



AGENDA

BOARD OF TRUSTEES REGULAR BOARD MEETING

**February 19, 2015
4:00 p.m.**

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



Strategic Plan 2012-2015

Creating Opportunities for Our Shared Future
(Approved by the HCC Board of Trustees, June 22, 2012)

Mission

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

Vision

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

Strategic Initiatives

- Initiative #1: Increase Student Completion
- Initiative #2: Respond to Business and Industry
- Initiative #3: Develop 21st Century Learners
- Initiative #4: Support Faculty/Staff Professional Development and Student Leadership
- Initiative #5: Support Innovation
- Initiative #6: Support Entrepreneurialism
- Initiative #7: Leverage Partnerships

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

HOUSTON COMMUNITY COLLEGE

February 19, 2015

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Thursday, the nineteenth (19th) day of February 2015 at 4:00 p.m., 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

Approval of Minutes from Chancellor Evaluation Committee, Committee of the Whole, and Special Meetings of January 15, 2015, and Regular Meeting of January 22, 2015.

IV. Awards, Presentations, and Recognitions

V. Chairman's Report

A. Trustee District Report from District I.

VI. Chancellor's Report

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

VII. Hearing of Citizens

VIII. Consent Agenda

A. Academic Affairs/Student Services

1. Approval of Four New Academic Associate Degrees.
2. Approve the Certificate of Completion of the Core Curriculum.
3. HCC Honorary Degrees for 2015.

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B. Audit

4. Proposed Internal Audit Work Plan for 2015.

C. Chancellor Evaluation

5. Approve Performance Metrics for the Chancellor Evaluation Instrument.

D. External Relations

6. HCC 2016 Application to the Commission on Presidential Debates.

E. Facilities and Finance

7. Waste Collection and Disposal Services (Project No. RFP 15-04).
8. Investment Report for the Month of December 2014.
9. Monthly Finance Statement and Budget Review for December 2014.

IX. Topics for Discussion and/or Action

A. Board Governance

1. Personnel Agenda (Faculty).

B. External Relations

2. Approve Proposed Resolution Relating to Legislation Involving Concealed Handguns on Campus of Institutions of Higher Education.

C. Facilities and Finance

3. Amendment to Missouri City New Campus Real Estate Acquisition.

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

A. Legal Matters

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

Houston Community College
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B. Personnel Matters

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

C. Real Estate Matters

1. Deliberate Amendment to Missouri City New Campus Real Estate Acquisition.
2. Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

XI. Additional Closed or Executive Session Authority

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

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

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

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

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

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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. Dinner

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

Houston Community College
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CERTIFICATE OF POSTING OR GIVING NOTICE

On this 16th day of February 2015 at or before 4:00 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; (2) the Harris County's Criminal Justice Center, 1201 Franklin, Houston, Texas 77002; (3) the Fort Bend County Courthouse, 401 Jackson, Richmond, Texas 77469; and (4) the Houston Community College's website, www.hccs.edu. The Houston Community College's Fort Bend County public meeting notices may be viewed after hours (*i.e.* between the hours of 5:30 p.m. and 7:30 a.m.) on the kiosk located on the west side of the new Fort Bend County Courthouse (the "William B. Travis Building"), located at 309 South Fourth Street, Richmond, Texas 77469.

Sharon R. Wright, Manager
Board Services

Minutes

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

January 22, 2015

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, January 22, 2015 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Zeph, *Chair*
Robert Glaser, *Vice Chair*
Adriana Tamez, *Secretary*
Eva Loreda
Sandie Mullins
Christopher W. Oliver
Neeta Sane
David B. Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
E. Ashley Smith, Acting General Counsel
William Carter, Vice Chancellor, Information Technology
Zachary Hodges, Acting Vice Chancellor, Academic Affairs
Diana Pino, Vice Chancellor, Student Services
Teri Zamora, Vice Chancellor, Finance and Planning
Michael Edwards, Acting President, Coleman College
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Fena Garza, President, Southwest College
Butch Herod, Acting President, Northwest College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Chuck Smith, Chief Facilities Officer
Remmele Young, Associate Vice Chancellor, Government and External Affairs

OTHERS PRESENT

Derrick Mitchell, Board Counsel, Bracewell & Giuliani
Susan Goll, President, Faculty Senate
Jodie Khan, President, COPA
Kimberly Beatty, New Vice Chancellor, Instructional Services, Chief Academic Officer
Jorge Rodriguez, Financial Advisor, Coastal Securities
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Zeph Capo, Chair, called the meeting to order at 4:45 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, Glaser, Loreda, Mullins, Sane, Tamez, and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

Dr. Tamez led the prayer and the pledges.

RECOGNITION OF PAST CHAIR

Mr. Capo thanked Mrs. Neeta Sane for her leadership as Board Chair in 2014. Mr. Capo presented Mrs. Sane with a gavel set in recognition of an outstanding job and for her leadership in the following 2014 accomplishments:

- Welcome and orientation of four new Board members
- Selection of Dr. Cesar Maldonado as permanent chancellor
- Approval of annual budget for fiscal year 2014-2015
- Progression of the 2013 bond program

AWARDS, PRESENTATIONS, AND RECOGNITIONS

- Houston Livestock Show & Rodeo/Check Presentation – The Houston Livestock Show and Rodeo (HLS&R) presented a gift of \$100,000 to the HCC Public Safety Institute at Northeast College. This gift is part of the longstanding relationship in which the HLS&R has donated more than \$1 million to HCC.

Mr. Capo expressed gratitude to HLS&R and invited President & CEO Mr. Joel Cowley and Mr. Jack Lyons, Chairman of the Board to provide comments. The following were joined Mr. Cowley and Mr. Lyons for the check presentation:

- Mr. Hap Hunnicutt, Executive Committee, Houston Livestock Show & Rodeo
- Dr. Margaret Ford Fisher, President, Northeast College
- Mr. Johnny Sessums, Director, Public Safety Institute
- Mr. Shawn Taylor, President, HCC Foundation
- Ms. May Williams, First Vice President, HCC Foundation
- Mr. Patrick Johnson, Board Member, HCC Foundation
- Ms. Bea Emanuel-Sims, Director, Development, HCC Foundation

(Mr. Oliver arrived at 4:52 p.m.)

APPROVAL OF MINUTES

Motion – Dr. Tamez moved and Mr. Glaser seconded. The motion passed with a vote of 8-0. The following minutes were approved:

Board Governance Committee Meeting of November 13, 2014, Committee of the Whole Meeting of November 13, 2014, External Relations Committee Meeting of November 13, 2014, Audit Committee Meeting of November 18, 2014, Regular Meeting of November 18, 2014, Special Meeting of December 6, 2014, Special Meeting of December 11, 2014, and Chancellor Evaluation Committee Meeting of December 17, 2014.

CHAIRMAN'S REPORT

Mr. Capo provided the following report:

- Birthday Recognition:
 - Trustee Eva Loreda celebrated her birthday on January 17th
- Annual Training:
 - The Board annual training on Ethics, Governance and Finance will be held on February 5, 2015 at 11:30 a.m. in the HCC Administration Building, 2nd Floor Auditorium.
- Trustee District Reports:
 - District VII –Trustee Neeta Sane
 - Groundbreaking for Stafford Workforce program
 - Ribbon cutting for Bissonnet campus
 - ASPIRE Kickoff reception scheduled for January 28, 2015
 - District III – Dr. Tamez
 - Appreciation to Drs. Harmon and Porcarello for exceptional job at both Central and Southeast colleges.
 - District V – Trustee Glaser
 - Groundbreaking for West Loop Campus parking garage
 - District VI – Trustee Mullins
 - West Houston Institute Partnership
 - Houston West Chamber of Commerce Economic Development Luncheon

CHANCELLOR'S REPORT

Dr. Cesar Maldonado welcomed everyone back for the New Year and congratulated the newly elected officers of the Board and thanked the outgoing officers for their services over the past year.

Dr. Maldonado noted that he is looking forward to continuing work to ensure that the mission and vision of Houston Community College carries on the promise of student success and vitality to the Houston community. He informed that the role as a member of this governing body remains instrumental in proceeding with transformation in the coming years.

Dr. Maldonado provided the following report:

- The Transformation Leadership Team will meet on Monday, January 26, 2015. Dr. Maldonado reminded that this group of 65 consists of faculty, staff and students. He apprised that this meeting will take a deeper look into defining Centers of Excellence for the system.
- The Houston Community College Black History Committee respectfully requests participation and support for its 2015 Black History Scholarship Gala. This year's Gala will be held at 6 p.m., on Saturday, February 21, 2015 at Hotel ZaZa. Dr. Maldonado yielded to Dr. William Harmon, Chair of the Black History Committee to provide more details related to the event.
- The Global Energy Training Institute's RigOne Program graduated its first class on January 17, 2015. The RigOne Program is a project that facilitates recruitment and training of the next generation of entry-level rig crew members. Four of the eight graduates have already been hired.
- Dr. Maldonado announced that the at the Stafford Workforce Building ground breaking was held on January 20, 2015. Houston Community College will expand its focus in advanced manufacturing and robotics. He informed that the Stafford Municipal School District was awarded a \$380,000 grant from the George Foundation. Houston Community College will be a partner in this initiative supporting careers in robotics including the training of high school and college faculty by The Carnegie Institute.
- Dr. Maldonado noted that in November, he asked each president to create a short video selling the benefits of their respective college. He announced that Central College would present for January.
- **Faculty Senate Report**
Ms. Susan Goll, Faculty Senate President extended an invitation to the annual faculty development conference on March 7, 2015 at the Doubletree Hotel.

Ms. Goll provided a report regarding faculty compensation. She apprised that HCC ranks at or near the bottom in faculty compensation when compared to other large urban community colleges in the state and while the increase this past fall in adjunct pay was a much appreciated move forward, faculty salaries overall at HCC continue to lag behind counterparts in the Houston area.

