



## **AGENDA**

### **BOARD OF TRUSTEES REGULAR BOARD MEETING**

**January 21, 2016  
4:00 p.m.**

**HCC Administration Building  
3100 Main, 2<sup>nd</sup> Floor Auditorium  
Houston, Texas**



## **Strategic Plan 2016-2019**

Imagine HCC 2019

*(Approved by the HCC Board of Trustees, December 18, 2015)*

### **Mission**

Houston Community College is an open-admission, public institution of higher education offering a high-quality, affordable education for academic advancement, workforce training, career and economic development, and lifelong learning to prepare individuals in our diverse communities for life and work in a global and technological society.

### **Vision**

HCC will be a leader in providing high quality, innovative education leading to student success and completion of workforce and academic programs. We will be responsive to community needs and drive economic development in the communities we serve.

### **Strategic Goals**

#### **1. Student Success**

- A. Improve student preparedness, readiness and alignment
- B. Improve the student experience
- C. Increase student completion
- D. Ensure that instructional programs prepare students for success in current and future working environments

#### **2. Organizational Stewardship**

- A. Ensure that the strategic plan serves as the basis for funding
- B. Improve and streamline business transactions and processes
- C. Increase diversity, inclusion and engagement throughout the institution

#### **3. Performance Excellence**

- A. Focus on one HCC and consistency of quality experience across the campuses, departments, and facilities
- B. Foster an environment within the institution as a compelling place to work and learn
- C. Employ analytic measures to assess and guide performance excellence

#### **4. Innovation**

- A. Build a culture that champions collaboration, creativity, and innovation
- B. Increase innovation in teaching and learning
- C. Expand the use of technology throughout the institution

**NOTICE OF A REGULAR MEETING  
OF THE BOARD OF TRUSTEES**

**HOUSTON COMMUNITY COLLEGE**

**January 21, 2016**

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Thursday, the twenty-first (21<sup>st</sup>) day of January, 2016 at 4:00 p.m., or after, and from day to day as required, at the HCC Administration Building, 2<sup>nd</sup> Floor Auditorium, 3100 Main, Houston, Texas. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

**I. Call to Order**

**II. Prayer and Pledge of Allegiance**

**III. Approval of Minutes**

Approval of Minutes from the Academic Affairs/Student Services Committee, Audit Committee, Strategic Planning Committee, Public Facility Corporation Board of Directors Meeting, and Committee of the Whole on December 10, 2015, and Chancellor Evaluation Committee and Regular Meeting on December 17, 2015.

**IV. Awards, Presentations, and Recognitions**

**V. Chairman's Report**

A. Trustees District Reports.

**VI. Chancellor's Report**

A. Student Success Stories.

B. Faculty Senate Report (President of Faculty Senate).

**VII. Hearing of Citizens**

**VIII. Consent Agenda**

**A. Chancellor Evaluation**

1. Approval of Chancellor's Goals for Domain 3.2 and 3.3 for Fiscal Year 2016.

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**B. Board Governance**

2. Adopt Revisions to Board Bylaws.

**C. Academic Affairs/Student Services**

3. Adoption of the Associate in Arts Degree as the Multidisciplinary Studies Associate Degree.

**D. Facilities and Finance**

4. Authorize Extension of Lease at Pinemont Center.
5. Sale of the 33 Acres in Missouri City.
6. Authorize Additional Funding to Complete the San Jacinto Memorial Green and Austin Street Improvement Projects.
7. Waiver of Out-of-District Tuition and Fees for Dual Credit Students.
8. Investment Report for the Month of November 2015.
9. Monthly Financial Statement and Budget Review for November 2015.

**IX. Topics for Discussion and/or Action**

**A. Board Governance**

1. Personnel Agenda (Faculty).

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

**A. Legal Matters**

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

**B. Personnel Matters**

1. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or to hear complaints or charges against the chancellor, employees or board members, unless the

Houston Community College  
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officer, employee, or board member who is the subject of the deliberation or hearing requests a public hearing.

**C. Real Estate Matters**

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

**XI. Additional Closed or Executive Session Authority**

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

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

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

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

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

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

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

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a parent or guardian of the student or by the employee against whom the complaint is brought.

Section 551.084 – For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

**XII. Reconvene in Open Meeting**

**XIII. Adjournment**

**XIV. Dinner**

Following the conclusion of all business, the Board of Trustees will meet for dinner in the Chancellor's Conference Room, 12<sup>th</sup> Floor, Suite 12D15, System Administration Building, 3100 Main, Houston, Texas 77002, where the Board may generally discuss System business, but will not take action on such business.

**CERTIFICATE OF POSTING OR GIVING NOTICE**

On this 15<sup>th</sup> day of January 2016 at or before 4:00 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; and (2) the Houston Community College website, [www.hccs.edu](http://www.hccs.edu).



Rose Sarzoza-Pena  
Manager, Board Services

# Minutes

**MEETING OF THE  
ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**December 10, 2015**

**Minutes**

The Academic Affairs/Student Success Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, December 10, 2015, at the HCC Administration Building, Second Floor, Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Dave B. Wilson, *Committee Member*  
Zeph Capo, *Alternate Committee Member*  
Adriana Tamez, *Committee Member*  
Robert Glaser  
Neeta Sane

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Margaret Ford Fisher, President, Northeast College  
Madeline Burillo, Interim President, Southwest College  
Debra McGaughey for William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Mr. Capo, Board Chair, called the meeting to order at 2:55p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice. (Mr. Capo represented Ms. Loreda as Committee Chair for this meeting).

*(The following Trustees were present: Wilson, Capo, Tamez, Glaser and Sane).*

*(Mr. Glaser stepped out at 2:56 p.m.)*



### **STUDENT SUCCESS UPDATE**

Dr. Maldonado stated the update reflects a snap shot on how we are going to align our strategies from each department with achieving the goals of each of the five domains as well as the strategic plan.

Dr. Beatty provided an update on the HCC Student Experience Plan and its alignment with the Chancellor's goals. She presented the following:

#### **Aligning the HCC Student Experience Model with HCC**

- HCC Student Experience Milestones
- Performance Domains
- Creating Alignment

*(Mr. Glaser returned at 2:59 pm)*

*(Dr. Evans-Shabazz arrived at 3:05 p.m.)*

Mr. Wilson inquired as to when the weekend college will begin and how many students will it take to make it a feasible program.

Dr. Beatty responded that the weekend college is still in the development phase and it will begin in the Fall 2016. It is starting with a business degree, a GED program, and a workforce degree. More information will be provided in a future report.

### **UPDATE ON ATHLETICS & RECREATIONAL SPORTS**

Dr. Nicotera provided an update on the Fall 2015 Recreational Sports programming for the District. He presented the following:

#### **Recreational Sports Update Fall Semester 2015**

- Club Sports Activities
- Club Sports Activities By College: Fall 2015
- Recreational Activities By College: Fall 2015
- Recreational Sports/Club Sports Participation By College
- Available Funds Vs Utilization By College
- Operating Expenditures By College
- Transformation of Recreational Sports Program

Mr. Capo noted that there is a discrepancy between the available funds and the utilized amounts. He inquired regarding the latitude in utilizing ATH funds. He apprised since not all students are engaged into individual team sports could the funds be used district wide into health and well-being in order to help students feel like a unit.

Dr. Maldonado informed that we are starting to approach the wellness issue by providing wellness facilities.. A wellness center with equipment will be placed at Woodridge. We are partnering with Missouri City and Southeast local YMCA.

Mr. Capo inquired if the marketing plan will be funded through these funds.

Dr. Maldonado explained that we are currently researching technology for marketing. He anticipated the funds would be used for equipment and staffing. The marketing will be included in other areas of the college.

*(Ms. Mullins stepped in at 3:12 pm)*

Ms. Sane inquired if we have any educational programs related to sports training.

Dr. Nicotera stated there is no educational sports training program at this time.

Mr. Capo noted that Ms. Loreda would like to move plans forward.

**UPDATE ON INSTITUTIONAL TRANSFORMATION PLAN**

Dr. Maldonado mentioned a change will be coming in the Spring. He noted to the Board, it will be enhanced as it relates to what is being done in order to meet the goals of the community and strategic plan. He introduced Dr. Herod to provide a brief update on Transformation.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 3:19 p.m.

*Minutes recorded, transcribed & submitted by:*

Rose Sarzoza-Pena  
Manager, Board Services

Minutes Approved as Submitted: \_\_\_\_\_

**MEETING OF THE  
AUDIT COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**December 10, 2015**

**Minutes**

The Audit Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, December 10, 2015, at the HCC Administration Building, Second Floor, Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Robert Glaser, *Committee Chair*  
Dave Wilson, *Committee Member*  
Adriana Tamez, *Alternate Committee Member*  
Carolyn Evans-Shabazz  
Zeph Capo

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Margaret Ford Fisher, President, Northeast College  
Madeline Burillo, Interim President, Southwest College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Mr. Glaser, Committee Chair, called the meeting to order at 2:16 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

*(The following Trustees present: Capo, Evans-Shabazz, Tamez, Glaser, and Wilson).*

**ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, 2015**

Motion – Mr. Wilson moved and Dr. Tamez seconded.

Dr. Maldonado stated Grant Thornton has conducted an external audit, met with administration and staff, and provided their charge in conducting the audit.

Ms. Zamora introduced Grant Thornton to present on the review of the audit.

The External Audit Team consists of Angela Dunlap, Karmyn Jeffries and Erica Brown. They presented the following:

- Audit Scope and Results
- Quality of Accounting Practices
- Technical Updates
- Accounting Updates

*(Mr. Capo stepped out at 2:19 p.m.)*

Mr. Wilson inquired if a monetary figure could be provided to the Board.

Ms. Dunlap stated that there are no potential monetary figures associated with the audit and no question costs reported.

Mr. Glaser inquired as to when the committee anticipated getting any prior year openings and endings completed.

Ms. Jefferies responded with by the end of this week or no later than next week.

*(Mr. Capo returned at 2:31 p.m.)*

Mr. Wilson inquired as to the method used for the amortization.

Ms. Dunlap noted the effective interest rate method is used.

Mr. Glaser inquired if there are any remaining items for 2015.

Ms. Dunlap apprised that a clean letter would be issued by the next Board meeting on December 17, 2015.

*(Dr. Evans-Shabazz stepped out at 2:40 p.m.)*

*(Ms. Sane returned at 2:53 p.m.)*

*(Dr. Evans-Shabazz returned at 2:54 p.m.)*

Vote – The motion passed with a vote of 3-0.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 3:04 p.m.

*Minutes recorded, transcribed & submitted by:*

Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: \_\_\_\_\_

**MEETING OF THE  
STRATEGIC PLANNING COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**DECEMBER 10, 2015**

**Minutes**

The Strategic Planning Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, December 10, 2015 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, *Chair*  
Robert Glaser, *Vice Chair*  
Neeta Sane  
Carolyn Evans-Shabazz  
Adriana Tamez, *Secretary*  
Dave Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Madeline Burillo, Interim President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
Zachary Hodges, President, Northwest College  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer  
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani  
David White, President, Faculty Senate  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Mr. Zeph Capo, Chair, called the meeting to order at 1:11 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

*(The following Trustees were present: Sane, Capo, Evans-Shabazz, Tamez, and Glaser)*

*(Mr. Wilson stepped in at 1:14 pm)*

**HCC STRATEGIC PLAN 2016-2019**

Dr. Cesar Maldonado welcomed Dr. Stephen Klineberg from Rice University's Kinder Institute for Urban Research to assist with the presentation of the Strategic Plan.

Dr. Klineberg presented on the following "Changing Face of Houston: Two Revolutions."

*(Dr. Evans-Shabazz stepped out at 1:32 pm)*

*(Dr. Evans-Shabazz returned 1:33 pm)*

Dr. Herod presented Achieving the Vision: Strategic Plan:

- Achieving The Vision
  - Strategic Pathway called IMAGINE 2019
  - Plan describing the Board - approved Vision
- IMAGINE 2019- An Aligned Institution Focused on Student Success
  - Strategic Plan – Vision and 4 Strategy Pillars
  - Transformation
  - HCC Way- Values and Behaviors
- Foundation for the Vision
  - On-line Surveys
  - In-Person Interviews
  - Internal Workgroups
  - Community Outreach Efforts
  - College Listening Tours
  - Executive Team Meetings
- Excellence Driven Inside and Out
  - Ad Hoc Committee of the Board of Trustees
  - External Stakeholders
  - HCC Faculty Senate
  - HCC United Student Council
  - HCC Chancellor's Cabinet
- Strategic Planning Advisory Council and Internal Work Groups
  - External Meetings (471)
  - Transcribed Tape Hours (22)
  - Internal Survey Responses (850)
  - External Survey Responses (including students) (906)
  - Open Comments from Survey (1,667 comments)
  - Chancellor Listening Tours (6 colleges, 350 attendees, 180 comment cards)
- Key Findings Supporting The Vision (Internal Survey Responses)
  - Ensure Quality Instructional Programs and Courses
  - Increase Student Retention and Persistence Rates
  - Create Opportunities to Gain Knowledge, Skills, & Credentials in High Demand Fields
  - Improve the Student Experience
  - Improve the Effectiveness of our Administrative Services

- Strategic Planning Components
  - Mission
  - Vision
  - Core Values
  - Behavioral Competencies
- Our Mission
- Vision Adopted December 11, 2014
- Our Cultural Core – The HCC Way
  - Our Core Values
  - Core Behaviors
  - Leadership Behaviors
- Defining the Strategic Pillars
  - **Student Success**
    - Improve student preparedness, readiness and alignment
    - Improve the student experience
    - Increase student completion
    - Ensure instructional programs prepare students for success in current and future working environments
  - **Organizational Stewardship**
    - Ensure the strategic plan serves as the basis for funding
    - Improve and streamline business transactions and processes
    - Increase diversity, inclusion and engagement throughout the institution
  - **Performance Excellence**
    - Focus on one HCC & consistency of quality experience across the campuses, departments, and facilities
    - Foster an environment within the institution as a compelling place to work and learn
    - Employ analytic measures to assess and guide performance excellence
  - **Innovation**
    - Build a culture that champions collaboration, creativity and innovation
    - Increase innovation in teaching and learning
    - Expand the use of technology throughout the institution
- Imagine 2019
  - **Vision**
    - Student Success
    - Organizational Stewardship
    - Performance Excellence
    - Innovation
    - Behavioral Competencies
    - Core Values
    - Mission
- Performance Goals Alignment
  - **Performance Goals**
    - Participation
    - Success



- Fiscal & Facilities
- External Relations
- Governance & Board Relations

Dr. Tamez inquired about Dr. Klineberg's role in the committee and how many served on the committee.

Dr. Herod apprised Dr. Klineberg is a member of the Strategic Planning Advisory Council and that he presented to the council. Dr. Herod noted there are 25-30 council members.

Dr. Evans-Shabazz inquired on how is the HCC culture promoted and strengthened in regards to academic standards, the collaboration of faculty, staff and student success in determining whether you have full or part time positions.

Dr. Maldonado apprised part of the strategy being used is to improve the onboarding process for adjuncts. He noted that from a budget stand point is we must have a balancing point where we can afford the faculty that we need. Our goal will be to have a preponderance of fulltime faculty. We have invited them to attend convocation and events we hold for fulltime faculty.

Dr. Beatty explained we are striving for a goal of 50% to 50% ratio, 50% part-time and 50% full time. She noted Susan Goll, former Faculty Senate President is creating a formula and we are working to develop a proposal that will help us get that 50% ratio.

Mr. Wilson noted a correction on page 4, and that only 8 trustees had input regarding the strategic plan. He inquired how the Centers of Excellence fit in the strategic plan. He requested more concrete examples of how it affects the operations of units.

Mr. Capo apprised the purpose of the strategic planning committee is to look forward into how we ensure it is integrated, and what we are doing to move forward.

Ms. Sane inquired as to how the plan aligns with Texas Education Coordinating Board 60/30 plan. She requested assistance with identifying how the plan fits into the Texas Education Coordinating Board's plan.

Dr. Maldonado mentioned that over the next quarter you will begin to see what is needed to reach the goals of the 60/30 plan.

Motion – Ms. Sane moved to approve the HCC Strategic Plan 2016-2019 presented by administration and Mr. Glaser seconded.

Vote on Motion – The motion passed with a vote of 3-0.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 11:38 a.m.

*Minutes recorded, transcribed & submitted by:*  
Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: \_\_\_\_\_

DRAFT

**MEETING OF THE  
BOARD OF DIRECTORS  
HOUSTON COMMUNITY COLLEGE  
PUBLIC FACILITY CORPORATION**

**December 10, 2015**

**Minutes**

The Board of Directors of the Houston Community College Public Facility Corporation held a meeting on Thursday, December 10, 2015, at the HCC Administration Building, Second Floor, Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo,  
Robert Glaser  
Sandie Mullins  
Neeta Sane  
Dave Wilson  
Adriana Tamez  
Carolyn Evans-Shabazz

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Margaret Ford Fisher, President, Northeast College  
Madeline Burillo, Interim President, Southwest College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Mr. Capo, called the meeting to order at 3:20 p.m. and declared the Board of Directors convened to consider matters pertaining to Houston Community College Public Facility Corporation as listed on the duly posted Meeting Notice.

