



AGENDA

BOARD OF TRUSTEES REGULAR MEETING

**May 19, 2016
4:00 PM**

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas**

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

May 19, 2016

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Thursday, May 19, 2016 at 4:00 PM, or after, and from day to day as required, at the HCC Administration Building, 2nd 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

- A. Approve Board Minutes for March and April 2016

IV. Awards, Presentations, and Recognitions

- A. Bank of America Check Presentation
- B. Diversity & Inclusion Champion Awards
- C. Student Recognition

V. Chairman's Report

- A. Marketing Report
- B. Trustees District Reports

VI. Chancellor's Report

- A. COE Digital and Information Technology (DIT)
- B. Faculty Senate Report

VII. Hearing of Citizens

VIII. Consent Agenda

A. **Chancellor Evaluation**

- 1. Institutional Goal Alignment

B. **Facilities**

- 2. Authorize the Disposition of Property Located on Little York Road
- 3. Authorize the Disposition of Property Located on Delano Street

4. Authorize the Disposition of Property Located on Westheimer Road

C. **Finance**

5. Adoption of Fort Bend and Harris County Local Option Exemptions Tax Year 2016
6. Purchase of Dynamic Operator Training Simulator System
7. Purchase of Fourier Transform Spectrometer
8. Labor and Employment Legal Services Pool (Project No. 16-22)
9. Proposed Settlement between Willie Williams and Houston Community College
10. Investment Report for the Month of March 2016
11. Monthly Financial Statement and Budget Review for March 2016

D. **Strategic Planning**

12. Institutional Goal Alignment

IX. Topics for Discussion and/or Action

E. **Facilities**

13. Authorize the Sale of Property Located at 288 and MacGregor

F. **Finance**

14. General Legal Services Pool (Project No. 16-20)

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

A. **Legal Matters**

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

1. Update on Trustee Wilson's Insurance Claim

B. **Personnel Matters**

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

C. **Real Estate Matters**

Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on the

position of the System in negotiations with a third person.

XI. Additional Closed or Executive Session Authority:

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

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

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

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

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

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

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

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

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

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

XII. Reconvene in Open Meeting

XIII. Adjournment

XIV. Appendix - No Action Required

XV. Dinner

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **13th day of May**, 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's website: www.hccs.edu.

Posted By:

Sharon R. Wright
Director, Board Services

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
A.	Approve Board Minutes for March and April 2016	Dr. Cesar Maldonado

RECOMMENDATION

Approve meeting minutes for March and April 2016.

COMPELLING REASON/RATIONALE

In accordance to the Board bylaws, the Board shall prepare and keep minutes and/or make a tape recording of each open meeting.

DESCRIPTION OR BACKGROUND

The following Board meetings were held in March and April 2016:

- Special on March 10, 2016
- Academic Affairs/Student Services Committee on April 14, 2016
- Audit Committee on April 14, 2016
- Board Governance Committee on April 14, 2016
- Committee of the Whole on April 14, 2016
- Strategic Planning Committee on April 21, 2016
- Regular on April 21, 2016

STRATEGIC ALIGNMENT

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

ATTACHMENTS:

Description	Upload Date	Type
Draft Minutes - March 2016	5/13/2016	Attachment
Draft Minutes - April 2016	5/13/2016	Attachment

This item is applicable to the following: District

DRAFT
SPECIAL MEETING
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE

March 10, 2016

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Thursday, March 10, 2016, at the HCC Administration Building, Second Floor, Seminar Room B, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Chair*
Robert Glaser, *Vice Chair*
Carolyn Evans-Shabazz, *Secretary*
John P. Hansen
Eva Loreda
David Wilson

ADMINISTRATION

Melissa Gonzalez, Chief of Staff
Ashley Smith, General Counsel
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
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

OTHERS PRESENT

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

CALL TO ORDER

Dr. Adriana Tamez, Chair, called the meeting to order at 10:01 a.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: Evans-Shabazz, Glaser, Hansen, Loreda, Tamez, and Wilson)

BOARD 2016 TRAINING/ORIENTATION

Dr. Tamez explained the training would be an hour and half in length, and the remaining required Trustee training will be on the honor system. She noted that in order to complete the training by the end of March, each Trustee should read the material provided by Board Counsel, sign the attestation statement, and forward the statement to Mr. Jarvis Hollingsworth for record purposes.

Mr. Jarvis Hollingsworth, Board Counsel, stated Article H of the Bylaws requires four hours of training for the Trustees annually, and noted that the training today would count towards the requirement. Mr. Hollingsworth provided training consisting of the following:

- Board Governance
- Procurement Guidelines Applicable to Community Colleges
- Open Government: The Texas Open Meetings Act and the Texas Public Information Act
- Ethical Obligations of Public Officials
- Roberts Rules of Order
- Board of Trustees Bylaws (as of February 25, 2016)
- Conflicts Disclosure Statement
- Conflict of Interest Affidavit
- Texas Attorney General: Conflict of Interest Laws Made Easy

Mr. Wilson asked if the Board could retract the decision authority given to the administration body. Mr. Hollingsworth explained the Board could delegate authority or review to determine if it should change.

Mr. Hollingsworth inquired if there was a particular area of interest he should address in the training.

Dr. Tamez recommended the section on “Ethical Obligations of Public Officials.”

Mr. Hollingsworth proceeded to present on the following topic:

Ethical Obligations of Public Officials

Mr. Hollingsworth explained that the most common areas are bribery, embezzlement, kickbacks, extortion and racketeering. He discussed the Donna ISD case in South Texas and Lamar Consolidated School District as examples.

Overview of Ethical Issues

- Conflicts of Interest
- Disclosure Requirements
- Offenses Against Public Administration

Conflict of Interest

- Self-Dealing- Chapter 171
- Substantial Interest
- Affidavit and Abstention with the following exceptions:

- Public Economic impact
- Real Estate impact
- Penalties
- Nepotism Prohibitions- Chapter 573
- Penalties – include mandatory removal from office with a fine.

Dr. Tamez asked about abstaining from voting when administration brings individuals forward for employment approval by Trustees. Mr. Hollingsworth agreed that abstaining would be the correct procedure.

Public Disclosure

- Chapter 176 has two components:
- Employment/business Relationships
- Gift exceeding \$100 from a vendor

Dr. Hansen asked how campaign contributions are statute related. Mr. Hollingsworth stated campaign contributions are not part of the disclosure.

Mr. Hollingsworth continued with the training:

Gift Disclosure

- Defined as food, lodging, transportation and entertainment when accepted as a guest
- Value of a gift – per TASB, base the value on the individual cost portion of the total amount paid for the item(s). It does not prohibit accepting, but it requires disclosure once the amount reaches \$100.

Ms. Loreda asked if a scholarship committee could approach vendors to purchase tables for an event. Mr. Hollingsworth responded that it would be acceptable.

Mr. Hollingsworth resumed with the training:

Vendor Obligations

- Vendor Interest Questionnaire filings
- Vendor defined as a person who enters or seeks to enter into a contract with the local government entity

Significant Changes in HB 23

- Reportable gifts
- Food Accepted as a guest
- Limit – reduced to \$100 from \$250
- Penalties – Class C, B or A misdemeanor, depending on the contract amount

Mr. Hollingsworth stated a disclosure does not require you to limit participation. He emphasized disclosures are required to be posted on the website of the entity for public viewing.

Offenses against Public Administration

- Bribery – Penal Code 36.02
- Benefit – very broad, and taken case-by-case determination
- Exceptions – political contributions are an exception and lobbying
- Gifts to Public Servants
- Exceptions – justify the benefit, but burden placed on the individual

Article A of the Board Bylaws

- Code of conduct
- “Black Out” periods
- Personal Loans repayments are limited to \$5,000
- Accepting Benefits
- Expenditure of restricted funds for certain political purposes
- Guidelines for filing and retention of campaign finance reports
- Prohibits Board members from misusing official information
 - Mechanisms for Enforcement
 - Penalties for Violation
 - Article H – complaint against another member of the Board or Administration

Dr. Tamez asked if Article H of the Board Bylaws is in practice. Mr. Hollingsworth stated the Board recently adopted Article H. Dr. Tamez requested Article H of the Board Bylaws be followed.

Dr. Hansen asked about his required training as a new trustee. Mr. Hollingsworth stated he would follow up directly with him.

Mr. Glaser requested if senior administrators and Trustees would be submitting attestation paperwork upon completing their training. Mr. Hollingsworth clarified the training has not been extended to senior administrators.

Dr. Tamez requested Board Counsel contact the Trustees who were unable to attend the training, and provide a one-on-one session regarding the material covered, as well as apprise them of the training deadlines. She asked Board Services to follow up with the Trustees.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 11:15 a.m.

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

Minutes Approved as Submitted: _____

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

April 14, 2016

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, April 14, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Eva Loreda, Committee Chair
John P. Hansen, Committee Member
Dave Wilson, Committee Member
Christopher W. Oliver, Alternate Committee Member
Zeph Capo
Carolyn Evans-Shabazz
Robert Glaser
Neeta Sane
Adriana Tamez

ADMINISTRATION

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

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

Ms. Loredo, Committee Chair, called the meeting to order at 3:27 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

TOPICS FOR DISCUSSION AND/OR ACTION

HCC HONORARY DEGREES FOR 2016

Motion – Dr. Hansen motioned and Mr. Wilson seconded.

Ms. Loredo announced that the following nominees were submitted:

- Ponnu Pillai, nominated by Mrs. Neeta Sane
- Jesse Rodriguez, nominated by Ms. Eva Loredo
- Gracie Saenz, nominated by Dr. Adriana Tamez
- Linda Toyota, nominated by Mr. Zeph Capo

Dr. Hansen inquired of the historical process regarding the selection of the honorary degree recipients. He noted that his experience has been with private institutions, and the recipients have made significant contributions to the institution.

Ms. Loredo noted that historically, the practice has been to award a degree to those persons submitted who have made contribution to the HCC or the community.

Dr. Beatty referenced the criteria provided in the agenda item.

Mr. Capo provided an overview of the efforts and contributions of Ms. Linda Toyota to the college. He noted that in the future, the criteria should probably require the inclusion contribution to community colleges or the community. Dr. Tamez noted that Ms. Toyota also served on the Chancellor Search committee and Mr. Wilson noted that she also served on the Procurement Advisory Committee.

Dr. Tamez provided an overview of Ms. Gracie Saenz and noted her contributions to the college.

Ms. Loredo provided an overview of Mr. Jesse Rodriguez who works with the youth, and is heavily involved with the community.

Mr. Wilson inquired if it is the norm to award degrees to only three individuals. He noted that last year there were five degrees awarded. Ms. Loredo noted the awardees were expanded to five last year.

Dr. Hansen inquired as to what would happen if all trustees submitted names. He noted there probably should be a policy regarding the number of degrees to be awarded. Dr. Tamez apprised that the discussion will be revisited later.

Vote - The motion passed with a vote of 2-0.

TUITION AND FEES FOR NON-CREDIT CLASSES

Motion – Mr. Wilson motioned and Dr. Hansen seconded.

Dr. Maldonado noted there is no change in the pricelist.

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

REPORT ON STUDENT SUCCESS

Dr. Maldonado noted that Dr. Beatty would provide a report on the Achieving the Dream visit.

Dr. Beatty provided a report on the Achieving the Dream visit on February 3 and 4, 2016. She noted that the agenda for the visit included the following:

- Meeting with Strategic Planning Team
- Meeting with Office of Institutional Research (OIR)
- Meeting with Instructional and Student Service Division Leaders
- Participation in the Shared Service Project presentation meeting
- Conversation with the Chancellor's Expanded Cabinet

Dr. Beatty noted that the feedback letter included and addressed the progress and challenges; the team was impressed with the major improvement in OIR; progress regarding the guided pathway initiative and alignment with the new structure. She noted that challenges included identifying strong leadership for student services, as well as the ongoing utilization of disaggregated data to inform decision making.

Mr. Glaser inquired if all data will be provided in the aggregated format going forth. Dr. Beatty affirmed that it can be done going forward.

REPORT ON ANNUAL LICENSURE/CERTIFICATION

Dr. Maldonado noted Dr. Beatty would provide a report on annual licensure and certification, in light of the concerns with the nursing program.

Dr. Beatty provided the Licensure and Certification Annual Report for Spring 2016 to include points to consider, and an intervention strategy checklist.

(Mrs. Sane joined the meeting at 3:57 p.m.)

Dr. Beatty noted this review has not gone down to the student level, but will be done so in the future.

REPORT ON ATHLETICS AND RECREATIONAL SPORTS

Dr. Maldonado noted that this is a routine report, and introduced Dr. Phillip Nicotera, who provided the update.

Dr. Nicotera presented Ms. Shantay Grays to provide an update on the athletics and recreational sports at HCC.

Ms. Grays provided an update regarding HCC recreational and club sports activities to include extramural (competitions and events held outside the boundaries of the college) and intramural (competition and events restricted to HCC participation only). Ms. Grays update included an overview of the following:

- Club Sports Activities by College (Spring 2016)
- Recreational Activities by College (Spring 2016)
- Recreational Sports/Club Sports Participation by College
- Club Sports Activities
- Program highlights and expansions
- Community partnerships
- Available Funds versus Utilization by Colleges
- ATH Fund Operations versus Personnel

Ms. Grays noted a correction to the information regarding the ATH Fund and apprised that the correct presentation will be provided to Board Services.

Dr. Evans-Shabazz inquired of the capacity at Coleman and inquired if it is open to anyone. Dr. Nicotera noted that since the facility is small, it is only open to students.

Dr. Tamez noted that the representatives were present to provide an overview of the Real Estate Study on the agenda for the Committee of the Whole, and requested if the meeting could be recessed to hear presentation.

Ms. Loredo recessed the meeting 4:09 p.m. and reconvened the meeting at 4:55 p.m.

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

REPORT ON HCC LIBRARY SERVICES PLAN

Dr. Maldonado noted Dr. Beatty would provide an update on the Libraries Service Plan.

Dr. Beatty provided a report regarding HCC Libraries: Embracing Innovation to Support Student Success to include an overview of the plan and the Library Plan Progress report.

Dr. Beatty noted that the libraries plan includes seven areas to improve (library services, governance, staffing, collections/access, facilities, technology, and assessment). She noted that progress has been made regarding the four-year plan.

Dr. Maldonado apprised that a review of current facilities regarding new technology is under review, as there may be seating but no computers. He noted that the concern is a future budgetary review item.

REPORT ON CURRENT COLLEGE ORGANIZATIONAL STRUCTURE

Dr. Maldonado apprised that an inquiry was made as to the role of the Presidents regarding the Centers of Excellence (COEs). He noted the Directors of the COEs report to the Presidents, who are responsible for the networking of the Centers.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:04 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: _____

DRAFT

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

April 14, 2016

Minutes

The Audit Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, April 14, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Robert Glaser, Committee Chair
Dave Wilson, Committee Member
Zeph Capo, Alternate Committee Member
John P. Hansen
Carolyn Evans-Shabazz
Adriana Tamez

ADMINISTRATION

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

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. Glaser, Committee Chair, called the meeting to order at 3:12 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

TOPICS FOR DISCUSSION AND/OR ACTION

REPORT ON SEARCH FOR DIRECTOR OF INTERNAL AUDITING

Dr. Maldonado informed that the update would be provided by Dr. Melissa Gonzalez.

Dr. Gonzalez noted that the desire was to identify at least 3 candidates for the position. She apprised that the pool did not yield three strong candidates; therefore, the requirement was decreased removing the MBA degree criteria. Dr. Gonzales noted that the requirement now states a degree and CPA.

Dr. Hansen inquired who would fit the requirements since the CPA qualifications now require a Master's degree. Ms. Teri Zamora apprised there are some who are grandfather that will meet the requirement of a degree and CPA.