HEARING OF THE CITIZENS

There were no citizens present to speak before the Board.

CONSENT AGENDA

Motion – Ms. Mullins moved and Ms. Loredo seconded to approve the consent agenda. The motion passed with a vote of 8-0. The following items were approved:

- Approve Instrument for the Chancellor Performance Evaluation.
- Cisco Equipment Smartnet Maintenance Contract (3-year).
- Investment Report for the Month of October 2014.
- Investment Report for the Month of November 2014.
- Monthly Finance Statement and Budget Review for October 2014.
- Monthly Financial Statement and Budget Review for November 2014.

TOPICS FOR DISCUSSION AND/OR ACTION:

PERSONNEL AGENDA (ADMINISTRATOR)

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

Dr. Maldonado introduced Dr. Kimberly Beatty and announced that she would be joining HCC on January 26, 2015 as Vice Chancellor Instruction Services & Chief Academic Officer.

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

PERSONNEL AGENDA (FACULTY)

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

Dr. Maldonado apprised that the item was to approve faculty contracts for January 2015.

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

WEST LOOP CAMPUS REAL ESTATE ACQUISITION

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

Mr. Oliver inquired if the real estate agents have reviewed the action. Mr. Derrick Mitchell recommended discussion in closed session. Mr. Oliver noted that he would reserve his questions for closed session.

ADJOURNED TO CLOSED SESSION

Mr. Capo adjourned the meeting to Executive Session at 5:25 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Mr. Capo stated that any final action, vote or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Mr. Capo reconvened the meeting in Open Session at 7:20 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Capo, Glaser, Loredo, Mullins, Sane, and Wilson)

MISSOURI CITY NEW CAMPUS REAL ESTATE ACQUISITION

Motion – Ms. Sane moved and Mr. Glaser seconded to approve contingent on the approval of transactions related to the purchase of the existing Missouri City campus by other parties resulting in zero net cash outlay by HCC, to authorize the Chancellor to purchase and execute all necessary documents related to real property located on Texas Parkway in Missouri City, comprising:

- A 21.697 acre site at the northwest corner of Texas Parkway and Lexington Boulevard owned by Missouri City Venture #19 (Hereinafter, “Tract A”).
- A 19.739 acre site at the southwest corner of Texas Parkway and Lexington Boulevard owned by KSA Industries, Inc. (Hereinafter, “Tract B”).

Vote – The motion passed with a vote of 5-1 with Mr. Wilson opposing.

WEST LOOP CAMPUS REAL ESTATE ACQUISITION

Motion – Ms. Loredo moved and Ms. Sane seconded to approve. The motion passed with a vote of 5-1 with Mr. Wilson opposing.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 7:23 p.m.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: _____

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

January 15, 2015

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Thursday, January 15, 2015, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

Christopher W. Oliver, *Vice Chair*
Robert Glaser, *Secretary*
Zeph Capo
Eva Loredo
Sandie Mullins
Carroll G. Robinson
Adriana Tamez
David Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
E. Ashley Smith, Acting General Counsel
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Zachary Hodges, Acting Vice Chancellor, Academic Affairs
Diana Pino, Vice Chancellor, Student Services
Teri Zamora, Vice Chancellor, Finance and Planning
Michael Edwards, Acting President, Coleman College
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Butch Herod, Acting President, Northwest College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Derrick Mitchell, Board Counsel, Bracewell & Giuliani
Susan Goll, President, Faculty Senate
Jodie Kahn, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Christopher W. Oliver, Vice Chair, called the meeting to order at 3:37 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, Glaser, Loredo, Mullins, Oliver, Robinson, Tamez, and Wilson)

Mr. Oliver apprised that the Board would hold election of officers and opened for nominations for Chair.

ELECTION OF BOARD OFFICERS FOR 2015

CHAIR

- Mr. Glaser nominated himself as Chair.
- Ms. Mullins nominated Zeph Capo.
- Mr. Robinson nominated Christopher Oliver.

Mr. Wilson noted that he would like to make a nomination and noted that there needs to be someone with a business approach, plain spoken and is a problem solver. He nominated Dave Wilson.

Ms. Loredo moved to close nominations.

The Board considered the following nominations for Chair:

- Mr. Glaser
- Mr. Capo
- Mr. Oliver
- Mr. Wilson

Vote on Mr. Wilson for Chair – Trustee Wilson voted to elect Trustee Wilson as Chair.

Vote on Mr. Glaser for Chair – Trustee Glaser voted to elect Trustee Glaser as Chair.

Vote on Mr. Oliver for Chair – Trustees Oliver and Robinson voted to elect Trustee Oliver as Chair.

Vote on Mr. Capo for Chair – Trustees Capo, Mullins and Tamez voted to elect Trustee Capo as Chair.

Mr. Oliver noted that the nominees with the lowest votes would be removed from consideration. Mr. Wilson and Mr. Glaser were dropped for the least number of votes.

Runoff Vote on Mr. Capo for Chair - Trustees Capo, Glaser, Loredo, Mullins and Tamez voted to elect Mr. Capo as Chair.

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Runoff Vote on Mr. Oliver for Chair - Trustees Oliver, Robinson and Wilson voted to elect Mr. Oliver as Chair.

Mr. Capo was elected Chair with five votes.

VICE CHAIR

Mr. Glaser nominated himself.

Vote - Mr. Glaser was elected Vice Chair by acclamation.

SECRETARY

Mr. Capo nominated Dr. Tamez

Vote - Dr. Tamez was elected Secretary by acclamation.

ADJOURNED TO CLOSED SESSION

Mr. Capo adjourned the meeting to Executive Session at 4:43 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Mr. Capo stated that any final action, vote or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Mr. Capo reconvened the meeting in Open Session at 5:03 p.m. and entertained any motions on pending matters

(The following Trustees were present: Capo, Glaser, Lored, Mullins, Oliver, Robinson, Tamez, and Wilson)

ADJOURNMENT

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

Minutes recorded, transcribed & submitted by:
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: _____

**MEETING OF
COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE
January 15, 2015**

Minutes

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, January 15, 2015, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

Zeph Capo, *Chair*
Robert Glaser, *Vice Chair*
Adriana Tamez, *Secretary*
Eva Loredo
Sandie Mullins
Christopher W. Oliver
Carroll G. Robinson
David Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
E. Ashley Smith, Acting General Counsel
William Carter, Vice Chancellor, Information Technology
Zachary Hodges, Acting Vice Chancellor, Academic Affairs
Diana Pino, Vice Chancellor, Student Services
Teri Zamora, Vice Chancellor, Finance and Planning
Michael Edwards, Acting President, Coleman College
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Butch Herod, Acting President, Northwest College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Derrick Mitchell, Board Counsel, Bracewell & Giuliani
Susan Goll, President, Faculty Senate
Jodie Kahn, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Zeph Capo, Chair, called the meeting to order at 5:04 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, Glaser, Loredo, Mullins, Oliver, Robinson, Tamez and Wilson)

CONSENT TO PAY UTILITY IMPACT FEES TO THE CITY OF HOUSTON

Mr. Capo noted that the item was pulled by the Chancellor.

CISCO EQUIPMENT SMARTNET MAINTENANCE CONTRACT (3-YEAR)

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

Mr. Robinson requested an update on the effort to move the system forward in technology. Dr. Maldonado informed that a master plan for technology will be included in the strategic plan.

Mr. Oliver inquired if this item is part of the PeopleSoft transition and requested the amount expended on PeopleSoft. Dr. Maldonado apprised that the two items are separate.

Ms. Mullins noted that CISCO is an interlocal agreement and asked if this provided a discount. Dr. Maldonado apprised that this agreement exceeded the limit.

Mr. Capo inquired if there is a discount for not financing. Mrs. Teri Zamora stated that there is no discount.

Mr. Robinson recommended utilizing an open architecture to allow for building of a technology infrastructure. Dr. Maldonado informed that in the future it will be possible to change systems without interruption. He clarified that the action is for maintenance and not an upgrade.

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

INVESTMENT REPORT FOR THE MONTH OF OCTOBER 2014 AND FOR THE MONTH OF NOVEMBER 2014

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

(Trustee Oliver left at 5:15 p.m.)

Mrs. Zamora provided an overview of the investment report for the months of October and November 2014. She also provided an update on changes to the report format.

Mr. Glaser inquired if investments are done in-house. Mrs. Zamora apprised that Coastal Securities advises on debt and that all investments are completed in-house.

Ms. Loredo asked if there is a benefit for changing banks. Mrs. Zamora informed that money is moved between banks for both deposits and investments as it benefits the college.

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

**MONTHLY FINANCE STATEMENT AND BUDGET REVIEW FOR OCTOBER 2014
AND THE MONTH FOR NOVEMBER 2014**

Motion – Mr. Robinson moved and Mr. Glaser seconded.

Mrs. Zamora provided an update on revenues and expenditures through November 2014. She noted that current expenditures are below 25%. Mrs. Zamora informed that taxes and tuition are coming in more quickly than last year.

Mrs. Zamora provided an overview of the fund balance.

Mr. Robinson inquired the balance of Fund 3 Unrestricted. Mrs. Zamora apprised that the balance is \$7.4 million.

Mr. Robinson requested the financial status of the Public Facilities Corporation to include bond capacity.

Mr. Wilson proposed to revise the budget to transfer funds back to savings to balance the budget. Dr. Maldonado noted that the excess from revenues flows to the reserve. Mr. Wilson clarified that he is requesting to move excess funds left in expenditures to the reserve. Dr. Maldonado informed that administration is not prepared to lower the budget at this time.

Mr. Robinson apprised that his recollection was that the \$8 million would come from property tax revenues not the fund balance. He requested the minutes to clarify statement regarding the \$8 million deficit.