*(The following Directors present: Capo, Evans-Shabazz, Tamez, Glaser, Sane, Mullins and Wilson).*

**RESOLUTION APPOINTING OFFICERS OF THE PUBLIC FACILITY CORPORATION**

Motion – Trustee Mullins moved and Tamez seconded.

Dr. Maldonado stated that it is required by the by-laws of the Public Facility Corporation to appoint officers.

Vote – The motion passed with a vote of 7-0.

**RESOLUTION AUTHORIZING THE CONVEYANCE OF PUBLIC FACILITIES TO HOUSTON COMMUNITY COLLEGE SYSTEM**

Motion – Ms. Mullins moved and Dr. Tamez seconded.

Vote – The motion passed with a vote of 7-0.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 3:04 p.m.

*Minutes recorded, transcribed & submitted by:*  
Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: \_\_\_\_\_

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

**December 10, 2015**

**Minutes**

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, December 10, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, *Chair*  
Robert Glaser, *Vice Chair*  
Adriana Tamez, *Secretary*  
Carolyn Evans-Shabazz  
Sandie Mullins  
Neeta Sane  
David Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Margaret Ford Fisher, President, Northeast College  
Madeline Burillo, Interim President, Southwest College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer  
Carne Williams, Executive Director, HCC Foundation

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani  
David White, President, Faculty Senate  
Lillie Aranda, President, COPA  
Melissa Mihalick, Board Counsel, Bracewell & Giuliani, and other administrators

**CALL TO ORDER**

Mr. Zeph Capo, Chair, called the meeting to order at 3:29 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

**SALE OF 11.75 ACRES IN MISSOURI CITY**

Motion – Ms. Sane moved Ms. Mullins seconded.

Dr. Maldonado apprised as part of the transactions dealing with the Missouri City Campus relocation, and one of the transactions is the sale of 11.75 acres and building to Fort Bend County.

Mr. Wilson inquired if the other piece of property was to Johnson's Development.

Dr. Maldonado apprised the Board authorized the sale a few months ago, but it is to be brought back for final approval. He noted we should have something by the end of the year. He also noted the buyer is interested and will move forward with the purchase.

Dr. Maldonado explained the transaction on the other partial adjoining to this one will either be an existing contract or for sale. He noted the Board has already authorized administration to proceed with the sale, and if the deal does not go through it would go for public sale.

Mr. Glaser inquired when will we close on the property and if we will continue the use of the facility once the property is sold.

Dr. Maldonado clarified that the intention is to continue use of the facility and that we are currently in the process of negotiation with the county.

Mr. Glaser asked if we are not able to come to an agreement will classes be moved to other locations.

Dr. Maldonado responded the Stafford campus or leasing other properties are options.

Vote – The motion passed with a vote of 6-1. Mr. Wilson opposed.

**CONSTRUCTION AUDIT STATUS REPORT**

Dr. Maldonado stated that as part of the overall CIP project, R.L. Townsend and Associates have been engaged to perform a review of contracts and the buildings. In addition, they are to audit the 2013 CIP construction projects.

Mr. Chuck Smith introduced Debbie Townsend, R.L. Townsend and Associates, Construction Auditor.

Ms. Townsend provided a Construction Audit Update on the following:

- Best Practices – Construction
- Audit Areas of Focus
- Bidding of Subcontractors
- Payment Applications
- Resolution of Questions

*(Dr. Tamez stepped out at 3:40 p.m.)*

*(Ms. Sane stepped out at 3:41 p.m.)*

*(Ms. Sane returned at 3:52 p.m.)*

Mr. Capo inquired if there are any type of audits done onsite in order to ensure work is done properly in the buildings.

Ms. Townsend explained the issue of concern is work order changes and general conditions. She noted they review payroll to make sure they know who are the employees, and a review is done to ensure people who are on payroll.

Mr. Smith apprised that it has to do with financial or performance audit. He noted part of the strategy is for project, program managers, and HCC personal to walk the buildings daily and take note of things that need to be corrected before it becomes an issue.

Mr. Capo stated he will have an evaluation form created for final check off regarding the things that were completed for each of the HCC properties.

### **CONSENT AGENDA**

Motion – Mr. Capo moved items to the consent agenda.

- Resolution Authorizing the Acceptance of Public Facilities from the Houston Community College System Public Corporation
- Investment Report for the Month of October 2015
- Authorize Procurement Method for Parking Lot Maintenance and Report on Condition
- Online Learning Management System
- Authorize Execution of Texas Cooperative Purchasing Network Contract with TDIndustries
- Proposed Settlement Between Lorenzo Walker and HCC.
- Monthly Financial Statement and Budget Review for October 2015.

Vote – The motion passed with a vote of 6-0.

### **ADJOURNED TO CLOSED SESSION**

Mr. Capo adjourned the meeting to Executive Session at 4:53 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open

Houston Community College  
Committee of the Whole December 10, 2015 - Page 4

Meetings Law. Mr. Capo stated that any final action, vote or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Mr. Capo reconvened the meeting in Open Session at 5:13 p.m. and entertained any motions on pending matters.

*(The following Trustees were present: Capo, Evans-Shabazz, Glaser, Mullins, and Wilson).*

**AUTHORIZE PURCHASE OF PALMETTO CUL-DE-SAC RIGHT OF WAY AT EASTSIDE CAMPUS**

Motion – Dr. Evans-Shabazz moved and Ms. Mullins seconded.

Vote – The motion passed with a vote of 5-0.

**APPROVAL OF MARTINEZ PARTNERS, LPP LEGAL INVOICE**

Motion – Mr. Glaser moved and Dr. Evans-Shabazz seconded.

Vote – The motion passed failed with a vote of 4-1. Mr. Wilson opposed.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 5:14 p.m.

*Minutes recorded, transcribed & submitted by:*  
Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: \_\_\_\_\_



**MEETING OF THE  
CHANCELLOR EVALUATION COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**December 17, 2015**

**Minutes**

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, December 17, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Adriana Tamez, *Chair*  
Zeph Capo, *Committee Member*  
Eva Loreda, *Committee Member*  
Robert Glaser  
Dave Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Margaret Ford Fisher, President, Northeast College  
William Harmon, President, Central College  
Madeline Burillo, Interim President, Southwest College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Janet May, Chief Human Resources Officer

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani; and other administrators.  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 3:00 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

**CHANCELLOR'S EVALUATION TIMELINE FOR 2015 – 16**

Motion – Ms. Loreda moved and Mr. Capo seconded.

Vote – The motion passed with a vote of 3-0.

**CHANCELLOR’S EVALUATION FOR 2014 – 15 AND ANY OTHER RELATED MATTERS, AS NECESSARY**

(Dr. Evans-Shabazz arrived at 3:01 p.m.)

Mr. Hollingsworth apprised the item would be discussed in closed session.

**ADJOURNED TO CLOSED SESSION**

Dr. Tamez adjourned the meeting to Executive Session at 3:03 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Dr. Tamez stated that any final action, vote or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

*(The following Trustees were present: Capo, Glaser, Loredo, Mullins, Sane, Tamez, Evans-Shabazz and Wilson)*

Dr. Tamez reconvened the meeting in Open Session at 4:00 p.m. and entertained any motions on pending matters.

Motion – Ms. Loredo moved item II.A (*Chancellor’s Evaluation for 2014-15 and Any Other Related Matters, As Necessary*) under the Chancellor Evaluation Committee approve a one-time compensation of 3.5% for Chancellor Maldonado for his goals and accomplishments for 2014-2015 year. Mr. Capo seconded.

Vote – The motion passed with a vote of 3-0.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 4:01 p.m.

*Minutes recorded, transcribed & submitted by:*

Rose Sarzoza-Pena  
Manager, Board Services

Minutes Approved as Submitted: \_\_\_\_\_

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

**December 17, 2015  
Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, December 17, 2015 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, *Chair*  
Robert Glaser, *Vice Chair*  
Adriana Tamez, *Secretary*  
Carolyn Evans-Shabazz  
Eva Loreda  
Sandie Mullins  
Neeta Sane  
Dave Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Valerie Simpson for Ashley Smith, General Counsel  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Associate Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Madeline Burillo, Interim President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer  
Carme Williams, Executive Director, HCC Foundation  
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani  
David White, President, Faculty Senate  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Mr. Zeph Capo, Chair, called the meeting to order at 4:01 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

*(The following Trustees were present: Capo, Evans-Shabazz, Glaser, Mullins, Sane, Tamez, Loreda and Wilson)*

A special recognition reception was held in honor of Ms. Sandie Mullins.

*(Oliver arrived at 4:26 p.m.)*

**PRAYER AND PLEDGE OF ALLEGIANCE**

Ms. Mullins led the prayer and the pledges.

**APPROVAL OF MINUTES**

Motion – Mr. Oliver moved and Ms. Loreda seconded.

Dr. Evans-Shabazz noted the inconsistency in the minutes regarding her name. She requested that Dr. Evans-Shabazz is used in the minutes. She noted that the minutes indicated she “stated” but should be noted she “asked” if the City was judgement proof. She also noted that she was not listed as a present for the Chancellor Evaluation Committee meeting.

Vote – The motion passed with necessary corrections with a vote of 9-0.

Approval of Minutes from the Academic Affairs/Student Services Committee, Audit Committee, Board Governance Committee, Chancellor Evaluation Committee, and Committee of the Whole on November 12, 2015, and Chancellor Evaluation Committee and Regular Meeting on November 19, 2015.

**AWARDS, PRESENTATIONS, AND RECOGNITIONS**

Mr. Capo acknowledged the gift from the Houston Livestock Show and Rodeo of \$146,000. He presented Mr. Joe Cowley, Houston Livestock President and CEO and Mr. Jack Lyons, Chair of the Board for the check presentation.

**CHAIRMAN’S REPORT:**

Mr. Capo opened the floor for Trustee Reports:

- **Trustee District Reports**

District III – Dr. Tamez thanked everyone for great things happening at HCC and wished Happy Holidays.

District IV – Dr. Evans-Shabazz informed she attended the SE college event, and expressed her holiday wish to everyone.

Houston Community College  
Regular Meeting – December 17, 2015 – Page 3

District V – Mr. Glaser thanked all the community groups and groups through the college, and understands what is taking place.

District VI – Ms. Mullins wished everyone Happy Holidays and a prosperous 2016.

District VII – Ms. Sane thanked both Dr. Maldonado, Dr. Burillo and Mr. Chuck Smith for hosting the town hall meeting

District VIII – Ms. Loreda informed that the community is thriving and everyone is excited about the Fraga Campus.

District IX – Mr. Oliver thanked Dr. Harmon and his colleagues for the job well done.

District I – Ms. Capo thanked Dr. Ford Fisher for inviting him to the Northline Community Campus Holiday party. He also thanked Juliet Stipeche for her 5 years of services at HISD. He wished everyone holiday wishes.

- **Board Meeting Schedule**

Mr. Capo announced the next scheduled meeting dates for Committee and COTW meetings is Tuesday, January 12, 2016 and the Regular meeting on Thursday, January 21, 2016.

**Birthday Recognitions**

Recognized Trustees Wilson and Oliver for their upcoming birthdays.

- **Board Chair End of the Year Message**

This is the last Regular meeting for the year for the Board of Trustees at Houston Community College. We, the governing board for Houston Community College take this opportunity to thank the Administration, staff, faculty, students, community, business leaders, and stakeholders for their contribution to HCC and for another successful year. I would also like to take this moment to say thank you to my colleagues for their dedication and commitment throughout the year. To each of you, thank you. Your steadfastness as a governing board of the institution is greatly appreciated. As we come to the close of another year, we would like to wish everyone a joyous and safe holiday.

**CHANCELLOR'S REPORT**

Dr. Cesar Maldonado provided the Chancellor's Reports on the following:

- Let me start by pointing out that Community College Week ranked HCC in the top five among 1,200 two-year institutions.
- HCC is number one in awarding associate degrees to all minorities
- Number two in awarding associate degrees to African American students
- Number two in awarding associate degrees to Hispanic students
- Number four in granting associate degrees in all disciplines
- And number five in awarding associate degrees to Asian American students

Houston Community College  
Regular Meeting – December 17, 2015 – Page 4

- The HCC Diversity and Inclusion Council has been recognized on a national scale as a recipient of the 2015 Higher Education Excellence in Diversity or HEED Award. The honor recognizes U.S. colleges and universities that demonstrate an outstanding commitment to diversity and inclusion. In addition to receiving the award, HCC was featured in the November issue of INSIGHT Into Diversity Magazine.
- When it comes to historic donations to HCC and the Foundation, we recently received a \$63,000 gift from the Consulate of Mexico in Houston. This donation is the largest ever given from the Mexican Consulate to an educational institution. It is a true testament to our partnership with the Mexican Government in offering access to higher education for minorities.
- Another partnership that we are proud of is with Golden Bank, which recently established the Golden Bank Scholarship through the HCC Foundation. The \$4,000 gift was awarded to four students and HCC Foundation Board member Alice Chen was instrumental in making this possible.
- Earlier this year, The Robert Garner Firefighter Foundation gave HCC a generous 7 and a half MILLION dollars to educate and train future firefighters. In turn HCC renamed the Fire Academy to the Robert Garner Firefighter Academy. Annually the gift will provide scholarships of full tuition for the majority of cadets in the Firefighter Academy. With this the legacy of Robert Garner, the Houston Firefighter who died in 2013, will live on.
- The US Department of Labor awarded HCC \$4.2 million to fund registered apprenticeship and pre-apprenticeship programs in Healthcare and IT industries as well as upgrade programs to support plumbing occupations. HCC is the only college in the state to receive this American Apprenticeship Grant, which will help train students to work as pharmacy techs at CVS and computer information techs at JP Morgan.
- HCC is the proud recipient of a prestigious award for Excellence in Financial Reporting. Under the leadership of Teri Zamora, Senior Vice Chancellor of Finance and Administration, HCC was awarded this certificate from the Government Finance Officers Association of the United States and Canada in the area of governmental accounting and financial reporting.
- Moody's Investors Service revised the outlook on the HCC system from negative to stable and upgraded the Junior Lien debt from Aa3 to Aa2. This reflects the strong management of our operational performance, the projection of continued strong operating health and the rapid growth of our tax base.
- This year, HCC was recertified as an Achieving the Dream Leader College, by demonstrating a commitment to student success through dedicated leadership, improving programs and services, broad engagement and institutional improvement throughout the HCC system.

Houston Community College  
Regular Meeting – December 17, 2015 – Page 5

- HCC is partnering with leaders from public and private sectors for the White House initiative on Educational Excellence for Hispanics. HCC's role is to develop a program to offer seamless student transfers from HCC to the University of Houston.
- I would also like to highlight partnerships with two universities that we solidified this year.
  - A transfer agreement with Loyola University New Orleans will allow students to complete their core courses at HCC then transfer seamlessly to the four-year university. HCC is the first community college in Texas to have this type of articulation agreement.
  - Then there is the co-enrollment program with Texas A and M University that addresses the growing need for engineers. The Texas A&M-Chevron Engineering Academy is already underway. HCC engineering students are taking their core classes here and will earn their bachelor's degrees at the Texas A&M Dwight Look College of Engineering in College Station.
- These are just some of our wonderful accomplishments in 2015. I am so proud of your dedication, support and commitment to student success and making HCC the college of choice.
- I can't wait to see what is ahead in 2016, as we enter into Phase II of Transformation and the implementation of the Strategic Plan Imagine 2019!
- Lastly, I would like to take this time to wish all of our students, faculty, and staff, and everyone present a very safe and joyous holiday season! The college will be closed for the holiday break beginning Monday, December 21 – January 1, 2016.

**COE Presentations**

- Last month we began reporting on the progress of our Centers of Excellence from each President. This month we will be highlighting the great work that the faculty, staff and administration of Central College are doing to support our students through Transformation. At this time, Dr. Harmon, please come to the podium.

**Student Recognitions**

- Dr. Nicotera presented the Student Success Stories. The following students were recognized:
  - Robert Ridley, Central College
  - John Davis, Coleman College
  - Raymond McCoy III, Northeast College
  - Amanda Hernandez, Northwest College
  - Arturo Velazquez, Southeast College
  - Shanell Foster, Southwest College

Dr. Maldonado noted HCC recognizes current and former students for their hard work, determination, dedication and leadership on and off campus. He announced HCC is proud to honor and celebrate their accomplishments; they are the definition of success.

- **Faculty Senate Report**

Dr. Maldonado presented Mr. David White, President, Faculty Senate.