Mr. Glaser noted that the effort is to move forward with the process.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:20 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: _____

DRAFT
MEETING OF THE
BOARD GOVERNANCE COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE

April 14, 2016

Minutes

The Board Governance Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, April 14, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Zeph Capo, Committee Chair
Robert Glaser, Committee Member
Eva Loreda, Committee Member
John P. Hansen, Alternate Committee Member
Carolyn Evans-Shabazz
Adriana Tamez
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, General Counsel
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
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Madeline Burillo, Interim President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Margaret Ford Fisher, President, Northeast College
Phillip Nicotera, President, Coleman College/Interim Vice Chancellor, Student Services
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer

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. Capo, Committee Chair, called the meeting to order at 1:08 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

TOPICS FOR DISCUSSION AND/OR ACTION

PROPOSED REVISIONS TO BOARD BYLAWS

Motion – Mr. Robert Glaser motioned and Ms. Eva Loredo seconded.

Mr. Capo apprised that the purpose of the revisions is to restructure the Board's standing committees.

Mr. Jarvis Hollingsworth noted that the Board Governance Committee discussed reorganizing the committees. He apprised there are currently five standing committees, with four of them having basic functions.

Mr. Hollingsworth mentioned the revisions included changing from five to eight Standing Committees. The committees are as follows:

Academic/Workforce Affairs

The current committee is Academic Affairs/Student Services; the restructure removes Student Services and adds Workforce.

Student Success/Services Committee

The restructure adds Student Success/Services as a separate standing committee.

Mr. Capo noted that the committee should bring policy issues to the Board's attention.

Ms. Loredo requested the committee be blended together with the Academic Affairs committee. Mr. Capo noted that the intent is to give the Student Success/Services Committee the opportunity to address student services issues as a standing committee.

Dr. Tamez inquired when the current committee structure was implemented. Mr. Hollingsworth noted the committees were restructured around 2012. He noted that the intent of the previous revisions were to decrease the number of committees.

Mr. Glaser requested a chart comparing the current to the recommended restructured committees.

Ms. Loredo recommended utilizing the structure for a year, and revisit to determine if it is actually working.

Board Governance

The restructure is to remove marketing and communication from Board Governance.

Mr. Capo noted marketing and communications should be discussed between the Board Chair and Chancellor. Mr. Hollingsworth noted that the effort is to place the function between the Board Chair and Chancellor. He noted that the bylaws state the Board speaks through the Board Chair.

Mr. Glaser inquired as to who reviews the finance portion of the community accounts. Mr. Capo noted that Board Counsel reviews the requests. Dr. Tamez mentioned that she reviews, and signs the requests.

Mr. Capo noted that each Trustee has the right to review each Trustee's billings through Board Counsel or General Counsel.

Mr. Glaser inquired as to whom on the Board verifies if the request is an eligible expense. Dr. Tamez noted she is currently working on a procedure regarding the review of Board expenses.

Mr. Capo inquired if there are other expenses outside legal billings.

Ms. Loreda noted that it could possibly be something that the Executive Committee could review and sign-off on. Dr. Tamez mentioned that is the current procedure.

Mr. Hollingsworth noted the Board Services office is required to provide a report regarding Board expenses such as travel, and the Board Account for Community Activity (BACA). He noted that part of the administration's process and procedure is to make certain payments are in accordance to the engagement letters.

(Mr. Wilson joined the meeting at 1:43 p.m.)

Audit Committee

Mr. Hollingsworth noted there are minimal revisions to the Audit Committee. He noted that the Board currently hires the Internal Auditor. Mr. Capo noted that the Board may ask the Audit Committee to review the engagement process.

Mr. Hollingsworth noted the Internal Auditor reports to the Board with a dotted line to the Chancellor.

Strategic Planning Committee

The restructure establishes the committee as a standing committee to provide directions regarding strategic planning.

Board/Chancellor Evaluation Committee

The restructure is to combine the Board Self-Evaluation and Chancellor Evaluation committees. Mr. Hollingsworth noted that the Board Evaluation and Chancellor Evaluation are currently separate ad hoc committees. He apprised that the justification for adding the combined committee as a standing committee is that the two committees were historically assigned by the chairs as ad hoc committees each year.

Mr. Glaser inquired of the rationale for combining the two committees, and noted his preference would be to keep them separately. Mr. Capo noted that in working with ACCT, regarding the chancellor's evaluation, the two areas were tied together. He noted this would allow the chair of the Strategic Planning and Chancellor Evaluation Committee to work together to align the goals with the strategic plan.

Mr. Hollingsworth summarized that the standing committees would increase to seven and the Chair would have to reconstruct the committee assignments.

Mr. Capo noted that each committee chair would set goals and asked Dr. Maldonado to speak to the alignment with administration.

Dr. Maldonado recommended the chairs of the Chancellor and Board Evaluation Committees meet with the Strategic Planning Committee to align the goals.

Dr. Maldonado mentioned that legal and compliance matters would fall under COTW for review with the new structure. He also noted that the revised structure requires legal matters to fall under External Relations and requested guidance. Mr. Capo concurred with the Chancellor's concerns since external relations should deal with external clients.

Mr. Capo mentioned that most revisions to statutes often fall under governance. Mr. Hollingsworth recommended meeting with Chancellor Maldonado, General Counsel and Board Governance Committee Chair to determine where compliance falls. Mr. Capo noted that the compliance reporting should go through the Audit Committee and statutory concerns should go through governance.

Dr. Maldonado noted the three areas of legal, local and regulation should stay together as opposed to splitting them up.

Mr. Capo noted the change would be to strike the words "legal" and "and."

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

REPORT ON PROPOSED REVISIONS TO TASB POLICIES: SECTION D PERSONNEL

Mr. Capo recommended Board Counsel provide an overview of the recommended revisions to TASB policies, Section D regarding personnel.

(Mr. Wilson stepped out at 2:18 p.m.)

Mr. Hollingsworth noted section DBG regarding employee grievances is not included in the proposed revisions, as it will be discussed at the upcoming Board retreat.

Dr. Tamez inquired why DDA policy states Chief Human Resources Officer, and it does not state Chancellor or designee. Dr. Maldonado noted that this is a good point, but apprised he signs off on the approval. He noted that from a functional standpoint there is procedure for him to sign off on the item.

Mr. Glaser added he would like to have it remain as Chancellor or designee.

Ms. Loreda noted that she would like to see it remain Chancellor and not add designee. She noted historically, it got out of hand.

(Mr. Wilson returned at 2:27 p.m.)

Mr. Hollingsworth apprised the Chancellor is directly responsible to the Board. He noted that the Board delegates the authority to the Chancellor for day to day administration. He noted that if a specific person is named in policy, it makes it the responsibility of that person, but a designee does not, since the Chancellor has been given the authority to delegate.

Dr. Maldonado noted that he will be held accountable for making certain job descriptions and responsibilities.

Dr. Evans-Shabazz inquired of an example when a designee would be used. Dr. Maldonado noted if Chancellor or designee is used, he is still accountable. He noted that if the Chief Human Resource Officer is listed, and that person is not available, and he delegates the responsibility to someone else in the absence of the listed officer, he would be out of compliance.

Dr. Hansen noted there are very few instances where the superintendent was mentioned in dealing with TASB on the K-12 level.

Dr. Maldonado noted that he would only want to delegate that specific authority, and noted that he would only designated to the Chief Human Resource Officer.

Mr. Capo noted that he is okay with leaving Chancellor or designee, but noted that he personally prefers a clear responsibility regarding HR issues. He noted that the policy protects the Chancellor. He apprised that whoever steps into the role will have to complete the function.

Dr. Maldonado noted the discussion revolves around three areas: (1) job descriptions, (2) identifying/creating the job descriptions and (3) creating jobs that are not budgeted.

Mr. Glaser noted he would like to see the wording Chancellor or designee. He noted that the Chancellor has to be allowed to work, and not allowing him to designate someone would hamper the work.

Dr. Evans-Shabazz noted that she has seen it listed with a specific person because it often references the position and not person.

(Dr. Evans-Shabazz stepped out at 2:49 p.m.)

Mr. Hollingsworth noted that he will provide the policy with both options for the Board to consider.

Mr. Hollingsworth referenced the corrected document regarding DEA (Local) and apprised that the correction was the removal of the final sentence stating “any such changes in pay during the term of the contract shall require Board approval” has been eliminated.

Mr. Hollingsworth continued with the overview of the proposed revisions TASB policies.

Dr. Tamez referenced page 4 of policy DIA regarding the definition of college district officials. Ms. Valerie Simpson noted the designated persons are listed.

Dr. Tamez reiterated the language regarding the striking of Chancellor or designee to replace with specific person. She noted the Chancellor is held accountable.

Dr. Maldonado noted that the removal of Chancellor or designee is not the recommendation of administration. He noted the request was to revise the policies with minimal cost and apprised the replacement is what is current in HCC policy.

Mr. Capo referenced DMAA regarding the declaration of reduction in workforce, and inquired if current policy gives the authority to the Chancellor as oppose to the Board. Ms. Valerie Simpson noted that the intention is that the Chancellor would determine the termination, in accordance to the RIF, based on the determination by the Board.

(Dr. Evans-Shabazz stepped out at 3:03 p.m.)

Mr. Hollingsworth noted DMAA would be reworded to state that the Board determines the RIF, and the Chancellor would terminate according to the RIF imposed by the Board.

(Dr. Tamez stepped out at 3:06 p.m.)

(Mr. Capo stepped out at 3:06 p.m.)

Dr. Hansen reference DGBA (Local) and noted the strike through of the last sentence, and inquired if the strike is to await for later discussion taking place, or is the sentence to be permanently removed.

Mr. Hollingsworth noted that it is required with certain employees. He noted that the policies will be re-crafted before submitting to the Board for consideration.

(Dr. Tamez returned at 3:07 p.m.)

(Mr. Capo returned at 3:07 p.m.)

Mr. Capo inquired if the policy regarding employee grievances gives one person more of an opportunity to voice an opinion or rights. Mr. Hollingsworth noted that the concern will be researched.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:10 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: _____

DRAFT

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

April 14, 2016

Minutes

The Board of Trustees of Houston Community College met as a Committee of the Whole on Tuesday, April 14, 2016, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Chair*
Robert Glaser, *Vice Chair*
Carolyn Evans-Shabazz, *Secretary*
Zeph Capo
John P. Hansen
Eva Loreda
Christopher W. Oliver
Neeta Sane
Dave Wilson

ADMINISTRATION

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

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
David White, President, Faculty Senate
Other administrators, citizens, and members of the press

CALL TO ORDER

Dr. Tamez, Chair, called the meeting to order at 4:10 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, Hansen, Loreda, Oliver, Sane, Tamez, and Wilson)

Dr. Tamez apprised that the representatives were present to provide an overview of the Land Study regarding agenda item III.A-Report on Real Estate Study. She noted the agenda would be taken out of order to allow for the presentation.

REPORT ON REAL ESTATE STUDY

Dr. Maldonado apprised that the Board has been requesting the real estate study for some time to provide guidance on moving forward with long range planning.

Ms. Jamie Flatt, from Page Southerland Page, provided an overview of the HCC Strategic Real Estate Study that included the following:

Executive Summary

- Key Questions Driving Study
- Study Context
- Review of Published Literature
- Current Use Analysis
- Demographics and Geographic Analysis
- Conclusions
- Recommendations

Study Contents:

- Definitions, Funding, and Oversight
- HCC Real Estate Property Summary
- Academic Property Usage
- Student Characteristics and Local Demographics
- Predictive Indicators
- Distribution, Area Coverage, and Competition
- Analysis and Conclusions
- Appendix

Ms. Flatt noted the following recommendations:

Specific recommendations for the properties under review are:

- Westheimer - Divest property: Location covers high priority geography, but has extensive overlap with existing and planned HCC campuses.

- Katy and Katy Mills - Divest property: Evaluate the potential to ultimately divest Katy Mills and the current Katy campus, in favor of a new campus better serving the western reaches of the service area. The current placement of the Katy campus means roughly, the Spring Branch Campus already serves half of its 15-minute drive radius. At the same time, the Katy Mills property, which covers geography well to the west of and distinct from Spring Branch, is too small to support substantial development.
- 288/MacGregor - Divest property: Location covers high priority geography, but is very close to numerous existing campuses, which already serve the priority geography well.
- E. Little York - Divest property: Location is well located with respect to priority geography on the northeast side of the service area, but is very close to numerous existing campuses and would not serve a new population from that location.
- Midtown Purchase - Hold as parking and future expansion for Central campus: location is sufficiently close to the existing Central campus to realize efficiencies in operation, and investment as inexpensive overflow surface parking in the immediate, and future expansion space for the Central Campus in the future.
- Delano Warehouse - Divest property.

Specific recommendations for consolidation of existing properties are:

- Gulfton - Divest property: Location has heavy overlap with the West Loop campus and a small student body, suggesting that consolidation with the West Loop location and the new center at Brays Oaks will utilize resources more effectively.
- Pinemont (Leased) - When lease is up, look for opportunities to either consolidate operations with Northline, or shift the campus west to improve geographic coverage and reduce the overlap with the ATTC/Northline campus facility.

The recommendation also included that future property location opportunities may be evaluated against the established geographic priority map, and the overlapping existing campus drive-radius map to determine whether the real estate represents an objective opportunity to serve the target HCC student population effectively.

Mr. Capo inquired of the rationale of the seven (7) indicators; who was involved in the process to determine with those indicators; what is the outreach approach for students who would attend community colleges, and what further evaluation is recommended on this type of analysis.

Dr. Maldonado noted the analysis is a starting point of a real estate land study to open new locations in the future.

Dr. Tamez recessed at 4:55 p.m. and reconvened at 5:16 p.m.

(The following Trustees were present: Evans-Shabazz, Glaser, Hansen, Lored, Oliver, Sane, Tamez, and Wilson)

MARKETING REPORT

Dr. Tamez provided an update on HCC Communications, and noted we continue to make progress on many important fronts across the college with a continuation of placing great focus on student achievement yielding strong results. She commented that it is encouraging to see everyone beginning to work together across the system to ensure student success. Dr. Tamez provided the following update:

- Community Engage Campaign Schedule for April – June 2016
- Television Commercial
- Sample Print Ads
- Radio Ads
- Trustee Newsletters
- Meetings and Presentations
- PR pitches and Trustee Television Commercials
- Collateral Created
- Areas of Focus Forward

UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

Dr. Maldonado invited Mr. Charles Smith, Chief Facilities Officer, to provide a status update of the bond projects.

Mr. Smith provided an update on the following:

- CIP Update Report
- CIP Project Details Summary

Mr. Smith noted that \$272 million is expected to be expended by March 2017 to meet the spending requirements.

REPORT ON HCC FOUNDATION

Dr. Maldonado informed that HCC is working with HCC Foundation to carry forward the alignment of the two entities to further student success. He apprised that Ms. Carme Williams, Executive Director, HCC Foundation would provide a quarterly report on the HCC Foundation current financials through February 2016 and scholarships awarded through March 2016.

Ms. Williams provided an update on the following:

- Revenues as of February 2016
- Net Asset Balances
- Scholarship Dollar Awarded
- Numbers of Scholarships Awarded
- 2014-2015 Workforce Scholarships Awarded
- 2015-2016 Workforce Scholarships Awarded

Ms. Williams informed that the efforts are to focus on the students.

Dr. Hansen noted that the College provides funding to the Foundation. Dr. Maldonado informed that the College provides in-kind funding to the Foundation.

Dr. Hansen inquired of the process for determining scholarship awards. Mrs. Williams explained there is an online process using the Award Springs System where students complete an application through the system. She noted that each of the scholarships have a particular criteria.

Mr. Oliver inquired if there are thank you notes received from the scholarship recipients. Ms. Williams informed the students do send thank you notes that are shared with the donors. She noted a luncheon is held in November that provides an opportunity for the donors to meet with the students.

REPORT ON COMMUNITY COLLEGE FUNDING

Dr. Maldonado apprised that the funding for community colleges from State Appropriations has decreased in proportion of the college budgets. He apprised that Mrs. Teri Zamora, Senior Vice Chancellor, Finance and Administration would provide a report on funding for community colleges in Texas.