Mr. Capo inquired if all excess funds are moved to the reserve fund. Mrs. Zamora confirmed that all excess funds are moved to the reserve.

Mr. Glaser requested to review the mid-year numbers to see if the numbers are closing the gap.

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

UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

Dr. Maldonado invited Mr. Chuck Smith to provide a status of the bond projects.

Mr. Smith provided an updated on the following:

- Groundbreakings
- Capital Expense
- Northline Parking Garage
- West Loop Project
- IRS Spending Projection
- Interns

Mr. Robinson requested clarification as it relates to interns. Mr. Smith noted that currently there are six interns at three firms and there are nine firms. He informed that over the summer twenty interns were engaged with the nine firms.

Mr. Robinson requested the total amount spent on small business. Mr. Smith apprised that the amount is \$6.7 million.

Mr. Robinson inquired how much was spent on land purchases. Mr. Smith informed that approximately \$50 million cumulative has been spent on land purchases. He apprised that \$6.7 million has been paid to small business firms, which is 37% of the \$18 million expended on non-land transactions.

Mr. Capo requested that the meeting agendas be posted online so constituents could have access.

(Mr. Robinson left at 5:37 p.m.)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:37 p.m.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: _____

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

January 15, 2015

Minutes

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, January 15, 2015, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Committee Chair*
Zeph Capo, *Committee Member*
Robert Glaser, *Committee Member*
Carroll G. Robinson, *Alternate Committee Member*
Eva Loredo

ADMINISTRATION

Cesar Maldonado, Chancellor
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Zachary Hodges, Acting Vice Chancellor, Academic Affairs
Diana Pino, Vice Chancellor, Student Services
Teri Zamora, Vice Chancellor, Finance and Planning
Michael Edwards, Acting President, Coleman College
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Butch Herod, Acting President, Northwest College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Derrick Mitchell, Board Counsel, Bracewell & Giuliani
Susan Goll, President, Faculty Senate
Jodie Kahn, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 2:32 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, Robinson, and Tamez)

APPROVE INSTRUMENT FOR THE CHANCELLOR PERFORMANCE EVALUATION
Motion – Mr. Robinson motioned and Mr. Capo seconded.

Dr. Tamez advised that a copy of the second draft was provided. She reiterated that the Committee Chair and Chancellor were tasked with developing a draft for Board consideration as well as identifying a calendar for the Chancellor assessment.

Mr. Robinson noted that the instrument is good; however, his comments are related to the preliminary thoughts regarding the strategic plan. He recommended that if numbers are included, there needs to be consideration of a mid-term adjustment to the benchmarks and data points.

Dr. Maldonado apprised that there has been a discussion of developing a precise dashboard and baseline numbers. He noted that he would recommend using unduplicated headcount. Dr. Maldonado informed that the dashboard numbers are rolled into the strategic plan. He apprised that the calendar is in compliance with the contract and noted that the calendar is driven by the discussion with Dr. Byron McClenney regarding adjusting to include local performances to be agreed upon mutually.

Mr. Robinson informed that he would prefer that the calendar serve as the base calendar and to adjust the timeline for this year. Dr. Maldonado apprised that he would work with the Chair for acceleration to meet the closing date in August.

Mr. Derrick Mitchell noted that the amendment would denote the adjustment to be complete by August 30th. Dr. Maldonado informed that the deadlines for July are the ones included in the contract and recommended using these as the targets for this year.

Mr. Capo inquired if the ratings will be an average of the self-evaluation, advisory and Trustees. Dr. Tamez apprised that her impression would be to take it from a collective standpoint.

Mr. Robinson noted that the first two categories should not skew the Board's prospective negatively or positively. Dr. Tamez informed that the data from the Cabinet would be used as advisory data but the Board would make the final review.

(Mr. Glaser arrived at 2:43 p.m.)

Mr. Capo recommended highlighting the last line (overall) as it ultimately matters. Dr. Tamez apprised that there should be a box regarding total.

Dr. Maldonado inquired if there should be a box that states advisory. Dr. Tamez noted that there needs to be something that shows a final score from the Trustee.

Dr. Maldonado informed that the title of the document could be revised to state "Board of Trustees" instrument.

(Ms. Loreda arrived at 2:46 p.m.)

Mr. Mitchell apprised that the ratings are by letter and there are no numbers associated. Dr. Maldonado noted that his concern is that numbers tend to influence thinking to averages; however, each domain rating should be considered individually.

Mr. Mitchell informed that there may not be a need for the overall score. Dr. Tamez apprised that the instrument should remain as presented but noted that there should be an addition to denote the final rating by the Board.

Mr. Glaser informed that there should be a discussion regarding quantitative data to measure the performance.

Mr. Robinson apprised that the college is in the process of developing the new strategic plan. He recommended holding a dialogue by midpoint regarding the graduation rate and upcoming goals.

Dr. Tamez noted there is a need to get the baseline data quickly. Dr. Maldonado informed that the sooner the numbers are arrived determined; the sooner goals could be set. He apprised that he appreciates the space the Board is giving to derive at the number.

Dr. Tamez inquired of the timeframe for identifying the numbers. Dr. Maldonado noted that he would like the opportunity to meet with the Cabinet to review the numbers.

Dr. Tamez inquired if there could be a separation of the instrument and the calendar to show separate votes.

Motion – Mr. Capo moved and Mr. Robinson seconded to approve the Chancellor Performance evaluation form.

Mr. Mitchell advised that the motion could include both the form and calendar but there should be only one vote on the item.

Mr. Robinson withdrew the second.

Motion - Mr. Capo moved and Mr. Robinson seconded to approve the Chancellor Performance Evaluation form and Chancellor's Performance Evaluation calendar. The motion passed with a vote of 4-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:54 p.m.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: _____

Consent Agenda

ACTION ITEM

Meeting Date: February 19, 2015

Committee: *Academic/Student Affairs*

ITEM NO.	ITEM TITLE	PRESENTER
1	Approval of Four New Academic Associate Degrees	Dr. Cesar Maldonado Dr. Kimberly Beatty

RECOMMENDATION

Approve four new Associate degrees in:

1. Associate of Arts – Drama
2. Associate of Arts – Government
3. Associate of Arts – World Languages (French and Spanish Specializations)
4. Associate of Science – Geology

COMPELLING REASON/RATIONALE

The Texas Higher Education Coordinating Board (THECB) has approved the offering of academic Associate of Arts (AA) and Associate of Science (AS) degrees in specific programs. This will provide greater guidance for students in terms of academic advising, correct course selections, and completing degree programs in a more efficient manner. All of the degrees incorporate the state approved Core Curriculum and “field of study” as applicable.

HCC is proposing approval of specific Associate of Arts in Drama, Government, World Languages (French and Spanish Specializations), and an Associate of Science in Geology. All associate degrees are in compliance with the state requirement of 60 semester hour associate degrees. In addition, each Associate degree above is designed for full transfer to the university related major without loss of credit, enabling the student to progress into his/her junior year at the university in a seamless transfer.

DESCRIPTION OR BACKGROUND

HCC has historically offered “generic” academic degrees in either the Associate of Arts (AA) or Associate of Science (AS) to allow variation in student preparation for transfer to universities for the baccalaureate degree. Over time, the State of Texas has become more prescriptive in terms of which courses should be included in a state-wide Core Curriculum and “fields of study” leading to specific baccalaureate degrees.

FISCAL IMPACT

The new degree programs will have minimal fiscal impact as HCC already has sufficient full-time faculty to offer the programs. The catalog and advising materials will be updated.

STRATEGIC GOAL ALIGNMENT

Goal: #1 – Increase student completion through advanced educational opportunities.

Attachments: **The following program overviews are attached:**

1. **Associate of Arts in Drama**
2. **Associate of Arts in Government**
3. **Associate of Arts in World Languages Overview**
4. **Associate of Science in Geology Overview**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Program Overview: Drama

The proposed Houston Community College Drama Program will lead to an Associate in Arts in Drama and is intended for students planning on transferring to a four-year university or college to pursue a baccalaureate degree in Drama/Theatre. Students who complete this Associate in Arts in Drama degree will find that all courses transfer directly and fulfill requirements of the degree plan for the university or college to be attended. The proposed Associate in Arts in Drama program will prepare students to pursue a variety of Drama/Theatre degrees, including Acting, Directing, Design, and Arts Management.

The study of Drama/Theatre provides a student with wide-reaching skills in communication, organization, and efficacy. Students armed with a degree in Drama/Theatre have the ability to pursue careers as performers, playwrights, directors, producers, stage managers, dramaturgs, theatre educators, drama therapists, and any number of arts management positions. Although no one goes into an Arts field to become wealthy, those who are interested in pursuing an arts career are instinctively drawn to these positions and know that no other alternative will make them as personally fulfilled.

Many people are aware of the exorbitant salaries for some of the world's top-billed actors, but 95% of all actors (classified as "working actors") make a great deal less. The median hourly wage for actors is \$20.26, according to the Bureau of Labor Statistics' report of May 2012. Median wages (both hourly and annual) are difficult to calculate since actors tend to work in short stints, with some jobs lasting only 1 day and others a few days and still others 6-8 weeks. The employment of actors has continued to increase each year, although slower than some other careers.

Stage directors and producers have a median annual wage of \$92,390 according to the Bureau of Labor Statistics report of May 2012. Although this is a very competitive field, additional opportunities continue to be made available to those willing to put in the work.

Postsecondary theatre educators hold positions in colleges, universities, private institutions, pre-professional schools, and vocation organizations and have a median annual wage of \$73,340, according to the Bureau of Labor Statistics' May 2012 report. Opportunities for postsecondary theatre educators will continue to increase as enrollments in such organizations continue to grow.

