on Campus	Dr. Nicole Montgomery Dr. Coby Wilbanks Dr. Uchena Spencer Gwen Drumgoole

BACKGROUND/DESCRIPTION

Review of Draft GDA(REGULATION) to establish requirements and procedures for minors and relatives requiring special care on College District premises. The regulation addresses supervision, College District and third-party programs involving minors, required approvals, training and background checks, standards of behavior, and reporting of suspected child abuse or neglect. The regulation is intended to promote a safe environment for minors and ensure compliance with applicable Texas law and requirements for campus programs involving minors.

The regulation and associated checklist are approaching final form, though additional consultation, review, and training with College Operations Officers and other campus officials is necessary before finalization and approval.

RECOMMENDATION/DISCUSSION

Review draft GDA (REGULATION) and supporting documents.

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description	Upload Date	Type
GDA (REGULATION)	10/16/2026	Attachment
GDA (REGULATION) - Checklist	10/16/2026	Attachment
GDA (REGULATION) - Summary	10/16/2026	Attachment

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES
CONDUCT ON COLLEGE DISTRICT PREMISES

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Purpose

The purpose of this regulation is to establish requirements and expectations regarding Minors and Relatives requiring special care on College District Premises.

To establish procedures for conducting Campus Programs with Minors that both adhere to the requirements listed in Texas Education Code § 51.976 and fosters a safe environment for Minors participating in camps and other programs on campus.

Applicability

This regulation applies to all employees, students, and members of the public.

Definitions

Authorized Responsible Adult: refers to parents, legal guardians, or an adult authorized by a parent or legal guardian to be responsible for minors or relatives.

Minor: any person under the age of eighteen years old. Emancipated minors are considered adults.

Unattended/unsupervised: refers to situations in which the minor or relative is on HCC property and is not under the immediate physical control of an adult.

Relative requiring special care (“relative”): any person connected with another by blood or affinity that requires continuous health or medical related assistance due to a chronic physical, developmental, behavioral or emotional condition.

College District Premises (“campus”): all classrooms, campuses, offices, public areas, common areas, facilities, buildings, grounds, and buildings or property leased or used by Houston City College (“HCC” or “College District”).

Campus Program with Minors: Any program lasting for all or part of at least four days or any summer camp regardless of the duration (including, but not limited to, recreational, athletic, or academic programs) conducted by Houston City College or on College District premises where any individual in attendance is a Minor who is not enrolled as a student at the College District.

Program Operator: A person, including an employee, corporation, organization, government or governmental subdivision or agency, association, and any other legal entity, who owns, operates, or supervises a campus program for minors, regardless of whether it is operated on a for-profit or non-profit basis.

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Sexual Abuse and Child Molestation Training: A training and examination program on sexual abuse and child molestation that is approved by the Texas Department of State Health Services (TDSHS). For a list of training programs that have been approved by TDSHS, see <https://www.dshs.texas.gov/campus-program-minors>.

**Requirements for
Minors and Relatives
on College District
Premises**

Minors and Relatives on College District premises must be supervised by a parent, legal guardian, or authorized responsible adult unless the Chancellor or designee has approved a variance to this requirement. Unaccompanied Minors aged 18 and under will be reported to the police and an officer will attempt to locate the minor's parent/guardian to accompany or remove the child. All Minors and Relatives on College District premises are subject to relevant College District policies and procedures.

An Authorized Responsible Adult must supervise Minors on College District premises unless the Minor is participating in a College District class, program, or event. This means that Authorized Responsible Adults do not have to accompany Minors while they are participating in the College District class, program, or event, but must be present to monitor the Minors' activities outside of a College District class, program, or event. Minors participating in a College District class, program, or event must have written permission from their parent or legal guardian. The Authorized Responsible Adult must be immediately available in an emergency situation. The College District does not staff its campuses with nurses, infirmaries, or other medical care facilities. The Authorized Responsible Adult must bring and dispense medications, provide minor medical care, or respond to a call indicating the Minor is ill. The Chancellor or Chancellor's designee may provide a variance to this policy.

**Minors Enrolled in
Dual Credit and
Other Similar
Programs**

Dual-credit and other similar programs are governed by the applicable agreement between the College District and independent school district or other secondary education institution. Thus, students participating in a College District-approved program must abide by the requirements specified therein. If the agreement does not specify supervision requirements, then this policy section applies.

Responsibility: Faculty Member; Instructional Services; Parties to Contract

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**Children of
Employees on
College District
Premises**

College District employees may not bring children to their worksite, except for a brief visit, unless the applicable campus specifically designated a time or place for employee children to be present. Employees who bring their children to a College District work area for a brief visit must continuously supervise their children. No child may be left unattended or with other employees. An employee's child's presence should not obstruct or diffuse work or duties in the College District work area. Supervisors may ask employees to have their children leave the work area. Ill children may not be brought to the employee's work area. Other arrangements must be made to accommodate an ill child.

Employees may not supervise children at their worksite unless their job assignments relate to a College District class, program, or event designed for Minors aged 15 or under and advance written permission from their parent or legal guardian is acquired.

Responsibility: Employee; Employee's Direct Supervisor; Talent Engagement

**Children of
Students on
College District
Premises**

College District students' children may not enter the classroom, even for brief visits, without the instructor's prior express written permission. Instructors may deny permission or revoke written permission. Children cannot enter an activity or lab area where dangerous substances or equipment are stored or in use, unless the children are students enrolled in an applicable class or participating in a special College District program. Students may not have their children accompany them on College District field trips unless the children are also enrolled in the class.

Responsibility: Student; Faculty Member; Academic Dean; College President

Procedures

The following sets forth the procedure for all Campus Programs with Minors:

- 1. Program Operator Responsibilities:** The Program Operator for any Campus Program with Minors is responsible for ensuring compliance with this policy and procedure.
- 2. College Operations Officers:** The College Operations Officer for each respective campus location is responsible for overseeing all Campus Programs with Minors on that campus.
- 3. Written Approval for Programs:** Prior to any Campus Program with Minors occurring, the Program Operator must obtain written approval from their College Operations Officer and College District President for that campus location.

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- 4. Training Requirement:** Prior to working or volunteering at a Campus Program with Minors, individuals shall successfully complete (or provide proof that the individual has successfully completed within the previous two years) a Sexual Abuse and Child Molestation Training course approved by the Texas Department of State Health Services (TDSHS). A Program Operator must submit to TDSHS (PHSCPS@dshs.texas.gov) on the form provided ([Applications and Forms - Campus Program for Minors | Texas DSHS](#)) by the department, and within five days of the start of the Campus Program for Minors verification that each employee of the Campus Program for Minors, has complied with the requirements of this section; and retain in the operator's records an electronic or paper copy of the documentation certifying successful completion of the required training for each employee and volunteer until the second anniversary of the examination date.
- 5. Third-Party Program Operators:** External individuals or groups seeking to conduct a Campus Program with Minors must enter into a contract with the College District before the program occurs and the contract must include the items required in this policy and procedure, including certification that program employees and volunteers have successfully completed a Sexual Abuse and Child Molestation Training course approved by TDSHS.
- 6. High-Contact Departments Which Require Training for Employees, Workers, and Volunteers:** In addition to those individuals who are required to receive training under Sections 4 and 5, all employees, workers, and volunteers who are assigned to work or volunteer in any department or program having the highest likelihood of contact with Minors are required to complete a Sexual Abuse and Child Molestation Training at least once every two years regardless of the duration of the Program with Minors. The following departments or programs have the highest likelihood of contact with Minors:

 - Athletics
 - Children's Center
 - Student Services departments as determined by the College District
 - Theatre
 - Summer camp employees, workers, and volunteers
 - Any other individual as determined by the College District

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7. Reporting Suspected Child Abuse or Neglect: As required by Texas Family Code, Chapter 261, any person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect must immediately, and no later than 24 hours after the person suspects abuse or neglect, make a report to one of the following:

- Any local or state law enforcement agency
- The Texas Department of Family and Protective Services
- The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to the Department of Family and Protective Services.