Mr. White invited the Board of Trustees to the annual Faculty Conference on Saturday, February 6, 2016 at the Doubletree Downtown.

*(Mr. Oliver stepped out at 5:54 p.m.)*

*(Dr. Evans-Shabazz stepped out at 5:55 p.m.)*

*(Dr. Evans-Shabazz returned at 5:56 p.m.)*

*(Mr. Oliver returned at 5:57p.m.)*

### **CONSENT AGENDA**

Motion – Ms. Loreda moved and Ms. Sane seconded to approve the consent agenda with the exception of items 3, 8 & 12. The following items were approved:

- **HCC STRATEGIC PLAN 2016-2019**
- **ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, 2015**
- **INVESTMENT REPORT FOR THE MONTH OF OCTOBER 2015**
- **AUTHORIZE PROCUREMENT METHOD FOR PARKING LOT MAINTENANCE AND REPORT ON CONDITION**
- **ONLINE LEARNING MANAGEMENT SYSTEM**
- **AUTHORIZE PURCHASE OF PALMETTO CUL-DE-SAC RIGHT OF WAY AT EASTSIDE CAMPUS**
- **AUTHORIZE EXECUTIVE OF TEXAS COOPERATIVE PURCHASING NETWORK CONTRACT WITH TDINDUSTRIES**
- **PROPOSED SETTLEMENT BETWEEN LORENZO WALKER AND HCC**
- **CHANCELLOR’S EVALATION TIMELINE FOR 2015-16**

Vote – The motion passed with a vote of 9-0.

### **RESOLUTION AUTHORIZING THE ACCEPTANCE OF PUBLIC FACILITIES FROM THE HOUSTON COMMUNITY COLLEGE SYSTEM PUBLIC FACILITY CORPORATION**

Motion – Mr. Oliver moved and Ms. Mullins seconded.

Vote – The motion passed with a vote of 9-0.

*(Dr. Evans-Shabazz stepped out at 6:10 p.m.)*

*(Dr. Evans-Shabazz returned at 6:11 p.m.)*

### **SALE OF 11.75 ACRES IN MISSOURI CITY.**

*(Dr. Evans-Shabazz stepped out at 6:12pm)*



*(Dr. Evans-Shabazz stepped out at 6:16pm)*

Motion – Ms. Sane moved and Mr. Oliver seconded.

Vote – The motion passed with a vote of 9/0.

**TOPICS FOR DISCUSSION AND/OR ACTION**

- Personnel Agenda (FACULTY)

Motion – Ms. Sane moved and Ms. Mullins seconded.

Vote – The motion passed with a vote of 7/0.

**STRATEGIC REAL ESTATE STUDY**

Dr. Maldonado welcomed Mr. Jeffery Bricker from Page Southerland Page to assist with the presentation of the strategic real estate study.

**UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS**

Dr. Maldonado introduced Charles Smith to present the current update on CIP.

Mr. Chuck Smith presented on the following and noted the information is on the HCC website:

- Internships
- October Budget Report
- Town Hall Meetings
- Upcoming Events
- Permit & Construction Schedule
- IRS Projections

*(Mr. Oliver returned at 6:53 p.m.)*

*(Ms. Loreda stepped out at 6:55 p.m.)*

*(Mr. Oliver returned at 6:56 p.m.)*

**ADJOURNED TO CLOSED SESSION**

Mr. Capo adjourned the meeting to Executive Session at 6:56 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Mr. Capo stated that any final action, vote or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Mr. Capo reconvened the meeting in Open Session at 7:37 p.m. and entertained any motions on pending matters.

*(The following Trustees were present: Wilson, Sane, Capo, Evans-Shabazz, Loreda, Mullins, Tamez, Oliver)*

**CHANCELLOR’S EVALUTION FOR 2015-2015 AND ANY OTHER RELATED MATTERS, AS NECESSARY.**

Motion – Ms. Sane moved and Mr. Oliver seconded.

Vote – The motion passed with a vote of 9/0.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 7:38 p.m.

*Minutes recorded, transcribed & submitted by:*

Rose Sarzoza-Pena

Manager, Board Services

Minutes Approved as Submitted: \_\_\_\_\_

# **Consent Agenda**

# ACTION ITEM

Meeting Date: January 21, 2016

Committee: *Chancellor Evaluation*

ITEM NO.	ITEM TITLE	PRESENTER
<b>1</b>	<b>Approval of Chancellor's Goals for Domain 3.2 and 3.3 for Fiscal Year 2016</b>	<b>Dr. Cesar Maldonado</b>

## RECOMMENDATION

Approval of the Chancellor's goals for fiscal year 2016 for Domains 3.2 and 3.3 as specified below:

3.2 Increase revenues during fiscal year 2016 by the amounts listed below:

1. Increase revenues from Tuition and Fees (Net) by 2%, or \$1.5M
2. Increase federal and state grants by 5%, or \$1.1M
3. Clarify naming policy and secure two donors to fund the naming of a program or physical space
4. Increase auxiliary lease revenues by 20%, or \$1.1M

3.3 Achieve operating efficiencies in operations as described below:

1. Decrease hiring timeline by 7 days
2. Increase internal capacity for facilities maintenance and reduce reliance on primary vendor by 10% on an annualized basis
3. Reorganize Information Technology departments to more efficiently serve the needs of the college, in accordance with study underway by Berkley Research Group
4. Transition to participation in SouthEast Texas GigaPop (SETG) for providing internet connectivity and reduce costs by \$250,000 on an annualized basis

## COMPELLING REASON/RATIONALE

The Chancellor's Evaluation calls for specific goals in five domains. Domain 3, entitled Fiscal and Facilities, directly impacts the budget and operation of the college. Items 3.2 and 3.3 call for specific measurable goals to be mutually agreed upon by January 15, 2016.

## DESCRIPTION OR BACKGROUND

According to Board bylaws, the Board shall evaluate the Chancellor on an annual basis.

## FISCAL IMPACT

Impacts of increased revenues and increased efficiencies will affect year-end fund balance and future budgets.

## LEGAL REQUIREMENT

N/A

## STRATEGIC ALIGNMENT

2.A.3.: Pursue opportunities for revenue generation throughout the institution

2.B.1.: Conduct a system-wide analysis of processes and procedures

Attachment Title(s):

This item is applicable to the following:

Central  Coleman  Northeast  Northwest  Southeast  Southwest  3100

# ACTION ITEM

Meeting Date: January 21, 2016

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
<b>2</b>	<b>Adopt Revisions to Board Bylaws</b>	<b>Dr. Adriana Tamez Jarvis Hollingsworth</b>

## RECOMMENDATION

Approve revisions to Board bylaws.

## COMPELLING REASON/RATIONALE

The HCC Board of Trustees must regularly review and update its bylaws and policies to ensure they conform and comply with applicable law, best practices, and the Board's vision, mission, values, and goals.

## DESCRIPTION OR BACKGROUND

The revisions to the Board Bylaws will update the Bylaws in accordance with recent legislative changes, and will provide greater clarity on Board processes and procedures.

## FISCAL IMPACT

N/A

## LEGAL REQUIREMENT

Texas Education Code 51.352(b); 130.082(d)

## STRATEGIC ALIGNMENT

2.B.1.: Conduct a system-wide analysis of all processes and procedures.

3.A.1.: Develop unified policy, procedures and operations manual.

Attachment Title(s): **Revised Bylaws**

This item is applicable to the following:

Central     Coleman     Northeast     Northwest     Southeast     Southwest     3100

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**BYLAWS OF THE  
BOARD OF TRUSTEES OF THE  
HOUSTON COMMUNITY COLLEGE**

**Adopted January 1, 2010**

**Amended June 29, 2010**

**Amended September 23, 2010**

**Amended December 2, 2010**

**Amended November 17, 2011**

**Amended December 15, 2011**

**Amended June 21, 2012**

**Amended June 24, 2014**

**Amended November 18, 2014**

**Amended February 27, ~~2014~~2015**

**Amended April 16, 2015**

**Amended January 21, 2016**

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Preface

Mission

ARTICLE A: ETHICS

Sec. 1. Purpose

- c. Trustees and Senior staff will comply with the HCC Governance policies and Texas law requiring the filing of a Conflicts Disclosure Statement or a conflict of interest affidavit under the appropriate circumstances, and no later than August 31<sup>st</sup> of each academic year will sign a Conflict of Interest Certification and submit it to the ~~board-services-office~~[Board Services Office](#).

**8. POLITICAL ACTIVITIES.** A member of the Board, as well as the Board as a whole, shall not expend or authorize the expenditure of any statutorily restricted funds for the purpose of influencing the outcome of any election, or the passage or defeat of any legislative measure. However, it is permissible for the Board to use or authorize the use of funds to provide information and education regarding certain matters.

**9. CAMPAIGN FINANCE REPORTS.** Campaign Finance Reports for Board members will be maintained by the Office of General Counsel as follows:

- a. Current Board members will post all Campaign Finance Reports on the College District website.
- b. The College District will maintain former Board member Campaign Finance Reports in accordance with the College District document retention policy and applicable laws.

**10. ~~9.~~ MISUSE OF OFFICIAL INFORMATION.** A member of the Board shall not use the office of Trustee to obtain or use official information in any unlawful way.

**11. ~~10.~~ MECHANISMS FOR ENFORCEMENT.** The mechanisms for enforcement of the Code of Ethics are:

- a. Board members must report an alleged violation of this Ethics Code to Board Counsel and Senior Staff must report such communications to the General Counsel. All reports must be in writing using the form at Exhibit B.
- b. Any person may allege, in writing, using the form at Exhibit B. noncompliance with this Ethics Code to the Board Chair (or the Vice-Chair if the Chair is the target of the allegation) or to the Chancellor if it involves a member of the senior staff.
- c. The Board shall be advised when any allegation of a violation of this Code of Ethics is made.
- d. The Chair, Vice-Chair or Chancellor, as appropriate, will undertake a process to resolve the complaint.
- e. The Chair may initiate an independent investigation of a written complaint after receiving approval from a majority of the ~~board~~[Board](#). Upon approval, the chair shall consult with Board Counsel, then name an independent third party to investigate the complaint within the parameters

## Article E: Personnel Appointed By and Reporting Directly to the Board

Responsible Board Committee: Board Governance

Responsible Department/Group: Board of Trustees

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**1. APPOINTMENTS.** All appointments by the Board shall be made in accordance with Board policy and state law.

**2. CHANCELLOR.** The Chancellor shall be the chief executive officer of the College and as such, shall recommend the organizational plan for the College as well as candidates for administrative and faculty positions within the College. The contract for this position shall have a limit of four years. The Board shall evaluate the Chancellor on an annual basis. The Chancellor has a fiduciary duty to the College, including, but not limited to, the duty to:

- a. Developing a qualified administrative organization and providing the College with academic and fund-raising leadership.
- b. Preparing the annual budget and submitting it to the Board for approval.
- c. Establishing administrative relationships among members of the College community.
- d. Preparing and approving the curriculum.
- e. Appointing campus committees, as needed. The Chancellor will review all appointed committees with the Board prior to establishment, and will provide the Board with a semi-annual report of the membership of each committee
- f. Preparing the agenda for Board meetings in coordination with the Board Chair and making regular reports to the Board regarding the status of the College.
- g. Promoting College political effectiveness at the state and local levels.
- h. Supervising the development and implementation of a system to evaluate faculty and staff.
- i. Assisting the Board in policy development, its yearly self-assessment, and meeting its own training requirements.
- j. Forging a relationship of mutual respect with each Trustee.



**4. PUBLIC STATEMENTS AND THE MEDIA.** The Board shall be encouraged to speak with one voice, through the Chair (or in his absence, the Vice Chair), regarding College matters before the press. If a Board member is contacted by the news media, that member will notify Board Services within 24 hours of the contact. Board Services will notify all Board members via e-mail.

**5. TRAINING.** The Board recognizes its responsibility to be actively and continuously engaged in developing individual ~~board~~Board member's skills and knowledge by keeping them abreast of new developments in fiduciary, governance, and ethics laws, norms and best practices. The Board shall, therefore, have an orientation and development process in place. Board members may also attend regional, state, or national conventions, conferences, and workshops, and will be reimbursed for reasonable travel expenses for attendance at such as provided in the Board Travel Reimbursement Policy and these Bylaws. On an annual basis, Board Counsel will review all policies that address Board operations and will carry out (with assistance from General Counsel as needed), any necessary training for the Trustees and Staff, as follows:

- a. **General Requirement.** Each Trustee shall participate in the HCC Annual Trustee Orientation program, a training session of at least four hours conducted by Board counsel and other independent professionals, as needed. The program will consist of at least one hour of ethics training and one hour of finance training. Board members who do not complete this annual training by March of each year shall be ineligible to serve as a Board officer or as Chair of a committee until the training is completed.
- b. **Mandatory Open Government Training.** Each Trustee shall, pursuant to Texas law, complete two hours of open government training, one hour each on open meetings and the public information act. This training must be completed within 90 days of being sworn in to serve. The Office of the Attorney General provides free online or video training to satisfy this requirement.
- c. **Mandatory ~~Financial~~ Training with Texas Higher Education Coordinating Board.** Within the first two years of service, each Trustee shall, pursuant to Texas law, complete a training ~~segment that includes information about best practices in campus financial management, financial ratio analysis, and case studies using financial indicators.~~ program established by the Texas Higher Education Coordinating Board pursuant to Section 61.084 of the Texas Education Code. Board members taking office on or after January 1, 2016, must complete this training within the first year of service. The minutes of the last regular meeting of the calendar year must reflect whether each required member completed the training. Training via electronic means is also acceptable.
- d. **Mandatory Investment Training.** Within six months after taking office or assuming duties, each Trustee shall, pursuant to the Public Funds Investment Act (Texas Government Code, Chapter 2256), complete at

least one training session relating to the Trustee's investment responsibilities, including training in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with Chapter 2256 of the Texas Government Code.

**6. SELF-ASSESSMENT OF THE BOARD.** The Board shall evaluate its own performance and shall establish its goals on a yearly basis. The self-assessment of the Board shall consist of:

- a. Review of the Board Bylaws.
- b. An assessment of Board expenditures and savings for the year.
- c. An estimation of Board budgetary needs for the following year.
- d. An evaluation of Board accomplishments in setting policy, uniting the community in and out of the College, managing debt, and improving the College.
- e. An assessment of Board Governance and Operations.
- f. An assessment of the Board Office functions (Board office staff shall be evaluated by the Chancellor).

## **7. REQUESTS FOR DOCUMENTS**

The College is committed to assuring open and public access to all records of the college to the extent permitted by law. ~~If a HCC Trustee submits a request for HCC documents that is either burdensome in the requested time to respond, or, if the information requested is more than thirty (30) pages in length, or requires the creation of reports/documents that do not currently exist, the Board Chair, after presentation of an analysis conducted by the administration, shall exercise discretion in determining the cost effectiveness of the request and the utilization of college resources needed to effectively respond to the request.~~

Board members seeking access to official College District records will complete the form at Exhibit D pursuant to the instructions on the form.

The Board Chair will review each request for documents submitted by a Trustee, and if the Chair determines that the request is ~~excessive or does~~ not reasonably ~~relate~~related to official Trustee issues, the Board Chair shall instruct the Trustee submitting the request ~~shall comply with the Texas Public Information Act by submitting to submit~~ an Open Records request. ~~The Trustee must submit their request~~ in accordance with the provisions of the Texas Public Information Act and any existing HCC Open Records policy. In addition, the Trustee shall be solely responsible for any fees and costs associated with the request. The Board Services office shall notify each Trustee of all Public Information Act requests for documents and all requests for documents from a Trustee and shall make a copy of responsive documents available to all Trustees at their request.

## **8. REQUESTS FOR LEGAL ADVICE**

Individual Board members shall submit all requests for legal advice to Board Counsel through the Board Chair or designee. If the Board Chair determines that the request is not reasonably related to official Trustee issues, the Board Chair shall instruct the requesting Board member to obtain independent legal counsel at the Board member's expense.

## **9. BOARD MEMBER COMPLAINTS.**

A member of the Board who has a complaint against another member of the Board or the HCC administration shall undertake the following steps to resolve the complaint:

- a. Board members must submit a written complaint, using the form at Exhibit E, to the Board Chair, or to the Vice Chair if the Chair is the subject of the complaint, within 30 days of the date of the incident giving rise to the complaint or within 30 days of the date the Board member becomes aware of the complaint.
- b. The Board shall be advised when any complaint is submitted.
- c. The Chair or Vice-Chair, as appropriate, will undertake a process to resolve the complaint.
- d. Only after Board action may the Chair or Vice Chair initiate an independent investigation of a written complaint. The Chair shall consult with Board Counsel, and name an independent third party to investigate the complaint within the parameters set by the Board. Further, the Chair shall provide regular updates to the Board through the investigator.
- e. The Chair or Vice Chair shall issue a written statement regarding his or her findings at the conclusion of the resolution process. The decision of the Chair or Vice Chair is final.