Approval of this Associate in Arts in Drama program will motivate students to make progress toward a clearly defined educational objective. The recognition of such a degree plan will ensure students will be well-prepared to enter an upper-level college or university program and the HCC drama faculty will be more motivated than ever to serve students.

Associate of Arts in Drama

The Drama Program strongly recommends that a student complete this degree before transferring to a 4-year college or university Drama or Theatre Arts program. This associate degree is intended for Drama or Theatre Arts majors.

First semester

EDUC 1300	College & Career Planning	3
ENGL 1301	Composition I	3
American History elective		3
Math 1332 or 1342	Mathematics elective	3
DRAM 1310	Introduction to Theatre	<u>3</u>
		15

Second semester

ENGL 1302	Composition II	3
American History elective		3
DRAM 1351	Acting I	3
DRAM 1320	Performance	3
Social/Behavioral Science		<u>3</u>
		15

Third semester

Language, Philosophy & Culture		3
Life & Physical Science		3
GOVT 2305	Federal Government	3
DRAM 1322	Stage Movement	3
DRAM 1330	Theatre Practice I	<u>3</u>
		15

Fourth semester

Life & Physical Science		3
GOVT 2306	Texas Government	3
DRAM 1352	Acting II	3
DRAM 1341	Stage Makeup	3
DRAM 2361	History of the Theatre	<u>3</u>
		15

Total Degree Hours 60

Program Overview: Government / Pre-Law

The HCC Government Program has proposed the creation of an Associate in Arts (A.A.) in Government / Pre-Law. The Associate in Arts is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in Political Science or other Liberal Arts major with the intention of applying to Law School. The AA degree plan consists of a total of 60 SCH and includes the required core curriculum courses recently adopted by the HCC core curriculum committee as well as the major prerequisites necessary for students to transfer as juniors to the Political Science major of their choice.

The AA degree in Government / Pre-Law provides a sequential course of study which prepares students for transfer to four-year institutions with a major for career fields which emphasize the value of familiarity with diverse cultures and global issues as well as providing critical thinking and research skills. The plan also requires 4 semesters of a world language, which enables the world of communication to other cultures to open up. In addition to being able to travel to other countries and speak with their inhabitants, graduates can use their linguistic skills to find rewarding employment in global businesses.

As a pathway to Law School, students can enter the field of law as lawyers, judicial law clerks, judges, arbitrators, paralegals, court reporters, title examiners, politicians, among others. The U.S. Bureau of Labor Statistics (BLS), www.bls.gov, projects mild to moderate employment growth for lawyers. Median earnings for lawyers in 2013 is \$131,000.

The driving need for the program is the Completion Agenda. Formalization of this educational pathway will motivate students towards a clearly defined educational objective without loss of credit in transfer. Students wishing to pursue a baccalaureate degree will be able to transition into four-year institutions ready to take upper-division courses. Having completed the AA at HCC, students will enter directly into their selected Political Science or Liberal Arts major, and graduate Law School, if desired.

The expected enrollment for this degree plan is difficult to project. All students are required to take six hours of Government classes in every academic associate degree. The only additional unique identifier for this degree plan, which distinguishes it from a Liberal Arts degree plan is the required Government course, Introduction to Political Science. However, there has been much interest by students in preparing for Law School.

Associate of Arts in Government / Pre-Law

The Government Program strongly recommends that a student complete this degree before transferring to a 4-year college or university Political Science or Liberal Arts program. This associate degree is intended for Government or Liberal Arts majors.

First semester

EDUC 1300	College & Career Planning	3
ENGL 1301	Composition I	3
American History elective		3
Math 1332 or 1342	Mathematics elective	3
LANG 1411	Beginning Foreign Language I	<u>3</u>
		15

Second semester

ENGL 1302	Composition II	3
American History elective		3
Liberal Arts elective		3
LANG 1412	Beginning Foreign Language II	3
Social/Behavioral Science		<u>3</u>
		15

Third semester

Language, Philosophy & Culture		3
Life & Physical Science		3
GOVT 2305	Federal Government	3
LANG 2311	Intermediate Foreign Language I	3
Liberal Arts elective		<u>3</u>
		15

Fourth semester

Life & Physical Science		3
GOVT 2306	Texas Government	3
GOVT 2304	Introduction to Political Science	3
LANG 2312	Intermediate Foreign Language II	3
Creative Arts elective		<u>3</u>
		15

Total Degree Hours 60

Program Overview: World Languages

The HCC World Languages Program has proposed the creation of an Associate in Arts (A.A.) in World Languages, particularly Spanish and French, although students may choose from among seven world languages in which to major: Arabic, Chinese, French, German, Japanese, Spanish, or Vietnamese. The Associate in Arts is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in a World Language. The AA degree plan consists of a total of 60 SCH and includes the required core curriculum courses recently adopted by the HCC core curriculum committee as well as the major prerequisites necessary for students to transfer as juniors to the language major of their choice.

The AA degree in world languages provides a sequential course of study which prepares students for transfer to four-year institutions with a language major or acquisition of language proficiency necessary for career fields which emphasize the value of familiarity with diverse cultures and global issues. With a degree in world languages, the world of communication opens. In addition to being able to travel to other countries and speak with their inhabitants, graduates can use their linguistic skills to find rewarding employment in fields such as in foreign language teaching, translating or consulting.

World language teachers and professors work with students to help develop knowledge and competence in a second language. As America's economy and culture become more integrated with our neighbors, knowledge of a world language is growing in importance as a life skill and workplace qualification. World language teachers can work in a wide variety of environments, from public schools and universities to private, self-enrichment classes.

The U.S. Bureau of Labor Statistics (BLS), www.bls.gov, projects strong employment growth for postsecondary teachers. Median earnings for self-enrichment teachers in 2012 were about \$16 per hour, while postsecondary teachers made a median annual salary of around \$64,290.

Translators and interpreters work to convey knowledge and information from speakers or writers of one language to audiences who speak another. Translators typically work with written texts while interpreters work with spoken, usually real-time conversations and speeches.

This job requires perfect knowledge of at least two languages, sharp wits and an energetic personality. The BLS projects job demand for these professions to increase by 46% from 2012-2022. The median earnings for these workers in 2012 were approximately \$21.84 per hour.

As businesses and corporations continue expanding their reach beyond U.S. borders, they sometimes need to employ foreign workers. While necessary, this can cause disruptions in communication. For example, foreign workers may not be able to use company software until it is translated into their native tongue. Cultural issues such as local customs, taboos or religious practices can also give rise to miscommunication. For these reasons, multinational companies are increasingly turning to localization and cultural consultants to facilitate communication.

Formalization of this educational pathway will motivate students toward a clearly defined educational objective. Students wishing to major in a world language at a 4-year institution will arrive prepared to take upper-division courses. Having completed the AA at HCC, students will enter directly into their selected area of specialization.

Students will also be prepared to enter any career or academic program that demands linguistic skills and a knowledge of diverse perspectives gained from exposure to different cultures and different ways of expression, thereby producing well-rounded, knowledgeable, and culturally sensitive individuals.

Recognition of the world language degree will provide integrity to the HCC World Language Program as a relevant and essential academic degree with experienced and enthusiastic faculty who are eager to lead students to success with an AA in any of seven different world languages.

Associate of Arts in World Languages: French Specialization or Spanish Specialization

The Associate in Arts is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in a World Language. This plan has two specializations, Spanish and French.

First semester

EDUC 1300	College & Career Planning	3
ENGL 1301	Composition I	3
American History elective		3
LANG 1411	Beginning Foreign Language I	3
Math 1332 or 1342	Mathematics elective	<u>3</u>
		15

Second semester

ENGL 1302	Composition II	3
American History elective		3
LANG 1412	Beginning Foreign Language II	3
Life & Physical Science elective		3
Social/Behavioral Science elective		<u>3</u>
		15

Third semester

Language, Philosophy & Culture		3
Life & Physical Science		3
GOVT 2305	Federal Government	3
LANG 2311	Intermediate Language I	3
Creative Arts elective		<u>3</u>
		15

Fourth semester

LANG 2312	Intermediate Language II	3
GOVT 2306	Texas Government	3
Liberal Arts elective		3
Liberal Arts elective		3
Liberal Arts elective		<u>3</u>
		15

Total Degree Hours 60

Program Overview: Geology

The proposed Houston Community College (HCC) Geology Program leads to an Associate of Science degree in Geology. The Associate of Science in Geology is primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in Geology or Geoscience. The AS degree plan includes the full statewide core curriculum necessary for students to transfer as juniors to the Geography or Geoscience program of their choice.

The Geology program at HCC includes courses in the area of Physical Geology as well as Historical Geology. Successful completion of this program is beneficial to students interested in pursuing baccalaureate or higher degrees in Soil Science, Environmental Sciences, Geoscience Engineering, as well as Earth, Atmosphere, and Ocean Sciences.

Geoscientists study the physical aspects of the Earth, such as its composition, structure and processes to learn about its past, present and future. While it is common for Geoscientists to spend a large amount of time working outdoors conducting field research, there is also work that is performed in offices and in laboratories. The entry level requires a bachelor's degree and can expect a median average salary of \$90,890. According to the United States Department of Labor, Bureau of Labor Statistics, the job outlook for Geoscientists is expected to grow at a rate of 16 % between 2012 and 2022.

Environmental Scientists and Specialists help protect the environment and human health. They may work on cleaning up polluted areas, advise policy makers or work with industry to reduce waste. Entry level education requires a bachelor's degree. They work in offices, laboratories and conduct fieldwork. The medial annual wage for Environmental scientists or specialists was \$63,570 in May of 2012. The job outlook from 2012 to 2022 is expected to grow at a rate of 15%.