Mrs. Zamora provided an update to include the following:

- HCC Revenue Sources
- Texas State Investment Compared to Enrollment varies greatly by Higher Education Institution.
- Annual State Cost per FTSE for Higher Education Institutions Varies Greatly
- Students First Two Years: Majority of enrollment at Public Community Colleges
- Expenses Compared to Formula Allocation for Selected Disciplines: Gap Widening – Welding Technology
- Expenses Compared to Formula Allocation for Selected Disciplines: Gap Widening – Dental Hygiene
- Expenses Compared to Formula Allocation for Selected Disciplines: Gap Widening – Physical Therapist Assistant

Mr. Wilson inquired of the operating budget for 1995 and 2015. Mrs. Zamora noted that the amount for 1995 could be provided. She advised that amount for 2015 was \$208 million.

(Ms. Loreda stepped out at 6:12 p.m.)

Mr. Wilson noted the dollar amount is the same, but the operating budget continues to increase. Mrs. Zamora noted the operating budget has increased; however, the College is much larger than it was in 1995.

Mrs. Sane noted that the student revenues appear to remain the same, and noted that the student revenue needs to increase. Dr. Maldonado noted the only way to get significant increase is to increase the tuition and fees. He noted administration is reviewing a fiscal plan in the future.

Dr. Hansen noted that Academic Affairs committee approved fees for non-credit courses with no increase, and noted that there is no option for increasing and that next year's fees have been adopted; however, the year following will be open for discussion since the fees have not been adopted.

REPORT ON USE OF COLLEGE AUXILIARY REVENUES

Dr. Maldonado noted that the report continues the dialogue on funding. He noted Mrs. Zamora would provide a report on the auxiliary funds.

Mrs. Zamora noted the auxiliary enterprise is an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. Auxiliaries are generally expected to provide quality services to students at rates competitive with the private sector, to maintain adequate but not excessive reserves, to satisfy expectations of ongoing fiscal solvency, and to use a portion of their resources for the broader purposes of the institution.

Dr. Tamez inquired what is being done regarding the loss on Café Club NEO. Dr. Maldonado noted it is under review, and apprised the culinary program is currently housed there. He noted a more accurate view would be possible once culinary program moves out.

Mr. Wilson noted there is revenue from the tenant. He expressed appreciation regarding the transparency by presenting the numbers regarding the auxiliary funding. Dr. Tamez noted the auxiliary fund report is provided in the monthly financial reports.

APPROVE TUITION AND FEE OPTIONAL EXEMPTIONS AND WAIVERS FOR FISCAL YEAR 2016-2017 Motion – Ms. Loreda motioned and Mr. Oliver seconded.

Dr. Maldonado noted the item regarding tuition and fees exemption as waivers, of which some are mandatory and some are optional.

(Mr. Oliver stepped out at 6:56 p.m.)

Mrs. Zamora noted the total exemption and waivers for 2014-15 were \$7.07 million, and noted the amount waived for 2016-17 will be approximately \$7.9 million.

Vote - Motion passed with vote of 7-0.

(Mrs. Sane stepped out at 7:01 p.m.)

BODY INTERACT TABLE MEDICAL SIMULATOR

Motion – Dr. Evans-Shabazz motioned and Ms. Loredo seconded.

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

INTERNET SERVICE PROVIDER AND SIP TRUNKING SERVICES (PROJECT NO. 16-27)

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

Ms. Loredo inquired of the cost. Dr. Maldonado noted the equipment purchase is \$132,700 through the Carl Perkins Grant.

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

(Mr. Oliver returned at 7:05 p.m.)

REAL ESTATE BROKER & CONSULTING SERVICES (PROJECT NO. 16-19)

Motion – Ms. Loredo motioned and Mr. Oliver seconded.

Dr. Hansen inquired of the reason for three firms. Dr. Maldonado noted the firms are selected based on rankings. He requested Mr. Rogelio to provide an overview of the RFQ on the item.

(Mrs. Sane returned at 7:08 p.m.)

Dr. Hansen inquired why three companies were selected as opposed to one or two. Mr. Rogelio noted the decision is within historical practice of using three firms, and the recommendation was based on the composite score of the three highest firms.

Vote - The motion passed with a vote of 5-3, with Mr. Glaser, Dr. Hansen, and Mr. Wilson opposing.

Motion – Mr. Oliver moved to combine items K through N. Dr. Hansen seconded. The following items were presented:

- Investment Report for the Month of January 2016
- Investment Report for the Month of February 2016
- Monthly Financial Statement and Budget Review for January 2016
- Monthly Financial Statement and Budget Review for February 2016

(Mr. Oliver stepped out at 7:16 p.m.)

Mrs. Zamora provided an overview of the Investment Reports and Financial Statement/Budget Review.

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

REPORTS FROM APPOINTED AND AD HOC COMMITTEES

The following Committee Chairs provided a report on their committee meetings:

- **Academic Affairs/Student Services**
Ms. Loredo noted two items were approved to include honorary degrees and tuition/fees.
- **Audit**
Mr. Glaser noted the audit committee received an update regarding the internal auditor position.
- **Board Governance**
Dr. Tamez reported in the absence of Mr. Capo, that the Committee had approved revisions to the bylaws regarding committee structures and heard a report regarding proposed revisions to TASB Policies Section D.

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 7:19 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.

Dr. Tamez reconvened the meeting in Open Session at 8:35 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Evans-Shabazz, Hansen, Loredo, Sane, Tamez, and Wilson).

AUTHORIZATION TO NEGOTIATE AND EXECUTE SETTLEMENTS WITH WOODRIDGE PLAZA TENANTS

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

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 8:38 p.m.

Minutes submitted by Sharon R. Wright, Director, Board Services.

Minutes Approved as Submitted: _____

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

April 21, 2016

Minutes

The Strategic Planning Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, April 21, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

John P. Hansen, *Committee Chair*
Robert Glaser, *Committee Member*
Dave Wilson, *Committee Member*
Zeph Capo, *Alternate Committee Member*
Carolyn Evans-Shabazz
Neeta Sane
Adriana Tamez

ADMINISTRATION

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

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

Dr. Hansen, Committee Chair, called the meeting to order at 3:27 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

TOPICS FOR DISCUSSION AND/OR ACTION

STRATEGIC PLAN UPDATE

Dr. Hansen noted that the purpose of the meeting is to receive an overview of the comprehensive strategic plan developed by administration and including the software installed to allow staff to track areas of the plan.

Dr. Maldonado noted that administration has been working to develop the action plan that feeds into the strategic plan adopted by the Board in December 2015. He noted the efforts were to develop a plan to inform the community how the college would implement the strategic plan. Many stakeholders were engaged across the community, that included community groups, and partnering with schools and universities. He noted a communication plan emerged from these engagements.

(Mr. Capo joined the meeting at 2:40 p.m.)

Dr. Maldonado mentioned that various areas of the institution will be reorganized to fit the strategic plan. He noted IT, Communications and Student Services are the next areas that will undergo reorganization. Dr. Maldonado introduced Dr. Beatty, who provided an overview of the comprehensive strategic plan.

(Mr. Glaser and Dr. Evans-Shabazz joined the meeting at 2:44 p.m.)

Dr. Beatty provided an overview comprehensive strategic plan to include the following:

- Tasks undertaken to form the vision
- Alignment with 60 x 30TX Plan (THECB)
- Institutional Planning
- Highlights of Imagine HCC 2019
- Our Model for Success
- Strategic Goals and Initiatives
- Institutional KPIs
- Implementation of the Plan
- Comprehensive Components of the Plan
- Division Plans
- Division Plan Components
- Land Study
- Program Vitality Study
- Master Plan

Dr. Carter provided an overview of the Tracdat software, which allows for the storing of information for the action items and tracking the status. He noted there will be standing reports as well as ad hoc reports. The system tracks the strategic plan action items submitted by the various units of the college. He noted the system provides the ability to run filters to produce a report.

Dr. Tamez noted that data is tracked for management purposes, and inquired how the actions will be tracked. Dr. Maldonado noted the actions are tracked.

(Dr. Tamez stepped out at 3:37 p.m.)

Dr. Maldonado provided a copy of the HCC Comprehensive Plan and noted that the document is a living document, because it will be constantly changing. He introduced the following division leaders to provide an overview of their division plans to include strategic goal, strategic objective, and division goals:

- Instructions - Dr. Kimberly Beatty
- Finance and Administration - Teri Zamora
- General Counsel - E. Ashley Smith
- Communications - Fritz Guthrie
- Board Services - Dr. Melissa Gonzalez
- Innovation - Dr. Butch Herod
- HCC Foundation - Carme Williams

Dr. Beatty noted the other components of the comprehensive plan include the Land Study and the Master Plan. She provided contents regarding the strategic plan book and apprised that the book is in draft format.

(Ms. Loreda joined the meeting at 3:42 p.m.)

Dr. Beatty informed the unit plans will be posted online in May 2016. She provided an overview of the sections of the comprehensive plan book.

(Mrs. Sane joined the meeting at 3:44 p.m.)

Dr. Maldonado noted the plan is a ten-year view, based on what is available today. He noted the document does not seek approval, but to provide a concept to the Board.

(Dr. Tamez returned at 3:55 p.m.)

(Mr. Wilson joined the meeting at 3:55 p.m.)

Dr. Maldonado noted fingerprints of the entire institution are on the document. He apprised the plan provides input to the budget, and noted that faculty will be welcomed to provide input.

Dr. Tamez commended the Chancellor and staff on a job well done in putting the document together.

Dr. Hansen noted the first strategic planning meeting was held in February 2016, and apprised the comprehensive plan emerged since the first meeting.

Mr. Glaser inquired if the software used was developed by the college. Dr. Maldonado noted that it is commercial software and apprised the college revamped it.

ADJOURNMENT

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

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: _____

DRAFT

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

**April 21, 2016
Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, April 21, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Chair*
Robert Glaser, *Vice Chair*
Carolyn Evans-Shabazz, *Secretary*
Zeph Capo
John P. Hansen
Eva Loreda
Christopher W. Oliver
Neeta Sane
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, General Counsel
Teri Zamora, Senior Vice Chancellor, Finance and Administration
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
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/Interim Vice Chancellor, Student Services
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Carne 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

Dr. Tamez, 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, Hansen, Loredo, Sane, Tamez, and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Loredo led the Board and guests in prayer and pledges. Evan E. Worthing High School JROTC 10th Colt Battalion posted the colors.

(Mr. Glaser stepped out at 4:08 p.m.)

(Dr. Evans-Shabazz stepped out at 4:08 p.m.)

APPROVAL OF MINUTES

Mrs. Sane motioned and Mr. Capo seconded. The motion passed with a vote of 6-0. The following minutes were approved:

- Academic Affairs/Student Services Committee
- Audit Committee
- Board Governance Committee
- Chancellor Evaluation Committee
- Committee of the Whole Meeting
- Special Meetings
- Regular Meeting

(Dr. Evans-Shabazz returned at 4:12 p.m.)

(Mr. Glaser returned at 4:12 p.m.)

AWARDS, PRESENTATIONS, AND RECOGNITIONS

Houston Texans President Jamey Rootes, joined by Texans front office officials Austen Smith, Director of Partnership Marketing and Brian Peden, Corporate Development Manager presented a check for \$56,275.00 to the HCC Foundation in support of the Houston Texans Scholarship for Service to provide scholarships for HCC veterans through a partnership between the HCC Foundation and the Houston Texans.

(Mr. Oliver joined the meeting at 4:20 p.m.)

CHAIRMAN'S REPORT:

A. Trustee District Reports

- District I – Mr. Capo noted that he was able to hold a discussion with a representative at Chase Bank regarding banking internship opportunities.

- District II – Mr. Wilson apprised he had the opportunity to attend the HCC Foundation Gala on Saturday, April 16, 2016.

(Mr. Oliver stepped out at 4:45 p.m.)

- District III – Dr. Tamez expressed appreciation to everyone from the Chancellor, staff, faculty, to students for a great job regarding the strategic plan presented at the Strategic Planning Committee meeting.
- District IV – Dr. Evans-Shabazz expressed appreciation to Dr. Maldonado for his presentation at the AACC Convention. She also expressed thanks to the HCC Foundation for a wonderful gala on April 16, 2016.
- District V - Mr. Glaser expressed appreciation to Dr. Maldonado for speaking with the West University group. He noted that the turnout was great for the North Forest project groundbreaking.
- District VI – Dr. Hansen noted District VI continues to make progress on the completion of the institution at Hayes Rd.
- District VIII – Ms. Loreda informed that she attended the Foundation Gala. She reminded everyone of the grand opening for the Center of Excellence at Felix Fraga.

(Dr. Evans-Shabazz stepped out at 4:59 p.m.)

(Mrs. Sane stepped out at 4:59 p.m.)

B. Recognition of Student Leaders

Dr. Tamez commented that the Board thought it would be befitting to recognize all the leaders for the District-wide student organizations for their dedication and leadership. She noted there are more than 75 active organizations throughout the colleges such as the United Student Council, SGA, Phi Theta Kappa, and Alumni Association. She noted certificates will be given to the president of the each of the student organizations.

C. Board Meetings Schedule for May 2016

Dr. Tamez announced the next scheduled Committees and Committee of the Whole meetings will be held on Tuesday, May 10, 2016, and the Regular meeting will be on Thursday, May 19, 2016.

(Dr. Evan-Shabazz returned at 5:03 p.m.)

CHANCELLOR'S REPORT

Dr. Cesar Maldonado provided the following report:

Houston Community College
Regular Meeting – April 21, 2016 – Page 4

- AACC – The American Association of Community Colleges Annual Convention was well represented by Trustees and HCC staff. The presentation given on Transformation was well received and is available on the Chancellor’s webpage.

(Mrs. Sane returned at 5:04 p.m.)

- Phi Theta Kappa - At the recent “Nerd Nation 2016” International Convention for Phi Theta Kappa, our very own Omega Sigma Chapter, took home several awards based on their Honors in Action research project. Students researched how the excessive use of social media affects users physically, emotionally, and socially. The awards received included:
 - Distinguished Honors in Action Project
 - Distinguished Honors in Action Theme
 - Distinguished Chapters
 - Seventh Most Distinguished Chapter in the World
- Honors College Student - Mihn Tan Nguyen, originally from Vietnam, became a Houston Community College (HCC) Honors College student in 2009 recently received the prestigious National Science Foundation (NSF) Graduate Research Fellowship Program, which will provide a stipend and education allowance for tuition and fees, opportunities for international research, professional development, and the ability to conduct his own research.
- German Students Visit – HCC hosted visitors and program directors from the Berufsbildende Schule Metalltechnik (BBS) of Hanover Germany, providing each of them three weeks of immersion in the life and culture of Houston. The goal of this cooperative program between BBS and HCC is to allow visitors to practice their English skills and participate in a cultural tour of Houston and the surrounding area, learning first-hand about how the skills at BBS translate to the learning and working environment in Houston. Appreciation was expressed to Dr. Melissa Gonzalez and Dr. Parvin Bagherpour for their work in coordinating this program.
- Rockets Science Program – the second annual Rocket Science Program culminated on April 5th, with the launching of dozens of rockets at Northeast College. The Houston Rockets and Space Center Houston are our partners in teaching students how to construct and launch rockets.
- Centers of Excellence (COE) Grand Openings, Ribbon Cuttings and Groundbreakings – to date, HCC has hosted three COE grand openings. The COEs for Engineering, Consumer Arts and Sciences and Health Sciences have welcomed the community and provided tours of our great facilities. On April 27, the grand opening for the Logistics COE will be held at the Felix Fraga Academic Campus at 10 a.m.

Congresswoman Sheila Jackson Lee hosted the ground breaking for the North Forest Workforce Building on April 12th. Over 125 community members came out to support the event that will provide new opportunities within our service area.

- Foundation Gala – HCC Foundation hosted a very successful gala, and thanks to the generous donations made to support student scholarships, many students will be able to pursue their education at HCC.
- Designing Dining – Members of the Consumer Arts and Sciences Center of Excellence will host their annual Designing Dining event on Thursday, April 28 at 6 p.m. The innovative collaboration showcases the two-person student teams who developed a restaurant concept, conceived a menu and designed the environment of the restaurant space to be featured during the evening.
- COE Presentation (Logistics) – This month's COE presentation highlighted the faculty, staff, and administration of the Southeast College in support of students through Transformation. Dr. Irene Porcarello provided a presentation on the Logistics.
- Student Recognitions – Dr. Phil Nicotera, Coleman College President presented the Student Success Stories.
- Faculty Senate Report – Mr. David White acknowledged the efforts on the part of the administration's Emergency Management Team of keeping everyone well-informed early regarding the weather conditions. He expressed appreciation to Dr. Adriana Tamez and Trustee Eva Loreda for their visits to the Senate's meetings in March and April respectively.