- Immediate Threat to a Minor: Any employee or third party who suspects that an incident of child abuse or neglect has occurred or is likely to occur as a part of a Campus Program with Minors or within the campus environment, shall immediately notify their supervisor, the Program Operator and/or the appropriate campus administration, as well as the campus police department and Title IX Coordinator so that any immediate response required to assure the safety of Minors can be taken. This obligation is in addition to the individual's non-delegable duty to report suspected child abuse under Texas law.
- If the report relates to alleged misconduct occurring on College District property, the College District's police department shall promptly investigate the matter and/or assist the appropriate agency authorized to investigate the matter.

8. Background Checks: Any individual who has a conviction for a crime related to abuse, neglect, exploitation, assault, sexual offenses, or any offense involving a Minor, is prohibited from working or volunteering at a Campus Program with Minors. Background checks will be conducted in compliance with College District practice.

9. Standards of Behavior

All individuals working or volunteering in a Program with Minors must not engage in any behavior that could cause harm or be misinterpreted as possibly causing harm. Prohibited conduct for workers and volunteers includes, but is not limited to:

- No one-on-one contact with Minors is permitted outside the presence of others.
- Do not meet with Minors outside of established times for the program activities.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining.
- Do not shower, bathe, or undress with or in the presence of minors.
- Do not use, possess, or be under the influence of alcohol or illegal drugs while in the presence of a Minor.
- Do not be alone in a vehicle with a Minor at any time.
- Do not have direct electronic contact with a Minor without another worker or volunteer included in the communication.
- Do not make harmful materials in any form available to Minors or assist them in any way in gaining access to such materials. "Harmful materials" are those whose dominant theme taken as a whole appeals to the prurient interest of a Minor, in sex, nudity, or excretion; is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and is utterly without redeeming social value for Minors.

10. Exclusions

- Events or programs offered by College District personnel that are open to the general public to which Minors are invited to participate and the expectation is the Minor is accompanied by their parent/guardian(s) during the event or

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program and the College District is not accepting care, custody, or control for the Minor(s) (e.g., athletics events, educational or entertainment events or activities, field trips, concerts).

- Student recruitment activities, including admissions events and campus tours, which involve Minors (considered to be prospective students) visiting campus.
- Kindergarten through 12th grade school groups (accompanied by teachers and/or chaperones) visiting campus as members of a campus tour, field trip, or event.
- Activities and programs subject to regulations that already provide for the protection of Minors or participants.
- College District employees or volunteers who may have incidental contact with minors but do not work directly with minors in a youth program. All College District employees will be required to comply with mandatory reporting requirements under this policy and any implementing procedures under the law.

11. Non-Compliance

Individuals violating this policy and procedure will be held accountable for their actions and are subject to corrective action, up to and including termination of employment. Additionally, failure to comply with the requirements set forth in this policy may lead to revocation of permission to use College District premises. The College District may take necessary interim actions before determining whether a violation has occurred. The College District may terminate relationships or take other appropriate actions against third-party entities that violate this policy. The Texas Department of State Health Services may also impose civil penalties and/or injunctive relief for persons in violation.

Internal Campus Programs with Minors

The following items must occur prior to any Campus Program with Minors being conducted by Houston City College employees on or off-campus:

1. At least 21 days before the program occurs, the Program Operator will send the Minors on Campus Event Information Sheet to the College Operation Officers. The Event Information Sheet shall list the following information for the program:
 - Event Name

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES
CONDUCT ON COLLEGE DISTRICT PREMISES

GDA
(REGULATION)

- Event Purpose
 - Event Location
 - Event Dates
 - Anticipated Attendance Headcount
 - Minors in Attendance Designation
 - Event Sponsor
2. The College Operation Officer is responsible for ensuring compliance with these requirements and maintaining related records of the event. Prior to approval, the COO will review any related information or resources.
 3. The Program Operator must obtain written approval from the College Operation Officer and the College President to conduct the Campus Program with Minors.
 4. The Program Operator must reserve the intended space via the internal room reservation process through the College Operation Officer and ensure that it is indicated that Minors will be present on campus. This will ensure that all Campus Programs with Minors can be captured and tracked appropriately through Ad Astra.
 5. Before the program occurs, the Program Operator will make certain that individuals working or volunteering for the program have completed the Sexual Abuse and Child Molestation Training. Please refer to the Summer Camp Guidelines to find the appropriate campus contact that can register individuals for the training and examination.
 6. Before the program occurs, the Program Operator will make certain that individuals working or volunteering for the program have been background checked through Talent Engagement and are cleared to participate.
 7. Before the program occurs, the Program Operator will make certain that individuals volunteering for the program have completed a waiver of liability and hold harmless agreement.

**External Campus
Programs with
Minors**

The following items must occur prior to any Campus Program with Minors being conducted by a third party (any vendor, individual, or group not employed by the College District) on a campus of Houston City College.

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1. The third party must identify a Program Operator, reserve the intended space via the room reservation process through the College Operation Officers, and ensure that it is indicated that Minors will be present on campus.
2. The College Operation Officer is responsible for ensuring compliance with these requirements and maintaining related records of the event. Prior to approval, the COO will review any related information or resources.
3. The College District must enter into a contract with the third party, which contains, at a minimum, the following terms:
 - The third party must, by no later than 21 days before the program, submit to the College District, a form that indicates everyone who will be working or volunteering at the program has completed a Sexual Abuse and Child Molestation Training course that has been approved by TDSHS. The information must be submitted on the verification form approved by TDSHS (the current form can be downloaded at <https://www.dshs.texas.gov/campus-program-minors>).
 - The third party must certify to the College District that no individual who will be working or volunteering at the program has any felony criminal convictions or any conviction for any crime related to abuse, neglect, exploitation, assault, sexual offense, or any offense involving a Minor. The certified background check must be conducted by an accredited organization.
 - The third party must agree to indemnify and hold harmless the College District from all liability and claims arising from the program.
 - The third party must agree to maintain insurance acceptable to the College District, including listing the College District as an additional insured and providing a certificate of insurance before the program occurs.
 - The conditions necessary to engage additional employees or volunteers after the program begins.

The College Operation Officers shall send copies of the executed contract and the supporting documentation to the College District President for that campus location prior to the program occurring.

**Child Abuse and
Neglect Reporting**

Texas law mandates that a person who witnesses, suspects or receives a report of child abuse or neglect is required by law to report

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it immediately. The report may be made to any local law enforcement agency, the Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at 1-800-252-5400, any local CPS office, or to the [Texas Abuse Hotline Website](#). The law provides immunity for those who make a good faith report since we are not responsible for verifying whether suspected or alleged abuse has actually occurred. Failure to make a report is a crime in Texas, punishable by up to one (1) year in prison and a fine of up to \$4,000.

If any child is in immediate danger, call 911.

Employees who fail to report suspicion of child abuse or neglect are placing a child at risk and the violation may result in criminal prosecution as well as disciplinary action by the College District. See DHB (LOCAL).

Discipline

Employees found to be in violation of this regulation will be subject to disciplinary action under DH (LOCAL).

Students found to be in violation of this regulation will be subject to disciplinary action under FLB (LOCAL) and the HCC Student Code of Conduct.

Violations of law may result in criminal prosecution as well as disciplinary action by the College District.

**Office of
Responsibility**

At a campus location: The College District President and College District Operations Officer for that campus location either being rented by a third-party for an External College District Program or the College District/Campus hosting or sponsoring an Internal College District Program.

Documentation – The College Operation Officer is responsible for coordinating all required documentation and maintaining according the College District retention schedules.