Geological Technicians and Petroleum Technicians have an entry level educational requirement of an Associate's degree. They provide support to scientists and engineers exploring natural resources. The median annual salary in 2012 was \$52,700 and the job outlook expected an increase of 15%. Petroleum Engineers design and develop methods for extracting oil and gas from the earth. A bachelor's degree is considered entry level with a median annual salary of \$130,280. The job outlook for Petroleum Engineers expects a faster than average growth at a rate of 26% between 2012 and 2022.

The American Geosciences Institute indicates that the majority of new geoscience job locations to be in Texas, California and Oklahoma. Graduates with jobs in Texas and Oklahoma were hired into the petroleum industry while graduates in California found employment in environmental services, research institutions and government agencies.

Community colleges play a key role in the academic pathways of a large percentage of students at four-year universities and colleges. The American Geoscience Institute published in a 2011 report that within geoscience, 52% of Bachelor's degree recipients, 40% of Master's degree recipient and 21% of doctorates attended community colleges.

Formalization of this educational pathway will motivate students towards a clearly defined educational objective. Students wishing to major in Geology or Geoscience at a four-year institution arrive ready to take upper-division courses. Recognition of the Geology degree will provide integrity to the HCC Geology Program as a relevant and essential academic degree

Associate of Science in Geology

The Geology Program strongly recommends that a student complete this degree before transferring to a 4-year college or university Geology or Geological Science program. This associate degree is intended for Geology or Geological Science majors.

First semester

EDUC 1300	College & Career Planning	3
ENGL 1301	Composition I	3
American History elective		3
CHEM 1411	General Chemistry I	3*
MATH 2412	Pre-calculus	<u>4</u>
		16

Second semester

ENGL 1302 or 2311	Composition II or Technical Writing	3
American History elective		3
CHEM 1412	General Chemistry II	3*
MATH 2413	Calculus I	4
Social/Behavioral Science elective		<u>3</u>
		16

Third semester

MATH 2414	Calculus II	4
GOVT 2305	Federal Government	3
PHYS 2325/2125	University Physics I & Lab	3*
GEOL 1403	Physical Geology	<u>3*</u>
		13

Fourth semester

Language, Philosophy & Culture		3
GOVT 2306	Texas Government	3
Creative Arts elective		3
PHYS 2326/2126	University Physics II & Lab	3*
GEOL 1404	Historical Geology	<u>3*</u>
		15

Total Degree Hours 60

*Note: Universities also require the science labs. Pre-calculus does not transfer to the major but is needed as a prerequisite to Calculus.

ACTION ITEM

Meeting Date: February 19, 2015

Committee: *Academic/Student Affairs*

ITEM NO.	ITEM TITLE	PRESENTER
2	Approve the Certificate of Completion of the Core Curriculum	Dr. Cesar Maldonado Dr. Kimberly Beatty Dr. Diana Pino

RECOMMENDATION

Approve the Certificate of Completion of the Core Curriculum.

COMPELLING REASON/RATIONALE

More students are using community colleges as a gateway to a four-year degree. Awarding a Certificate of Completion of the Core Curriculum provides the following benefits:

1. Formally recognizes a major milestone of completion;
2. Provides a credential for students to seamlessly transition to the four-year universities;
3. Creates a stackable credential track in academics;
4. Encourages further progress for educational attainment;
5. Supports the design of the state funding model; and
6. Aligns with the case managed student advising model.

For the 2013-2014 academic year, 3,558 students accomplished the “core complete” milestone. In the future this certificate will benefit many students attending HCC.

DESCRIPTION OR BACKGROUND

HCC already “posts” core completion status on students’ HCC transcripts as per state law. This analysis and process is run at least three times a year through the Registrar’s office. The additional step would be the awarding of an HCC institutional certificate, and possibly recognizing this attainment through additional venues, such as graduation, etc.

FISCAL IMPACT

The new certificate will have minimal fiscal impact.

STRATEGIC GOAL ALIGNMENT

Goal: #1 – Increase student completion through advanced educational opportunities.

Attachment Title(s): **HCC Core Curriculum**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

010	Communication (6 hours) ENGL 1301, ENGL 1302, 2311
040	Language, Philosophy and Culture (3 hours) ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351 HIST 2311, 2312 HUMA 2319 PHIL 1301, 1304, 2306, 2307, 2316, 2317
020	Mathematics (3 hours) MATH 1314, 1316, 1324, 1325, 1332, 1342, 1350, 1442, 2318, 2320, 2412, 2413
030	Life and Physical Sciences (6 hours) ANTH 2301 ASTR 1303, 1304, 1403, 1404 BIOL 1308, 1309, 1322, 1406, 1407 CHEM 1305, 1405, 1411, 1412, 1413 ENVR 1301, 1401 GEOG 1301 GEOL 1345, 1347, 1403, 1404, 1405 PHYS 1305, 1401, 1402, 2325, 2326
050	Creative Arts (3 hours) ARTS 1301, ARTS 1303, 1304 DANC 2303 DRAM 1310, 2361, 2366 ENGL 2307, 2308 HUMA 1301 MUSI 1301, 1306, 1310
060	American History (3 hours) HIST 1301, 1302, 2301, 2328, or 2381
070	Government (6 hours) GOVT 2305 & 2306
080	Social and Behavioral Science (3 hours) ANTH 2346, 2351 ECON 2301, 2302

Core Code**HCC Core Curriculum Starting Fall 2014**

090

Component Area Option (6 hours)

ANTH 2101, 2301, 2302, 2346, 2351
ARAB 1411, 1412
ARTS 1301, 1303, 1304
ASTR 1303, 1304, 1403, 1404
BIOL 1308, 1309, 1322, 1406, 1407
CHEM 1105, 1305, 1405, 1411, 1412, 1413
CHIN 1411, 1412
COMM 1307
COSC 1436
DANC 2303
DRAM 1310, 1351, 2361, 2366
ECON 2301, 2302
EDUC 1300
ENGL 1301, 1302, 2307, 2308, 2311, 2322, 2323, 2327,
2328, 2332, 2333, 2342, 2343, 2351
ENVR 1301
FREN 1411, 1412
GEOG 1301, 1302, 1303
GEOL 1345, 1347, 1403, 1404
GERM 1411, 1412
HIST 1301, 1302, 2301, 2311, 2312, 2328, 2381
HUMA 2319
JAPN 1411, 1412
KORE 1411, 1412
MATH 1314, 1316, 1324, 1325, 1332, 1342, 1350, 1351,
1442, 2318, 2320, 2412, 2413, 2414, 2415
MUSI 1301, 1306, 1310
PHED 1304, 1306
PHIL 1301, 1304, 2303, 2306, 2307, 2316, 2317
PHYS 1305, 1401, 1402, 2125, 2126, 2325, 2326
PSYC 2301
SOC 1301, 1306, 2301, 2336
SPAN 1411, 1412
SPCH 1315, 1318
VIET 1411, 1412

ACTION ITEM

Meeting Date: February 19, 2015

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
3	HCC Honorary Degrees for 2015	Dr. Cesar Maldonado Dr. Kimberly Beatty

RECOMMENDATION

Approve no more than three recipients for awarding of HCC Honorary Degrees for 2015. The Trustees will be provided biographical materials in a separate handout so that nominations may be discussed and recipients selected.

COMPELLING REASON/RATIONALE

In March 2001, the Board began a policy of awarding honorary degrees. The policy stipulates that the Board, upon recommendation of the Chancellor, will bestow HCCS honorary degrees at the Commencement Ceremony.

DESCRIPTION OR BACKGROUND

The Board will consider nominations for awarding honorary degrees according to the following criteria:

1. Excellence in the fields of public affairs, the sciences, humanities and the arts, scholarship and education, business, philanthropy, or social services which exemplify the mission and scope of the institution;
2. Meritorious and outstanding public service to the institution, the community, the state of Texas, the United States, or to humanity at large; and
3. Individuals from business and industry who have achieved local, state, national or international distinction by significant contributions to the economy and society at large.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Leverage Partnerships

Attachment Title(s): **1. Memorandum - Request for Nominees**
2. Biographical Material (Will be provided under separate cover)

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



Office of the Chancellor
Office: 713.718.5059
Fax: 713.718.2232

3100 Main St. MC 1106 | Houston, TX 77002
www.hccs.edu

MEMORANDUM

TO: HCC Board of Trustees
FROM: Dr. Cesar Maldonado, Chancellor
DATE: January 29, 2015
SUBJECT: Request for Nominees to Receive HCC Honorary Degrees

As we approach the date for HCC Graduation, it is time to ensure Trustees have an opportunity to submit nominations for the awarding of an Honorary Degree at the Graduation Ceremony scheduled for Saturday, May 16, 2015.

In March 2001, the Board adopted the following policy to guide our processes:

It is recommended that HCC adopt a policy effective immediately to guide the institution in response to requests for the award of honorary degrees. The Board of Trustees, upon recommendation of the Chancellor, will bestow HCC honorary degrees according to the following criteria.

1. Excellence in the fields of public affairs, the sciences, humanities and the arts, scholarship and education, business, philanthropy, or social services which exemplify the mission and scope of the institution.
2. Meritorious and outstanding public service to the institution, the community, the state of Texas, the United States, or to humanity at large.
3. Individuals from business and industry who have achieved local, state, national or international distinction by significant contributions to the economy and society at large.

Please find attached a listing of previous honorary degree recipients and the nominating Trustee.

Please submit your nominations with supporting evidence to Dr. Kimberly Beatty via email to Kimberly.beatty@hccs.edu no later than Monday, February 9 so that we may assemble the information for consideration by the Board at the Academic Affairs/Student Services Committee meeting scheduled for February 13, 2015.

We asked that you please refrain from informing a nominee of selection until the full membership of the Board has discussed and approved the recipients.

Thanks for your service and support.