Mr. White reiterated that he historically commented on the broken processes, and informed there are several issues before the Senate that will require much thought, consideration and creativity.

Mr. White final comments were regarding the issue of campus carry. He noted that the Senate approved a resolution on the issue to present to the Board and Chancellor. He apprised that the Senate urges the Board and Administration to continue to press the Legislature to alter its stance on guns, and that the Senate supports the First Amendment and academic freedom rights of faculty to voice their opinions on issues in public, on campus, and in instruction.

HEARING OF CITIZENS

The following citizens appeared before the Board:

- Thao Nguyen was joined by other students

Dr. Maldonado introduced Dr. Athos Brewer, incoming Vice Chancellor for Student Services.

CONSENT AGENDA

Motion – Dr. Hansen motioned and Ms. Loreda seconded to approve the Consent Agenda with the exception of items VIII.C.4 and VIII.D.8. The motion passed with a vote, and the following items were approved:

- HCC Honorary Degrees for 2016

- Tuition and Fees for Non-Credit Classes
- Proposed Revisions to Board Bylaws
- Approve Tuition and Fee Optional Exemptions and Waivers for Fiscal Year 2016-2017
- Body Interact Table Medical Simulator
- Internet Service Provider and SIP Trunking Services (Project No. 16-27)
- Investment Report for the Month of January 2016
- Investment Report for the Month of February 2016
- Monthly Financial Statement and Budget Review for January 2016
- Monthly Financial Statement and Budget Review for February 2016

(Mr. Oliver returned at 5:21 p.m.)

REAL ESTATE BROKER & CONSULTING SERVICES (PROJECT NO. 16-19)

Motion – Mr. Capo motioned and Mr. Oliver seconded.

Dr. Evans-Shabazz inquired as to how the determination was made to only recommend three firms as opposed to the top five firms. Dr. Maldonado requested Mr. Rogelio Anasagasti explain the RFP process of determining the three candidates. Mr. Anasagasti noted the RFP process regarding the published criteria included the qualification and experience of the firm, the experience of the team, and proposed approach in methodology, past performance and references, and small business practices. He noted the recommendation for the top three was based on the composite score, and noted the competitive rate was relatively comfortable and consistent with best practices.

Dr. Evans-Shabazz moved to amend the motion to include the top five firms as oppose to three. Mrs. Loreda seconded.

Mr. Capo noted he would be voting against the amended motion because he is not in favor of changing the recommendation at the table.

Dr. Hansen noted the firms are listed as broker and consulting services; however, the memo provided stated the firms were not consultants. He noted that he was not clear why specific brokers had to be designated. Dr. Maldonado apprised that the broker is representing the college and its interest.

Mrs. Teri Zamora noted the realtor would only be used when needed. She noted that when the buyer/seller relationship is already present, there is not a need to use the realtor.

Dr. Evans-Shabazz noted the composite score is vague as to how the scores were determined, and noted that she is in no way dissatisfied with the services the college has received. She noted that she is concerned that it seems to always be the same firm. She noted that she would like to see it opened up to others for continuity, and provide experience for other firms. Dr. Evans-Shabazz noted this was her reason for opening it up for two additional bidders.

Mr. Glaser inquired which covers price. Mr. Anasagasti noted pricing is not included. He noted that the mandate is that it is secured as professional services.

Mr. Capo noted that he sees some reasons why people do not bid on projects when the professionals have said that the firm may not meet the performance evaluation or recommendation criteria. He noted that the Board has a responsibility to read their documents and keep to the facts.

Mr. Capo noted that he is ready to call the question.

Mr. Oliver called the question.

Vote on Amended Motion – The motion fail with a vote of 2-6-1 with Dr. Evans-Shabazz and Mr. Wilson in favor, and Mr. Glaser abstaining.

Vote on Motion – The motion passed with a vote of 5-4 with Dr. Evan-Shabazz, Mr. Glaser, Dr. Hansen, and Mr. Wilson opposing.

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 6:17 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.

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

(The following Trustees were present: Capo, Evans-Shabazz, Hansen, Loredo, Oliver, Sane, Tamez, and Wilson)

AUTHORIZATION TO NEGOTIATE AND EXECUTE SETTLEMENTS WITH WOODRIDGE PLAZA TENANTS

Motion – Mr. Capo moved and Mrs. Sane seconded.

Vote - The motion passed with a vote of 8-0.

PERSONNEL AGENDA - FACULTY

Motion – Dr. Hansen motioned and Ms. Loredo seconded.

Vote - The motion passed with a vote of 8-0.

PERSONNEL AGENDA (ADMINISTRATOR)

Motion – Dr. Evans-Shabazz motioned to approve Dr. Madeline Burillo as President for Southwest College. Dr. Hansen seconded.

Vote - The motion passed with a vote of 8-0.

PERSONNEL AGENDA (ADMINISTRATOR)

Motion – Dr. Hansen motioned to approve Dr. Athos Brewer as Vice Chancellor for Student Services. Mr. Capo seconded.

Vote - The motion passed with a vote of 7-0-1 with Mr. Oliver abstaining.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 6:53 p.m.

Minutes submitted by Sharon R. Wright, Director, Board Services

Minutes Approved as Submitted: _____

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
1.	Institutional Goal Alignment	Dr. Cesar Maldonado Dr. Kimberly Beatty

RECOMMENDATION

Approval of aligned goals for the Chancellor, Board and Strategic Plan.

COMPELLING REASON/RATIONALE

Alignment of the Chancellor, Board Committee and Strategic Plan goals will create a consistent approach to achieving positive progress toward institutional success.

DESCRIPTION OR BACKGROUND

The Board of Trustees has identified and/or approved goals for the Strategic Plan, the Board Committees, and the Chancellor. Approval of the aligned model will ensure progress toward common completion metrics.

FISCAL IMPACT

THECB provides funding to colleges based upon a funding model dependent upon factors to include success and completion.

STRATEGIC ALIGNMENT

1. STUDENT SUCCESS

C. Increase student completion

2. ORGANIZATIONAL STEWARDSHIP

A. Ensure that the strategic plan serves as the basis for funding

ATTACHMENTS:

Description	Upload Date	Type
Presentation - Institutional Goal Alignment	5/13/2016	Presentation

This item is applicable to the following:

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



Alignment of Chancellor Goals with Strategic Plan

May 2016



HOUSTON COMMUNITY COLLEGE
We Are Houston's Community College



HCC COMPREHENSIVE STRATEGIC PLAN

IMAGINE HCC 2019



Institutional KPIs

Student Success

- Completion
- Placement

Organizational Stewardship

- THECB Composite Index
- Property Tax Rate Comparison
- Tuition and Fees Rate Comparison

Performance Excellence

- Instructional and Program Recognitions and Awards
- Academic and Workforce Accreditations

Innovation

- University Pathways
- Career Pathways
- Innovative approaches to teaching and learning

PERFORMANCE GOAL DOMAIN ALIGNMENT

PERFORMANCE GOALS	STRATEGIC PILLARS			
	I. Student Success	II. Organizational Stewardship	III. Performance Excellence	IV. Innovation
1. Participation	●	●	●	●
2. Success	●	●	●	●
3. Fiscal & Facilities	●	●	●	●
4. External Relations	●	●	●	●
5. Governance & Board Relations	●	●	●	●

Symbol Key ● ●
 Significant Moderate

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
2.	Authorize the Disposition of Property Located on Little York Road	Dr. Cesar Maldonado Teri Zamora Charles Smith

RECOMMENDATION

Declare approximately 2.2 acres on Little York Road as excess to the College's immediate needs and authorize the Chancellor to negotiate the sale of the property at market rates with net proceeds deposited to the Fund Balance.

COMPELLING REASON/RATIONALE

This property was recommended for disposition by the March 2016 Strategic Land Study.

DESCRIPTION OR BACKGROUND

This property was originally donated to the College in December 2011. It consists of 600 feet of Little York Road frontage suitable for development as a strip center proximate to the North Forest High School but is nearly 2 miles away from the North Forest Campus.

FISCAL IMPACT

This sale will increase the college's Fund Balance.

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

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

3. PERFORMANCE EXCELLENCE

B. Foster an environment within the institution as a compelling place to work and learn

This item is applicable to the following: District

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
3.	Authorize the Disposition of Property Located on Delano Street	Dr. Cesar Maldonado Teri Zamora Charles Smith

RECOMMENDATION

Declare approximately 0.72 acres and the associated building at 1102 Delano Street as excess to the College's immediate needs and authorize the Chancellor to negotiate the sale of the property at market rates with proceeds deposited in the Fund Balance.

COMPELLING REASON/RATIONALE

This property is no longer required and was recommended for disposition by the March 2016 Strategic Land Study.

DESCRIPTION OR BACKGROUND

This property was originally acquired during July 2007 to serve as a warehouse. During October 2010 the College purchased the buildings at 9424 Fannin Road to serve as a warehouse. The property has essentially not been used since.

FISCAL IMPACT

This sale will increase the college's Fund Balance.

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

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

3. PERFORMANCE EXCELLENCE

A. Focus on one HCC and consistency of quality experience across the campuses, departments and facilities

This item is applicable to the following: District

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
4.	Authorize the Disposition of Property Located on Westheimer Road	Dr. Cesar Maldonado Teri Zamora Charles Smith

RECOMMENDATION

Declare approximately 23.4 acres on Westheimer Road west of Eldridge Parkway as excess to the College's immediate needs and authorize the Chancellor to negotiate the sale of the property at market rates with net proceeds distributed on a pro-rata basis to the Fund Balance and CIP budget.

COMPELLING REASON/RATIONALE

This property was originally acquired to support the construction of the West Houston Institute, which was subsequently relocated to the Hayes Road location. This location is therefore no longer required to support the CIP.

DESCRIPTION OR BACKGROUND

The purchase of 21.85 acres was approved by the Board of Trustees at a Regular Meeting on August 18, 2011 and was funded from the Fund Balance. Subsequently, the Board approved the purchase of an adjoining 1.55 acres on November 18, 2013 from CIP Funds.

FISCAL IMPACT

The portion of the proceeds related to the 1.55 acre tract will be refunded to the CIP. All additional funds will be deposited to the Fund Balance.

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

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

3. PERFORMANCE EXCELLENCE

A. Focus on one HCC and consistency of quality experience across the campuses, departments and facilities

This item is applicable to the following: District

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
5.	Adoption of Fort Bend and Harris County Local Option Exemptions Tax Year 2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Local Option Exemption for Tax Year 2016 as follows:

Local Over 65 or Disabled	\$120,000
Local Homestead	\$ 5,000 or 10% of appraised value (whichever is greater)

COMPELLING REASON/RATIONALE

Local Option Exemptions provide limited tax relief to the qualifying taxpayer. An exemption excludes part of the property's value from property taxes and can significantly lower the taxable value and subsequent tax levies.

DESCRIPTION OR BACKGROUND

Each year HCC adopts the Local Option Exemptions that will be offered to qualifying homeowners in the taxing jurisdiction. The exemption reduces the taxable value of the property owned by the qualifying homeowner. If the taxing unit offers a general homestead exemption, that amount is subtracted from the appraised value to determine the taxable value.

For tax year 2015, the college increased the Over 65 or Disabled exemption, which reduced revenues by approximately \$1.4M.

FISCAL IMPACT

The recommendation will have no effect on valorem tax revenues. The tax revenue foregone due to exemptions, totaled \$42,410,743 during the most recent tax year.

	Exemption Tax Year 2014	Exemption Tax Year 2015	Proposed Exemption Tax Year 2016
Local Over 65 or Disabled	\$90,000	\$120,000	\$120,000
Local Homestead	\$5,000 or 10% of appraised value (whichever is greater)	\$5,000 or 10% of appraised value (whichever is greater)	\$5,000 or 10% of appraised value (whichever is greater)

LEGAL REQUIREMENT

The Board of Trustees must adopt the local option exemption amounts each year and submit to the Counties no later than June 30.

STRATEGIC ALIGNMENT

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

ATTACHMENTS:

Description	Upload Date	Type
Revenue Effect of Property Tax Exemption	4/28/2016	Attachment
Homestead Exemptions for 2015	4/28/2016	Attachment

This item is applicable to the following:

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

**Revenue Effect of Property Tax Exemptions
Tax Year 2015**

	<u>M&O</u>	<u>Debt Service</u>	<u>Total</u>
Tax Rate per \$100 Assessed Valuation	0.075631	0.026311	0.101942
	<u>Fort Bend County</u>	<u>Harris County</u>	<u>Grand Total</u>
Homestead	\$ 347,727,826	\$ 32,993,892,453	\$ 33,341,620,279
Age 65 or Older	505,654,639	6,976,908,513	\$ 7,482,563,152
Disabled	77,978,210	700,654,840	\$ 778,633,050
Total Assessed Value-Exempt Property	\$ 931,360,675	\$ 40,671,455,806	\$ 41,602,816,481
Total Assessed Value-All Property	\$ 8,097,503,496	\$ 213,227,893,189	\$ 221,325,396,685
Exempt Property as Percentage of All Property	11.50%	19.07%	18.80%
Taxable Value-Exempt Property*	\$ 9,313,607	\$ 406,714,558	\$ 416,028,164.81
Total Tax Revenue Foregone due to Exemptions**	\$ 949,448	\$ 41,461,295	\$ 42,410,743

Resource:

Fort Bend County Appraisal District Assessment Roll Grand Totals Report, Tax Year 2015, Supplement 10

Harris County Exemption Recap Certified to Date Roll, Tax Year 2015 as of 03/04/2016

*Taxable Value is total assessed value of exempt property divided by \$100.

**Total Tax foregone due to exemption is equal to taxable value multiplied by the tax rate, which is \$0.101942.

Schedule of Exemption Amounts and Tax Payments for Homestead Over 65 and Disabled Exemptions

Jurisdiction / Taxing Unit	Exemption Amounts				2015 Rate
	Homestead Percent	Homestead Amount	Over 65 Amount	Disabled Amount	
HOUSTON COMMUNITY COLLEGE	10	5,000	120,000	120,000	0.101942
LONE STAR COLLEGE SYSTEM DISTRICT	1	5,000	75,000	75,000	0.107900
SAN JACINTO JR COLLEGE DISTRICT	1	5,000	127,500	127,500	0.175783
LEE JR COLLEGE DISTRICT	20	5,000	50,000	50,000	0.250200

	Taxpayer with Homestead Exemption Only			Taxpayer with Homestead Exemption and Over 65 or Disabled		
	Tax Paid on \$50,000 Home	Tax Paid on \$150,000 Home	Tax Paid on \$250,000 Home	Tax Paid on \$50,000 Home	Tax Paid on \$150,000 Home	Tax Paid on \$250,000 Home
	HOUSTON COMMUNITY COLLEGE	\$46	\$138	\$229	\$0	\$15
LONE STAR COLLEGE SYSTEM DISTRICT	\$49	\$160	\$267	\$0	\$79	\$186
SAN JACINTO JR COLLEGE DISTRICT	\$79	\$261	\$435	\$0	\$37	\$211
LEE JR COLLEGE DISTRICT	\$100	\$300	\$500	\$0	\$175	\$375

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
6.	Purchase of Dynamic Operator Training Simulator System	Dr. Cesar Maldonado Dr. Kimberly Beatty Rogelio Anasagasti

RECOMMENDATION

Authorize the purchase of a Dynamic Operator Training Simulator (OTS) system from Simtronics Corporation for the turnkey purchase of a 25 license simulator lab to be used in the Process Technology program.

COMPELLING REASON/RATIONALE

Simtronics Corporation is the sole manufacturer, supplier and distributor of Simtronics Software Products.