**EXHIBIT B**

**CODE OF ETHICS COMPLAINT FORM**

Please ensure all necessary/relevant information is included. All correspondence concerning this matter will be sent to the address or e-mail address provided below.

Name of Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Statement of complaint, including provision of the Code of Ethics that was allegedly violated:

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**EXHIBIT E**  
**BOARD MEMBER COMPLAINT FORM**

Please ensure all necessary/relevant information is included. All correspondence concerning this matter will be sent to the address or e-mail address provided below.

Name of Complainant: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Statement of complaint:

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Document comparison by Workshare Compare on Friday, January 15, 2016  
2:32:46 PM

Input:	
Document 1 ID	PowerDocs://DM/2319716/20
Description	DM-#2319716-v20-HCC_BYLAWS_
Document 2 ID	PowerDocs://DM/2319716/23
Description	DM-#2319716-v23-HCC_BYLAWS_
Rendering set	Standard

Legend:	
<u>Insertion</u>	
<del>Deletion</del>	
<del>Moved from</del>	
<u>Moved to</u>	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	276
Deletions	172
Moved from	27
Moved to	27
Style change	0
Format changed	0
Total changes	502

# ACTION ITEM

Meeting Date: January 21, 2016

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
<b>3</b>	<b>Adoption of the Associate in Arts Degree as the Multidisciplinary Studies Associate Degree</b>	<b>Dr. Cesar Maldonado Dr. Kimberly Beatty</b>

## RECOMMENDATION

Approve the adoption of the Associate in Arts in General Studies as the multidisciplinary studies associate degree in compliance with CIP Code 24.0102 and CIP Code Title General Studies as required by Senate Bill 1189, passed by the 84th Legislature, Regular Session.

## COMPELLING REASON/RATIONALE

The Texas Higher Education Coordinating Board (THECB) is requesting that the governing board of each public junior college provide the Classification of Instructional Programs (CIP) Code and CIP Code Title of the institution's multidisciplinary studies associate degree program to the Coordinating Board staff by February 29, 2016. The Associate in Arts degree is intended primarily for students planning to transfer to a senior college or university to receive a baccalaureate degree in multidisciplinary areas, such as communication, business, social sciences, humanities, and fine arts. HCC currently offers the Associate in Arts degree in General Studies and has determined that it meets the multidisciplinary studies associate degree requirement to comply with the THECB requirement.

## DESCRIPTION OR BACKGROUND

Senate Bill 1189, passed by the 84th Legislature, Regular Session, requires the governing board of each public junior college to establish a multidisciplinary studies associate degree program. The legislation calls for a multidisciplinary studies associate degree program to require students to:

1. successfully complete the college's core curriculum;
2. meet with an academic advisor prior to the start of the semester or term immediately following the term upon which a student successfully completes a cumulative total of 30 or more semester credit hours; and
3. in consultation with an academic advisor, complete a degree plan that accounts for all remaining credit hours to complete the degree program to transfer to a field of study or major at a university of the student's choice.

The THECB adopted rules specific to multidisciplinary studies associate degree programs at its regular meeting on October 22, 2015. The rules are contained in Texas Administrative Code, Title 19, Part 1, Chapter 9, Subchapter L, § 9.550-9.555.

## FISCAL IMPACT

There is no fiscal impact.

## LEGAL REQUIREMENT

N/A

## STRATEGIC ALIGNMENT

1.C.1.: Increase student completion of degrees, certificates, and other awards.

Attachment Title(s): **1. Associate in Arts Degree**  
**2. Certification of Multidisciplinary Letter**

This item is applicable to the following:

Central     Coleman     Northeast     Northwest     Southeast     Southwest     3100



Associate in Arts as the Multidisciplinary Studies Associate Degree

Communication	ENGL 1301, 1302, 2331	6
American History	HIST 1301, 1302, 2301, 2328, 2381	6
Government/Political Science	GOVT 2305-2306	6
Mathematics	MATH 1314, 1332 or 1342	3
Life and Physical Sciences <sup>A</sup>		6
Creative Arts <sup>B</sup>		3
Language, Philosophy & Culture <sup>C</sup>		3
Social & Behavioral Sciences <sup>D</sup>		3
Component Area Option <sup>E</sup>	EDUC 1300 (Student Success Course)	6
		<hr/> 42
Transfer Electives		18
Courses that enhance a selected field of study or focus on a specific discipline for transfer to a four year university		

Life and Physical Sciences<sup>A</sup>  
 ANTH 2301, ASTR 1303, ASTR 1304, ASTR 1403, ASTR 1404, BIOL 1308, BIOL 1309, BIOL 1322, BIOL 1406, BIOL 1407, CHEM 1305, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 1413, ENVR 1301, ENVR 1401, GEOG 1301, GEOL 1345, GEOL 1347, GEOL 1403, GEOL 1404, PHYS 1305, GEOL 1405, PHYS 1401, PHYS 1402, PHYS 2325, PHYS 2326

Creative Arts<sup>B</sup>  
 ARTS 1301, ARTS 1303, ARTS 1304, DANC 2303, DRAM 1310, DRAM 2361, DRAM 2366, ENGL 2307, ENGL 2308, HUMA 1301, MUSI 1301, MUSI 1306, MUSI 1310

Language, Philosophy & Culture<sup>C</sup>  
 ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, ENGL 2351, HIST 2311, HIST 2312, HUMA 2319, PHIL 1301, PHIL 1304, PHIL 2306, PHIL 2307, PHIL 2316, PHIL 2317

**First Semester**

EDUC 1300	3
ENGL 1301	3
American History I	3
MATH 1314, 1332 or 1342	3
Language, Philosophy & Culture	3
	<hr/> 15

**Second Semester**

ENGL 1302 or 2311	3
American History II	3
Social & Behavioral Science	3
Life and Physical Science	3
Creative Arts	3
	<hr/> 15

**Third Semester**

GOVT 2305	3
Life & Physical Sciences	3
Component Area Option	3
Transfer Elective	3
Transfer Elective	3
	<hr/> 15

**Fourth Semester**

GOVT 2304	3
Transfer Elective	3
Transfer Elective	3
Transfer Elective	3
Transfer Elective	3
	<hr/> 15

Social & Behavioral Sciences<sup>D</sup>  
 ANTH 2346, ANTH 2351, ECON 2301, ECON 2302, GEOG 1302, GEOG 1303, PSYC 2301, SOCI 1301, SOCI 1306, SOCI 2336

Component Area Option<sup>E</sup>  
 Any of the courses listed in the four component areas listed may be used to satisfy the six hour limit for the Component Area Option, as well as any six hours from the courses listed below:  
 ANTH 2101, ANTH 2302, ARAB 1411, ARAB 1412, CHIN 1411, CHIN 1412, COMM 1307, COSC 1436, DRAM 1351, FREN 1411, FREN 1412, GERM 1411, GERM 1412, JAPN 1411, JAPN 1412, KORE 1411, KORE 1412, MATH 2414, MATH 2415, PHED 1304, PHED 1306, PHIL 2303, PHYS 2125, PHYS 2126, SPAN 1411, SPAN 1412, SPCH 1315, SPCH 1318, VIET 1411, VIET 1412



**HOUSTON COMMUNITY COLLEGE**  
*DIVISION OF INSTRUCTIONAL SERVICES*

January 21, 2016

Rex C. Peebles  
Assistant Commissioner  
Academic Quality and Workforce  
Texas Higher Education Coordinating Board  
P. O. Box 12788  
Austin, Texas 78711

Dear Dr. Peebles:

I certify, as chair of the governing board of *Houston Community College*, that the board adopted CIP Code 24.0102 and CIP Code Title General Studies as the multidisciplinary studies associate degree program as required by Senate Bill 1189, passed by the 84th Legislature, Regular Session.

\_\_\_\_\_  
HCC Governing Board Chair or Designee

\_\_\_\_\_  
Date



# ACTION ITEM

Meeting Date: January 21, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
<b>4</b>	<b>Authorize Extension of Lease at Pinemont Center</b>	<b>Dr. Cesar Maldonado Teri Zamora Charles Smith</b>

## RECOMMENDATION

Authorize the Chancellor to extend the current lease of the Pinemont Center for two additional years at an annual cost of \$745,808.

## COMPELLING REASON/RATIONALE

The current Pinemont lease expires on August 31, 2016. Extension of the lease allows for continuation of instruction at that location.

## DESCRIPTION OR BACKGROUND

HCC has leased a portion of the shopping center at the corner of Ella Boulevard and Pinemont Drive since 1998. The location is 4.5 miles west of the Northline Campus and 4.0 miles south of the Acres Homes facility currently under construction.

There is a two-year renewal term built into the current lease at \$14.50 PSF for 51,435 SF (\$745,808/year). This represents a 5.8% increase over the current lease rate of \$13.70 PSF. Typically, the Pinemont Center supports about 1,300 unduplicated students per semester.

## FISCAL IMPACT

This lease will be paid from Operating Funds.

## LEGAL REQUIREMENT

N/A

## STRATEGIC ALIGNMENT

3.B.2.: Ensure the campus environment maximizes opportunities for learning and engagement

Attachment Title(s):

This item is applicable to the following:

Central  Coleman  Northeast  Northwest  Southeast  Southwest  3100

# ACTION ITEM

Meeting Date: January 21, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
<b>5</b>	<b>Sale of 33 Acres in Missouri City</b>	<b>Dr. Cesar Maldonado Teri Zamora Charles Smith</b>

## RECOMMENDATION

Approve the sale of approximately 33 acre tract of unimproved property located in Missouri City to Johnson Development Corporation.

## COMPELLING REASON/RATIONALE

The Board of Trustees declared this property surplus during a Special Meeting in February 2015. The College did not want to sell it prior to completion of a related property sale to Fort Bend County which approved the purchase at the December 8, 2015 meeting of the County Commissioners Court. The completion of both transactions will allow continuation of the previously approved relocation of the existing Missouri City campus to Texas Parkway.

The new location will provide an enhanced presence for HCCS in a larger, more efficient building. The budget for the new site requires the sale of the existing real property on Sienna Springs Way. This transaction is one of several fiscally responsible activities previously described to the Board of Trustees that is required to complete the relocation.

## DESCRIPTION OR BACKGROUND

This property was originally purchased from Johnson Development Corporation in two parcels in 2002 and 2004. The approximately 33 acre unimproved parcel has deed restrictions for use as an HCC community college campus only, plus a Right of First Opportunity repurchase option at a stipulated price retained by the original seller. This action authorizes that sale at the contract price.

HCC issued an Invitation for Bids and public newspaper advertisement for the sale of the 33.07 acres of unimproved Sienna land. Completion of the Request for Bids process is subject to Johnson Development's publicly recorded Right of First Opportunity Agreement. In the event Johnson Development does not formally exercise its right by January 4, 2016, HCC may proceed with sale of the property to a third party who submits a timely response to the Invitation for Bids.

## Project Summary

HCC purchased in 2002	30.0 acres
HCC purchased in 2004	19.3 acres
	<hr/>
	49.3 acres
Conveyed to Fort Bend County for development of joint use library	-4.5 acres
Current HCC Missouri City Campus (Sienna Plantation)	44.8 acres

Negotiated sale to Fort Bend County	<u>-11.7 acres</u>
Right of first opportunity sale to Johnson Development under 2002 & 2004 "right of first opportunity" clause.	33.1 acres

**FISCAL IMPACT**

Receipt of revenue from sales proceeds and other third party sources will ultimately result in a zero net cash outlay by HCCS for the relocation of the Missouri City Campus to real property located on Texas Parkway.

**LEGAL REQUIREMENT**

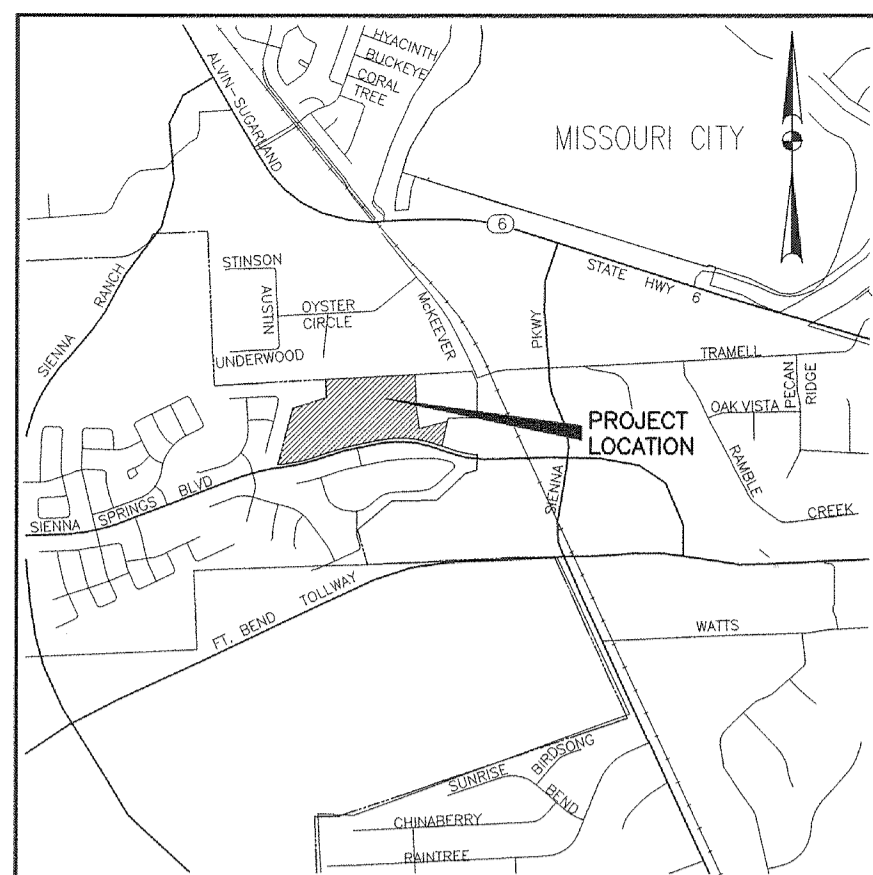
This transaction meets the requirements of Article III, Section 52 of the Texas Constitution and Texas Government Code Section 272.001.

**STRATEGIC ALIGNMENT**

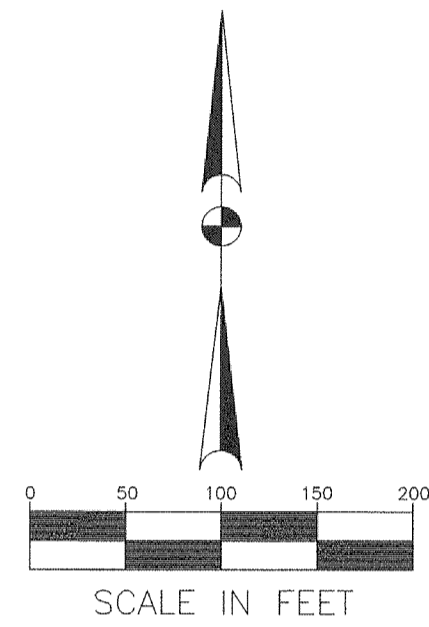
3.B.2.: Ensure the campus environment maximizes opportunities for learning and engagement