HCC Honorary Degree Recipient Listing

Commencement Year	Honorary Degree Recipient	Nominating Trustee
2014	Eliza Contreras DeLeon	Eva Loreda – District VIII
2014	Dr. Lee P. Brown	Carroll G. Robinson – District IV
2014	Rev. William A. Lawson	Carroll G. Robinson – District IV Adriana Tamez – District III
2013	Johnny Mata	Herlinda Garcia – District III
2013	Lupe Salinas	Yolanda Navarro Flores – District II
2013	Linda Scurlock	Christopher W. Oliver – District IX
2013	Munir Ibrahim	Neeta Sane – District VII
2012	Becky Edmondson	Christopher W. Oliver – District IX
2012	Dr. Thomas F. Freeman	Bruce Austin – District II
2012	Koshy Thomas	Neeta Sane – District VII
2011	Rogene Gee Calvert	Neeta Sane – District VII
2011	Olga Ramirez Gallegos	Eva Loreda – District VIII
2011	Pat Rosenberg	Richard Schechter – District V
2010	Diane Johnson	Richard Schechter – District V
2010	Bangar Reddy Aaloori	Neeta Sane – District VII
2009	Bruce Austin	Christopher Oliver – District IX
2009	Leonel Castillo	Yolanda Navarro Flores – District I
2009	Jessica Castillo-Hulsey	Able Davila – District VIII
2009	Crystle Stewart	Dr. Williams – District IV
2009	Martha Countee Whiting	Bruce Austin – District II
2008	Victor Trevino	Yolanda Navarro Flores – District I

HCC Honorary Degree Recipient Listing

2008	Edna McGowan Grovey Walker	Bruce Austin – District II
2008	Rita Woodward	Richard Schechter – District V
2008	Danny Nguyen	Neeta Sane – District VII
2007	Nellie Joyce Punch	Bruce Austin – District II
2007	Alfredo Blanco	Diane Olmos Guzman – District III
2007	Nancy Lomax	Richard Schechter – District V
2005	Alan Helfman	
2005	Jodie Lee Jiles	
2005	Gordon Quan	
2005	U. S. Attorney General Alberto Gonzales	
2003	Michael Dell	
2002	Jim Box	
2002	Johnny Mata	
1999	Robert "Steve" Hall	
1994	Felix (Janie) Tijerina	
1992	George Foreman	

ACTION ITEM

Meeting Date: February 19, 2015

Committee: *Audit*

ITEM NO.	ITEM TITLE	PRESENTER
4	Proposed Internal Audit Work Plan for 2015	Dr. Cesar Maldonado Belinda Brockman

RECOMMENDATION

Adopt the 2015 Internal Audit Work Plan.

COMPELLING REASON/RATIONALE

The 2015 Internal Audit Work Plan is ready for approval. The plan is based upon interviews with senior management, review of the FY 2015 budget and 2014 Financial Statements and audit survey responses from the Board of Trustees.

DESCRIPTION OR BACKGROUND

Board Bylaws, Article E, Section 3, states one of the responsibilities of the External Auditor is:

To develop an annual audit plan for the College to present to the Chancellor and the Audit Committee of the Board for approval.

The same bylaws establish that a duty of the Internal Auditor is to follow the International Standards for the Professional Practice of Internal Audit. Those standards suggest an Internal Audit Work Plan be approved by the Board.

FISCAL IMPACT

N/A

LEGAL REQUIREMENTS

In accordance with Texas Government Code 2102.08, Board approval is required.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Proposed 2015 Internal Audit Work Plan (Will be provided under separate cover)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

ACTION ITEM

Meeting Date: February 19, 2015

Committee: *Chancellor Evaluation*

ITEM NO.	ITEM TITLE	PRESENTER
5	Approve Performance Metrics for the Chancellor Evaluation Instrument	Dr. Cesar Maldonado

RECOMMENDATION

Approve performance metrics for the Chancellor Performance Evaluation instrument.

COMPELLING REASON/RATIONALE

The performance metrics for the evaluation instrument will serve to inform baselines for assessing institutional performance and success.

DESCRIPTION OR BACKGROUND

During the January 15, 2015 Chancellor Evaluation Committee meeting, the Board approved the Chancellor Performance Evaluation Instrument. The Board subsequently requested quantifiable baseline data be included for strategies identified in the Instruction Domain of the performance evaluation document to be presented to the full Board for approval in February 2015.

FISCAL IMPACT

N/A

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Revised Evaluation Instrument (Will be provided under separate cover)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

ACTION ITEM

Meeting Date: February 19, 2015

Committee: *External Affairs*

ITEM NO.	ITEM TITLE	PRESENTER
6	HCC 2016 Application to the Commission on Presidential Debates	Dr. Cesar Maldonado

RECOMMENDATION

Authorize the Chancellor to submit the 2016 application to the Commission on Presidential Debates and work with the HCC Foundation and Administration to secure private and public financial, infrastructure, and related resources in support of a 2016 presidential or vice presidential debate.

COMPELLING REASON/RATIONALE

On August 15, 2013, the Board approved a resolution authorizing the Chancellor to explore the possibility of securing for HCC (and the broader Houston community) the right to host the 2016 or 2020 Presidential Debate in Houston.

DESCRIPTION OR BACKGROUND

The Commission on Presidential Debates is accepting applications to host a 2016 presidential or vice presidential debate. Applications are due by March 31, 2015.

FISCAL IMPACT

An estimated total cost for hosting the debate is included in the feasibility report to be provided under separate cover. A non-refundable fee of \$8,000, which will cover administrative costs, a pre-site survey, and technical evaluations, is due at the time of application.

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **HCC Presidential Debate Application to the Commission on Presidential Debates Feasibility Report (Will be provided under separate cover)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

ACTION ITEM

Meeting Date: February 19, 2015

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
7	Waste Collection and Disposal Services (Project No. RFP 15-04)	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Progressive Waste Solutions of Texas, Inc., to provide Waste Collection and Disposal Services on an "as needed" basis, in accordance with RFP 15-04.

The contract term for the awarded contract will be three (3) years with the option to renew for two (2) one-year terms.

COMPELLING REASON/RATIONALE

Houston Community College issued a Request for Proposal (RFP) for the selection of a firm to provide Waste Collection and Disposal Services for HCC systemwide.

Key features of the scope of service include:

1. Regulatory compliance with all related local, state and federal regulations;
2. Collection of waste materials and disposal services at HCC campus locations;
3. Compactor collection and waste disposal services; and
4. Supply all required waste collection containers.

This recommendation to the Board of Trustees is in accordance with RFP 15-04 and Chapter 44.031(a) of the Texas Education Code.

DESCRIPTION OR BACKGROUND

The Request for Proposal (RFP 15-04) was issued on November 7, 2014. The solicitation document was distributed electronically in addition to being published in local newspapers; notice was provided to forty-nine (49) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. Six (6) responses were received by the solicitation due date of December 10, 2014 at 2:00 p.m. All six (6) responses were deemed responsive to the requirements of RFP 15-04 and were submitted to the Evaluation Committee for evaluation and scoring.

FISCAL IMPACT

The fee for Waste Collection and Disposal Services shall be negotiated prior to contract award, the proposed annual cost is \$123,014. The funding source shall be HCC Operations Budget.

LEGAL REQUIREMENTS

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

Pursuant to the published RFP 15-04 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services providing.

Chapter 44.031 of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district. Following the competitive procurement process, HCC has selected the firms offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **1. Summary of Procurement**
2. Summary Composite Score Sheet

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Waste Collection and Disposal Services

PROJECT NO.: RFP 15-04

PROCUREMENT METHOD: Request for Proposal (Overall Best Value)

PROJECT MANAGER: Betty Brown, Manager of Janitorial Services

NAME OF BUYER: Jennifer Chiu, Senior Buyer

PURPOSE: Houston Community College issued a Request for Proposal (RFP) for the selection of a firm to provide Waste Collection and Disposal Services on an "as needed" basis, in accordance with RFP 15-04.

RECOMMENDED VENDORS: Progressive Waste Solutions of Texas, Inc.

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

Pursuant to the published RFP 15-04 document and in accordance with Chapter 44.031 of the Texas Education Code, the Evaluation Committee has selected the offeror that submitted the proposal that offers the best value for the district based on the published selection criteria and on its ranking evaluation.

Chapter 44.031(a) of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district. Following the competitive procurement process, HCC has selected the firms offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

LOCATION INFORMATION: In performing the work under RFP 15-04, the recommended vendor will be working out of their Houston offices.

PROJECTED VALUE: The fee for Waste Collection and Disposal Services shall be negotiated prior to contract award, the proposed annual cost is \$123,014. The funding source shall be HCC Operations Budget.

CONTRACT TERM: The contract term for the awarded contract will be three (3) years with the option to renew for two (2) one-year terms.

ADVERTISEMENT &

NOTICE:

This procurement was advertised in the following newspapers:

- The Houston Chronicle on November 9 & 16, 2014
- African American on November 10 thru 23, 2014
- La Información on November 13 thru 19, 2014
- Voice of Asia on November 9 & 16, 2014
- Texas State Procurement Website on November 7, 2014
- HCC Procurement Operations Website November 7, 2014

SOLICITATION INFORMATION:

The Request for Proposal (RFP 15-04) was issued on November 7, 2014. The solicitation document was distributed electronically in addition to being published in local newspapers; notice was provided to forty-nine (49) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. Six (6) responses were received by the solicitation due date of December 10, 2014 at 2:00 p.m. Six (6) responses were deemed responsive to the requirements of RFP 15-04 and were submitted to the Evaluation Committee for evaluation and scoring.

COMPETITIVE:

Yes, please see Composite Score Sheet.