Minors On Campus Checklist

- ☐ *Pre-Event: [Required] Complete Event Information Sheet with approvals of the College Operations Officer and College President*
- ☐ Pre-Event: [As necessary] Consider whether the specific and/or unique circumstances of your event require consultation with any of the following departments: Legal, Business Services, Financial Services, Facilities, HCC PD, Risk Management, Environmental Health & Safety
- ☐ *Pre-Event: [Required] Event Sponsor reserves the facilities where the event will occur, ensuring the reservation indicates the event includes minors.
- ☐ *Pre-Event: [Required] Event Sponsor must visit and inspect the facilities where the event will occur. Any hazards or safety issues/concerns must be identified, resolved, and reported. Consider the following:
 - ☐ Safety Hazards (trip, fall, lighting, access, etc.)
 - ☐ Ongoing Construction Hazards
 - ☐ Access Security/Control
 - ☐ Event Related equipment & furnishings
 - ☐ Adequate & Safe Parking (including overflow parking)
 - ☐ Classroom Safety
 - ☐ Laboratory Safety
 - ☐ Theater Safety
- ☐ [Required] For ongoing events, facilities and equipment should be inspected daily.
- ☐ Pre-Event: [Required] Complete HCC [\[Insert Link\]](#) for each volunteer, including background checks and appropriate forms and agreements.
- ☐ Pre-Event: [Required] Ensure each staff member, volunteer, and third-party personnel has completed the required Sexual Abuse and Child Molestation Training. Third party personnel must complete the course from a provider approved by TDSHS.
- ☐ Pre-Event: [Required] For an event conducted by a third-party, the third party must enter into an agreement (*typically the Facility Use Agreement*) with HCC and certify that background checks have been performed and no individual working or volunteering at the event has a disqualifying criminal history.
- ☐ Pre-Event: [Required] For an event conducted by a third-party, the third party must provide a certificate of insurance acceptable to the College and listing HCC as an additional insured.
- ☐ Event: [Required] Ensure event is adequately staffed at the appropriate ratio.

HCC Forms & Documentation for Minors on Campus Events

(MANDATORY for Each minor)

Parental/Minor Permissions & Release Forms - Mandatory

- ☐ Minor Release of Liability – Minors on Campus Packet
- ☐ Minor Medical Consent to Treat - Minors on Campus Packet
- ☐ Minor Medical Information - Minors on Campus Packet
- ☐ Minor Transportation Release (as Required) - Minors on Campus Packet
- ☐ Minor Student Travel (as required) - Minors on Campus Packet
- ☐ Photo/Recording Release – Minors on Campus Packet

Required Event Documentation

- ☐ [Facility Agreement](#) (as required)
- ☐ [Event Insurance](#) (as required)
- ☐ [Travel/Transportation Insurance](#)(as required)

Responsibility Reference Documents

- ☐ [Faculty Handbook](#)
- ☐ [HCC Minors Policy](#)
- ☐ [HCC Minors Procedure](#)
- ☐ [Volunteers Procedure](#)
- ☐ [Transportation Policy](#)
- ☐ [Mandatory Training Requirements](#)



PROPOSED REGULATION GDA MINORS ON CAMPUS

PURPOSE

Establishes requirements and expectations regarding minors and relatives requiring special care on College District premises and creates procedures for Campus Programs with Minors that comply with Texas Education Code §51.976 while promoting a safe environment.

KEY DEFINITIONS	GENERAL REQUIREMENTS
• Minor: Person under 18 years old (emancipated minors treated as adults). • Campus Program with Minors: Program of at least four days, or any summer camp, involving minors who are not HCC students.	• Minors must be supervised by an authorized responsible adult unless participating in an HCC class, program, or event. • Dual Credit programs continue to be governed by applicable agreements.

EMPLOYEES & STUDENTS

Employees	Students
Children of employees may not be brought to worksites except for brief visits or approved campus exceptions. Continuous supervision required.	Children of students may not enter classrooms without the instructor's prior written permission.

CAMPUS PROGRAMS WITH MINORS (i.e. CAMPS)

- College Operations Officer for each respective campus location is responsible for overseeing all Campus Programs with Minors on that campus.
- Written approval from COO and President is required for any Campus Program with Minors. (See Minors on Campus Event Information Sheet.)
- Employees, volunteers, and third-party individuals must complete a TDSHS-approved Sexual Abuse and Child Molestation Training course at least once every two years.
- Background checks are required for employees, volunteers, and program workers.
- Mandatory reporting obligations and standards of conduct emphasized in the regulation.
- Program locations must be reserved through the COO with minors identified in reservations.

- External providers must execute a Facilities Use Agreement incorporating training, criminal-history compliance, indemnity, and insurance requirements.

EXECUTIVE TAKEAWAY

GDA1 creates a consistent districtwide framework for supervision, approvals, training, screening, reporting, and risk management whenever minors are present on College District premises or participating in programs.

ACTION ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
M.	Approve Proposed Changes to FFDA (LOCAL) Freedom from Discrimination, Harassment, and Retaliation Sex and Sexual Violence	Dr. Nicole Montgomery Dr. Uchena Spencer

BACKGROUND/DESCRIPTION

FFDA (Local) is HCC's comprehensive student policy on sexual harassment and sexual discrimination. It provides a complaint process for certain types of claims as required by federal Title IX regulations. It also provides a second complaint process to address other claims that do not fall under Title IX regulations. The **Texas Education Code (Section 51.292(f))** requires the Board of Trustees to review and approve its sexual harassment, sexual assault, dating violence, and stalking policy at least **every two years** as necessary.

FFDA (Local) has been amended to update definitions and clarify the two student complaint procedures. The amendments also streamline certain procedures which should promote swifter resolution of complaints while maintaining a fair and equitable process. The amendments also expand and explain protections against sex discrimination, including pregnancy discrimination and discrimination based on parenting status.

RECOMMENDATION/DISCUSSION

Approve the proposed revisions to FFDA(LOCAL) policy as set forth in the attached.

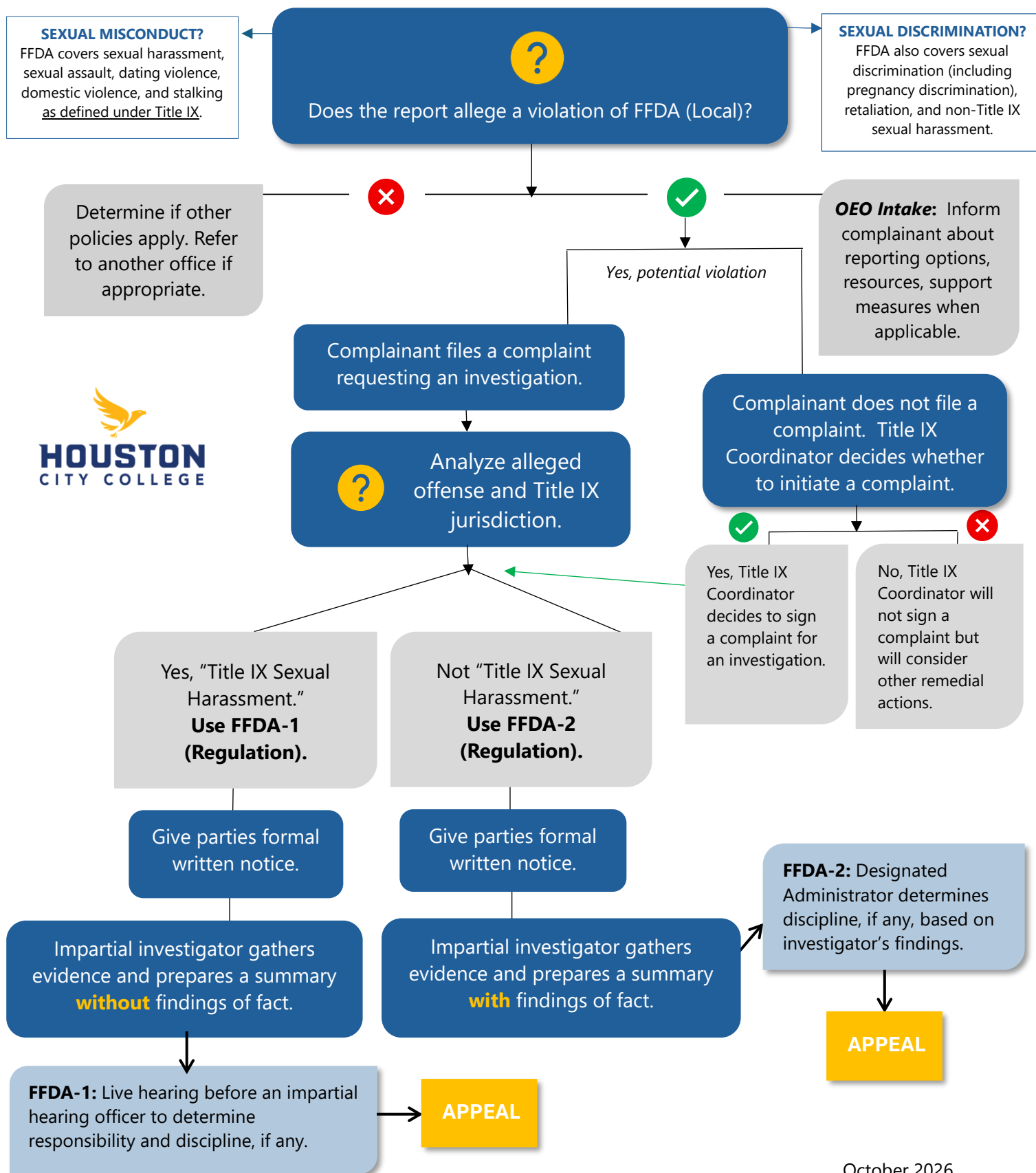
STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
FFDA (LOCAL) - Flow Chart	10/16/2026	Attachment
FFDA (LOCAL) - One Pager	10/16/2026	Attachment
FFDA (LOCAL) Policy	10/16/2026	Attachment