Attachment Title(s): **1. Plot of Tract**  
**2. Metes and Bounds**

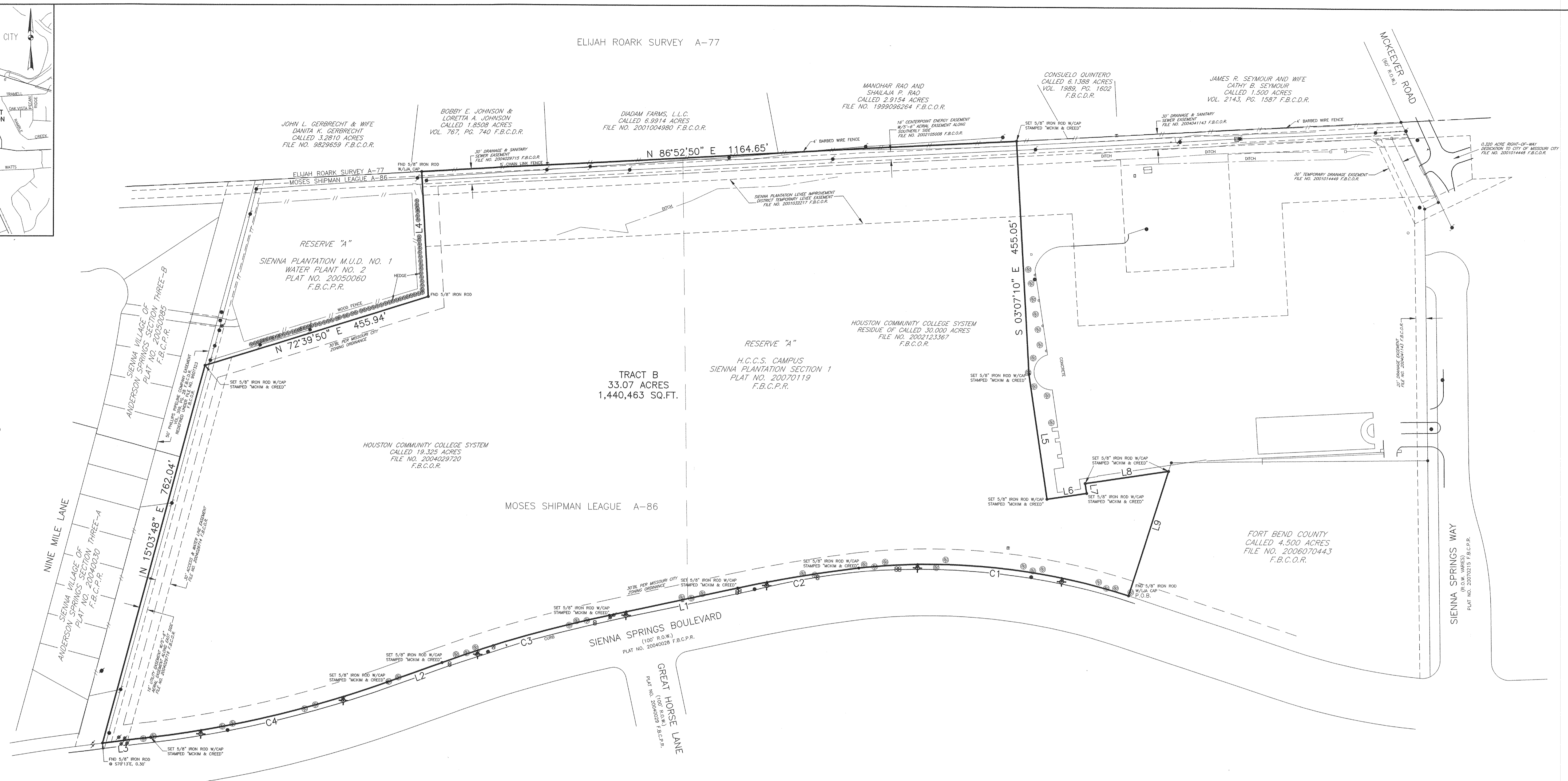
<b>This item is applicable to the following:</b>						
<input type="checkbox"/> Central	<input type="checkbox"/> Coleman	<input type="checkbox"/> Northeast	<input type="checkbox"/> Northwest	<input type="checkbox"/> Southeast	<input checked="" type="checkbox"/> Southwest	<input type="checkbox"/> 3100



VICINITY MAP  
1"=APPROX. 2500'



ELIJAH ROARK SURVEY A-77



- NOTES:
- ALL BEARINGS ARE REFERENCED TO THE NORTHERLY LINE OF THE PLAT OF H.C.C.S. CAMPUS SIENNA PLANTATION SECTION 1, CALLED AS NORTH 86° 52' 50" EAST.
  - THE SURVEYOR WAS NOT FURNISHED WITH A CURRENT TITLE REPORT OR COMMITMENT ON THE SUBJECT PROPERTY, THEREFORE ALL EASEMENTS OR ENCUMBRANCES OF RECORD MAY NOT BE SHOWN HEREON. MCKIM AND CREED HAS PERFORMED NO ADDITIONAL RESEARCH OF THE FORT BEND COUNTY CLERK'S RECORDS.
  - ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NO. 48157C0295 L, LAST REVISED APRIL 2, 2014, THE SUBJECT PROPERTY LIES WITHIN "ZONE X" (SHADED), DEFINED AS: AREAS OF 0.2% ANNUAL CHANCE FLOOD; AREAS OF 1% ANNUAL CHANCE FLOOD WITH DEPTHS OF LESS THAN 1 FOOT OR DRAINAGE AREAS LESS THAN 1 SQUARE MILE; AND AREAS PROTECTED BY LEVEES FROM 1% ANNUAL CHANCE FLOOD. THIS INFORMATION IS AS PUBLISHED BY FEMA AND MCKIM AND CREED MAKES NO WARRANTY AS TO ITS ACCURACY OR COMPLETENESS.
  - THIS SURVEY DID NOT ATTEMPT TO LOCATE ANY WETLANDS, FAULT LINES, OR ANY OTHER ENVIRONMENTAL FEATURES SHOULD THEY EXIST.
  - THE SUBJECT PROPERTY IS SUBJECT TO THE ORDINANCES AND ZONING REGULATIONS OF THE CITY OF MISSOURI CITY, TEXAS.
  - THE SURVEYOR BELIEVES THAT THE TEMPORARY LEVEE EASEMENT SHOWN ON THE DRAWING MAY NO LONGER BE IN EFFECT, HOWEVER NO DOCUMENTS HAVE BEEN LOCATED TO INDICATE THAT THE EASEMENT HAS BEEN RELEASED.
  - NO IMPROVEMENTS WERE LOCATED ON THE SUBJECT PROPERTY OTHER THAN AS SHOWN.
  - THIS SURVEY IS ACCOMPANIED BY A SEPARATE METES AND BOUNDS DESCRIPTION DATED FEBRUARY 10, 2015.
  - THE FIELD WORK WAS COMPLETED ON NOVEMBER 7, 2014.
  - F.B.C.D.R. INDICATES FORT BEND COUNTY DEED RECORDS.
  - F.B.C.P.R. INDICATES FORT BEND COUNTY PLAT RECORDS.
  - F.B.C.O.R. INDICATES FORT BEND COUNTY OFFICIAL RECORDS.
  - UE INDICATES UTILITY EASEMENT.
  - BL INDICATES BUILDING LINE.

NO.	ARC	DELTA	RADIUS	CHORD BRG.	CHORD DIST.
C1	533.39'	24°26'56"	1250.00'	N84°26'18"W	529.35'
C2	240.23'	05°23'52"	2550.00'	S80°38'20"W	240.14'
C3	339.96'	07°38'19"	2550.00'	S74°07'15"W	339.71'
C4	474.58'	12°38'50"	2150.00'	S76°37'30"W	473.62'

☆	LIGHT STANDARD
●	MANHOLE
□	TELEPHONE PEDESTAL
⊕	WATER VALVE
⊕	FIRE HYDRANT
⊕	IRRIGATION VALVE
⊕	SIGN
⊕	POWER POLE
⊕	GUY WIRE
⊕	ELECTRIC BOX
⊕	MARKER
⊕	TREE

NO.	BEARING	DISTANCE
L1	S77°56'24"W	256.28'
L2	S70°18'05"W	113.99'
L3	S82°56'55"W	94.50'
L4	N03°07'10"W	243.37'
L5	S08°23'30"E	244.99'
L6	N81°36'30"E	78.25'
L7	N08°46'23"W	19.25'
L8	N81°36'30"E	164.50'
L9	S17°47'12"W	254.12'

TO: HOUSTON COMMUNITY COLLEGE SYSTEM  
 I HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND UNDER MY SUPERVISION AND COMPLETED ON NOVEMBER 7, 2014, AND THAT THIS DRAWING ACCURATELY REPRESENTS THE FACTS FOUND AT THE TIME OF SURVEY AND THAT THIS PROFESSIONAL SERVICE SUBSTANTIALLY CONFORMS TO THE CURRENT TEXAS SOCIETY OF PROFESSIONAL SURVEYORS STANDARDS AND SPECIFICATIONS FOR A CATEGORY 1B, CONDITION 11 SURVEY.

ROBERT W. TERRY  
 REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4420



BOUNDARY SURVEY  
 33.07 ACRES (1,440,463 SQ.FT.)  
 MOSES SHIPMAN LEAGUE, A-86  
 FORT BEND COUNTY, TEXAS

**MCKIM & CREED**  
 ENGINEERS, SURVEYORS, PLANNERS  
 9960 West Sam Houston Parkway South, Suite 200  
 Houston, TX 77099  
 713.659.0021  
 www.mckimcreed.com  
 TBPLS Firm Registration No. 101776-00

SCALE:	1" = 100'	JOB NO.	06555-0013
DATE:	02-10-15	F.B. NO.	HOU N
DRN: BT	CHK: WJM	PROJECT:	SIENNA PLANTATION

Tract "B"  
Metes and Bounds Description  
33.07 Acres (1,440,463 Square Feet)  
Moses Shipman League, Abstract No. 86  
Fort Bend County, Texas

Description of an 33.07 acre (1,440,463 square feet) tract of land which is out of Reserve "A" of the plat of H.C.C.S. Campus Sienna Plantation Section 1 as recorded at Plat No. 20070119 of the Fort Bend County Plat Records (F.B.C.P.R.) and also being out of a called 30.000 acre tract described in a deed to Houston Community College System as recorded under File No. 2002123367 of the Fort Bend County Official Records (F.B.C.O.R.) and out of a called 19.325 acre tract described in a deed to Houston Community College System as recorded under File No. 2004029720 of said F.B.C.O.R., in the Moses Shipman League, Abstract No. 86, in Fort Bend County, Texas, said 33.07 acre tract being more particularly described as follows (with bearings referenced to the northerly line of said Reserve "A", called as North 86° 52' 50" East):

BEGINNING at a 5/8-inch iron rod with "LJA" cap found on the northerly right-of-way line of Sienna Springs Boulevard (100 feet wide) as recorded at Plat No. 20040028 of said F.B.C.P.R., said point marks the southernmost southeasterly corner of said Reserve "A" and the southwesterly corner of a called 4.500 acre tract described in a deed to Fort Bend County as recorded under File No. 2006070443 of said F.B.C.O.R., and being on the arc of a non-tangent curve to the left;

THENCE, in a westerly direction along said northerly right-of-way line and along the southerly line of said Reserve "A" as follows:

northwesterly, 533.39 feet along the arc of said curve to the left (central angle = 24° 26' 56"; radius = 1,250.00 feet; chord bearing and distance = North 84° 26' 16" West, 529.35 feet) to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for a point of compound curvature;

southwesterly, 240.23 feet along the arc of said curve to the left (central angle = 05° 23' 52"; radius = 2,550.00 feet; chord bearing and distance = South 80° 38' 20" West, 240.14 feet) to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for a point of tangency;

South 77° 56' 24" West, a distance of 256.28 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for the beginning of a tangent curve to the left;

southwesterly, 339.96 feet, along the arc of said curve to the left (central angle = 07° 38' 19"; radius = 2,550.00 feet; chord bearing and distance = South 74° 07' 15" West, 339.71 feet) to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for a point of tangency;

South 70° 18' 05" West, a distance of 113.99 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for the beginning of a tangent curve to the right;

southwesterly, 474.58 feet along the arc of said curve to the right (central angle = 12° 38' 50"; radius = 2,150.00 feet; chord bearing and distance = South 76° 37' 30" West, 473.62 feet) to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for a point of tangency;

South 82° 56' 55" West, a distance of 94.50 feet to a point for the southwesterly corner of said Reserve "A" and said 19.325 acre tract, and the southeasterly corner of the plat of Sienna Village of Anderson Springs Section Three-A as recorded at Plat No. 20040030 of said F.B.C.P.R., from which a found 5/8-inch iron rod bears South 70° 13' East, 0.30 foot;

THENCE, North 15° 03' 48" East, departing said northerly right-of-way line, along the westerly line of said Reserve "A" and said 19.325 acre tract, a distance of 762.04 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for the westernmost northwesterly corner of said Reserve "A" and said 19.325 acre tract and the southwesterly corner of the plat of Sienna Plantation M.U.D. No. 1 Water Plant No. 2 as recorded at Plat No. 20050060 of said F.B.C.P.R.;

THENCE, North 72° 39' 50" East, along the southerly line of said Water Plant No. 2 and a northerly line of said Reserve "A", a distance of 455.94 feet to a 5/8-inch iron rod found for the southeasterly corner of said Water Plant No. 2;

THENCE, North 03° 07' 10" West, along the easterly line of said Water Plant No. 2 and a westerly line of said Reserve "A", a distance of 243.37 feet to a 5/8-inch iron rod with "LJA" cap found for the northeasterly corner of said Water Plant No. 2 and the northernmost northwesterly corner of said Reserve "A";

THENCE, North 86° 52' 50" East, along the northerly line of said Reserve "A", a distance of 1,164.65 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for the northernmost northeasterly corner of this herein described tract;

THENCE, South 03° 07' 10" East, along an easterly line of this tract, a distance of 455.05 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for an angle point;

THENCE, South 08° 23' 30" East, continuing along said easterly line, a distance of 244.99 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for an interior corner;

THENCE, North 81° 36' 30" East, along a northerly line of this tract, a distance of 78.25 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for corner;

THENCE, North 08° 46' 23" West, a distance of 19.25 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for an interior corner;

THENCE, North 81° 36' 30" East, continuing along a northerly line of this tract, a distance of 164.50 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for corner in the westerly line of said 4.500 acre tract and an easterly line of said Reserve "A";

THENCE, South 17° 47' 12" West, along the westerly line of said 4.500 acre and an easterly line of said Reserve "A", a distance of 254.12 feet to the POINT OF BEGINNING and containing a computed area of 33.07 acres (1,440,463 square feet) of land.

This description is accompanied by a separate survey drawing dated February 10, 2015.

Compiled By:  
McKim & Creed, Inc.  
9960 West Sam Houston Parkway South, Suite 200  
Houston, Texas 77099  
Phone: 713-659-0021  
TBPLS Firm Registration No. 101776-00  
Date: February 10, 2015  
Job No.: 06555-0013



*Robert W. Terry*  
2-10-15



# ACTION ITEM

Meeting Date: January 21, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
<b>6</b>	<b>Authorize Additional Funding to Complete the San Jacinto Memorial Green and Austin Street Improvement Projects</b>	<b>Dr. Cesar Maldonado Teri Zamora Charles Smith</b>

## RECOMMENDATION

Authorize the Chancellor to expend up to \$440,000 additional for the completion of the San Jacinto Memorial Green and improvements to Austin Street.

## COMPELLING REASON/RATIONALE

The funds remaining in the original expenditure authorization are insufficient for the completion of work due to circumstances arising during execution of the project. Authorization of the additional funds will allow the completion of this signature project in a substantial and workmanlike manner.

## DESCRIPTION OR BACKGROUND

The Board of Trustees approved the expenditure of \$4,639,800 on May 15, 2014 for the construction of Austin Street improvements and the San Jacinto Memorial Green at Central College. That work was delayed at the beginning due to finalization of the La Branch Street improvements and the potential need to use the Memorial Green space to support the anticipated Presidential/Vice Presidential debate. Direction was given to restrict the scope of work to items that were underground. This was intended to prevent the waste of HCC funds by constructing Memorial Green improvements that would need to be removed to support the proposed debate footprint.

Upon the Board's decision to rescind the February Debate authorization, a request to update the project bid to return to the original scope of work was submitted to the Architect and General Contractor. The combined cost of returning to the original scope is estimated to be slightly over \$431,000. Increases in cost are related to: extended project duration (\$66,000), changes in landscape costs during the preceding year (\$251,000), and the need to re-bid carpentry services due to unavailability of the original sub-contractor (\$114,000).

### Project Summary

Design Completed	September 2012
Contract Awarded	July 2014
Design Revision to Support Debate	March 2015
Restoration of Original Vision	August 2015
Revised Pricing Received	November 2015

## FISCAL IMPACT

This project was originally funded using a combination of 2010 Maintenance Tax Notes and 2004 CIP Residual Funds. A portion of the remaining balance in those funds will be used to cover the proposed increase in cost.

## LEGAL REQUIREMENT

This action satisfies the requirements of Texas Local Government Code Section 271.060 and 2269.363.

## STRATEGIC ALIGNMENT

3.B.2.: Ensure the campus environment maximizes opportunities for learning and engagement

Attachment Title(s):

This item is applicable to the following:

Central     Coleman     Northeast     Northwest     Southeast     Southwest     3100

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# ACTION ITEM

Meeting Date: January 21, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
<b>7</b>	<b>Waiver of Out-of-District Tuition and Fees for Dual Credit Students</b>	<b>Dr. Cesar Maldonado Teri Zamora Dr. Kimberly Beatty</b>

## RECOMMENDATION

Approve the waiver of Out-of-District Tuition and Fees for dual credit students effective Fall 2016.

## COMPELLING REASON/RATIONALE

With the exception of the Out-of-District portion of tuition and fees, all tuition and fees are waived for all dual credit students in area high schools, including public, private and home schools. An out-of-district student pays approximately \$216 for each three hour course, which has begun to limit the college's ability to compete in those portions of our service delivery area (SDA) located outside of the taxing district – specifically Katy ISD, Spring Branch ISD and Fort Bend ISD.

Additionally, under Senate Bill 1004, competition for dual credit students has increased, but at the same time, the college is now able to service additional school districts that are located outside of our SDA within Harris County.