The proposed Simtronics OTS is a software based solution used for the training of process operators. The OTS will support student operators to better understand system functionality, operate and troubleshoot real-time scenarios and instructional models that are dynamic. Student trainees will experience meaningful real-world scenarios in a controlled environment that will expand instruction and learning while measuring their mastery of the content.

The Simtronics OTS incorporates state-of-the-art features including:

- Performance evaluation tools;
- Sophisticated fault capabilities; and
- Integrated equipment tutorials.

DESCRIPTION OR BACKGROUND

The Process Technology program educates and trains technicians who control and monitor various industrial and plant processes. Areas of employment include: petrochemicals and refining, food and beverage processing, pharmaceuticals and bio manufacturing, power generation, water and waste water treatment, chemical and agricultural manufacturing, environmental safety, and brewing and distilling process industries.

A turnkey solution was developed to meet the program requirements for the recommended Dynamic Operator Training Simulator that includes various scenarios and virtual training environment to visualize the actual layout and work flow of the process unit.

The training simulator has many models for students to practice process industries under different scenarios and virtual training environment able to visualize the real layout of the process units. This solution will assist students to become better equipped with current practices in process industries.

FISCAL IMPACT

The total cost for the purchase is \$254,050 which includes an \$84,000 volume discount. Funding for COE Equipment is included in the budget for 2016.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with Chapter 44.031(j) of the Texas Education Code which allows a school district to purchase an item that is available from only one source when competition is precluded because of the existence of a patent or copyright.

STRATEGIC ALIGNMENT

1. STUDENT SUCCESS

A. Improve student preparedness, readiness and alignment

This item is applicable to the following: Northeast

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
7.	Purchase of Fourier Transform Spectrometer	Dr. Cesar Maldonado Dr. Kimberly Beatty Rogelio Anasagasti

RECOMMENDATION

Authorize the purchase of a Fourier Transform NMR Spectrometer from Anasazi Instruments to be delivered, installed, and used for instructional purposes at Central College.

COMPELLING REASON/RATIONALE

Anasazi Instruments is the sole manufacturer, supplier and distributor of the Fourier Transform Spectrometer.

In accordance with the Department of Education grant, the proposed equipment will be used to provide collaborative learning techniques with those being used at the University of St. Thomas to coordinate instrumentation used in laboratory courses and undergraduate research efforts between both institutions related to Science, Technology, Engineering and Mathematics (STEM) in the field of chemistry.

Similar equipment has already been installed and is being used at four other HCC locations. This request is for the purchase of the spectrometer to be located at Central College as defined in the grant during year five.

DESCRIPTION OR BACKGROUND

The procurement will allow HCC to continue to participate in a \$5.9 million, five-year grant award by the Department of Education to the University of St. Thomas and HCC to purchase state of the art scientific equipment to enhance student learning in STEM (Science, Technology, Engineering, and Mathematics) in the field of chemistry.

The specified equipment must be identical to the equipment sets already in place at HCC and the University of St. Thomas in order to achieve the objective of coordinating instrumentation used in laboratory courses and in undergraduate research efforts between HCC and UST. This request is to support the HCC portion of the grant.

FISCAL IMPACT

The estimated year-five cost for the equipment, including installation, is approximately \$140,900. This item is funded through a Department of Education grant.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with Chapter 44.031(j) of the Texas Education Code which allows a school district to purchase an item that is available from only one source when competition is precluded because of the existence of a patent or copyright.

STRATEGIC ALIGNMENT

1. STUDENT SUCCESS

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

This item is applicable to the following: Central

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
8.	Labor and Employment Legal Services Pool (Project No. 16-22)	Dr. Cesar Maldonado E. Ashley Smith Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Thompson & Horton; Rogers, Morris & Grover; Locke Lord; and Andrews Kurth, to provide labor and employment legal services on an as-needed basis in accordance with RFQ 16-22.

COMPELLING REASON/RATIONALE

Houston Community College issued a Request for Qualifications (**RFQ 16-22**) to provide labor and employment legal services on an as-needed basis in the following areas:

1. Employment Practices
2. Discrimination and Harassment
3. Personnel Issues
4. Litigation

Included with the published solicitation, all firms received a copy of the HCC Guidelines for Outside Counsel which describes the process by which HCC's Office of General Counsel may use outside counsel on an as-needed basis.

This solicitation was issued separately for the labor and employment practice in order to familiarize all respondents with the requirements of HCC's current United Educators legal liability insurance coverage. As part of the solicitation process, all firms were provided a copy of the "United Educators Defense Counsel Guidelines" which provides the framework by which any firm providing outside counsel must adhere to.

In accordance with the published request for qualification document, it was anticipated that a pre-qualified pool of 3-5 firms would be awarded to provide the required labor and employment legal services. This recommendation includes the top four firms that demonstrated to be the most qualified based on their statement of qualifications. Terms of the contracts will be for three (3) years with the option to renew for the two (2) one-year terms.

DESCRIPTION OR BACKGROUND

The Request for Qualifications (RFQ 16-22) was issued on December 18, 2015. The solicitation document was distributed electronically in addition to being published on the Texas State

Procurement Website - the Electronic State Business Daily (ESBD). Notice of electronic distribution was provided to thirty (30) registered firms. In accordance with RFQ 16-22, a question and answer period was allowed through January 13, 2016. Nine (9) statements of qualifications were received by the solicitation due date of February 10, 2016 at 2:00 p.m., all qualifications received were evaluated in accordance with RFQ 16-22.

FISCAL IMPACT

Fee schedule shall be negotiated by the Procurement Department prior to contract award. The selected firms are pre-approved for use at the discretion of the Chancellor. Payments beyond the Chancellor's signature limit will be reported quarterly to the Board of Trustees.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is being made to the most highly qualified firms on the basis of demonstrated competence and qualifications in accordance with Chapter 2254.004 of the Texas Government Code.

Pursuant to the published RFQ 16-22 document and in accordance with Chapter 2254 of the Texas Government Code, the Evaluation Committee has selected the offerors that submitted a statement of qualifications demonstrating the most highly qualified firms on the basis of demonstrated competence and qualifications based on the published selection criteria and as evidenced in the final evaluation ranking.

Following the Texas Government Code and in accordance with the procurement process, HCC has selected the most highly qualified firms on the basis of demonstrated competence and qualifications.

STRATEGIC ALIGNMENT

1. STUDENT SUCCESS

B. Improve the student experience

3. PERFORMANCE EXCELLENCE

B. Foster an environment within the institution as a compelling place to work and learn

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement	4/28/2016	Attachment
Summary Composite Score Sheet	4/28/2016	Attachment

This item is applicable to the following: District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Labor & Employment Legal Services Pool

PROJECT NO.: 16-22

PROCUREMENT METHOD: Request for Qualifications (Most Qualified)

PROJECT MANAGER: Sandra Garcia, Assistant General Counsel for the Office of General Counsel

NAME OF BUYER: Marilyn Vega, Buyer

PURPOSE: Houston Community College issued a request for qualifications to provide labor and employment legal services on an as-needed basis in the following areas:

- Employment Practices;
- Discrimination and Harassment;
- Personnel Issues; and
- Litigation.

Included with the published solicitation, all firms received a copy of the HCC Guidelines for Outside Counsel which describes the process by which HCC's Office of General Counsel may use outside counsel on an as-needed basis.

This solicitation was issued separately for the labor and employment practice in order to familiarize all respondents with the requirements of HCC's current United Educators legal liability insurance coverage. As part of the solicitation process, all firms were provided a copy of the "United Educators Defense Counsel Guidelines" which provides the framework by which any firm providing outside counsel must adhere to.

In accordance with the published request for qualification document, it was anticipated that a pre-qualified pool of 3-5 firms would be awarded to provide the required labor and employment legal services. This recommendation includes the top four firms that demonstrated to be the most qualified based on their statement of qualifications.

This recommendation to the Board of Trustees is in accordance with RFQ 16-22 and Chapter 2254.003 of the Texas Government Code.

**RECOMMENDED
VENDOR:**

Thompson & Horton, LLP
Rogers, Morris & Grover, LLP
Locke Lord, LLP
Andrews Kurth, LLP

**LEGAL
REQUIREMENTS:**

This recommendation to the Board of Trustees is being made to the most highly qualified firms on the basis of demonstrated competence and qualifications in accordance with Chapter 2254.004 of the Texas Government Code.

Pursuant to the published RFQ 16-22 document and in accordance with Chapter 2254 of the Texas Government Code, the Evaluation Committee has selected the offerors that submitted a statement of qualifications demonstrating the most highly qualified firms on the basis of demonstrated competence and qualifications based on the published selection criteria and as evidenced in the final evaluation ranking.

Following the Texas Government Code and in accordance with the procurement process, HCC has selected the most highly qualified firms on the basis of demonstrated competence and qualifications.

**LOCATION
INFORMATION:**

In performing the work under RFQ 16-22, the recommended firms will be working from their Houston office.

PROJECTED VALUE:

Fee schedule shall be negotiated by the Procurement Department in cooperation with the Office of General Counsel prior to contract award.

CONTRACT TERM:

Three (3) years with the option to renew for two (2) one-year terms.

**PROCUREMENT
NOTICE:**

A notice of the procurement was distributed and published to the following on December 18, 2015

- Notice to HCC Board of Trustees
- Houston Minority Business Council
- Texas State Procurement Website
- HCC Procurement Operations Website

**SOLICITATION
INFORMATION:**

The Request for Qualifications (RFQ 16-22) was issued on December 18, 2015. The solicitation document was distributed electronically in addition to being published on the Texas State Procurement Website - the Electronic State Business Daily (ESBD). Notice of electronic distribution was provided to thirty (30) registered firms. In accordance with RFQ 16-22, a question and answer period was allowed through

January 13, 2016. Nine (9) statements of qualifications were received by the solicitation due date of February 10, 2016 at 2:00 p.m., all qualifications received were evaluated in accordance with RFQ 16-22.

COMPETITIVE: Yes

**PROPOSAL
EVALUATION:**

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

Evaluation Criteria	Available Points
Firm's Qualification and Experience	25
Demonstrated qualifications of personnel and team	25
Proposed approach & methodology	20
Past performance & references	25
<u>Small business practices</u>	<u>5</u>
Total 100	

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – Represents the Office of General Counsel and has in-depth understanding of the professional service requirements.

Evaluator 2 – Represents the Office of General Counsel and has in-depth understanding of the professional service requirements.

Evaluator 3 – Represents the Human Resources Department and has in-depth understanding of the professional service requirements.

Evaluator 4 – Represents the Innovation Planning and Institutional Analytics group and has in-depth understanding of the professional service requirements.

Evaluator 5 – Represents Contracts Administration group and has in-depth understanding of the professional service requirements.

EXPERIENCE: Yes.

REFERENCES: Evaluated and found to be favorable.

SMALL BUSINESS**GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a Best Effort – Small Business participation goal. The recommended firms will initially self-perform the work and have all indicated they will work with HCC in identifying viable small business subcontracting opportunities during the contract period.

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RFQ 16-22 Labor & Employment Legal Services Pool

Summary Composite Score Sheet

Firm	Evaluation Criteria					Total
	Firm's Qualifications and Experience	Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Small Business Practices	
<i>Available Points</i>	25	25	20	25	5	100
Thompson & Horton, LLP	23.00	23.00	15.20	21.50	0.00	82.70
Rogers, Morris & Grover, LLP	23.00	23.00	14.00	22.00	0.00	82.00
Locke Lord, LLP	22.00	19.00	16.00	21.50	0.00	78.50
Andrews Kurth, LLP	21.00	20.00	16.80	19.50	0.00	77.30
Strasburger & Price, LLP	20.50	20.50	13.20	17.50	0.00	71.70
Jackson Walker, LLP	20.50	19.50	14.00	17.50	0.00	71.50
Feldman & Feldman, PC	18.50	20.00	12.40	19.00	0.00	69.90
Vorys, Saters, Seymour and Pease, LLP	19.00	18.00	14.80	17.50	0.00	69.30
Nanasy Muehr, PLLC	16.00	17.00	11.60	14.00	0.00	58.60

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
9.	Proposed Settlement between Willie Williams and Houston Community College	Dr. Cesar Maldonado Edgar A. Smith

RECOMMENDATION

Authorize settlement and release of claims agreement between Willie Williams and Houston Community College, Civil Action No. 4-16-CV-671; in the United States District Court for the Southern District of Texas.

COMPELLING REASON/RATIONALE

Upon approval of the settlement and release of claims agreement, Willie Williams will forgo any and all claims against Houston Community College related to the above styled lawsuit.

STRATEGIC ALIGNMENT

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

This item is applicable to the following: District

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
10.	Investment Report for the Month of March 2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Investment Report for the month of March 2016.

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 \$188,545 and the interest income earned and earnings credit for the fiscal year totaled \$1,549,562. The weighted average interest rate (WAR) at March 31, 2016 is .57%.

The Investment Report attached identifies HCC's investment holdings for the month ending March, 2016. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 69% 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. ORGANIZATIONAL STEWARDSHIP

A. Ensure that the strategic plan serves as the basis for funding

ATTACHMENTS:

Description	Upload Date	Type
Investment Report - March 2016	4/24/2016	Attachment

This item is applicable to the following: District

HOUSTON COMMUNITY COLLEGE SYSTEM
INVESTMENT PORTFOLIO COMPOSITION
As of MARCH 31, 2016

Beginning Book Value (MARCH 1, 2016)	\$	531,903,885
Beginning Market Value (MARCH 1, 2016)	\$	531,899,202
Additions/subtractions (Book value - Net)	\$	(12,341,528) *
Change in Market value	\$	81,504
Ending Book value (MARCH 31, 2016)	\$	519,562,357
Ending Market value (MARCH 31, 2016)	\$	519,636,570
Unrealized Gain/(Loss)	\$	74,213
WAM (69% 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/used for Operations	2,466,654
* Net amount provided/used for CIP /Others	<u>(14,808,182)</u>
	(12,341,528)

EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
March 31, 2016

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	18,986,800	18,985,857	(943)
US Agencies	143,011,938	143,087,094	75,156
Local government pools	109,570,946	109,570,946	-
Money market funds	95,701,449	95,701,449	-
High yield savings	742,645	742,645	-
Certificates of deposit	145,250,000	145,250,000	-
Interest bearing checking	6,298,579	6,298,579	-
Total	<u>519,562,357</u>	<u>519,636,570</u>	<u>74,213</u>

WAR (weighted average interest rate)	<u>0.57%</u>
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INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
As of MARCH 31, 2016