Policy FFDA (Local) - General Overview

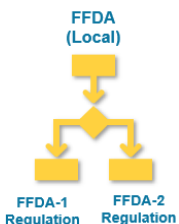
Student Complaints - Sexual Discrimination and Sexual Harassment



PROPOSED AMENDMENTS TO FFDA (LOCAL)

FFDA (Local) – Sex Discrimination, Sex Harassment, and Related Conduct

- FFDA is HCC's **primary grievance policy** for addressing sex discrimination, sexual harassment, and sexual violence, including sexual assault and dating violence.
- **Background:** The previous policy was adopted during a short timeframe in the summer of 2020 to implement new regulations under Title IX. The regulations required immediate adoption of new definitions and processes for harassment claims that fall under Title IX. Because the Title IX rules differ from Texas law, institutions were compelled to create two separate complaint tracks, one for Title IX Sexual Harassment claims and one for other types of claims.
- After operating under FFDA for six years, the Administration has identified areas where processes and policy language can be streamlined or clarified. Objectives include making it easier for students and others to navigate the different procedures and to promote swift and equitable resolution of complaints.
- **Policy amendments include:**
 - Expands the definitions of "consent" and "incapacitation" so that they are consistent with definitions in other policies and industry practice.
 - Creates a definition of "other sexually inappropriate conduct," which is conduct that may result in discipline even if it does not satisfy the strict legal requirements under Title IX regulations.
 - Expands guidance on HCC's obligations when a student reports wrongdoing but does not want an investigation.
 - Expands guidance on handling non-harassment claims, including claims based on *sexual discrimination*. Clarifies that the definition of sexual discrimination includes disparate treatment and discrimination based on pregnancy or marital/parenting status.
 - Clarifies that some procedures apply only to complaints that qualify as Title IX Sexual Harassment. This should increase the efficient handling of complaints that do not involve Title IX Sexual Harassment.
 - Clarifies the intake and evaluation process to ensure that complaints are properly routed.
 - Under FFDA (Local), the detailed procedures for Title IX Sexual Harassment claims are addressed in FFDA-1 (Regulation), and all other claims (including sexual discrimination) are addressed in FFDA-2 (Regulation).
 - Clarifies that Chancellor or designee will review cases involving respondents who are full-time faculty.



FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

FFDA
(LOCAL)

	Note: This policy addresses student complaints of sex ~~and~~ and gender discrimination, ~~to-including~~ e gender identity and gender expression, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting students. Employee complaints are addressed in DIAA (LOCAL). Student complaints of discrimination and harassment based on legally protected categories other than sex (including race, national origin, disability, and religion) are addressed in FFDB (LOCAL). For additional legally referenced material relating to discrimination, harassment, and retaliation, see FA (LEGAL) and FAA (LEGAL). ~~For sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting employees, see DIAA.~~
Statement of Nondiscrimination	The College District prohibits discrimination, including harassment, against any student or prospective student on the basis of sex or gender in any educational program or activity operated by the College District. ~~This policy also prohibits R~~retaliation against any-one ~~involved who participates~~ in the complaint process. ~~is a violation of College District policy and is prohibited.~~ ~~All definitions are included in FFDA(REGULATION), and FFDA(LEGAL).~~ The prohibition on sex and gender discrimination encompasses discrimination on the basis of sex, sexual orientation, gender identity, and pregnancy and childbirth (including a past, past, current, or potential pregnancy and recovery from miscarriage, stillbirth, or termination of a pregnancy). In addition, this policy prohibits policies and practices regarding a student's parental, family, or marital status that treat the student differently on the basis of sex.
Definitions	~~As defined in this policy, discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.~~
Discrimination	
Consent	"Consent" means a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity. Consent to one act does not imply consent to another. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent. Consent is not effective if it results from:
DATE ISSUED: ~~3/19/2025~~ LDU ~~2025-02~~ FFDA(LOCAL)-X	Adopted: ~~2/19/2025~~

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
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1. The use of physical force;
2. A threat of physical force;
3. Intimidation;
4. Coercion;
5. Incapacitation (including through the voluntary or involuntary ingestion of alcohol drugs, medication, or other substances that can impair alertness or decision-making; because of intellectual disability; because the person is unconscious or asleep; or because the person is physically restrained); ~~or~~
6. Legal incapacity due to age; or
- ~~6-7.~~ Any other evidence that shows that the individual was temporarily incapable of exercising their own free will and/or of understanding or controlling their own conduct on the occasion in question. ~~factor that would eliminate an individual's ability to exercise the individual's own free will to choose whether or not to have sexual activity.~~

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent on a specific occasion. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity.

A lack of consent may be established through evidence that the respondent misrepresented or concealed their true identity to the complainant.

The definition of consent for the crime of sexual assault in Texas can be found in Section 22.011(b) of the Texas Penal Code.

Sex Discrimination

In this policy, "~~S~~sex discrimination" encompasses acts of discrimination and acts of harassment. When used in this policy to describe sex discrimination ~~ory act~~ that does not constitute harassment, the term "sex discrimination" refers to: ~~includes all forms of sexual and gender-based misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. The College District is committed to the principle that the working environment of its employees and the classroom environment for students should be free from inappropriate conduct of a sexual or gender-based nature (e.g., sex discrimination, sexual assault, sexual harassment, and sexual violence) by employees, students, or third parties. Sexual and gender-based misconduct is unprofessional, shall not be tolerated, and is expressly prohibited. Individuals who~~

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

FFDA
(LOCAL)

Sexual Harassment
By an Employee

~~engage in such conduct shall be subject to disciplinary action up to and including separation from the College District.~~

1. An adverse act or decision on the basis of sex that limits, denies, or interferes with a person's ability to participate in or benefit from the College District's education programs or activities;
2. "Disparate treatment," which refers to intentional acts that subject a person to different treatment based on their sex as compared to similarly situated students who are the opposite sex;
3. "Disparate impact" discrimination, which occurs when a facially neutral policy, rule, or practice has a disproportionate impact on students of a particular sex; or
- 4.4. Failure to provide a reasonable accommodation on the basis of a past, current, or potential pregnancy, childbirth, or related condition, including recovery from miscarriage, stillbirth, or termination of pregnancy. [See FAA for information on requesting accommodations.]

Sexual harassment is a form of sex discrimination and includes harassment on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, family status, marital status, sexual orientation, or gender identity. It includes acts constituting sexual assault, dating violence, domestic violence, or stalking. ~~of a student by a College District employee~~ Sexual harassment violates this policy whether the alleged perpetrator is an employee, student, or a campus visitor.