Waiving the Out-of-District portion of tuition and fees for Out-of-District students is expected to positively impact the following:

1. Dual Credit enrollment
2. Future enrollment due to early engagement, as students graduate from high school and continue with HCC
3. Increased numbers of graduates

## DESCRIPTION OR BACKGROUND

In concert with the THECB's new Education Strategic Plan 60X30TX, the college's success and completion goals include recruiting, retaining and graduating more students. Dual credit serves as a primary recruitment tool for HCC. Students who have participated in HCC's dual credit courses continue coursework with the college at a rate of 37% upon graduation from high school.

Per information posted on their websites, two of the largest community colleges in the local area make the following provisions for Out-of-District students:

1. Waive all tuition but charge all fees, resulting in a net charge of approximately \$60 per 3-hour course
2. Waive 70% of all tuition and fees, resulting in a net charge of approximately \$101 per 3-hour course

## FISCAL IMPACT

Dual Credit currently generates revenues through formula funding and Out-of-District Tuition and Fees. The proposal would confine revenues from Dual Credit to only that generated from Formula Funding. The

impact on the college's finances would be the elimination of approximately \$580,000 of revenues. Dual Credit operates at approximately a breakeven point, given the revenues below. The absence of the Out-of-District Fees would create a deficit position in the operation of Dual Credit, with such deficit considered as a marketing and recruitment expense.

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
Formula Funding Generated	\$3,512,086	\$3,545,544	\$3,626,845
Out of District Tuition/Fees	\$728,444	\$589,293	\$577,507
<b>Total Revenue Generated</b>	<b>\$4,240,530</b>	<b>\$4,134,837</b>	<b>\$4,204,352</b>

### **LEGAL REQUIREMENT**

Under Section 130.008 of the Texas Education Code, a community college may waive all or part of the tuition and fees of a high school student enrolled in a course for which the student may receive dual credit.

### **STRATEGIC ALIGNMENT**

2.A.1.: Adopt a future-oriented perspective towards budgeting, program development, and college operations

Attachment Title(s):

This item is applicable to the following:

Central
  Coleman
  Northeast
  Northwest
  Southeast
  Southwest
  3100

# ACTION ITEM

Meeting Date: January 21, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
<b>8</b>	<b>Investment Report for the Month of November 2015</b>	<b>Dr. Cesar Maldonado Teri Zamora</b>

## RECOMMENDATION

Approve the Investment Report for the month of November 2015.

## COMPELLING REASON/RATIONALE

The monthly report advises the Board on the status of the investment portfolio and complies with the relevant statute.

## DESCRIPTION OR BACKGROUND

This report provides information related to the various investments of the college, including book values and market values.

## FISCAL IMPACT

The interest income earned and earnings credit for the month totaled \$224,473 and the interest income earned and earnings credit for the fiscal year totaled \$668,580. The weighted average interest rate (WAR) at November 30, 2015 is .45%.

The Investment Report attached identifies HCC's investment holdings for the month ending November, 2015. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 68% of the assets invested in local government pools, money markets funds, short-term certificates of deposit and interest bearing checking accounts. All pools and money market funds are rated at the highest level. Certificates of deposit, high yield savings and other bank deposits are secured with U.S. Treasuries/agencies. The balance of the portfolio is invested in U.S. Treasuries and government-sponsored entities/agencies with "AAA" credit ratings. Interest rates have remained historically low.

## LEGAL REQUIREMENT

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

## STRATEGIC ALIGNMENT

2.A.3.: Pursue opportunities for revenue generation throughout the institution

Attachment Title(s): **Investment Report - November 2015**

This item is applicable to the following:

Central  Coleman  Northeast  Northwest  Southeast  Southwest  3100

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**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**INVESTMENT PORTFOLIO COMPOSITION**  
**As of November 30, 2015**

Beginning Book Value (November 1, 2015)	\$	485,068,977
Beginning Market Value (November 1, 2015)	\$	484,931,283
Additions/subtractions (Book value - Net)	\$	(13,863,774) *
Change in Market value	\$	(139,715)
Ending Book value (November 30, 2015)	\$	471,205,204
Ending Market value (November 30, 2015)	\$	470,920,905
Unrealized Gain/(Loss)	\$	(284,299)
WAM (73% of Portfolio's weighted average maturity - All Funds)		1

**This report is in compliance with the investment strategies approved in Houston Community College System investment policy and is in accordance with the Public Funds Investment Act of 1999.**

* Net amount provided for Operations	(5,985,254)
* Net amount provided for CIP/Others	(7,878,520)
	<u>(13,863,774)</u>

**EXECUTIVE SUMMARY**  
**INVENTORY HOLDINGS REPORT**  
**November 30, 2015**

	<u>Ending Book Value</u>	<u>Ending Market Value</u>	<u>Unrealized Gain (Loss)</u>
US Treasuries	18,986,800	18,945,393	(41,407)
US Agencies	134,154,768	133,911,876	(242,892)
Local government pools	10,132,273	10,132,273	-
Money market funds	154,608,601	154,608,601	-
High yield savings	1,742,517	1,742,517	-
Certificates of deposit	145,250,000	145,250,000	-
Interest bearing checking	6,330,245	6,330,245	-
Total	<u>471,205,204</u>	<u>470,920,905</u>	<u>(284,299)</u>

WAR (weighted average interest rate)	<u>0.45%</u>
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**INVESTMENTS**  
**INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)**  
As of November 30, 2015

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchased (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	2.48%	02/22/05	05/01/33	50,882	53,977	52,481	(190)	52,291	53,717	(65)	1,426
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	44,786	47,941	50,835	(191)	50,645	47,296	(465)	(3,348)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	1.50%	07/30/12	07/30/27	2,000,000	1,941,528	2,000,000	0	2,000,000	1,931,910	(9,618)	(68,090)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	1,001,037	1,000,000	0	1,000,000	998,178	(2,859)	(1,822)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	01/23/15	01/22/16	2,000,000	2,000,008	1,999,720	0	1,999,720	2,000,036	28	316
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.27%	08/19/15	02/22/16	1,000,000	999,627	998,598	0	998,598	999,539	(88)	942
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.33%	08/24/15	04/20/16	10,000,000	9,991,030	9,978,667	0	9,978,667	9,987,860	(3,170)	9,193
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	07/30/12	07/30/27	1,080,000	1,037,492	1,080,000	0	1,080,000	1,032,508	(4,984)	(47,492)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	08/27/12	11/27/24	1,600,000	1,601,042	1,600,000	0	1,600,000	1,603,267	2,226	3,267
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	07/30/12	07/30/27	2,675,000	2,627,800	2,675,000	0	2,675,000	2,612,820	(14,980)	(62,180)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	2.00%	04/11/13	04/11/18	10,000,000	10,000,400	10,000,000	0	10,000,000	10,001,030	630	1,030
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	06/13/13	06/13/18	10,000,000	9,981,510	10,000,000	0	10,000,000	9,963,040	(18,470)	(36,960)
U.S. Treasury Notes US Govt. National Unsecured	Bank of America	0.80%	07/10/14	06/30/16	4,000,000	4,003,436	4,001,250	0	4,001,250	4,000,468	(2,968)	(782)
U.S. Treasury Notes US Govt. National Unsecured	Bank of America	0.50%	02/02/15	01/26/16	5,000,000	5,001,020	5,000,000	0	5,000,000	4,999,935	(1,085)	(65)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,997,525	4,998,425	0	4,998,425	4,998,065	540	(360)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	#REF!	04/07/15	03/11/16	5,000,000	4,997,525	4,998,425	0	4,998,425	4,998,065	540	(360)
Federal Home Loan Bank US Domestic series 000 unsecured	Bank of America	0.25%	04/13/15	04/13/17	2,775,000	2,778,377	2,775,000	0	2,775,000	2,776,415	(1,962)	1,415
Freddie Mac Global Unsecured Bond	Bank of America	0.25%	05/21/15	01/27/17	5,000,000	4,995,380	4,994,550	0	4,994,550	4,983,730	(11,650)	(10,820)
Federal Home Loan Bank GLOBAL Unsecured	Bank of America	0.75%	11/25/15	07/14/217	5,000,000	-	-	4,992,500	4,992,500	4,986,900	-	(5,600)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	05/21/15	04/29/16	5,000,000	4,997,770	4,998,850	0	4,998,850	4,995,945	(1,825)	(2,905)
U.S. Treasury Notes US Govt. National	Bank of America	0.75%	05/21/15	03/31/17	5,000,000	4,994,465	4,995,300	0	4,995,300	4,980,665	(13,800)	(14,635)
U.S. Treasury Notes US Govt. National	Bank of America	0.25%	05/21/15	10/31/16	5,000,000	4,996,030	4,996,500	0	4,996,500	4,986,525	(9,505)	(9,975)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	0.50%	05/21/15	03/27/17	5,000,000	4,992,825	4,993,550	0	4,993,550	4,984,185	(8,640)	(9,365)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	04/30/17	5,000,000	4,990,950	4,993,750	0	4,993,750	4,977,735	(13,215)	(16,015)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	1.22%	05/26/15	05/26/16	5,000,000	4,994,770	4,996,500	0	4,996,500	4,993,045	(1,725)	(3,455)
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.50%	05/29/15	08/25/17	10,000,000	10,002,100	10,000,000	0	10,000,000	9,982,860	(19,240)	(17,140)
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.25%	05/29/15	05/25/17	5,000,000	5,001,295	5,000,000	(5,000,000)	-	-	-	-
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	06/17/15	11/28/16	5,000,000	5,000,820	5,000,000	0	5,000,000	5,001,830	1,010	1,830
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	10/28/15	04/29/16	5,000,000	4,995,275	4,994,889	0	4,994,889	4,993,540	(1,735)	(1,349)
Federal Home Loan Dicount note US Domestic	Bank of America	0.60%	09/25/15	02/12/16	10,000,000	9,996,600	9,992,222	0	9,992,222	9,995,940	(660)	3,718
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.50%	10/01/15	02/25/16	10,000,000	9,996,170	9,992,854	0	9,992,854	9,995,220	(950)	2,366
Federal Home Loan Dicount note US Domestic	Bank of America	0.20%	10/02/15	02/29/16	10,000,000	9,996,030	9,992,083	0	9,992,083	9,995,000	(1,030)	2,917
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	11/01/15			66,518	66,518	6	66,524	66,524	0	0
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.11%	11/01/15			465,068	465,068	15	465,083	465,083	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	11/01/15			6,382,547	6,382,547	(6,014,354)	368,193	368,193	0	0
Checking Acoount- 10010-7306-2006 Jr. lien	Bank Of America	0.11%	11/01/15			229	229	0	229	229	0	0

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchased (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
LTD2013 Tax Bond Grneral Checking A/C (10090)	Bank Of America	0.11%	11/01/15			2,361,760	2,361,760	1,135,140	3,496,900	3,496,900	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.11%	11/01/15			1,931,726	1,931,726	174	1,931,900	1,931,900	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	11/01/15			1,416	1,416	0	1,417	1,417	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.04%	11/01/15			455,921	455,921	25	455,946	455,946	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank	0.18%	11/01/15			80,257,483	80,257,483	(9,006,074)	71,251,409	71,251,409	0	0
Public Fund Money Market_Premier (185913820)- fund 1110	Regions Bank	0.15%	11/01/15			82,873,260	82,873,260	27,986	82,901,246	82,901,246	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.03%	11/01/15			214,155	214,155	5	214,160	214,160	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.03%	11/01/15			1,528,317	1,528,317	39	1,528,356	1,528,356	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.26%	06/09/15	06/09/16		100,000	100,000	0	100,000	100,000	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.25%	10/18/15	10/18/16		150,000	150,000	0	150,000	150,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	01/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.50%	04/03/13	04/03/16		40,000,000	40,000,000	0	40,000,000	40,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.69%	03/22/13	03/22/17		30,000,000	30,000,000	0	30,000,000	30,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/17		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.99%	03/23/13	03/21/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	0.98%	03/22/13	03/22/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	1.02%	04/03/13	04/03/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Corporate Overnight Fund	Lone Star	0.20%	11/01/15			1,598,944	1,598,944	267	1,599,211	1,599,211	0	0
Tex Pool	State Street Bank	0.12%	11/01/15			8,532,183	8,532,183	879	8,533,062	8,533,062	0	0
<b>TOTAL</b>						<b>484,931,283</b>	<b>485,068,977</b>	<b>(13,863,774)</b>	<b>471,205,204</b>	<b>470,920,905</b>	<b>(139,715)</b>	<b>(284,299)</b>



# ACTION ITEM

Meeting Date: January 21, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
<b>9</b>	<b>Monthly Financial Statement and Budget Review for November 2015</b>	<b>Dr. Cesar Maldonado Teri Zamora</b>

## RECOMMENDATION

Approve the Financial Statement for the month of November 2015.

## COMPELLING REASON/RATIONALE

The monthly report advises the Board on the status of the finances of the college.

## DESCRIPTION OR BACKGROUND

This report provides information related to the various funds of the college, including fund balances, comparison to previous year and comparison to budget.

## FISCAL IMPACT

Awareness and review of financial information throughout the year helps to inform decision making, and allows for mid-year adjustments, as needed.

## LEGAL REQUIREMENT

N/A

## STRATEGIC ALIGNMENT

2.C.3.: Create opportunities for engagement and networking throughout the college

Attachment Title(s): **Financial Statement - November 2015**

This item is applicable to the following:

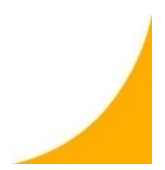
Central     Coleman     Northeast     Northwest     Southeast     Southwest     3100



# **Summary Operating Statements**

**For the Period  
September 1, 2015 - November 30, 2015  
For the Meeting of the Board of Trustees - January 12, 2016**

**for  
Houston Community College System  
&  
Houston Community College Public Facility Corporation**



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For the Period September 1, 2015 - November 30, 2015

## Houston Community College System

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**Houston Community College System  
Summary of Financial Statements  
As of November 30, 2015**

In the Unrestricted Fund as of November 30, 2015, total revenue received is \$87.2 million. This represents 26.9% of budgeted annual revenues of \$324.6 million. Expenses total \$82.6 million to date; which is 25.4% of the total expense budget of \$324.6 million. Compared with the same time last year, revenue shows a 0.8% decrease, and expenses are 13.4% higher than the prior year. Actual net revenue is \$4.6 million to-date. That translates into a like amount increase in fund balance.

Salaries increased 5.7%. This increase is due namely to the compensation study alignment and an across the board salary increase of 2% for full-time employees.

The expenses in Transfers & Debt show an increase of \$8.4 million namely due to the redemption of the PFC Westgate Bonds Series 2005A in the amount of \$8.1 million.

Total revenue and expenses are expected to fall within budget plan at year end.

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**Unaudited Fund Balances and Activities - All Funds**  
**as of November 30, 2015**

	Unrestricted <sup>1</sup>	Restricted	Auxiliary	Loan & Endowments	Scholarship	Agency	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Public Facility Corp.	Grand Total
Fund Balance as of 9/1/2015, Audited	\$ 45,130,654	\$ 4,540,237	\$ 7,699,183	\$ 509,932	\$ (29,805)	\$ -	\$ 27,332	\$ 5,660,509	\$ 52,039,009	\$ 251,542,378	\$ (2,701,008)	\$ 364,418,421
<b>Revenues</b>	87,170,107	9,605,986	2,843,714	-	43,309,847	-	888,113	-	3,021,469	-	54	146,839,290
<b>Expenses</b>												
Salaries	50,050,262	1,411,764	470,005	-	496,611	-	69,282	-	-	-	-	52,497,923
Employee Benefits	5,999,435	3,398,163	122,162	-	-	-	16,018	-	-	-	-	9,535,779
Supplies & General Exp	759,476	32,179	206,701	-	-	-	142	8,398	-	-	-	1,006,896
Travel	150,218	29,524	12,421	-	-	-	434	-	-	-	-	192,597
Marketing Costs	56,892	2,259	75,298	-	-	-	-	-	-	-	-	134,449
Rentals & Leases	438,855	59,248	15,175	-	-	-	-	-	-	-	-	513,278
Insurance/Risk Mgmt	4,465,345	2,324	1,677	-	-	-	-	-	-	-	-	4,469,345
Contracted Services	3,284,237	851,274	607,875	-	-	-	255	26,125	35,983	-	-	4,805,749
Utilities	1,459,402	-	122,743	-	-	-	-	-	-	-	-	1,582,146
Other Departmental Expenses	436,753	18,489	657,776	-	-	-	-	-	-	-	-	1,113,017
Instructional and Other Materials	2,788,841	51,453	60,429	-	-	-	134,438	-	-	-	-	3,035,160
Maintenance and Repair	96,354	86,378	2,721	-	57,563	-	-	48,229	-	-	-	291,245
Transfers (In)/Out <sup>2</sup>	12,179,315	4,000,000	-	-	(1,692,556)	-	500,000	(9,000,000)	(5,986,759)	-	-	0
Debt	27,392	-	-	-	-	-	-	-	10,596,016	-	338,553	10,961,961
Capital Outlay	365,897	191,303	1,896	-	-	-	10,468,458	440,428	-	-	-	11,467,981
Depreciation	-	-	-	-	-	-	-	-	-	5,446,552	-	5,446,552
Scholarship Distribution	-	-	-	-	44,366,193	-	-	-	-	-	-	44,366,193
Total Expenses	82,558,674	10,134,356	2,356,878	-	43,227,810	-	11,189,026	(8,476,820)	4,645,240	5,446,552	338,553	151,420,271
<b>NET REVENUE/(EXPENSES)</b>	4,611,433	(528,370)	486,835	-	82,037	-	(10,300,913)	8,476,820	(1,623,771)	(5,446,552)	(338,500)	(4,580,981)
<b>Fund Balance Entries</b>	-	-	-	-	-	-	9,407,212	390,344	-	8,505,718	(79,327)	18,223,946
<b>Fund Balance as of 11/30/2015</b>	<b>\$ 49,742,087</b>	<b>\$ 4,011,867</b>	<b>\$ 8,186,018</b>	<b>\$ 509,932</b>	<b>\$ 52,232</b>	<b>\$ -</b>	<b>\$ (866,369)</b>	<b>\$ 14,527,673</b>	<b>\$ 50,415,238</b>	<b>\$ 254,601,543</b>	<b>\$ (3,118,835)</b>	<b>\$ 378,061,387</b>

<sup>1</sup>The significant change in the unrestricted fund balance is attributable to the implementation of GASB 68, *Accounting and Reporting for Financial Pension*.