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	50,063	52,951	51,664	(192)	51,471	52,764	10	1,293
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	43,671	46,115	49,675	(145)	49,529	45,920	(60)	(3,609)
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	1,988,812	2,000,000	0	2,000,000	1,985,504	(3,308)	(14,496)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	1,001,577	1,000,000	0	1,000,000	1,003,521	1,944	3,521
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.33%	08/24/15	04/20/16	10,000,000	9,995,490	9,978,667	0	9,978,667	9,998,890	3,400	20,223
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.37%	12/02/15	04/20/16	624,000	623,719	623,102	0	623,102	623,931	212	829
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.36%	12/02/15	04/25/16	4,376,000	4,373,825	4,369,655	0	4,369,655	4,375,387	1,562	5,733
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.45%	12/16/15	04/08/16	5,000,000	4,998,285	4,992,875	0	4,992,875	4,999,795	1,510	6,920
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.50%	01/06/16	08/01/16	5,000,000	4,991,075	4,985,556	0	4,985,556	4,993,220	2,145	7,664
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	01/11/16	06/30/16	5,000,000	5,001,075	5,000,000	0	5,000,000	5,002,525	1,450	2,525
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	01/22/16	08/29/16	2,000,000	1,995,776	1,993,889	0	1,993,889	1,996,666	890	2,777
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.41%	01/22/16	06/17/16	5,000,000	4,994,450	4,991,629	0	4,991,629	4,996,685	2,235	5,056
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.37%	01/15/16	04/15/16	5,000,000	4,997,970	4,995,387	0	4,995,387	4,999,590	1,620	4,203
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.44%	02/08/16	07/18/16	5,000,000	4,992,665	4,990,161	0	4,990,161	4,994,600	1,935	4,439
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.75%	02/26/16	08/26/19	2,000,000	1,998,036	2,000,000	0	2,000,000	1,998,950	914	(1,050)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.63%	02/24/16	08/24/18	2,000,000	1,998,562	2,000,000	0	2,000,000	2,000,178	1,616	178
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.25%	02/26/16	02/26/19	5,000,000	4,994,425	5,000,000	0	5,000,000	5,000,375	5,950	375
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	02/24/16	02/26/19	445,000	445,217	445,000	0	445,000	445,190	(27)	190
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	02/26/16	02/26/19	1,555,000	1,555,757	1,555,000	0	1,555,000	1,555,662	(95)	662
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.88%	03/22/16	03/22/19	1,600,000	-	-	1,600,000	1,600,000	1,600,618	-	618
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	2,671,250	2,675,000	0	2,675,000	2,669,845	(1,404)	(5,155)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.00%	04/11/13	04/11/18	10,000,000	9,985,270	10,000,000	0	10,000,000	10,000,040	14,770	40
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	0.80%	06/13/13	06/13/18	10,000,000	9,984,440	10,000,000	0	10,000,000	9,990,250	5,810	(9,750)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	07/10/14	06/30/16	4,000,000	4,000,780	4,001,250	0	4,001,250	4,001,872	1,092	622
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	5,000,040	4,998,425	(4,998,425)	-	-	-	-
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	5,000,040	4,998,425	(4,998,425)	-	-	-	-
Federal Home Loan Bank US Domestic series 000 unsecured	Bank of America	0.75%	04/13/15	04/13/17	2,775,000	2,776,091	2,775,000	0	2,775,000	2,775,352	(738)	352
Freddie Mac Global Unsecured Bond	Bank of America	0.70%	05/21/15	01/27/17	5,000,000	4,990,950	4,994,550	0	4,994,550	4,994,455	3,505	(95)
Federal Home Loan Bank GLOBAL Unsecured	Bank of America	0.75%	11/25/15	07/14/17	5,000,000	4,997,385	4,992,500	0	4,992,500	5,001,790	4,405	9,290
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/21/15	04/29/16	5,000,000	4,999,500	4,998,850	0	4,998,850	4,999,885	385	1,035
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	03/31/17	5,000,000	4,988,475	4,995,300	0	4,995,300	4,994,140	5,665	(1,160)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	10/31/16	5,000,000	4,992,775	4,996,500	0	4,996,500	4,997,265	4,490	765
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.22%	05/21/15	03/27/17	5,000,000	4,997,720	4,993,550	0	4,993,550	5,000,630	2,910	7,080
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	04/30/17	5,000,000	4,986,720	4,993,750	0	4,993,750	4,992,580	5,860	(1,170)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/26/15	05/26/16	5,000,000	4,998,185	4,996,500	0	4,996,500	4,999,760	1,575	3,260
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.70%	05/29/15	08/25/17	10,000,000	10,002,290	10,000,000	0	10,000,000	10,002,380	90	2,380
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.60%	06/17/15	11/28/16	5,000,000	4,994,515	5,000,000	0	5,000,000	4,997,665	3,150	(2,335)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	10/28/15	04/29/16	5,000,000	4,997,335	4,994,889	0	4,994,889	4,999,185	1,850	4,296
Fed Home LN Discount Note US Domestic Unsecured	Bank of America	0.58%	01/12/16	07/29/16	5,000,000	4,992,085	4,983,969	0	4,983,969	4,994,050	1,965	10,081
Freddie Mac US Domestic Unsecured Bond	Bank of America	0.50%	01/26/16	08/26/16	5,000,000	4,989,615	4,985,208	0	4,985,208	4,991,835	2,220	6,627
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	02/01/16			66,571	66,571	20	66,591	66,591	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)
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.11%	02/01/16			1,617,440	1,617,440	(1,599,725)	17,715	17,715	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	02/01/16			826,994	826,994	(32,161)	794,833	794,833	0	0
Checking Account- 10010-7306-2006 Jr. lien	Bank Of America	0.33%	02/01/16			229	229	0	229	229	0	0
LTD2013 Tax Bond General Checking A/C (10090)	Bank Of America	0.33%	02/01/16			549,695	549,695	2,934,264	3,483,959	3,483,959	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.33%	02/01/16			1,933,269	1,933,269	566	1,933,835	1,933,835	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	02/01/16			1,417	1,417	0	1,417	1,417	0	0
Merrill Lynch, Pierce, Fenner & smith	Bank Of America	0.15%	02/01/16			63,515,196	63,515,196	(1,014,519)	62,500,677	62,500,677	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank	0.18%	02/01/16			33,323,272	33,323,272	(123,444)	33,199,827	33,199,827	0	0
Public Fund Money Market_Premier (185913820)-fund 1110	Regions Bank	0.15%	02/01/16			969	969	(25)	944	944	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.08%	02/01/16			214,189	214,189	15	214,204	214,204	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.08%	02/01/16			528,406	528,406	36	528,441	528,441	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	0.47%	02/01/16			33,211,794	33,211,794	13,368	33,225,161	33,225,161	0	0
Tex Pool	State Street Bank	0.53%	02/01/16			80,468,520	80,468,520	(4,122,735)	76,345,785	76,345,785	0	0
TOTAL						531,899,202	531,903,885	(12,341,528)	519,562,357	519,636,570	81,504	74,213

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
11.	Monthly Financial Statement and Budget Review for March 2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Financial Statement for the month of March 2016.

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. ORGANIZATIONAL STEWARDSHIP

C. Increase diversity, inclusion and engagement throughout the institution

ATTACHMENTS:

Description	Upload Date	Type
Financial Statement - March 2016	4/23/2016	Attachment

This item is applicable to the following: District



Summary Operating Statements

**For the Period
September 1, 2015 - March 31, 2016
For the Meeting of the Board of Trustees - May 10, 2016**

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

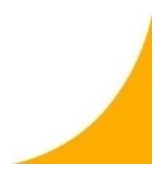


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For the Period September 1, 2015 - March 31, 2016

Houston Community College System

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Fund Balances	Fund Balance Statement	2
Operating Summary	HCCS Unrestricted Revenue & Expenditures	3
Auxiliary	Sources and Uses of Auxiliary Funds	4
Budgets	Adjusted Budgets by Divisions	6
Balance Sheet	Balance Sheet by Fund	8
Exemptions/Waivers	Exemptions & Waivers Detail	9

**Houston Community College System
Summary of Financial Statements
As of March 31, 2016**

In the Unrestricted Fund as of March 31, 2016, total revenue received is \$266.3 million. This represents 82% of budgeted annual revenues of \$324.6 million. Expenses total \$170.1 million to date; which is 52.4% of the total expense budget of \$324.6 million. Compared with the same time last year, revenue shows a 4.4% increase, and expenses are 10% higher than the prior year. Actual net revenue is \$96.1 million to-date. That translates into a like amount increase in fund balance.

Salaries increased 6%. 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 \$8.1 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 March 31, 2016

	Unrestricted ¹	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
Revenues	266,260,583	18,556,709	6,011,357	(487)	81,715,988	-	1,696,659	-	49,907,663	(5,517,511)	54	418,631,013
Expenses												
Salaries	108,993,782	2,943,893	1,084,312	-	1,215,086	-	163,174	-	-	-	-	114,400,247
Employee Benefits	13,520,635	8,231,749	345,422	-	-	-	37,501	-	-	-	-	22,135,307
Supplies & General Exp	2,537,291	91,256	688,186	-	-	-	684	13,811	-	-	-	3,331,228
Travel	459,993	63,121	150,561	-	-	-	434	-	-	-	-	674,109
Marketing Costs	293,915	5,986	417,530	-	-	-	-	-	-	-	-	717,431
Rentals & Leases	1,539,043	77,925	33,126	-	-	-	3,757	-	-	-	-	1,653,850
Insurance/Risk Mgmt	4,541,915	4,921	2,930	-	-	-	-	-	-	-	-	4,549,766
Contracted Services	11,917,989	2,365,746	1,096,541	-	-	-	96,442	26,125	236,346	-	-	15,739,190
Utilities	4,636,885	-	304,634	-	-	-	-	-	-	-	-	4,941,520
Other Departmental Expenses	1,107,093	115,804	1,076,037	-	-	-	-	-	-	-	-	2,298,935
Instructional and Other Materials	6,035,909	213,219	124,132	-	-	-	134,438	-	-	-	-	6,507,697
Maintenance and Repair	435,581	225,524	4,991	-	225,758	-	-	52,138	-	-	-	943,992
Transfers (In)/Out ²	12,776,785	4,000,000	-	251,000	(2,541,026)	-	500,000	(9,000,000)	(5,986,759)	-	-	0
Debt	81,091	-	279	-	-	-	-	-	41,631,125	-	338,553	42,051,048
Capital Outlay	1,243,953	614,414	29,359	-	-	-	79,331,089	1,720,009	-	-	133,055	83,071,878
Depreciation	-	-	-	-	-	-	-	-	-	12,735,782	-	12,735,782
Scholarship Distribution	-	-	-	-	82,786,365	-	-	-	-	-	-	82,786,365
Total Expenses	170,121,860	18,953,559	5,358,041	251,000	81,686,182	-	80,267,519	(7,187,918)	35,880,712	12,735,782	471,608	398,538,346
NET REVENUE/(EXPENSES)	96,138,723	(396,850)	653,316	(251,487)	29,805	-	(78,570,860)	7,187,918	14,026,950	(18,253,293)	(471,555)	20,092,667
Fund Balance Entries	182,029	-	-	-	-	-	96,196,300	911,026	1,279,420	8,724,116	(137,996)	107,154,896
Fund Balance as of 3/31/2016	\$ 141,451,406	\$ 4,143,387	\$ 8,352,499	\$ 258,445	\$ (0)	\$ -	\$ 17,652,772	\$ 13,759,454	\$ 67,345,380	\$ 242,013,201	\$ (3,310,558)	\$ 491,665,984

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

²Transfers 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 March 31, 2016
58.3% of Year Expended

HCCS CURRENT UNRESTRICTED

	Year-to-Date Actuals			Year-to-Date Actuals			Increase (Decrease)	
	Thru March 31, 2016	FY2016 Budget	Actuals as a % of Budget	Thru March 31, 2016	Thru March 31, 2015	FY2016 Compared to FY2015	% Increase (Decrease)	
REVENUES								
State Appropriations	\$ 36,801,812	\$ 69,995,427	52.6%	\$ 36,801,812	\$ 36,303,190	\$ 498,622	1.4%	
Ad Valorem Taxes	130,275,952	136,000,000	95.8%	130,275,952	120,857,487	9,418,466	7.8%	
Tuition, Net	35,882,595	40,925,000	87.7%	35,882,595	34,777,847	1,104,748	3.2%	
Fees	55,165,262	65,325,000	84.4%	55,165,262	54,377,319	787,942	1.4%	
Other Local Income	1,532,199	2,250,000	68.1%	1,532,199	1,378,193	154,006	11.2%	
Tuition & Fee, Net	6,303,523	9,500,000	66.4%	6,303,523	6,888,634	(585,111)	-8.5%	
-- Extended Learning								
Indirect Cost Revenues, Grant	299,240	620,000	48.3%	299,240	361,173	(61,933)	-17.1%	
Total Revenues	266,260,583	324,615,427	82.0%	266,260,583	254,943,844	11,316,740	4.4%	
EXPENSES								
Salaries	108,993,782	189,104,482	57.6%	108,993,782	102,833,732	6,160,050	6.0%	
Employee Benefits	13,520,635	21,210,175	63.7%	13,520,635	11,275,769	2,244,866	19.9%	
Supplies Gen Exp	2,537,291	5,815,275	43.6%	2,537,291	2,303,830	233,462	10.1%	
Travel	459,993	1,885,780	24.4%	459,993	492,666	(32,673)	-6.6%	
Marketing Costs	293,915	1,046,169	28.1%	293,915	682,226	(388,312)	-56.9%	
Rental & Leases	1,539,043	2,530,295	60.8%	1,539,043	1,534,920	4,122	0.3%	
Insurance/Risk Mgmt	4,541,915	5,551,813	81.8%	4,541,915	6,398,732	(1,856,817)	-29.0%	
Contract Services	11,917,989	24,436,502	48.8%	11,917,989	11,930,034	(12,045)	-0.1%	
Utilities	4,636,885	10,246,651	45.3%	4,636,885	4,883,637	(246,751)	-5.1%	
Other Departmental Expenses	1,107,093	2,279,501	48.6%	1,107,093	761,177	345,916	45.4%	
Instructional & Other Materials	6,035,909	10,026,001	60.2%	6,035,909	5,081,013	954,895	18.8%	
Maintenance & Repair	435,581	1,233,274	35.3%	435,581	523,885	(88,304)	-16.9%	
Transfers/Debt	12,857,875	40,723,903	31.6%	12,857,875	4,756,152	8,101,723	170.3%	
Contingency	-	4,417,768	0.0%	-	-	-	0.0%	
Capital Outlay	1,243,953	4,107,837	30.3%	1,243,953	1,209,521	34,433	2.8%	
Total Expenses	\$ 170,121,860	\$ 324,615,427	52.4%	\$ 170,121,860	\$ 154,667,296	15,454,564	10.0%	
NET REVENUE/(EXPENSES)	\$ 96,138,723	\$ 0	0.0%	\$ 96,138,723	\$ 100,276,548	\$ (4,137,825)	-4.1%	

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund as of March 31, 2016

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Foundation	Marketing	Bookstore Commission	International Student Services	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
Fund Balance – September 1, 2015 (Audited)									\$ 3,391,564
FY2016									
Revenue	3,724,600	441,226	-	-	580,341	-	258,376	-	5,004,544
Salaries	152,700	338,452	63,872	-	-	182,999	139,655	-	877,677
Benefits	38,723	176,515	14,886	-	-	44,500	31,931	-	306,555
Supplies Gen Exp	24,846	83,566	2,571	-	-	-	4,148	-	115,132
Travel	-	14,295	2,438	-	-	-	-	-	16,733
Marketing Costs	-	374	-	417,155	-	-	-	-	417,530
Rental & Leases	2,340	25,500	-	-	-	-	-	-	27,840
Contract Services	836,157	66,740	15,445	-	-	-	1,839	-	920,180
Utilities	302,934	-	-	-	-	-	1,700	-	304,634
Departmental Expenses	300	179,458	-	842,470	-	6,450	-	-	1,028,677
Instructional & Other	600	2,695	-	-	-	-	120,633	-	123,927
Materials	-	-	-	-	-	-	-	-	-
Maintenance & Repair	850	69	-	-	-	-	4,072	-	4,991
Insurance/Risk Mgmt	-	168	-	-	-	-	-	-	168
Exemptions and Waivers	-	-	-	-	-	-	-	727,038	727,038
Transfer/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	27,742	-	-	-	-	-	-	-	27,742
Total Expense	1,387,192	887,832	99,212	1,259,625	-	233,949	303,977	727,038	4,898,825
Contribution to Fund Balance	2,337,408	(446,606)	(99,212)	(1,259,625)	580,341	(233,949)	(45,601)	(727,038)	105,718
Auxiliary Fund Balance - Uncommitted Portion									\$ 3,497,282