Sexual harassment can be physical or verbal or conducted through visual images or electronic communications. It includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. ~~A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct ("quid pro quo" sexual harassment); or~~

~~The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program or activities.~~

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
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FFDA
(LOCAL)

1. Submission to the advance, request, or conduct is either explicitly or implicitly a condition of the student's participation in an educational college program or activity;
2. Submission to or rejection of an unwelcome advance, request, or conduct is used as a basis of a decision affecting the student's education, academic opportunities, or ability to participate in or benefit from the educational programs or activities of the College District; or
3. The unwelcome advance, request, or conduct is so severe, persistent, or pervasive that it has the purpose or effect of (i) unreasonably interfering with the student's performance or ability to participate in or benefit from the educational programs or activities of the College District or (ii) creating an intimidating, threatening, or hostile, or offensive educational environment. The harassment must be objectively hostile (i.e., a reasonable person would view the conduct as hostile) and subjectively hostile (i.e., the complainant viewed the conduct as hostile).

~~2.~~

"Sexual harassment" is defined differently under state law and ~~the~~ federal Title IX regulations. [See FFDA (LEGAL) for the applicable legal definitions.] This policy prohibits all sexually harassing conduct under both state and federal law. The definitional differences between state and federal law will be considered when determining which complaint procedure to use to address the complaint. FFDA1 (Regulation) applies to complaints that involve "Title IX Sexual Harassment" as defined in FFDA (Legal). FFDA2 (Regulation) applies to complaints not covered by FFDA1.

~~"Title IX sexual harassment" as defined in federal Title IX regulation~~ "Title IX Sexual Harassment" is unwelcome conduct, based on sex, that ~~constitutes~~ is quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence, or stalking, and that occurred or in a College District education program or activity and against a person in the United States. See FFDA (Legal).

- "Quid pro quo harassment" under Title IX regulations means an employee of the College District explicitly or impliedly conditioning the provision of an aid, benefit, or service of the College District on a person's participation in unwelcome sexual conduct.

By Others

*Quid Pro Quo
Harassment*

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

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(LOCAL)

~~Sexual As-~~ ~~sault~~ Hostile Environment Harassment	“Hostile environment harassment” under Title IX regulations means unwelcome conduct based on sex that is so severe, pervasive, and objectively offensive that it effectively denies the student’s ability to participate in or benefit from the College District’s educational program or activities.
Sexual Assault	“Sexual assault” is an offense classified as a forcible or nonforcible sex offense under the Uniform Crime Reporting System of the Federal Bureau of Investigation. Forcible sex offenses include any sexual act directed against another person, without the consent of the alleged victim, including instances where the alleged victim is incapable of giving consent. The definition includes rape, sodomy, criminal sexual contact, statutory rape, and incest: 1. Rape, which is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the alleged victim; 2. Criminal sexual contact, which is (i) the intentional touching of the clothed or unclothed body parts without consent of the alleged victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation or (ii) the forced touching by the alleged victim of the alleged offender's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation; 3. Incest, which is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; 4. Statutory rape, which is sexual intercourse with a person who is under the statutory age of consent. Sexual assault does not require proof of force or injury.
~~Sexual Violence~~	~~Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.~~
Dating Violence	“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and

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FFDA
(LOCAL)

Domestic
Violence

the frequency of interaction between the persons involved in the relationship. Dating violence can include sexual assault; physical assault, aggression, or intimidation; threatening to kill oneself or another person if the student ends a romantic relationship; and attempting to isolate the student from friends, family, and support systems.

“Domestic violence” means conduct that would constitute a misdemeanor or felony under Texas family violence laws or domestic violence laws committed by an individual who is:

- A current or former spouse or intimate partner of the complainant and is similarly situated to a spouse of the complainant; ~~victim;~~
- A person with whom the complainant ~~victim~~ shares a child in common; or
- A person who is cohabitating with, or has cohabitated with, the complainant ~~victim~~ as a spouse or intimate partner;
- ~~Any other member of the complainant's family or household as defined by state law;~~
- ~~Any other current or former member of the victim's household as defined by state law;~~
- ~~A person in a dating relationship with the victim as defined by state law; or~~
- ~~Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.~~
- The term “domestic violence” also includes acts against a youth or adult who is protected from those acts under the family violence or domestic violence laws of Texas.

Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

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Sexual Exploitation	2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the complainant. Sexual exploitation is conduct where an individual takes nonconsensual or abusive sexual advantage of another for the individual's own benefit, or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, engaging in voyeurism, human trafficking, sex trafficking, forwarding of pornographic or other sexually inappropriate material by email, text, or other channels to nonconsenting individuals or groups; the intentional removal of a condom or other contraceptive barrier during sexual activity without the consent of a sexual partner; and any activity that goes beyond the boundaries of consent, such as recording of sexual activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted disease (STD) to another.
Examples of Sexual Harassment	Examples of ~~unwelcome, sex-based sexual harassment of a student~~conduct that may violate this policy include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual or sex-based nature; ~~rape~~; sexual assault; ~~as defined by law~~; ~~sexual battery~~; ~~sexual coercion~~; and other sexually motivated or sex-based conduct, communications, or contact. ~~Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; such as slurs, name-calling, put-downs, or threats, or sex-based rumors; subjecting a student to physical, verbal, or nonverbal conduct based on the student's alleged failure to conform to stereotypical notions of masculinity or femininity; directed at the student, the student's family members, or members of the student's household; destroying or damaging the student's property; physical aggression or intimidation; or threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student's spouse or partner; or encouraging others to engage in conduct prohibited by this policy.~~these behaviors. ~~Gender-Based Harassment~~ ~~Gender-based harassment is a form of sexual harassment and includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.~~
DATE ISSUED: 3/19/2025 LDU 2025-02 FFDA(LOCAL)-X	Adopted: 2/19/2025

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

FFDA
(LOCAL)

Other Sexually
Inappropriate Conduct

Examples

~~For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.~~

~~Acts of gender-based harassment may also be considered sex discrimination or Title IX sexual harassment if it is quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence, or stalking.~~

~~Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.~~

"Other Sexually Inappropriate Conduct" is conduct of a sexual nature that may not satisfy a legal definition of ~~is not~~ sexual harassment but that is nonetheless inappropriate in College District programs and activities. To the extent not covered by other definitions in this policy, the definition of "other sexually inappropriate conduct" includes, but is not limited to:

1. Unwelcome sexual gestures; public exposure of one's sexual organs on campus or at an event under the control of the College District; displaying obscene materials in a public place on campus; transmitting pornographic material to another person on the College District's network, regardless of whether the recipient welcomes the material; recording or photographing sexual activity or a person's genital area or breast area from a vantage point that a reasonable person would view as an invasion of personal privacy; or allowing a third party to view consensual sex without the knowledge of the other participant;

~~— Destroying another student's property because of their sex or gender;~~

2. Unwelcome comments of a sexual nature that a reasonable person would view as so intimidating, offensive, and/or degrading as to impair harmonious student relationships. This definition is not intended to restrict constitutionally protected speech; or

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

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	~~4.3.~~ Consensual, sexually intimate conduct involving contact with another person's genitals while on College District property or at a College District education program or activity.
Prohibited Conduct	In this policy, the term "prohibited conduct" includes sex discrimination, sexual or gender-based harassment, dating violence, domestic violence, stalking, sexual exploitation, other sexually inappropriate conduct, and retaliation as ~~described by~~ defined in this policy, even if the behavior does not rise to the level of unlawful conduct.
Complainant	In this policy, the term "complainant" refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District's educational program or activity. The term includes a person who allegedly was subjected to prohibited conduct but has not filed a complaint.
Respondent	In this policy, the term "respondent" refers to a person who is alleged to have committed prohibited conduct.
Confidential Employee	A "confidential employee" is a person designated by the institution College District who holds a professional license requiring confidentiality, such as a licensed counselor, licensed social worker, or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.
Reporting Procedures	
~~Electronic Reporting~~	~~The College District strongly encourages students and mandates employees to report incidents of sexual harassment, sexual assault, dating violence, and stalking. Students, and employees, and third parties may report prohibited conduct to the Title IX Coordinator or Deputy Title IX Coordinator by mail, telephone, or electronic mail ([hcc.oeotix@hccs.edu]). Current contact information for reporting purposes shall be posted on the electronically through the College District's Title IX website. [To make a report or obtain more information, visit the College District's Title IX website at www.hccs.edu/oeotix/.1]~~ Individuals also may submit a report or complaint directly through the Title IX website.
Student Reports	A student who has been subjected to ~~victim of~~ prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report. ~~Any student who believes that the student has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately~~ Students are encouraged to

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submit their reports ~~the alleged acts~~ to the Title IX coordinator or deputy Title IX coordinator. ~~Alternatively, the~~ However, students also may report the alleged acts to any dean of student success, the vice chancellor of student services, or the chief human resources officer. These administrators will promptly communicate the report to the Title IX coordinator or deputy ~~another employee, one of the College District officials², or electronically through the College District's website.~~

The Title IX coordinator and deputy Title IX coordinator are authorized to institute corrective measures and must have actual knowledge of a Title IX complaint in order to constitute notice to the College District under the federal Title IX regulation.