PROPOSAL EVALUATION:

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

Evaluation Criteria	Available Points
Firm’s Profile, Overview and Qualification & Experience	10
Demonstrated Qualifications of Personnel and Team	10
Proposed Approach & Methodology	20
Past Performance & References	20
Price/Cost Schedules, Billing Rates	30
<u>Small Business Practices</u>	<u>10</u>
Total	100

PRIOR HCC EXPERIENCE:

No.

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 25% Good Faith Effort – Small Business participation

goal. The recommended firm proposed to meet the advertised goal with a 25% Small Business participation commitment.

Balance of page intentionally left blank.

RFP 15-04 Waste Collection and Disposal Services

Summary Composite Score Sheet

Firm	Evaluation Criteria						Total
	Firm's Profile, Overview, Qualifications and Experience	Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance and References	Price/Cost Schedules, Billing Rates	Small Business Practices	
Available Points	10	10	20	20	30	10	100
Progressive Waste Solutions of Texas, Inc.*	7.60	6.80	12.80	16.00	30.00	0.00	73.20
Sprint Waste Services, L.P.	7.60	6.80	16.00	15.20	16.24	10.00	71.84
Nation Waste, Inc.	6.80	6.00	14.40	13.60	20.94	10.00	71.74
Waste Corporation of Texas (WCA)	7.60	6.40	13.60	16.00	19.27	4.80	67.67
OP Enterprise Waste Services	5.60	6.00	12.00	9.60	21.49	0.00	54.69
Waste Management of Texas, Inc.	7.60	6.80	13.60	16.00	9.97	0.00	53.97

*As part of the vendor's RFP response, the vendor's commitment to SBE subcontracting at 25% is affirmed.

ACTION ITEM

Meeting Date: February 19, 2015

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
8	Investment Report for the Month of December 2014	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Investment Report for the month of December, 2014.

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 \$181,742, and the interest income earned and earnings credit for the fiscal year-to-date totaled \$797,757. The weighted average interest rate (WAR) at December 31, 2014 is .50%.

The Investment Report attached identifies HCC's investment holdings for the month ending December 31, 2014. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 81% of the assets invested in local government pools, money market funds and short-term certificates of deposit. 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 REQUIREMENTS

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 GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Investment Report - December 2014**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

HOUSTON COMMUNITY COLLEGE SYSTEM
INVESTMENT PORTFOLIO COMPOSITION
As of DECEMBER 31, 2014

Beginning Book Value (DECEMBER 1, 2014)	\$	546,560,195
Beginning Market Value (DECEMBER 1, 2014)	\$	546,169,152
Additions/subtractions (Book value - Net)	\$	(1,974,367) *
Change in Market value	\$	(244,000)
Ending Book value (DECEMBER 31, 2014)	\$	544,585,829
Ending Market value (DECEMBER 31, 2014)	\$	543,950,867
Unrealized Gain/(Loss)	\$	(634,962)
WAM (83% 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.

Note: This month's Investment does not include \$32,648,101 on deposit with Bank Of America which is earning higher than market yield from earning credits.

* Net amount provided/used for Operations	6,770
Net amount provided/used for CIP /Others	(1,981,137)
	<u>(1,974,367)</u>

EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
December 31, 2014

	<u>Ending Book Value</u>	<u>Ending Market Value</u>	<u>Unrealized Gain (Loss)</u>
US Treasuries	4,001,250	4,001,248	(2)
US Agencies	105,533,663	104,898,704	(634,960)
Local government pools	10,124,889	10,124,889	-
Money market funds	55,327,580	55,327,580	-
High yield savings	77,172,171	77,172,171	-
Certificates of deposit	215,250,000	215,250,000	-
Interest bearing checking	77,176,275	77,176,275	-
Total	<u>544,585,829</u>	<u>543,950,867</u>	<u>(634,962)</u>

WAR (weighted average interest rate) 0.50%

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
As of DECEMBER 31, 2014

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	52,973	56,849	54,571	(190)	54,381	56,615	(36)	2,234
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	54,849	61,938	63,791	(3,083)	60,708	58,601	(344)	(2,107)
Federal Farm Credit Bank US Domestic Bond	Bank of America	0.40%	08/03/12	08/03/15	1,000,000	1,001,572	1,000,000	0	1,000,000	1,000,924	(648)	924
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	1,879,648	2,000,000	0	2,000,000	1,906,884	27,236	(93,116)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.85%	03/10/14	03/10/17	1,000,000	997,009	1,000,000	0	1,000,000	994,408	(2,601)	(5,592)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	992,568	1,000,000	0	1,000,000	988,253	(4,315)	(11,747)
Fannie Mae US Domestic Multi-step CPN Bond Structured Note	Bank of America	1.00%	08/27/12	08/27/27	2,000,000	2,003,222	1,990,000	0	1,990,000	2,003,642	420	13,642
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	07/30/12	07/30/27	1,080,000	1,016,472	1,080,000	0	1,080,000	1,017,304	832	(62,696)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	08/27/12	11/27/24	1,600,000	1,562,909	1,600,000	0	1,600,000	1,561,565	(1,344)	(38,435)
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	2,571,328	2,675,000	0	2,675,000	2,573,853	2,525	(101,147)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.00%	04/11/13	04/11/18	10,000,000	9,959,580	10,000,000	0	10,000,000	9,910,300	(49,280)	(89,700)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	04/17/13	01/17/17	5,000,000	5,001,065	5,000,000	0	5,000,000	4,986,550	(14,515)	(13,450)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	0.80%	06/13/13	06/13/18	10,000,000	9,945,600	10,000,000	0	10,000,000	9,901,250	(44,350)	(98,750)
Federal Home Loan Bank US Domestic Unsecured series 0003	Bank of America	1.00%	03/27/14	03/27/17	10,000,000	9,975,190	10,000,000	0	10,000,000	9,943,420	(31,770)	(56,580)
Federal Home Loan Bank US Domestic Muti-step CPN BND Unsecured series 0001	Bank of America	1.38%	06/30/14	06/26/19	5,000,000	5,004,355	5,000,000	0	5,000,000	5,000,495	(3,860)	495
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	07/10/14	06/30/16	4,000,000	4,012,188	4,001,250	0	4,001,250	4,001,248	(10,940)	(2)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.52%	07/10/14	09/12/16	1,080,000	1,079,412	1,078,304	0	1,078,304	1,076,534	(2,878)	(1,770)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.22%	09/24/14	09/18/17	3,000,000	3,018,282	2,999,670	0	2,999,670	2,997,384	(20,898)	(2,286)
Federal Home Loan Bank US Unsecured	Bank of America	0.85%	09/24/14	02/27/17	5,000,000	4,996,375	4,995,600	0	4,995,600	4,978,245	(18,130)	(17,355)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.30%	09/25/14	01/30/18	5,000,000	5,007,630	5,000,000	0	5,000,000	4,988,515	(19,115)	(11,485)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	1.11%	09/26/14	06/26/17	4,000,000	3,997,796	4,000,000	0	4,000,000	3,993,812	(3,984)	(6,188)
Federal Home Loan Bank US Domestic Series:0001 Unsecured	Bank of America	1.00%	09/27/14	03/29/17	10,000,000	9,990,610	10,000,000	0	10,000,000	9,987,520	(3,090)	(12,480)
Freddie Mac Global Unsecured Bond	Bank of America	0.70%	09/29/14	09/29/16	5,000,000	5,002,045	5,000,000	0	5,000,000	4,991,930	(10,115)	(8,070)
Federal Home Loan Bank Global Unsecured	Bank of America	0.80%	10/14/14	10/14/16	20,000,000	20,013,500	20,000,000	0	20,000,000	19,980,700	(32,800)	(19,300)
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	12/01/14			66,447	66,447	5	66,452	66,452	0	0
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.11%	12/01/14			2,130,044	2,130,044	171	2,130,215	2,130,215	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	12/01/14			49,774,749	49,774,749	(5,261)	49,769,488	49,769,488	0	0
Checking Acoount- 10010-7306-2006 Jr. lien	Bank Of America	0.11%	12/01/14			229	229	0	229	229	0	0
LTD2013 Tax Bond Grneral Checking A/C (10090)	Bank Of America	0.11%	12/01/14			3,749,512	3,749,512	(1,981,186)	1,768,326	1,768,326	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.11%	12/01/14			1,929,645	1,929,645	180	1,929,825	1,929,825	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	12/01/14			21,508,086	21,508,086	3,653	21,511,739	21,511,739	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.01%	12/01/14			455,758	455,758	6	455,764	455,764	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank	0.18%	12/01/14			54,555,726	54,555,726	8,721	54,564,448	54,564,448	0	0
Public Fund Money Market_Premier (185913820)	Regions Bank	0.06%	12/01/14			307,377	307,377	(9)	307,368	307,368	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.03%	12/01/14			2,368	2,368	(15)	2,353	2,353	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.03%	12/01/14			77,167,646	77,167,646	2,171	77,169,818	77,169,818	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)
Fixed Time Deposit with Unity Bank	Unity Bank	0.26%	06/09/14	06/09/15		100,000	100,000	0	100,000	100,000	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.25%	10/18/14	10/18/15		150,000	150,000	0	150,000	150,000	0	0
Certificate of Deposit	Chase Bank	0.28%	04/03/13	04/03/15		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	0.43%	03/22/13	09/22/15		50,000,000	50,000,000	0	50,000,000	50,000,000	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	0.11%	12/01/14			1,596,851	1,596,851	166	1,597,017	1,597,017	0	0
Tex Pool	State Street Bank	0.04%	12/01/14			8,527,570	8,527,570	303	8,527,872	8,527,872	0	0
TOTAL						546,169,152	546,560,195	(1,974,367)	544,585,829	543,950,867	(244,000)	(634,962)

ACTION ITEM

Meeting Date: February 19, 2015

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
9	Monthly Financial Statement and Budget Review for December 2014	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Financial Statement for the month of December, 2014.