<sup>2</sup>Transfers include student revenue bond payment funds, scholarship matching funds, and transfers to Unexpended Plant and Capital and Technology Funds.

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**Comparison to Budget and Comparison to Previous Fiscal Year**  
**as of November 30, 2015**  
**25% of Year Expended**

**HCCS CURRENT UNRESTRICTED**

	Year-to-Date Actuals			Actuals as a % of Budget	Year-to-Date Actuals		Increase (Decrease) FY2016 Compared to FY2015	% Increase (Decrease)
	Thru November 30, 2015	FY2016 Budget			Thru November 30, 2015	Thru November 30, 2014		
<b>REVENUES</b>								
State Appropriations	\$ 23,448,466	\$ 69,995,427	33.5%	\$ 23,448,466	\$ 23,164,892	\$ 283,574	1.2%	
Ad Valorem Taxes	107,410	136,000,000	0.1%	107,410	1,977,073	(1,869,662)	-94.6%	
Tuition, Net	25,938,837	40,925,000	63.4%	25,938,837	22,731,330	3,207,507	14.1%	
Fees	33,507,323	65,325,000	51.3%	33,507,323	35,999,988	(2,492,665)	-6.9%	
Other Local Income	732,134	2,250,000	32.5%	732,134	544,789	187,345	34.4%	
Tuition & Fee, Net	3,307,881	9,500,000	34.8%	3,307,881	3,295,341	12,540	0.4%	
-- Extended Learning								
Indirect Cost Revenues, Grant	128,057	620,000	20.7%	128,057	179,048	(50,991)	-28.5%	
<b>Total Revenues</b>	<b>87,170,107</b>	<b>324,615,427</b>	<b>26.9%</b>	<b>87,170,107</b>	<b>87,892,460</b>	<b>(722,353)</b>	<b>-0.8%</b>	
<b>EXPENSES</b>								
Salaries	50,050,262	191,026,038	26.2%	50,050,262	47,367,128	2,683,134	5.7%	
Employee Benefits	5,999,435	21,210,175	28.3%	5,999,435	4,823,907	1,175,528	24.4%	
Supplies Gen Exp	759,476	5,459,309	13.9%	759,476	932,099	(172,623)	-18.5%	
Travel	150,218	1,915,216	7.8%	150,218	169,458	(19,240)	-11.4%	
Marketing Costs	56,892	1,002,006	5.7%	56,892	170,023	(113,131)	-66.5%	
Rental & Leases	438,855	2,512,723	17.5%	438,855	445,238	(6,383)	-1.4%	
Insurance/Risk Mgmt	4,465,345	5,551,431	80.4%	4,465,345	6,376,167	(1,910,822)	-30.0%	
Contract Services	3,284,237	24,010,905	13.7%	3,284,237	3,309,628	(25,391)	-0.8%	
Utilities	1,459,402	10,246,651	14.2%	1,459,402	1,791,167	(331,764)	-18.5%	
Other Departmental Expenses	436,753	2,473,118	17.7%	436,753	365,083	71,669	19.6%	
Instructional & Other Materials	2,788,841	9,704,973	28.7%	2,788,841	2,801,984	(13,143)	-0.5%	
Maintenance & Repair	96,354	1,358,447	7.1%	96,354	116,976	(20,622)	-17.6%	
Transfers/Debt	12,206,707	40,713,014	30.0%	12,206,707	3,757,066	8,449,640	224.9%	
Contingency	-	4,116,540	0.0%	-	-	-	0.0%	
Capital Outlay	365,897	3,314,880	11.0%	365,897	395,851	(29,954)	-7.6%	
<b>Total Expenses</b>	<b>\$ 82,558,674</b>	<b>\$ 324,615,427</b>	<b>25.4%</b>	<b>\$ 82,558,674</b>	<b>\$ 72,821,776</b>	<b>9,736,898</b>	<b>13.4%</b>	
<b>NET REVENUE/(EXPENSES)</b>	<b>\$ 4,611,433</b>	<b>\$ 0</b>	<b>0.0%</b>	<b>\$ 4,611,433</b>	<b>\$ 15,070,684</b>	<b>\$ (10,459,251)</b>	<b>-69.4%</b>	

# HOUSTON COMMUNITY COLLEGE SYSTEM

## Auxiliary Budget By Fund as of November 30, 2015

### Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Foundation	Marketing	Bookstore Commission	International Student Services	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
<b>Fund Balance – September 1, 2015 (Audited)</b>									<b>\$ 3,391,564</b>
<b>FY2016</b>									
Revenue	1,415,301	217,190	-	-	413,643	-	124,544	-	<u>2,170,678</u>
Salaries	66,369	128,630	27,374	-	-	74,084	60,890	-	357,347
Benefits	16,670	49,644	6,380	-	-	18,351	15,260	-	106,305
Supplies Gen Exp	14,785	8,200	17	-	-	-	1,831	-	24,833
Travel	-	1,793	2,072	-	-	-	-	-	3,865
Marketing Costs	-	374	-	74,924	-	-	-	-	75,298
Rental & Leases	-	12,700	-	-	-	-	-	-	12,700
Contract Services	555,261	-	5,940	-	-	-	263	-	561,463
Utilities	122,743	-	-	-	-	-	-	-	122,743
Departmental Expenses	300	93,640	-	548,111	-	1,034	-	-	643,086
Instructional & Other Materials	600	1,946	-	-	-	-	57,707	-	60,253
Maintenance & Repair	-	-	-	-	-	-	2,721	-	2,721
Insurance/Risk Mgmt	-	-	-	-	-	-	-	-	-
Exemptions and Waivers	-	-	-	-	-	-	-	456,037	456,037
Transfer/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
<b>Total Expense</b>	<b><u>776,728</u></b>	<b><u>296,927</u></b>	<b><u>41,782</u></b>	<b><u>623,035</u></b>	<b><u>-</u></b>	<b><u>93,469</u></b>	<b><u>138,672</u></b>	<b><u>456,037</u></b>	<u>2,426,651</u>
<b>Contribution to Fund Balance</b>	<b><u>638,573</u></b>	<b><u>(79,737)</u></b>	<b><u>(41,782)</u></b>	<b><u>(623,035)</u></b>	<b><u>413,643</u></b>	<b><u>(93,469)</u></b>	<b><u>(14,128)</u></b>	<b><u>(456,037)</u></b>	<b><u>(255,973)</u></b>
<b>Auxiliary Fund Balance - Uncommitted Portion</b>									<b><u>\$ 3,135,591</u></b>

\* Expenditures in this category include mailroom, child day care, Minority Male Initiative, Govt. Relation, Mobile Go, etc.

# HOUSTON COMMUNITY COLLEGE SYSTEM

## Auxiliary Budget By Fund

as of November 30, 2015

### Auxiliary Funds - International and Committed Portions

	International			Committed					Total
	Saigon Tech	Other International Initiatives	Subtotal International	Minority Business Development Agency	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
<b>Fund Balance – September 1, 2015 (Audited) FY2016</b>			<b>\$ 1,818,386</b>	<b>\$ -</b>	<b>\$ 324,132</b>	<b>\$ 1,005,688</b>	<b>\$ 1,159,414</b>	<b>\$ 2,489,233</b>	<b>\$ 7,699,183</b>
Revenue	23,333	-	23,333	5,502	31,500	614,010	456,210	1,107,222	3,301,233
Salaries	-	26,986	26,986	-	-	23,898	61,774	85,672	470,005
Benefits	-	-	-	-	-	1,341	14,517	15,858	122,162
Supplies Gen Exp	48	-	48	-	9,375	134,028	38,417	181,820	206,701
Travel	516	-	516	-	-	3,236	4,804	8,040	12,421
Marketing Costs	-	-	-	-	-	-	-	-	75,298
Rental & Leases	-	-	-	-	-	-	2,475	2,475	15,175
Contract Services	-	-	-	-	-	15,880	30,532	46,412	607,875
Utilities	-	-	-	-	-	-	-	-	122,743
Departmental Expenses	-	-	-	-	500	4,243	9,947	14,690	657,776
Instructional & Other Materials	-	-	-	-	-	-	176	176	60,429
Maintenance & Repair	-	-	-	-	-	-	-	-	2,721
Insurance/Risk Mgmt	-	-	-	-	-	112	1,565	1,677	1,677
Exemptions and Waivers	-	-	-	-	-	1,482	-	1,482	457,519
Transfer	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	1,896	-	1,896	1,896
<b>Total Expense</b>	<b>564</b>	<b>26,986</b>	<b>27,550</b>	<b>-</b>	<b>9,875</b>	<b>186,115</b>	<b>164,206</b>	<b>360,196</b>	<b>2,814,398</b>
<b>Contribution to Fund Balance</b>	<b>22,769</b>	<b>(26,986)</b>	<b>(4,217)</b>	5,502	21,625	427,895	292,004	747,026	<b>486,835</b>
<b>Auxiliary Fund Balance - Intl, Committed, Total</b>			<b>\$ 1,814,169</b>	<b>\$ 5,502</b>	<b>\$ 345,757</b>	<b>\$ 1,433,583</b>	<b>\$ 1,451,418</b>	<b>\$ 3,236,259</b>	<b>\$ 8,186,018</b>



**HOUSTON COMMUNITY COLLEGE**  
**FY 2015-16 Adjusted Budget by Divisions**  
**as of November 30, 2015**

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	ACADEMIC INSTRUCTION
Salary	\$ 9,989,970	\$ 9,266,664	\$ 12,152,266	\$ 11,081,425	\$ 6,049,768	\$ 12,956,579	\$ 11,722,980	\$ 52,904,275
Employee Benefits	-	-	-	-	-	-	-	-
Supplies & Gen	239,339	228,736	218,588	292,284	230,750	283,491	187,744	308,887
Travel	39,000	70,576	28,401	43,636	48,945	128,297	85,414	155,013
Marketing Costs	13,645	39,207	56,019	26,182	97,666	12,500	286,057	8,356
Rentals & Leases	5,270	57,971	935,099	484,749	77,305	499,343	26,718	24,510
Insurance/Risk Mgmt	-	-	-	-	-	126	-	511
Contracted Services	287,161	236,662	68,719	13,108	74,602	210,464	143,102	398,978
Utilities	5,125	-	4,600	1,826	-	-	-	-
Other Departmental Expenses	40,111	68,486	29,944	30,316	66,095	99,713	55,116	68,874
Instructional And Other Materials	296,307	56,932	125,383	113,283	68,376	253,029	860,880	1,234,736
Maintenance and Repair	138,855	38,204	126,520	22,061	10,926	69,168	121,311	41,366
Transfers/Debt	-	-	1,186	-	-	-	-	-
Contingency	490,951	629,703	422,163	412,831	179,466	501,377	237,500	-
Capital Outlay	443,772	69,974	46,352	209,074	67,496	102,285	128,968	333,695
<b>Total</b>	<b>\$ 11,989,506</b>	<b>\$ 10,763,115</b>	<b>\$ 14,215,239</b>	<b>\$ 12,730,775</b>	<b>\$ 6,971,395</b>	<b>\$ 15,116,372</b>	<b>\$ 13,855,790</b>	<b>\$ 55,479,201</b>

**HOUSTON COMMUNITY COLLEGE**  
**FY 2015-16 Adjusted Budget by Divisions**  
**as of November 30, 2015**

Budgeted Expenditures	CHANCELLOR	FINANCE & ADMIN.	SUSTAINABILITY	INSTRUCTIONAL SERVICES	STUDENT SERVICES	SYSTEM	Grand Total
Salary	\$ 6,211,038	\$ 29,210,725	\$ 3,321,287	\$ 16,849,773	\$ 5,367,988	\$ 3,941,300	\$ 191,026,038
Employee Benefits	-	-	-	-	-	21,210,175	21,210,175
Supplies & Gen	634,977	952,428	156,499	265,610	159,976	1,300,000	5,459,309
Travel	176,675	247,351	73,480	773,428	45,000	-	1,915,216
Marketing Costs	266,000	189,739	6,635	-	-	-	1,002,006
Rentals & Leases	87,100	244,510	61,429	3,319	5,400	-	2,512,723
Insurance/Risk Mgmt	5,550,000	-	-	794	-	-	5,551,431
Contracted Services	3,028,875	15,623,905	84,619	111,585	1,203,072	2,526,053	24,010,905
Utilities	-	1,752,227	-	94	-	8,482,779	10,246,651
Other Departmental Expenses	817,300	503,481	102,329	538,132	53,221	-	2,473,118
Instructional And Other Materials	57,000	5,670,119	51,013	592,597	325,318	-	9,704,973
Maintenance and Repair	5,200	778,775	4,688	444	929	-	1,358,447
Transfers/Debt	200,000	43,591	-	-	-	40,468,237	40,713,014
Contingency	150,000	246,064	269,101	111,600	233,500	232,284	4,116,540
Capital Outlay	118,700	1,689,893	87,330	2,786	14,556	-	3,314,880
<b>Total</b>	<b>\$ 17,302,865</b>	<b>\$ 57,152,808</b>	<b>\$ 4,218,410</b>	<b>\$ 19,250,162</b>	<b>\$ 7,408,960</b>	<b>\$ 78,160,828</b>	<b>\$ 324,615,427</b>

**Houston Community College**  
**Balance Sheet By Fund**  
**For Month Ended November 30, 2015**

	<u>CURRENT &amp; LOAN FUNDS<sup>1</sup></u>	<u>PLANT &amp; BOND FUNDS<sup>2</sup></u>	<u>Total All Funds</u>
<b>ASSETS</b>			
Current Assets:			
Cash & cash equivalents	\$ 106,621,048	\$ 28,425,727	\$ 135,046,775
Restricted cash & cash equivalents	3,356,478	-	3,356,478
Short term Investments	-	-	-
Accounts/Other receivable (net)	24,297,671	3,166,919	27,464,590
Deferred charges	5,273	-	5,273
Prepays	<u>1,970,221</u>	<u>1,346,598</u>	<u>3,316,818</u>
Total Current Assets	136,250,690	32,939,244	169,189,934
Non-current Assets:			
Restricted cash & cash equivalents	-	184,530,159	184,530,159
Restricted long-term investments	-	136,939,749	136,939,749
Deferred Outflows of Resources: Pension	11,299,015	-	11,299,015
Long-term investments	15,917,514	-	15,917,514
Capital Assets, net	<u>9,895</u>	<u>954,956,340</u>	<u>954,966,235</u>
Total Non-current Assets	27,226,424	1,276,426,249	1,303,652,673
<b>Total Assets</b>	<u><u>\$ 163,477,115</u></u>	<u><u>\$ 1,309,365,493</u></u>	<u><u>\$ 1,472,842,607</u></u>
<b>LIABILITIES</b>			
Current Liabilities:			
Accounts payable	8,339,683	1,378,233	9,717,916
Accrued liabilities	559,933	2,136,409	2,696,342
Compensated absences	2,526,083	-	2,526,083
Funds held for others	649,597	189,209	838,806
Deferred revenue	844,772	229,281	1,074,054
Notes payable-current portion	-	8,783,299	8,783,299
Bonds payable-current portion	-	<u>24,520,000</u>	<u>24,520,000</u>
Total Current Liabilities	12,920,068	37,236,431	50,156,499
Non-current Liabilities:			
Deposits	-	-	-
Net Pension Liability	67,428,372	-	67,428,372
Deferred Inflows of Resources: Pension	20,626,539	-	20,626,539
Notes payable	-	153,344,686	153,344,686
Bonds payable	-	752,257,231	752,257,231
Capital lease obligations	-	<u>47,849,058</u>	<u>47,849,058</u>
Total Non-current Liabilities	88,054,911	953,450,976	1,041,505,887
<b>Total Liabilities</b>	<u><u>\$ 100,974,979</u></u>	<u><u>\$ 990,687,407</u></u>	<u><u>\$ 1,091,662,386</u></u>
<b>Fund Balance-</b>			
<b>August 31, 2015 Audited</b>	57,850,201	309,269,229	367,119,430
Revenues Over Expenditures			
Unrestricted	5,098,268		5,098,268
Restricted	(446,333)		(446,333)
Net Investment in Plant		9,408,857	9,408,857
<b>Total Fund Balances</b>	<u><u>\$ 62,502,136</u></u>	<u><u>\$ 318,678,085</u></u>	<u><u>\$ 381,180,221</u></u>
<b>Total Liabilities &amp; Fund Balances</b>	<u><u>\$ 163,477,115</u></u>	<u><u>\$ 1,309,365,492</u></u>	<u><u>\$ 1,472,842,607</u></u>

<sup>1</sup> In cludes Unrestricted, Restricted, Loan & Endowment, Scholarship, Agency and Auxiliary Funds.