A person may ~~The submission of~~ an anonymous electronic report, but anonymous reports may impair the College District's ability to investigate and address the prohibited conduct.

~~As~~ Students ~~shall are~~ not ~~be~~ required to report prohibited conduct to the person alleged to have committed the conduct.

Reports against the Title IX coordinator may be directed to the Chancellor or designee. A report against the Chancellor or a Board member ~~must~~ should be reported to the Board Counsel in accordance with BBFB(LOCAL) and Board bylaws.

A student who has been subjected to ~~victim of~~ a crime, including sexual assault, has the right to choose whether to report the crime to law enforcement, to request assistance from ~~be assisted by~~ the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

Individuals who have been physically harmed or have been subjected to assaultive conduct are encouraged to seek medical care as promptly as possible to obtain treatment and testing and, if needed, to preserve evidence, including DNA evidence and evidence of bruising or other injuries. ~~It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.~~ Individuals also may make a confidential report to, and receive support from, a community rape crisis center, a clergy person, or a health care provider.

Exception

Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.

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Employee Reports

~~Any~~All College District employees, not designated as a confidential employee, who ~~witnesses, suspects, observe~~ or receives information regarding an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating or domestic violence, or stalking by or against a person who was an HCC student or employee at the time of the incident must ~~notice that a student or group of students has or may have experienced prohibited conduct, regardless of where the incident occurred, is required to~~ immediately report all known information to the Title IX coordinator or deputy Title IX coordinator and shall take any other steps required by this policy. See DIAA (Local).

Employees who fail to make a mandatory report required by law are subject to termination and/or criminal prosecution. See DIAA (Local).

Limited
Exceptions and
Confidentiality
Rules

An employee designated by the ~~institution~~ College District as a confidential employee with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, domestic violence, or stalking who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under ~~other~~ state or federal law have a duty to report but shall limit their, in making a report to, ~~state only~~ the type of incident reported. ~~and may not include any information that would violate a student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.~~

~~Designated confidential employees include certain licensed professional counselors, licensed professional social workers, and other employees with a professional license requiring confidentiality who are working within that license.~~

~~The~~A confidential employee shall ~~will~~ not ~~be required to~~ disclose information regarding an incident of prohibited conduct that ~~constitutes~~ personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information ~~as~~ required by law, such as information that may be required under a child-abuse reporting law or information required for inclusion in the College District's annual security report under the Clery Act [see GCC].

Disclosure at
Event

An employee ~~person~~ who receives the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with

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	the institution is not required to report the prohibited conduct unless the person either has the authority to institute corrective measures on behalf of the College District or has responsibility for administrative leadership, teaching, or advising in the institution's education program or activity.										
Peace Officer	A College District peace officer who receives ~~ed~~ information regarding ~~the a reportable~~ incident from a student who chooses to complete a pseudonym form as described ~~by law~~ in the Texas Code of Criminal Procedure, shall (i) ~~only be required to disclose~~ report to the Title IX Coordinator only the type of incident reported and may not disclose the student's name, phone number, address, or other information that may directly or indirectly reveal the student's identity; and (ii) provide the alleged victim with the contact information of the Title IX Coordinator and how to report a complaint as stated in this policy.										
Prior Report	An ~~employee-person~~ who has ~~either~~ learned of an incident of prohibited conduct in connection with an investigation or complaint process under this policy during the course of the College District's review or process, or has confirmed with the person or office overseeing the ~~investigation~~ review or complaint process that the incident has been previously reported, is not required to report the prohibited conduct.										
Title IX Coordinator	Reports of discrimination based on sex, including sexual harassment and gender-based harassment, may be directed to the Title IX coordinator or deputy Title IX coordinator whose names and contact information shall be listed on the College's website and in administrative regulations. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended and related state and federal laws: <table><tr><td>Title IX Coordinator:</td><td>Sandra B. Jacobson, J.D., M.Ed, SHRM-SCP Interim Director of EEO and Compliance/Title IX Coordinator/ADA/Section 504 Coordinator</td></tr><tr><td>Address:</td><td>Office of Equal Opportunity and Title IX (EO/TIX), 3100 Main Street, Suite 700, Houston, TX 77002</td></tr><tr><td>Telephone:</td><td>(713) 718-8271</td></tr><tr><td>Email:</td><td>Title IX Coordinator email³ - <u>hcc.oeotix@hccs.edu</u></td></tr><tr><td>Webpage:</td><td>Title IX/Sexual Misconduct webpage⁴ - <u>www.hccs.edu/oeotix/</u></td></tr></table>	Title IX Coordinator:	Sandra B. Jacobson, J.D., M.Ed, SHRM-SCP Interim Director of EEO and Compliance/Title IX Coordinator/ADA/Section 504 Coordinator	Address:	Office of Equal Opportunity and Title IX (EO/TIX), 3100 Main Street, Suite 700, Houston, TX 77002	Telephone:	(713) 718-8271	Email:	Title IX Coordinator email³ - <u>hcc.oeotix@hccs.edu</u>	Webpage:	Title IX/Sexual Misconduct webpage⁴ - <u>www.hccs.edu/oeotix/</u>
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**Responsible
Employees**

~~All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with state law.~~

~~The Title IX coordinator and deputy Title IX coordinator are authorized to institute corrective measures and must have actual knowledge of a Title IX complaint in order to constitute notice to the College District under the federal Title IX regulation.~~

Timely Reporting

~~A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the prohibited conduct.~~

Notice of Report

Any Board member or College District employee who receives a report of prohibited conduct shall immediately notify the Title IX coordinator or deputy Title IX coordinator and shall take any other steps required by this policy.

**Consolidated
Reports**

When an alleged victim submits one or more complaints under this policy or other HCC complaint policy and the complaints arise out of the same event or a series of related events that involve the same facts or circumstances, the College District may consolidate the complaints so long as no party is prejudiced. In addition, when two or more students submit separate grievances or complaints that involve common questions of fact, law, or policy, the College District may consolidate the complaints for purposes of investigation or for purposes of investigation and resolution, so long as no party is prejudiced. ~~When the allegations underlying two or more reports arise out of the same facts or circumstances, the College District may consolidate the reports.~~

Advisor

Each party to the complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures. In Title IX cases processed under FFDA1 (Regulation), if a party does not have an advisor and a live hearing is held, the College District will appoint an advisor to perform cross-examination at the live hearing on the party's behalf at no cost to that party.

**Conflict of Interest
Prohibited**

Individuals who serve as a Title IX coordinator, deputy Title IX coordinator, investigator, decisionmaker, or appeal officer shall not have a conflict of interest or bias against any party to a dispute under this policy. In addition, when a faculty member is a respondent, no other faculty member may be involved in decision-making regarding the complaint.