* 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 March 31, 2016

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
Fund Balance – September 1, 2015 (Audited) FY2016			\$ 1,818,386	\$ -	\$ 324,132	\$ 1,005,688	\$ 1,159,414	\$ 2,489,233	\$ 7,699,183
Revenue	23,333	-	23,333	8,020	63,000	938,326	713,925	1,723,270	6,751,147
Salaries	-	-	-	-	4,200	64,155	138,280	206,635	1,084,312
Benefits	-	-	-	-	-	5,911	32,955	38,866	345,422
Supplies Gen Exp	313	-	313	-	38,111	395,209	139,421	572,741	688,186
Travel	4,588	49,573	54,160	-	45	33,355	46,268	79,668	150,561
Marketing Costs	-	-	-	-	-	-	-	-	417,530
Rental & Leases	-	-	-	-	-	-	5,286	5,286	33,126
Contract Services	-	-	-	-	-	74,803	101,558	176,361	1,096,541
Utilities	-	-	-	-	-	-	-	-	304,634
Departmental Expenses	-	-	-	-	18,000	10,532	18,828	47,360	1,076,037
Instructional & Other Materials	-	-	-	-	-	-	205	205	124,132
Maintenance & Repair	-	-	-	-	-	-	-	-	4,991
Insurance/Risk Mgmt	-	-	-	-	-	462	2,300	2,762	2,930
Exemptions and Waivers	-	-	-	-	-	12,752	-	12,752	739,790
Transfer	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	1,896	-	1,896	29,638
Total Expense	4,901	49,573	54,473	-	60,356	599,076	485,101	1,144,532	6,097,831
Contribution to Fund Balance	18,432	(49,573)	(31,140)	8,020	2,644	339,250	228,824	578,738	653,316
Auxiliary Fund Balance - Intl, Committed, Total			\$ 1,787,245	\$ 8,020	\$ 326,776	\$ 1,344,938	\$ 1,388,238	\$ 3,067,971	\$ 8,352,499

HOUSTON COMMUNITY COLLEGE
FY 2015-16 Adjusted Budget by Divisions
as of March 31, 2016

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	ACADEMIC INSTRUCTION
Salary	\$ 9,176,215	\$ 8,742,439	\$ 11,606,160	\$ 10,210,913	\$ 5,634,592	\$ 12,529,367	\$ 11,630,986	\$ 56,249,614
Employee Benefits	-	-	-	-	-	-	-	-
Supplies & Gen	234,211	242,483	230,107	324,181	308,144	311,354	205,371	325,674
Travel	39,050	75,476	26,655	44,586	34,280	117,887	96,732	159,800
Marketing Costs	13,645	37,207	56,019	26,432	87,252	17,200	286,057	22,618
Rentals & Leases	5,270	59,271	940,162	503,206	60,566	497,054	26,243	23,560
Insurance/Risk Mgmt	-	-	-	-	-	126	-	511
Contracted Services	286,661	263,798	70,819	15,386	69,150	183,351	131,659	375,695
Utilities	5,125	-	4,600	1,826	-	-	-	-
Other Departmental Expenses	52,461	70,447	30,374	31,220	24,846	95,219	52,371	73,798
Instructional And Other Materials	318,891	61,854	194,499	119,968	72,905	246,156	841,695	1,200,826
Maintenance and Repair	138,855	43,512	126,999	11,815	27,390	60,718	123,511	44,366
Transfers/Debt	-	-	1,186	-	-	-	-	-
Contingency	465,698	487,943	120,335	286,867	47,663	427,785	201,794	-
Capital Outlay	502,712	223,540	232,518	209,074	150,230	115,081	125,643	333,895
Total	\$ 11,238,794	\$ 10,307,970	\$ 13,640,432	\$ 11,785,474	\$ 6,517,018	\$ 14,601,298	\$ 13,722,062	\$ 58,810,357

HOUSTON COMMUNITY COLLEGE
FY 2015-16 Adjusted Budget by Divisions
as of March 31, 2016

Budgeted Expenditures	CHANCELLOR	FINANCE & ADMIN.	SUSTAINABILITY	INSTRUCTIONAL SERVICES	STUDENT SERVICES	SYSTEM	Grand Total
Salary	\$ 5,882,025	\$ 30,884,996	\$ 3,207,382	\$ 17,712,126	\$ 4,987,089	\$ 650,578	\$ 189,104,482
Employee Benefits	-	-	-	-	-	21,210,175	21,210,175
Supplies & Gen	706,980	969,636	156,250	305,848	195,036	1,300,000	5,815,275
Travel	180,675	252,601	68,218	741,881	47,939	-	1,885,780
Marketing Costs	238,000	254,739	5,000	2,000	-	-	1,046,169
Rentals & Leases	87,700	248,115	61,429	12,319	5,400	-	2,530,295
Insurance/Risk Mgmt	5,550,000	-	-	1,176	-	-	5,551,813
Contracted Services	3,329,976	15,583,885	76,914	146,343	1,376,812	2,526,053	24,436,502
Utilities	-	1,752,227	-	94	-	8,482,779	10,246,651
Other Departmental Expenses	778,896	341,513	95,846	522,052	110,458	-	2,279,501
Instructional And Other Materials	62,415	5,954,646	48,180	568,797	335,169	-	10,026,001
Maintenance and Repair	15,446	634,646	4,688	444	884	-	1,233,274
Transfers/Debt	200,000	43,591	-	-	-	40,479,126	40,723,903
Contingency	150,000	246,064	234,937	50,758	12,869	1,685,055	4,417,768
Capital Outlay	101,700	1,839,744	203,438	54,413	15,850	-	4,107,837
Total	\$ 17,283,813	\$ 59,006,403	\$ 4,162,282	\$ 20,118,251	\$ 7,087,506	\$ 76,333,766	\$ 324,615,427

Houston Community College

Balance Sheet By Fund

For Month Ended March 31, 2016

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	Total All Funds
ASSETS			
Current Assets:			
Cash & cash equivalents	\$ 157,850,336	\$ 43,715,163	\$ 201,565,499
Restricted cash & cash equivalents	3,118,316	-	3,118,316
Short term Investments	-	-	-
Accounts/Other receivable (net)	18,326,300	3,586,204	21,912,505
Deferred charges	5,273	-	5,273
Prepays	1,950,206	1,346,598	3,296,804
Total Current Assets	181,250,431	48,647,965	229,898,396
Non-current Assets:			
Restricted cash & cash equivalents	-	158,363,197	158,363,197
Restricted long-term investments	-	102,657,767	102,657,767
Long-term Investments	59,415,007	-	59,415,007
Deferred Outflows of Resources: Pension	11,299,015	-	11,299,015
Advance Funding Valuation Outflows	-	8,743,822	8,743,822
Capital Assets, net	-	1,003,159,462	1,003,159,462
Total Non-current Assets	70,714,022	1,272,924,248	1,343,638,270
Total Assets	\$ 251,964,453	\$ 1,321,572,213	\$ 1,573,536,666
LIABILITIES			
Current Liabilities:			
Accounts payable	5,378,062	1,855,374	7,233,437
Accrued liabilities	58,502	19,444	77,946
Compensated absences	2,526,083	-	2,526,083
Funds held for others	714,785	189,209	903,994
Deferred revenue	1,026,373	229,281	1,255,655
Notes payable-current portion	-	673,299	673,299
Bonds payable-current portion	-	15,640,000	15,640,000
Total Current Liabilities	9,703,806	18,606,608	28,310,414
Non-current Liabilities:			
Deposits	-	-	-
Net Pension Liability	67,428,372	-	67,428,372
Deferred Inflows of Resources: Pension	20,626,539	-	20,626,539
Advance Funding Valuation Inflows	-	795,245	795,245
Notes payable	-	153,344,686	153,344,686
Bonds payable	-	760,205,808	760,205,808
Capital lease obligations	-	47,849,058	47,849,058
Total Non-current Liabilities	88,054,911	962,194,798	1,050,249,709
Total Liabilities	\$ 97,758,717	\$ 980,801,406	\$ 1,078,560,123
Fund Balance-			
August 31, 2015 Audited	57,850,201	309,269,229	367,119,430
Revenues Over Expenditures			
Unrestricted	96,974,068		96,974,068
Restricted	(618,531)		(618,531)
Net Investment in Plant		31,501,579	31,501,579
Total Fund Balances	\$ 154,205,738	\$ 340,770,808	\$ 494,976,545
Total Liabilities & Fund Balances	\$ 251,964,455	\$ 1,321,572,213	\$ 1,573,536,666

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

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

Houston Community College

Exemptions & Waivers

Through March 31, 2016

Account	FY 2014-15		FY 2015-16	
	End of Year Activity	Year-to-Date Activity thru 3/31/2015	Year-to-Date Activity thru 3/31/2016	
Tuition				
Budget:				
Adjusted Budget FY 2015-16, Net			\$	40,925,000
Revenues Received:				
Tuition	45,771,753	40,456,367		41,758,596
Waivers & Exemptions:				
Dual Credit & Early College HS	(5,045,017)	(4,285,220)		(4,646,627)
Other	(1,603,037)	(1,393,300)		(1,229,374)
Total Waivers & Exemptions	(6,648,054)	(5,678,520)		(5,876,001)
Total Tuition Revenue, Net	\$ 39,123,700	\$ 34,777,847	\$	\$ 35,882,595
Tuition - Extended Learning				
Budget:				
Budget FY 2015-16, Net			\$	9,500,000
Revenues Received:				
Tuition	8,931,465	8,092,127		7,232,805
Waivers & Exemptions:				
Department of Corrections	(2,021,386)	(1,203,493)		(929,282)
Total EL Tuition Revenue, Net	\$ 6,910,079	\$ 6,888,634	\$	\$ 6,303,523

Exemptions & Waivers	FY 2014-15		FY 2015-16		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year Activity	Year-to-Date Activity thru 3/31/2015	Year-to-Date Activity thru 3/31/2016		
Dept of Corrections	\$ 1,946,863	\$ 1,203,493	\$ 929,282		-22.8%
Dual Credit & Early College HS Waiver	5,045,017	4,285,220	4,646,627		8.4%
Other:					
Employee Fee Exemptions	61,121	48,046	48,154		0.2%
Firemen	12,870	11,311	7,403		-34.6%
Hazelwood	942,773	834,950	661,804		-20.7%
Deaf & Blind	190,174	160,178	179,815		12.3%
High Ranking Hi SCH Grad	1,805	1,805	1,519		-15.8%
Child of Disabled Vet ETC	7,264	7,264	3,295		-54.6%
Emp of State Coll & Univ	-	-	2,372		0.0%
Nonres Teach/Research Asst	6,363	6,098	80		-98.7%
Nonres Competitive Scholar	8,558	8,558	29,975		250.3%
Senior Citizens	13,668	12,505	11,274		-9.8%
Scholarship Distribution	2,800	-	2,800		0.0%
A VISA Waiver (Non-Alien Waiver)	888	888	-		-100.0%
Foster Children-Resident	247,117	217,956	138,997		-36.2%
Fire Academy Waiver	-	-	(15)		0.0%
Undocumented Students	5,723	5,378	1,859		-65.4%
TX Tomorrow Waiver	6,076	2,788	1,792		-35.7%
Surviving Spouse/Children	-	-	2,942		0.0%
Peace Officer Exemption	3,868	3,111	1,173		-62.3%
Adopted Student Waiver	91,719	72,464	134,135		85.1%
Stipends	250	-	-		0.0%
Total Other Exemptions	1,603,037	1,393,300	1,229,374		-11.8%
Grand Total Exemptions & Waivers	\$ 8,594,917	\$ 6,882,013	\$ 6,805,283		-1.1%

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
12.	Institutional Goal Alignment	Dr. Cesar Maldonado Dr. Kimberly Beatty

RECOMMENDATION

Approval of aligned goals for the Chancellor, Board and Strategic Plan.

COMPELLING REASON/RATIONALE

Alignment of the Chancellor, Board Committee and Strategic Plan goals will create a consistent approach to achieving positive progress toward institutional success.

DESCRIPTION OR BACKGROUND

The Board of Trustees has identified and/or approved goals for the Strategic Plan, the Board Committees, and the Chancellor. Approval of the aligned model will ensure progress toward common completion metrics.

FISCAL IMPACT

THECB provides funding to colleges based upon a funding model dependent upon factors to include success and completion.

STRATEGIC ALIGNMENT

1. STUDENT SUCCESS

C. Increase student completion

2. ORGANIZATIONAL STEWARDSHIP

A. Ensure that the strategic plan serves as the basis for funding

ATTACHMENTS:

Description	Upload Date	Type
Presentation - Institutional Goal Alignment	5/13/2016	Presentation

This item is applicable to the following:

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



Alignment of Chancellor Goals with Strategic Plan

May 2016



HOUSTON COMMUNITY COLLEGE
We Are Houston's Community College



HCC COMPREHENSIVE STRATEGIC PLAN

IMAGINE HCC 2019



Institutional KPIs

Student Success

- Completion
- Placement

Organizational Stewardship

- THECB Composite Index
- Property Tax Rate Comparison
- Tuition and Fees Rate Comparison

Performance Excellence

- Instructional and Program Recognitions and Awards
- Academic and Workforce Accreditations

Innovation

- University Pathways
- Career Pathways
- Innovative approaches to teaching and learning

PERFORMANCE GOAL DOMAIN ALIGNMENT

PERFORMANCE GOALS	STRATEGIC PILLARS			
	I. Student Success	II. Organizational Stewardship	III. Performance Excellence	IV. Innovation
1. Participation	●	●	●	●
2. Success	●	●	●	●
3. Fiscal & Facilities	●	●	●	●
4. External Relations	●	●	●	●
5. Governance & Board Relations	●	●	●	●

Symbol Key ● ●
 Significant Moderate

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
13.	Authorize the Sale of Property Located at 288 and MacGregor	Dr. Cesar Maldonado Teri Zamora Charles Smith

RECOMMENDATION

Authorize the Chancellor to execute the sale of the 9.18 acre tract at the northeast corner of State Highway 288 and North MacGregor Way (also known as Riverside Center) to the City of Houston for \$13.85 million, the appraised value at the time the property was acquired in 2013.

COMPELLING REASON/RATIONALE

The parcel was declared excess to the needs of the College and the Chancellor was authorized to negotiate a sale on September 17, 2015. Negotiations are now complete and execution of the sale will allow funds to facilitate the completion of all CIP projects as scheduled.

DESCRIPTION OR BACKGROUND

The Houston Community College Board of Trustees ratified the purchase of this property "for the use and expansion of HCC current and future programs" in support of the current CIP on November 18, 2013. The Board of Trustees subsequently approved the relocation of the project to the current Texas Medical Center site on September 11, 2014.

FISCAL IMPACT

The original amount expended on the land, \$13,629,203, will go back into the Coleman CIP Project N, as directed by the Board during November 2015. Excess funds received will be added to the College's Fund Balance.

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

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

3. PERFORMANCE EXCELLENCE

A. Focus on one HCC and consistency of quality experience across the campuses, departments and facilities

This item is applicable to the following: Coleman

ACTION ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
14.	General Legal Services Pool (Project No. 16-20)	Dr. Cesar Maldonado E. Ashley Smith Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with the top five highest ranked firms in each of the nine categories as noted in the attached Award Recommendation by category, to provide Legal Services on an as needed or case-by-case in accordance with RFQ 16-20.

COMPELLING REASON/RATIONALE

Houston Community College issued a Request for Qualifications ([RFQ 16-20](#)) to provide Legal Services on an as needed basis for the following nine (9) categories:

1. Real Estate
2. Construction
3. Intellectual Property
4. International Matters and Engagements
5. Elections
6. Land Use, Environment, Health and Safety
7. Tax (non-collection issues)
8. Public Finance
9. General Higher Education matters including but not limited to tort and civil liabilities

Included with the published solicitation, all firms received a copy of the HCC Guidelines for Outside Counsel which describes the process by which HCC's Office of General Counsel may use outside counsel on an as-needed basis.

In the published request for qualification document, it was stated that a pre-qualified pool of 3-5 firms would be awarded to provide the required general legal services within each category. This recommendation includes the top five firms that demonstrated to be the most qualified based on their statement of qualifications for each category. Terms of the contracts will be for three (3) years with the option to renew for two (2) one-year terms.

DESCRIPTION OR BACKGROUND

The Request for Qualifications (RFQ 16-20) was issued on December 18, 2015. The solicitation document was distributed electronically in addition to being published on the Texas State Procurement Website - the Electronic State Business Daily (ESBD). Notice of electronic distribution

was provided to nine hundred and seventy-two (972) registered firms. In accordance with RFQ 16-20, a question and answer period was allowed through January 13, 2016. Twenty-five (25) statements of qualifications were received by the solicitation due date of February 10, 2016 at 2:00 p.m. All qualifications received were evaluated in accordance with RFQ 16-20.

FISCAL IMPACT

Fee schedule shall be negotiated by the Procurement Department prior to contract award. The selected firms are pre-approved for use at the discretion of the Chancellor. Payments beyond the Chancellor's signature limit will be reported quarterly to the Board of Trustees.