<sup>2</sup> Includes Unexpended Plant, Retirement of Debt and Investment in Plant Funds.

# Houston Community College

## Exemptions & Waivers

Through November 30, 2015

Account	FY 2014-15		FY 2015-16	
	End of Year	Year-to-Date	Year-to-Date	
	Activity	Activity thru 11/30/2014	Activity thru 11/30/2015	
<b>Tuition</b>				
<b>Budget:</b>				
Adjusted Budget FY 2015-16, Net			\$	40,925,000
<b>Revenues Received:</b>				
Tuition	45,771,753	26,555,181		29,437,178
<b>Waivers &amp; Exemptions:</b>				
Dual Credit & Early College HS	(5,045,017)	(2,913,507)		(2,808,960)
Other	(1,603,037)	(910,344)		(689,381)
<b>Total Waivers &amp; Exemptions</b>	<b>(6,648,054)</b>	<b>(3,823,851)</b>		<b>(3,498,341)</b>
<b>Total Tuition Revenue, Net</b>	<b>\$ 39,123,700</b>	<b>\$ 22,731,330</b>	<b>\$</b>	<b>25,938,837</b>
<b>Tuition - Extended Learning</b>				
<b>Budget:</b>				
Budget FY 2015-16, Net			\$	6,565,665
<b>Revenues Received:</b>				
Tuition	8,931,465	3,898,482		3,750,263
<b>Waivers &amp; Exemptions:</b>				
Department of Corrections	(2,021,386)	(603,141)		(442,382)
<b>Total EL Tuition Revenue, Net</b>	<b>\$ 6,910,079</b>	<b>\$ 3,295,341</b>	<b>\$</b>	<b>3,307,881</b>

Exemptions & Waivers	FY 2014-15		FY 2015-16		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year	Year-to-Date	Year-to-Date		
	Activity	Activity thru 11/30/2014	Activity thru 11/30/2015		
Dept of Corrections	\$ 1,946,863	\$ 603,141	\$ 442,382		-26.7%
Dual Credit & Early College HS Waiver	5,045,017	2,913,507	2,808,960		-3.6%
<b>Other:</b>					
Employee Fee Exemptions	61,121	27,450	30,247		10.2%
Firemen	12,870	6,591	2,354		-64.3%
Hazelwood	942,773	555,015	342,794		-38.2%
Deaf & Blind	190,174	108,448	120,835		11.4%
High Ranking Hi SCH Grad	1,805	1,235	775		-37.2%
Child of Disabled Vet ETC	7,264	5,086	1,444		-71.6%
Nonres Teach/Research Asst	6,363	3,717	80		-97.8%
Nonres Competitive Scholar	8,558	7,222	2,744		-62.0%
Senior Citizens	13,668	7,940	6,865		-13.5%
Scholarship Distribution	2,800	-	2,800		0.0%
A VISA Waiver (Non-Alien Waiver)	888	888	-		-100.0%
Foster Children-Resident	247,117	151,544	89,752		-40.8%
Undocumented Students	5,723	2,909	1,062		-63.5%
TX Tomorrow Waiver	6,076	2,788	1,792		-35.7%
Surviving Spouse/Children	-	-	1,680		0.0%
Peace Officer Exemption	3,868	186	615		230.6%
Adopted Student Waiver	91,719	29,325	83,542		184.9%
Stipends	250	-	-		0.0%
Total Other Exemptions	1,603,037	910,344	689,381		-24.3%
<b>Grand Total Exemptions &amp; Waivers</b>	<b>\$ 8,594,917</b>	<b>\$ 4,426,992</b>	<b>\$ 3,940,723</b>		<b>-11.0%</b>

## **Topics for Discussion and/or Action**

# ACTION ITEM

Meeting Date: January 21, 2016

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
<b>1</b>	<b>Personnel Agenda (Faculty)</b>	Dr. Cesar Maldonado

## RECOMMENDATION

Approve the personnel action item for January 2016.

## COMPELLING REASON/RATIONALE

Full-time contract Faculty is hired under one-year term contracts on an annual basis under Board Policy A.7.1.

## DESCRIPTION OR BACKGROUND

The hiring process for full time faculty involves a review of credentials, a screening process, evaluation and interview by the hiring authority.

## FISCAL IMPACT

Funds for these faculty positions are provided for in the 2016 Unrestricted Budget.

## LEGAL REQUIREMENT

N/A

## STRATEGIC ALIGNMENT

3.A.2.: Review position, descriptions and staffing allocations to enhance institutional effectiveness

Attachment Title(s): **Personnel Agenda - Faculty (January 2016)**

This item is applicable to the following:

Central     Coleman     Northeast     Northwest     Southeast     Southwest     3100

1/16/2016 2:14 PM

***Personnel Agenda -***  
**Faculty (For Board Approval)**

**Board Meeting: January 21, 2016**

**FACULTY (REGULAR) – FOR BOARD APPROVAL**

<b><u>Name</u></b>	<b><u>Previous Organization</u></b>	<b><u>Proposed Title/Organization</u></b>	<b><u>FLSA/Grade</u></b>	<b><u>Previous Salary</u></b>	<b><u>Current Salary</u></b>	<b><u>Effective Date</u></b>
<b>1. Bachan, Jennifer</b>	HCCS F/T Intern Government Instructor	to F/T Government Instructor	FAC/06 10.5 months	\$ 43,483 yr.	\$ 49,275 yr.	01-04-16
<b>2. Jose, Charlet</b>	HCCS P/T Associate Degree Nursing Instructor	to F/T Associate Degree Nursing Instructor	FAC/10 10.5 months	\$ 29,913 yr.	\$ 67,214 yr.	01-04-16
<b>3. Ofoegbu, Lilian</b>	HCCS P/T Associate Degree Nursing Instructor	to F/T Associate Degree Nursing Instructor	FAC/10 10.5 months	\$ 23,010 yr.	\$ 67,214 yr.	01-04-16
<b>4. Park, Alan</b>	Apex Rehabilitation and Wellness	to F/T Physical Therapy Assistant Instructor	FAC/12 10.5 months	\$ 52,000 yr.	\$ 69,881 yr.	01-11-16
<b>5. Soliz, Rudy</b>	HCCS F/T Project Manager	to F/T Business Administration Instructor	FAC/12 10.5 months	\$ 97,850 yr.	\$ 85,617 yr.	01-11-16



***Credentials & Selection Process -***  
**Faculty (For Board Approval)**

**Board Meeting: January 21, 2016**

**FACULTY (REGULAR) – FOR BOARD APPROVAL**

<b><u>Name</u></b>	<b><u>Job Title/Requirements</u></b>	<b><u>Nominee's Credentials</u></b>			<b><u>Selection Process</u></b>
<b>1. Bachan, Jennifer</b>	<i>Government Instructor</i> Must have completed at least (18) graduate hours in Political Science, Government, International Relations or a related field of study and hold a Master's degree. Minimum of one (1) year of college level teaching experience preferred.	MPA in Public Administration Instructor (Intern) Research Assistant	1 yr.	0 mos.	Job Vac. Notice-Faculty Scholar Intern -HR Referred-0 -Screening committee evaluated and reviewed-0 -Hiring authority evaluated and interviewed-0 -Applicant selected-Internal HCCS F/T Intern to F/T
		<b>Total</b>	<b>1 yr.</b>	<b>9 mos.</b>	
<b>2. Jose, Charlet</b>	<i>Associate Degree Nursing Instructor</i> Must be licensed as a registered nurse in Texas and hold a Master's degree in Nursing. Three (3) years of current professional clinical work experience in the nursing field is required.	MS in Nursing Instructor Registered Nurse Clinical Instructor Nurse Educator Staff Nurse	2 yrs. 5 yrs. 7 yrs. 4 yrs.	3 mos. 10 mos. 5 mos. 0 mos. 4 mos.	Job Vacancy Notice-2130 -HR Referred-3 -Screening committee evaluated and reviewed-3 -Hiring authority evaluated and interviewed-3 -Applicant selected-External HCCS P/T to F/T
		<b>Total</b>	<b>19 yrs.</b>	<b>10 mos.</b>	
<b>3. Ofoegbu, Lilian</b>	<i>Associate Degree Nursing Instructor</i> Must be licensed as a registered nurse in Texas and hold a Master's degree in Nursing. Three (3) years of current professional clinical work experience in the nursing field is required.	MS in Nursing Registered Nurse	19 yrs.	6 mos.	Job Vacancy Notice-2130 -HR Referred-3 -Screening committee evaluated and interviewed-3 -Hiring authority evaluated and interviewed-3 -Applicant selected-External HCCS P/T to F/T
		<b>Total</b>	<b>19 yrs.</b>	<b>6 mos.</b>	

**FACULTY (REGULAR) – FOR BOARD APPROVAL**

<b>Name</b>	<b>Job Title/Requirements</b>	<b>Nominee's Credentials</b>			<b>Selection Process</b>
<b>4. Park, Alan</b>	<i>Physical Therapy Assistant Instructor</i> Bachelor's degree from an accredited institution required. Three (3) years of current professional clinical work experience in physical therapy is required.	PHD in Physical Therapy			Job Vacancy Notice-4744
		Physical Therapist	8 yrs.	4 mos.	-HR Referred-5
		Dir. Physical Therapy	8 yrs.	6 mos.	-Screening committee evaluated and interviewed-3
		<b>Total</b>	<b>8 yrs.</b>	<b>10 mos.</b>	-Hiring Authority evaluated and interviewed-2
					-Applicant selected-External New Hire F/T
<b>5. Soliz, Rudy</b>	<i>Business Administration Instructor</i> Master's degree with eighteen (18) graduate hours in Business is required. Three (3) years of work experience in the business administration area with emphasis in Business Admin, Int'l Bus., Marketing, Logistics or Management. Two (2) years of college level teaching experience is preferred.	PHD in Educational & HR Development			Job Vacancy Notice-Transformation
		Program Manager		1 mo.	-HR Referred-N/A
		Interim President		5 mos.	-Screening committee evaluated and interviewed-N/A
		Faculty Division Chair	8 yrs.	8 mos.	-Hiring Authority evaluated and interviewed-N/A
		Instructor	8 yrs.	0 mos.	-Applicant selected-Internal HCCS F/T
		Director, Career Plcmnt	13 yrs.	2 mos.	
		Division Employee Mgr.	3 yrs.	1 mo.	
		Personnel Manager	2 yrs.	1 mo.	
Division Personnel Mgr.	3 yrs.	1 mo.			
		Personnel Admin.	1 yr.	6 mos.	
		<b>Total</b>	<b>40 yrs.</b>	<b>1 mo.</b>	

# **APPENDIX A**

## **Personnel Report for January 21, 2016**

**(No Board Action Required)**

# ***Personnel Agenda -***

**Staff (No Board Action Required)**

**Board Meeting: January 21, 2016**

**INFORMATION ITEMS - NO BOARD ACTION REQUIRED  
 NON-FACULTY (REGULAR)**

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Current Salary</u>	<u>Effective Date</u>
1. Ahluwalia, Balrina	Lourdes University	to F/T Compliance Officer	EX/10 12 months	\$ 76,500 yr.	\$ 72,935 yr.	01-04-16
2. Barham, Misty	HCCS P/T Hardware/ Software Technician	to F/T Studio Manager	EX/07 12 months	\$ 14,855 yr.	\$ 41,359 yr.	01-11-16
3. Barua, Ajanta	HCCS F/T Secretary II	to F/T Office Manager	NE/08 12 months	\$ 41,832 yr.	\$ 47,664 yr.	01-16-16
4. Burney, Rameez	TNJ Group LLC	to F/T Secretary II	NE/07 12 months	\$ 50,000 yr.	\$ 36,707 yr.	01-04-16
5. Daniels, Darlene	All Spear Temps	to F/T Accounting Specialist-Accounts Payable	NE/07 12 months	\$ 37,440 yr.	\$ 38,000 yr.	01-04-16
6. Fitzgerald, Rhonda	HCCS P/T Enrollment Services Assistant	to F/T Office Assistant	NE/03 12 months	\$ 12,429 yr.	\$ 23,573 yr.	01-04-16
7. Gonzales, Nina	HCCS F/T Enrollment Services Assistant	to F/T Secretary II	NE/07 12 months	\$ 31,563 yr.	\$ 35,875 yr.	01-16-16

HOUSTON COMMUNITY COLLEGE SYSTEM  
 ADMINISTRATOR/SECRETARIAL/CLERICAL/CLASSIFIED STAFF  
 January 21, 2016

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Current Salary</u>	<u>Effective Date</u>
8. Hill, Tiffany	HISD	to F/T Secretary II	NE/07 12 months	\$ 50,530 yr.	\$ 37,584 yr.	01-04-16
9. Jason, Yolanda	Baylor College of Medicine	to F/T Secretary II	NE/07 12 months	\$ 35,000 yr.	\$ 35,016 yr.	01-11-16
10. Jenkins, China	Texas A&M University	to F/T Manager, Faculty and Instructional Leadership Development	EX/10 12 months	\$ 65,000 yr.	\$ 63,482 yr.	01-04-16
11. Kidd, Terry	HCCS F/T Computer Science Instructor	to F/T Dean, Division of Extended Learning	EXEC/20 12 months	\$ 63,615 yr.	\$ 108,000 yr.	01-04-16
12. Lara, Alicia	HCCS F/T Program Manager	to F/T Student Recruiter	EX/07 12 months	\$ 42,228 yr.	\$ 40,116 yr.	01-04-16
13. McGhee, Daneka	MHMRA of Harris County	to F/T Secretary II	NE/07 12 months	\$ 30,000 yr.	\$ 35,016 yr.	01-04-16
14. McKnight, Joslyn	HCCS P/T Customer Support Specialist	to F/T Help Desk Support II	NE/07 12 months	\$ 26,166 yr.	\$ 35,577 yr.	01-04-16

**INFORMATION ITEMS - NO BOARD ACTION REQUIRED  
 NON-FACULTY (REGULAR)**

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Current Salary</u>	<u>Effective Date</u>
15. Reyes Figueroa, Hector	HP (Insight Global)	to F/T Senior Help Desk Support	NE/08 12 months	\$ 52,000 yr.	\$ 45,000 yr.	01-04-16
16. Rutzen, Gregory	University of Houston-Victoria	to F/T Director of Development	EX/11 12 months	\$ 100,000 yr.	\$ 92,300 yr.	01-04-16
17. Stagg, Alonzo	Securitas Security Services	to F/T Campus Service Technician	NE/03 12 months	\$ 24,960 yr.	\$ 26,000 yr.	01-04-16
18. Ta, Huong	All Spear Temps	to F/T Accounting Specialist-Accounts Payable	NE/07 12 months	\$ 37,440 yr.	\$ 43,000 yr.	01-11-16
19. Webster, Terryn	Baylor College of Medicine	to F/T Accreditation Coordinator	EX/09 12 months	\$ 43,000 yr.	\$ 54,258 yr.	01-04-16

**SEPARATIONS OF EMPLOYMENT**

**Elliott, Christopher** Christopher Elliott, Web Content Specialist, effective December 18, 2015.  
**Graves, Martha** Martha Graves, Business Technology Instructor, effective December 18, 2015.  
**Li, Ying-Yin** Ying-Yin Li, Accounting Instructor, effective December 14, 2015.  
**Singh, Ravinder** Ravinder Singh, Process Technology Instructor, effective December 14, 2015.  
**Washington, Don** Don Washington, Director of Employment Services, effective January 29, 2016.  
**Wroski, Alexander** Alexander Wroski, Peace Officer, effective December 18, 2015.