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	In the event of an actual conflict of interest or bias, the College District will appoint a different administrator, investigator, decisionmaker, or appeal officer to discharge responsibilities required under this policy. Bias is a form of prejudice and can be positive (e.g., favoring a party) or negative (e.g., disfavoring a party). A conflict of interest exists when personal or private interests are likely to compromise one's judgment. Conflicts and bias do not exist merely because the individual (i) is an employee of the College District, (ii) handled a prior case and ruled a particular way, or (iii) is a particular sex, race, religion, national origin, or other protected status. ~~No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.~~
Training	A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.
~~Days~~	<del> "Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one." </del>
~~Extension of Timelines~~	<del> Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension. </del>
~~Investigation of the Report~~	<del> The College District may request, but shall not require, a written report. If a report is made orally, the Title IX coordinator or designee shall reduce the report to written form. </del>
Initial Response to Report Initial Assessment	Reporting an allegation does not automatically initiate the grievance process. Upon receipt or notice of a report, the Title IX coordinator or deputy Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy and, if so, which grievance process would be used to process the complaint. Allegations that satisfy jurisdictional and definitional requirements under Title IX regulations will be investigated under FFDA1 (Regulation); otherwise, FFDA2 (Regulation) will be used. ~~If so, t~~ If the Title IX Coordinator or deputy lack sufficient information to make this determination, they may communicate with the alleged victim to obtain more information about the allegations. The objective of this communication is to understand what is alleged, not to investigate the allegations.

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*Communication
with Complainant*

If the Title IX coordinator or deputy Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, but may constitute a violation of other College District policies, Student Code of Conduct, rules, or regulations, the Title IX coordinator or deputy Title IX coordinator may discuss resources and support services with the student and shall refer the complaint for consideration under applicable College District policy, if appropriate.

The Title IX coordinator ~~shall~~ will promptly notify the complainant about the right to file a complaint, identify the applicable complaint process (FFDA1 or FFDA2), provide information on supportive measures as may be applicable, ~~offer supportive measures to the complainant, and respondent, and the complaint resolution process shall immediately begin, except as provided below at Criminal Investigation. The Title IX coordinator or deputy Title IX coordinator shall explain the complaint resolution process, for filing a formal complaint~~ and assess any request not to investigate.

*Supportive
Measures*

In cases involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the Title IX coordinator, deputy Title IX coordinator, or designee will inform the complainant about the types of supportive or interim measures that may be available to maintain a safe and non-disruptive college environment, to ensure the integrity of a pending investigation, to discourage retaliation, and/or to provide support during a grievance process.

~~When appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include~~ Supportive or interim measures may be available with or without initiating a complaint and could include, for example, academic accommodations, such as extensions of deadlines or other course-related adjustments; and modifications of class schedules; scheduling access to certain facilities and parking lots to minimize the risk of interaction between the parties; dining modifications; temporary removal from the education program or activity in accordance with law; counseling or; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus. A non-disciplinary temporary removal from an education program or activity also may be a supportive measure in some cases.

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*Request Not to
Investigate*

The Title IX coordinator will coordinate the implementation of supportive measures but other offices also may be involved to implement or facilitate supportive measures.

~~If the College District moves forward with the investigation, the Title IX coordinator or deputy Title IX coordinator shall immediately provide notice to the known parties to the complaint. [See FFDA(REGULATION)]~~

~~If the Title IX coordinator or deputy Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, but may constitute a violation of other College District policies, Student Code of Conduct, rules, or regulations, the Title IX coordinator or deputy Title IX coordinator may discuss resources and support services with the student and shall refer the complaint for consideration under applicable College District policy, if appropriate.~~

In cases involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, if a complainant requests that the College District not investigate or requests that it not inform the respondent of the allegations, the College District will weigh the rights, interests, and safety of all parties and the larger college community. The Title IX Coordinator or designee will consider the seriousness of the alleged conduct; the complainant's reasons for not wanting to proceed, if known; whether other reports against the respondent have been received; whether there is a risk of harm to others; and other relevant information required by law to be considered. The Title IX Coordinator or designee will promptly notify the complainant if the College District decides to investigate. The notice will be provided prior to initiating the investigation and will address reasonable concerns about the complainant's safety or the safety of others. If the Title IX Coordinator or designee decides not to investigate, the Title IX Coordinator or designee will consider whether other remedial measures would be appropriate and effective in preventing sex discrimination or harassment in the affected program or activity.

The same process described above shall be used if a complainant seeks to withdraw a complaint after the investigation has commenced. The Title IX coordinator or designee will determine whether, in light of the factors above, the investigation should continue. The Title IX coordinator or designee also will consider whether the respondent and/or complainant are still affiliated with the College District. ~~The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors~~

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	~~described by law and any other factors the College District considers relevant.~~
<i>Administrative Leave Pending Resolution</i>	Pending resolution of a complaint against an employee under this policy, the Chancellor or designee is authorized to place an employee on administrative leave in accordance with College District policies and procedures on administrative leave. ~~The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.~~
~~Formal Complaint~~	~~To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.~~
~~Notice to Parties~~	~~The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.~~ ~~If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.~~
Informal Resolution	The College District may offer ~~to~~ the parties a process for the informal resolution of a ~~formal~~ complaint ~~as defined by law~~. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator or deputy Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator or deputy Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator, deputy Title IX coordinator, or designee may facilitate that resolution within 10 days. If the Title IX coordinator or deputy Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.
Formal Resolution	If the complaint is not subject to the informal resolution process, the Title IX coordinator or deputy Title IX coordinator shall authorize or undertake an investigation using the applicable complaint

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Supportive
Measures

College District
Investigation

resolution process, ~~except as provided below at Criminal or Regulatory Investigation.~~

Upon receipt of a formal complaint under FFDA1 or FFDA2, the Title IX coordinator or deputy will notify all known parties of the allegations in writing.

The written notice will provide sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct at issue, and the date(s) and location(s) of the alleged incident(s) if known. The notice will (i) describe the parties' right to an accurate description of the evidence and/or access to the evidence, (ii) prohibit retaliation, (iii) state that the respondent is presumed not responsible until a determination regarding responsibility is made, (iv) provide information regarding supportive measures which may be available to either party (in cases that involve allegations of sexual harassment, sexual assault, dating violence, domestic violence, or stalking), (v) prohibit knowingly making false statements or submitting false information during the investigation and subsequent proceedings, and (v) provide other information as specified in the applicable regulation.

The notice must also include information regarding the opportunity to select and utilize an advisor during the grievance process.

If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.

~~When appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course related adjustments and modifications of class schedules; dining modifications; temporary removal from the education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus.~~

The College District will appoint an investigator who is impartial and free of any conflict of interests. A respondent shall not have supervisory authority over the individual who conducts the investigation or exercise control over the investigation. An investigation may

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*Concluding the
Investigation*

be conducted by the Title IX coordinator, deputy Title IX coordinator, College District investigators designated by the Title IX coordinator, or a third party designated by the College District, such as an attorney.

The parties expected to participate in an investigative interview or other meeting shall be provided prior written notice and sufficient time to prepare to participate. The parties shall be provided an equal opportunity to suggest or present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process.

The methods and manner of investigation shall be in accordance with the applicable regulation (FFDA1 or FFDA2).

The investigation shall be completed within a reasonable time, typically within 60 College District business days from the date of the report. If additional time is needed to ensure a thorough investigation, the investigator(s) shall notify the parties of the anticipated amount of time it will take to complete the investigation. The report shall be prepared in accordance with the applicable regulation (FFDA1 or FFDA2).

~~The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.~~

~~The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.~~

~~At least 10 days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.~~

Criminal or
Regulatory
Investigation

In some instances, a report or complaint may involve criminal conduct. A student who is a victim of a crime may choose whether to report the crime to the police. The student's right to file a complaint with the College District does not depend on whether the student reports the incident to the police.

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If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine whether the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. **The College District shall promptly resume its investigation upon notification from the law enforcement or regulatory agency that the College District's investigation will not impede the external investigation.**

~~After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.~~ Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.