LEGAL REQUIREMENT

Pursuant to the published RFQ 16-20 document and in accordance with Chapter 2254 of the Texas Government Code, the Evaluation Committee has selected the offerors that submitted a statement of qualifications demonstrating the most highly qualified firms on the basis of demonstrated competence and qualifications based on the published selection criteria and as evidenced in the final evaluation ranking.

STRATEGIC ALIGNMENT

1. STUDENT SUCCESS

B. Improve the student experience

3. PERFORMANCE EXCELLENCE

B. Foster an environment within the institution as a compelling place to work and learn

ATTACHMENTS:

Description	Upload Date	Type
Award Recommendation by Category	4/28/2016	Attachment
Summary of Procurement	4/28/2016	Attachment
Summary Composite Score Sheet	4/28/2016	Attachment

This item is applicable to the following: District

RFQ 16-20
General Legal Services Pool

Award Recommendation by Category

Firm	TOTAL SCORE	Real Estate	Construction	Intellectual Property	International Matters, Engagements	Elections	Land Use, Environment, Health & Safety	Tax	Public Finance	General Higher Education
Thompson & Horton, LLP	83.70	x	x			x	x			x
McCall, Parkhurst & Horton, LLP	83.40							x	x	
Bracewell, LLP	83.00	x	x	x		x		x	x	x
Andrews Kurth, LLP	82.10	x	x	x	x	x	x		x	x
Greenberg Traurig, LLP	81.70	x	x	x	x		x	x	x	x
Rogers, Morris & Grover, LLP	79.10	x	x	x		x	x			x
Haynes and Boone, LLP	77.90							x	x	
Coats Rose, PC	77.80		x							
Husch Blackwell, LLP	75.20	x	x	x		x				x
Locke Lord, LLP	74.60	x		x	x				x	x
Jackson Walker, LLP	74.40	x	x	x	x		x	x	x	x
Orrick, Herrington & Sutcliffe	73.90							x	x	
Vorys, Sater, Seymour and Pease, LLP	71.30	x	x		x					x
West & Associates, LLP	70.20	x	x						x	x
Johnson Petrov, LLP	65.20	x						x	x	
Baker Williams Matthiesen, LLP	62.50							x	x	
Edgardo E. Colon, PC	59.10	x	x		x				x	
Denton Navarro Rocha Bernal Hyde & Zech, PC	57.90	x	x			x	x	x	x	x
Monty & Ramirez, LLP	57.60									
Hardwick Law Firm, LLC	56.70	x					x	x	x	
Looper Goodwine, PC	54.80	x	x	x	x		x	x		
Jameson & Powers, PC	54.30	x								
Law Office Of Delphine James	47.00			x						
W. Clyde Lemon	37.40	x				x				x
Levi J. Benton	5.90									

Recommend top 5 firms for each category based on demonstrated qualifications and experience.

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

- PROJECT TITLE:** General Legal Services Pool
- PROJECT NO.:** 16-20
- PROCUREMENT METHOD:** Request for Qualifications (Most Qualified)
- PROJECT MANAGER:** Sandra Garcia, Assistant General Counsel for the Office of General Counsel
- NAME OF BUYER:** Marilyn Vega, Buyer
- PURPOSE:** Houston Community College issued a request for qualifications to provide general legal services on an as-needed basis for the following nine (9) categories:
1. Real Estate;
 2. Construction;
 3. Intellectual Property;
 4. International Matters and Engagements;
 5. Elections;
 6. Land Use, Environment, Health and Safety;
 7. Tax (non-collection issues);
 8. Public Finance; and
 9. General Higher Education matters including but not limited to tort and civil liabilities.

Included with the published solicitation, all firms received a copy of the HCC Guidelines for Outside Counsel which describes the process by which HCC's Office of General Counsel may use outside counsel on an as-needed basis.

In accordance with the published request for qualification document, it was anticipated that a pre-qualified pool of 3-5 firms would be awarded to provide the required general legal services within each category. This recommendation includes the top five firms that demonstrated to be the most qualified based on their statement of qualifications for each category.

This recommendation to the Board of Trustees is in accordance with RFQ 16-20 and Chapter 2254.003 of the Texas Government Code.

**RECOMMENDED
VENDOR:**

Thompson & Horton, LLP
McCall, Parkhurst & Horton, LLP
Bracewell, LLP
Andrews Kurth, LLP
Greenberg Traurig, LLP
Rogers, Morris & Grover, LLP
Haynes and Boone, LLP
Husch Blackwell, LLP
Locke Lord, LLP
Jackson Walker, LLP
Vorys, Sater, Seymour and Pease, LLP

**LEGAL
REQUIREMENTS:**

This recommendation to the Board of Trustees is being made to the most highly qualified firms on the basis of demonstrated competence and qualifications in accordance with Chapter 2254.004 of the Texas Government Code.

Pursuant to the published RFQ 16-20 document and in accordance with Chapter 2254 of the Texas Government Code, the Evaluation Committee has selected the offerors that submitted a statement of qualifications demonstrating the most highly qualified firms on the basis of demonstrated competence and qualifications based on the published selection criteria and as evidenced in the final evaluation ranking.

Following the Texas Government Code and in accordance with the procurement process, HCC has selected the most highly qualified firms on the basis of demonstrated competence and qualifications.

**LOCATION
INFORMATION:**

In performing the work under RFQ 16-20, the recommended firms will be working from their Houston office; McCall, Parkhurst & Horton will be working from their Austin, Texas office.

PROJECTED VALUE:

Fee schedule shall be negotiated by the Procurement Department in cooperation with the Office of General Counsel prior to contract award.

CONTRACT TERM:

Three (3) years with the option to renew for two (2) one-year terms.

**PROCUREMENT
NOTICE:**

A notice of the procurement was distributed and published to the following on December 18, 2015

- Notice to HCC Board of Trustees

- Houston Minority Business Council
- Texas State Procurement Website
- HCC Procurement Operations Website

**SOLICITATION
INFORMATION:**

The Request for Qualifications (RFQ 16-20) was issued on December 18, 2015. The solicitation document was distributed electronically in addition to being published on the Texas State Procurement Website - the Electronic State Business Daily (ESBD). Notice of electronic distribution was provided to nine hundred and seventy-two (972) registered firms. In accordance with RFQ 16-20, a question and answer period was allowed through January 13, 2016. Twenty-five (25) statements of qualifications were received by the solicitation due date of February 10, 2016 at 2:00 p.m., all qualifications received were evaluated in accordance with RFQ 16-20.

COMPETITIVE:

Yes

**PROPOSAL
EVALUATION:**

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

Evaluation Criteria	Available Points
Firm's Qualification and Experience	25
Demonstrated qualifications of personnel and team	25
Proposed approach & methodology	20
Past performance & references	25
<u>Small business practices</u>	<u>5</u>
Total 100	

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – Represents the Office of General Counsel and has in-depth understanding of the professional service requirements.

Evaluator 2 – Represents the Office of General Counsel and has in-depth understanding of the professional service requirements.

Evaluator 3 – Represents the Human Resources Department and has in-depth understanding of the professional service requirements.

Evaluator 4 – Represents the Innovation Planning and Institutional Analytics group and has in-depth understanding of the professional service requirements.

Evaluator 5 – Represents Contracts Administration group and has in-depth understanding of the professional service requirements.

EXPERIENCE:

In performing the work under RFQ 16-20, the recommended firms have prior experience with HCC; Husch Blackwell, Jackson Walker, Vorys, Sater, Seymour and Pease are new to HCC.

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a Best Effort – Small Business participation goal. The recommended firms will initially self-perform the work and have all indicated they will work with HCC in identifying viable small business subcontracting opportunities during the contract period.

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RFQ 16-20 General Legal Services Pool

Summary Composite Score Sheet

Firm	Evaluation Criteria					Total
	Firm's Qualifications and Experience	Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Small Business Practices	
<i>Available Points</i>	25	25	20	25	5	100
Thompson & Horton, LLP	23.50	22.50	15.20	22.50	0.00	83.70
McCall, Parkhurst & Horton, LLP	22.50	23.00	16.40	21.50	0.00	83.40
Bracewell, LLP	22.50	22.50	16.00	22.00	0.00	83.00
Andrews Kurth, LLP	23.00	22.00	15.60	21.50	0.00	82.10
Greenberg Traurig, LLP	21.50	22.00	17.20	21.00	0.00	81.70
Rogers, Morris & Grover, LLP	22.00	22.00	13.60	21.50	0.00	79.10
Haynes and Boone, LLP	21.50	21.50	14.40	20.50	0.00	77.90
Coats Rose, PC	21.00	20.50	14.80	21.50	0.00	77.80
Husch Blackwell, LLP	21.00	21.00	15.20	18.00	0.00	75.20
Locke Lord, LLP	21.50	20.00	13.60	19.50	0.00	74.60
Jackson Walker, LLP	20.50	20.50	14.40	19.00	0.00	74.40
Orrick, Herrington & Sutcliffe	20.50	20.50	14.40	18.50	0.00	73.90
Vorys, Sater, Seymour and Pease, LLP	19.00	19.00	14.80	18.50	0.00	71.30
West & Associates, LLP	19.00	19.50	13.20	18.50	0.00	70.20
Johnson Petrov, LLP	18.00	17.50	13.20	16.50	0.00	65.20
Baker Williams Matthiesen, LLP	16.00	18.00	12.00	16.50	0.00	62.50
Edgardo E. Colon, PC	16.00	16.50	11.60	15.00	0.00	59.10
Denton Navarro Rocha Bernal Hyde & Zech, PC	15.00	16.50	10.40	14.00	2.00	57.90
Monty & Ramirez, LLP	15.00	16.00	11.60	15.00	0.00	57.60
Hardwick Law Firm, LLC	15.50	16.50	11.20	13.50	0.00	56.70
Looper Goodwine, PC	15.50	16.00	10.80	12.50	0.00	54.80
Jameson & Powers, PC	14.50	16.00	10.80	13.00	0.00	54.30
Law Office Of Delphine James	13.00	12.50	10.00	11.50	0.00	47.00
W. Clyde Lemon	11.50	10.00	8.40	7.50	0.00	37.40
Levi J. Benton	2.00	1.50	0.40	2.00	0.00	5.90

REPORT ITEM

Meeting Date: May 19, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
XIV.	Appendix - No Action Required	

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
Personnel Agenda - Staff	5/11/2016	Attachment

This item is applicable to the following:

APPENDIX

(No Board Action Required)

Personnel Agenda - Staff

**Board Meeting
May 19, 2016**

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

Name	Previous Organization	Proposed Title/Organization	FLSA/Grade	Previous Salary	Current Salary	Effective Date
1. Alexander, Nikisha	US Air Force	to F/T Office Manager	NE/07 12 months	\$ 50,400 yr.	\$ 42,824 yr.	05-02-16
2. Broussard Jr., Clady	HCCS F/T Coordinator Business Services	to F/T Manager Space & Property	EX/09 12 months	\$ 43,843 yr.	\$ 48,100 yr.	04-16-16
3. Curvey, Marcus	HCCS F/T Peace Officer	to F/T Corporal	NE/09 12 months	\$ 52,721 yr.	\$ 53,000 yr.	04-18-16
4. Hawthorne, Carlton	Tropic Brokers	to F/T Advisor	EX/07 12 months	\$ 36,000 yr.	\$ 37,300 yr.	04-18-16
5. Jaimes, Erik	HCCS F/T (Temp) Advisor	to F/T Advisor	EX/07 12 months	\$ 37,000 yr.	\$ 37,000 yr.	05-02-16
6. Keno, Kegan	HCCS F/T Peace Officer	to F/T Corporal	NE/09 12 months	\$ 42,000 yr.	\$ 49,800 yr.	04-18-16
7. Maxie, Anthony	HCCS F/T Peace Officer	to F/T Corporal	NE/09 12 months	\$ 45,226 yr.	\$ 49,800 yr.	04-18-16

HOUSTON COMMUNITY COLLEGE SYSTEM
 ADMINISTRATOR/SECRETARIAL/CLERICAL/CLASSIFIED STAFF
 May 19, 2016

Name	Previous Organization	Proposed Title/Organization	FLSA/Grade	Previous Salary		Current Salary		Effective Date
8. McCracken, Robert	The GEO Group	to F/T Executive Director Risk Management	EXEC/20 12 months	\$ 164,000	yr.	\$ 120,000	yr.	04-18-16
9. Onwmere, Victor	HCCS F/T Capital Projects Accountant	to F/T Manager, Capital Projects Accounting	EX/10 12 months	\$ 74,937	yr.	\$ 82,390	yr.	04-16-16
10. Pacely, Cortney	HCCS F/T Peace Officer	to F/T Corporal	NE/09 12 months	\$ 47,626	yr.	\$ 49,800	yr.	04-18-16
11. Porter, Michelle	HCCS F/T (Temp) Secretary II	to F/T Secretary II	NE/07 12 months	\$ 37,584	yr.	\$ 37,584	yr.	04-18-16
12. Reyna, Xochicatzin	HCCS F/T (Temp) Financial Aid Customer Service Representative	to F/T Financial Aid Assistant	NE/05 12 months	\$ 29,900	yr.	\$ 29,900	yr.	04-18-16
13. Sanford, Aaron	UT @ Arlington	to F/T Enrollment Services Associate	EX/07 12 months	\$ 36,000	yr.	\$ 37,000	yr.	05-02-16
14. Silva, Hector	HCCS F/T Peace Officer	to F/T Corporal	NE/09 12 months	\$ 45,226	yr.	\$ 49,800	yr.	04-18-16

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

Name	Previous Organization	Proposed Title/Organization	FLSA/Grade	Previous Salary	yr.	Current Salary	yr.	Effective Date
15. Thomas, Lisa	Kroger	to F/T Secretary II	NE/07 12 months	\$ 17,462	yr.	\$ 37,584	yr.	05-02-16
16. Urbina, Leticia	HCCS F/T (Grant Funded) Teacher's Aide	to F/T Secretary II	NE/07 12 months	\$ 26,887	yr.	\$ 32,890	yr.	05-16-16
17. Van Der Puil, Paul	GC Services LLP	to F/T Programmer Analyst II	EX/10 12 months	\$ 111,800	yr.	\$ 80,000	yr.	04-18-16
18. Vargas, Sara	HCCS F/T Office Manager	to F/T Executive Secretary	NE/09 12 months	\$ 59,326	yr.	\$ 63,686	yr.	04-18-16
19. Walsh, Sherry	UT Health Science Center	to F/T ADA Counselor	EX/10 12 months	\$ 56,980	yr.	\$ 61,300	yr.	05-02-16
20. Zheng, Chuhong	HISD	to F/T Sr. Internal Auditor	EX/10 12 months	\$ 76,564	yr.	\$ 76,500	yr.	04-18-16

SEPARATIONS OF EMPLOYMENT

Bain, Mary	Mary Bain, Lab Assistant Sr., effective April 23, 2016.
Brown, Elisia	Elisia Brown, Student Accounts Representative II, effective April 06, 2016.
Bryant, Tiffany	Tiffany Bryant, Peace Officer, effective April 15, 2016.
Bullard, Andre	Andre Bullard, Financial Aid Assistant, effective April 07, 2016.
Chadha, Jagdeep	Jagdeep Chadha, Advisor, effective April 21, 2016.
Clowe, Carol	Carol Clowe, Treasury Analyst, effective April 15, 2016.
Do-Nguyen, Gigi	Gigi Do-Nguyen, Executive Director International Initiatives, effective May 06, 2016.
Gonzalez, Evelio	Evelio Gonzalez, Peace Officer, effective April 15, 2016.
Jason, Yolanda	Yolanda Jason, Secretary II, effective February 25, 2016.
Major, Adia	Adia Major, Advisor, effective April 15, 2016.
Moore, Ramona	Ramona Moore, Internal Auditor, effective April 30, 2016.
Prejean, Brenda	Brenda Prejean, Sr. Project Manager, effective May 13, 2016.
Rhodes, Kisten	Kisten Rhodes, Buyer, effective April 29, 2016.