Concluding the Investigation

~~The investigation shall be completed within a reasonable time, not to exceed 60 days from the date of the report.~~

~~The investigators shall prepare a written report summarizing the relevant investigation information. The final investigative report shall be filed with the Title IX coordinator within 10 days following the completion of the investigation.~~

Notification of the Report

~~The Title IX coordinator or deputy Title IX coordinator shall provide the investigation report, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the complainant and the respondent promptly following receipt. The parties shall be given 10 days to respond to the report.~~

College District Action

~~Absent a formal complaint dismissal or the parties' decision to reach an informal resolution agreement (if agreeable), the Title IX coordinator shall submit the investigation report and any response from the parties to the vice chancellor for student services promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.~~

**Live Hearing—
Determination of
Responsibility**

~~The Title IX coordinator shall summon the parties for a live hearing to be held within a reasonable time, not to exceed 10 days, following receipt of the responses to the investigation report from both parties. The live hearing shall be conducted in accordance with law and College District procedures.~~

~~After the hearing, the hearing officer shall determine, based on the results of the investigation, whether each individual allegation of prohibited conduct occurred using a preponderance of the evidence standard and determine the appropriate disciplinary or cor-~~

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Fact-Finding,
Determinations, and
Appeals

~~rective action. The hearing officer shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The hearing officer shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.~~

The methods and manner of fact-finding and determinations of responsibility shall be in accordance with the applicable regulation (FFDA1 or FFDA2). Determinations of responsibility shall be based on a preponderance of the evidence. The applicable regulation will provide an appeal process for a party who wishes to contest an adverse determination, including providing for review by the Chancellor or designee in cases in which the complainant is a student and the respondent is a full-time faculty member.

Disciplinary or
Corrective Action

If the ~~hearing officer~~ complaint resolution process results in a ~~determines determination~~ that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. [See FLB for students found to have violated this policy and DH for employees found to have violated this policy]

Examples of disciplinary or corrective action may include:

- Implementing the disciplinary measures described in FM for students or DH and DM series for employees;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for a College District program or the College District community;
- Providing counseling for the alleged victim and the party who engaged in prohibited conduct;
- Permitting the alleged victim or student who engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred;

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	• Reaffirming the College District's policy against discrimination and harassment; and • Taking other actions described in College District regulations. • In addition, if the respondent is a student and is determined to be ineligible to reenroll for a non-academic or non-financial reason, the College District shall include on the respondent's transcript the notation required under 19 Texas Administrative Code 3.30(b).
Exception	The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if both parties consent, and if the complaint does not allege sexual assault, informal resolution, including but not limited to mediation, may be pursued. In no event may a student be required to resolve a complaint of sexual harassment by an employee directly with the employee.
Improper Conduct	If the ~~hearing officer~~ complaint resolution process results in a determinationes that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.
Dismissal of Complaint	~~An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.~~
Mandatory Dismissal	
Permissive Dismissal	~~Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.~~ ~~A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.~~
Notice of Dismissal	~~Upon dismissal of a complaint, the Title IX coordinator or designee shall provide the parties written notice of the dismissal.~~
Confidentiality	To the greatest extent possible, consistent with law, the College District shall respect the privacy of the parties, witnesses, and other persons involved. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.
Retaliation	The College District prohibits retaliation by an individual or College District employee against any individual who, in good faith, makes a report or complaint, opposes discriminatory practices, serves as

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	a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. Retaliation includes acts that have for the purpose of interfering with a right or privilege under this policy. ~~the complainant, or an individual who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy.~~ Retaliation does not include ~~This prohibition does not apply to~~ discipline of a person who perpetrated or assists in the perpetration of ~~the prohibited~~ conduct prohibited by this policy. As used in this policy, retaliation is defined as a materially adverse action, including intimidation, reprisal, and harassment, against an individual because the individual engaged in a protected activity. Retaliation is an action or decision that would not have occurred but for the individual's protected activity. The protection against retaliation applies to all good-faith complaints, even if the underlying complaint ultimately is not sustained. Retaliation does not include charging an individual with making a materially false statement in bad faith in the course of an investigation or grievance proceeding. A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAA, as appropriate.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assaults, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
Failure to Report	An employee who fails to make a required report regarding prohibited conduct shall be subject to appropriate disciplinary action as described in DIAA(LOCAL).
False Claims False Claims	A student or employee who intentionally makes a false claim ~~or~~, offers a false statement, ~~or refuses to cooperate with a College District investigation regarding prohibited conduct~~ shall be subject to appropriate disciplinary action. In addition, an employee's refusal to cooperate with a College District investigation may under certain circumstances subject the employee to disciplinary action.
Interference with the Grievance Process	Any person who interferes with the grievance processes outlined in this policy and administrative regulations is subject to disciplinary action up to and including dismissal or separation from the College District ~~institution~~ in accordance with the law and College District
DATE ISSUED: 3/19/2025 LDU 2025-02 FFDA(LOCAL)-X	Adopted: 2/19/2025

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
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(LOCAL)

policies and procedures. Interference with a grievance process may include, but is not limited to:

1. Attempting to coerce or prevent an individual from providing testimony or relevant information;
2. Removing, destroying, or altering documentation relevant to the grievance process; or
3. Knowingly providing false or misleading information to the Title IX coordinator, deputy Title IX coordinator, investigator, or hearing officer or encouraging others to do so.

Appeal

**Discipline or
Corrective Action**

Students

Suspension

~~If the hearing officer determines that a student committed prohibited conduct that warrants a suspension, the hearing officer shall forward the determination and all evidence collected during the investigation and hearing to the vice chancellor for student services. A conference with the vice chancellor for student services shall be scheduled within 10 days of the notice of determination.~~

Expulsion

~~If the hearing officer determines that the student committed prohibited conduct that warrants expulsion, the hearing officer shall forward the determination and all evidence collected during the investigation and hearing to the vice chancellor for student services for further processing.~~

Other Action

~~If the hearing officer determines that the student committed prohibited conduct that warrants other discipline or corrective action, the vice chancellor for student services or designee shall inform the student that the student may appeal the determination within 10 days in accordance with the appropriate appeals process.~~

Employee

Suspension
Without Pay or
Termination of
Contract
Employees
Other Action

~~If the hearing officer determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the chief human resources officer or designee shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA.~~

~~If the hearing officer determines that the employee committed prohibited conduct that warrants other discipline or corrective action, the chief human resources officer or designee shall inform the employee that the employee may appeal the determination within 10 days in accordance with DIAA.~~

Other Appeals

~~A party may appeal the findings of an investigation where it is alleged that procedural error or previously unavailable relevant evidence could significantly impact the outcome of the case through the applicable regulation.~~

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
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	~~All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DIAA(REGULATION) for employees, FFDA(REGULATION) for students, and GB(LOCAL) for community members]~~
~~Other Grievances~~	~~Formal complaints that are dismissed because the alleged conduct does not meet the Title IX definition of sexual harassment, but does meet the definition of sexual harassment under state law, may be appealed through the non-Title IX grievance process contained in FFDA2(REGULATION).~~
~~Complaints Filed with OCR~~	~~A party shall be informed of the party's right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).~~
Records Retention	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report. This policy must be reviewed by the Board a minimum of every two years.
	~~¹ College District Title IX website: https://www.hccs.edu/oeotix/~~ ~~² College District officials: mailto:hcc.oeotix@hccs.edu~~ ~~³ Title IX Coordinator email: mailto:hcc.oeotix@hccs.edu~~ ~~⁴ Title IX/Sexual Misconduct webpage: https://www.hccs.edu/oeotix/title-ix-know-your-rights/~~

ACTION ITEM

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
N.	Approval FDA (LOCAL) - Tuition and Fees: Residency	Dr. Nicole Montgomery Dr. Uchena Spencer

BACKGROUND/DESCRIPTION

Model language has been issued to address Texas Higher Education Coordinating Board rules regarding residency determinations. The title of the Residence Status Determination Official has been updated to reflect the newly adopted Coordinating Board rules.

RECOMMENDATION/DISCUSSION

Approve the proposed new policy FDA(LOCAL) as recommended by TASB under Update 51.

STRATEGIC ALIGNMENT

1. Student Success, 3. Academic Rigor , 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
FDA (LOCAL)_new	10/7/2026	Attachment

**Residence Status
Determination
Official**

The Board shall designate a residence status determination official for the College District. The legal residence of each applicant, for tuition purposes, shall be determined by the residence status determination official in accordance with procedures adopted for that purpose to comply with state law.

Meeting Date: October 19, 2026

Topics for Discussion (Strategic and Operational)

ITEM #	ITEM TITLE	PRESENTER
O.	Next Meeting - November 2, 2026	

STRATEGIC ALIGNMENT