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 REQUIREMENTS

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Financial Statement - December 2014**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



Summary Operating Statements

**For the Period
September 1, 2014 - December 31, 2014
For the Meeting of the Board of Trustees - February 13, 2015**

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

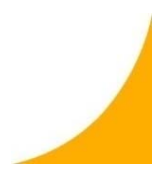


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Houston Community College System

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Houston Community College System
Summary of Financial Statements
As of December 31, 2014

In the Unrestricted Fund as of December 31, 2014, total revenue received is \$134.1 million. This represents 44.9% of budgeted annual revenues of \$298.7 million. Expenses total \$93.7 million to date; which is 30.6% of the total expense budget of \$306.7 million. Compared with the same time last year, revenue shows a 12.4% increase, and expenses are 1.5% lower than the prior year. Actual Net revenue is \$40.4 million to-date. That translates into a like amount increase in fund balance.

Tuition and fee revenue shows a 5% increase year-to-date, namely due to increases in enrollment for the Spring 2015 semester. Tuition and fee revenue for Extended Learning shows a 46.1% increase due partially to an increase in enrollment and also largely to a differential category fee created for out-of-state and international students taking non-credit courses.

Salaries increased 5%. This increase is due namely to an across the board salary increases of 2% for full-time employees and an increase in part-time faculty salary rates.

Expenses related to supplies, instruction and other materials, and capital outlay have decreased namely due to the change in practice regarding purchase order rolls. Purchase orders in the current unrestricted fund will no longer roll into the next year. Commitments that extend across fiscal years will be set up during budget planning and presented for approval in the related year budget.

HOUSTON COMMUNITY COLLEGE SYSTEM
Unaudited Fund Balances and Activities - All Funds
as of December 31, 2014

	Unrestricted	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 9/1/2014, Audited	\$ 100,704,814	\$ 8,760,527	\$ 6,048,536	\$ 509,932	\$ -	\$ (59,601)	\$ 5,418,977	\$ -	\$ 36,581,244	\$ 221,786,019	\$ (5,898,375)	\$ 373,852,073
Revenues	134,102,182	12,753,680	5,624,697	-	47,544,324	-	919,357	-	14,332,305	-	306	215,276,850
Expenses												
Salaries	61,213,252	1,881,887	1,576,638	-	1,268,887	-	74,131	-	-	-	-	66,014,795
Employee Benefits	6,216,245	4,573,152	332,127	-	298	-	16,766	-	-	-	-	11,138,589
Supplies & General Exp	1,205,532	65,211	253,451	-	-	-	-	79,546	-	-	-	1,603,740
Travel	201,008	101,257	39,875	-	-	-	-	-	-	-	-	342,141
Marketing Costs	278,266	4,246	-	-	-	-	-	-	-	-	-	282,513
Rentals & Leases	681,981	79,507	22,157	-	-	-	1,919	-	-	-	-	785,564
Insurance/Risk Mgmt	6,376,119	1,953	966	-	-	-	-	-	-	-	-	6,379,038
Contracted Services	6,270,477	1,308,602	488,753	-	-	-	4,338	-	137,077	-	-	8,209,247
Utilities	2,287,771	-	115,549	-	-	-	-	-	-	-	-	2,403,320
Other Departmental Expenses	395,671	48,127	1,694,521	-	-	-	-	-	-	-	-	2,138,319
Instructional and Other Materials	3,699,791	52,073	76,190	-	-	-	-	-	-	-	-	3,828,054
Maintenance and Repair	157,544	164,031	5,312	-	89,364	-	74,392	-	-	-	-	490,644
Transfers (In)/Out*	3,923,477	4,250,000	-	-	(1,447,175)	-	2,000,000	(8,250,000)	(476,302)	-	-	-
Debt	40,357	-	-	-	-	-	-	-	3,415,483	-	590,785	4,046,625
Capital Outlay	775,828	223,633	-	-	-	-	5,752,989	97,670	-	-	-	6,850,121
Depreciation	-	-	-	-	-	-	-	-	-	6,510,709	-	6,510,709
Scholarship Distribution					47,621,022							47,621,022
Total Expenses	93,723,319	12,753,680	4,605,540	-	47,532,397	-	7,924,535	(8,072,784)	3,076,258	6,510,709	590,785	168,644,440
NET REVENUE/(EXPENSES)	40,376,943	-	1,019,157	-	11,927	-	(7,005,179)	8,072,784	11,256,046	(6,510,709)	(590,479)	46,630,490
Fund Balance Entries						59,601	4,205,065	-		1,369,437		5,634,103
Fund Balance as of 12/31/2014	\$ 141,081,757	\$ 8,760,527	\$ 7,067,693	\$ 509,932	\$ 11,927	\$ -	\$ 2,618,863	\$ 8,072,784	\$ 47,837,291	\$ 216,644,747	\$ (6,488,854)	\$ 426,116,666

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

HOUSTON COMMUNITY COLLEGE SYSTEM
Comparison to Budget and Comparison to Previous Fiscal Year
as of December 31, 2014
33.3% of Year Expended

HCCS CURRENT UNRESTRICTED

	Year-to-Date Actuals Thru December 31, 2014			Year-to-Date Actuals Thru December 31, 2014			Year-to-Date Actuals Thru December 31, 2013		Increase (Decrease) FY2015 Compared to FY2014		% Increase (Decrease)
		FY2015 Budget	Actuals as a % of Budget								
REVENUES											
State Appropriations	\$ 29,734,041	\$ 69,202,364	43.0%	\$ 29,734,041	\$ 29,787,470	\$ (53,429)					-0.2%
Ad Valorem Taxes	27,634,794	114,968,081	24.0%	27,634,794	17,503,580	10,131,213					57.9%
Tuition, Net	28,776,427	40,308,204	71.4%	28,776,427	26,313,690	2,462,737					9.4%
Fees	43,683,416	64,784,694	67.4%	43,683,416	42,045,912	1,637,504					3.9%
Other Local Income	756,476	2,247,796	33.7%	756,476	703,016	53,460					7.6%
Tuition & Fee, Net	4,102,884	6,565,665	62.5%	4,102,884	2,809,078	1,293,806					46.1%
-- Extended Learning											
Indirect Cost Revenues, Grant	226,640	619,663	36.6%	226,640	187,502	39,138					20.9%
Total Revenues	134,914,677	298,696,467	45.2%	134,914,677	119,350,247	15,564,430					13.0%
Fund Balance Transfers In	-	8,000,000	0.0%	-	-	-					0.0%
Total Revenues and Fund Balance Transfer	\$ 134,914,677	\$ 306,696,467	44.0%	\$ 134,914,677	\$ 119,350,247	\$ 15,564,430					13.0%
EXPENSES											
Salaries	61,213,252	182,193,627	33.6%	61,213,252	58,104,981	3,108,271					5.3%
Employee Benefits	6,216,245	20,230,175	30.7%	6,216,245	6,248,825	(32,580)					-0.5%
Supplies Gen Exp	1,205,532	5,770,739	20.9%	1,205,532	1,615,714	(410,182)					-25.4%
Travel	201,008	1,183,189	17.0%	201,008	307,913	(106,905)					-34.7%
Marketing Costs	278,266	1,424,818	19.5%	278,266	371,724	(93,458)					-25.1%
Rental & Leases	681,981	2,498,698	27.3%	681,981	1,087,616	(405,635)					-37.3%
Insurance/Risk Mgmt	6,376,119	7,264,193	87.8%	6,376,119	6,465,888	(89,769)					-1.4%
Contract Services	6,270,477	22,738,868	27.6%	6,270,477	7,152,457	(881,980)					-12.3%
Utilities	2,287,771	10,292,368	22.2%	2,287,771	2,085,004	202,768					9.7%
Other Departmental Expenses	395,671	1,954,107	20.2%	395,671	726,854	(331,183)					-45.6%
Instructional & Other Materials	3,699,791	10,050,268	36.8%	3,699,791	3,139,828	559,963					17.8%
Maintenance & Repair	157,544	1,327,252	11.9%	157,544	527,231	(369,688)					-70.1%
Transfers/Debt	3,963,834	32,529,477	12.2%	3,963,834	5,246,090	(1,282,256)					-24.4%
Contingency	-	4,674,571	0.0%	-	-	-					0.0%
Capital Outlay	775,828	2,564,117	30.3%	775,828	2,041,344	(1,265,515)					-62.0%
Total Expenses	\$ 93,723,319	\$ 306,696,467	30.6%	\$ 93,723,319	\$ 95,121,469	(1,398,150)					-1.5%
NET REVENUE/(EXPENSES)	\$ 41,191,358	\$ -	0.0%	\$ 41,191,358	\$ 24,228,778	\$ 16,962,580					70.0%

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund as of December 31, 2014

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, 2014									\$ 2,067,478
FY2015									
Revenue	2,071,545	167,367	-	-	407,698	-	172,441	-	<u>2,819,052</u>
Salaries	75,001	141,868	34,604			111,882	79,564		442,918
Benefits	18,599	36,656	7,981			26,253	18,939		108,429
Supplies Gen Exp	13,352	18,863	743				4,735		37,693
Travel		2,341	1,544						3,885
Marketing Costs									-
Rental & Leases	2,557	15,700							18,257
Contract Services	279,879	103,446	5,645				823		389,793
Utilities	115,549								115,549
Departmental Expenses		97,458		1,573,012		4,120			1,674,590
Instructional & Other	600						75,590		76,190
Materials									
Maintenance & Repair		3,515					1,798		5,312
Insurance/Risk Mgmt									-
Exemptions and Waivers									-
Transfer/Debt									-
Capital Outlay									-
Total Expense	<u>505,538</u>	<u>419,846</u>	<u>50,517</u>	<u>1,573,012</u>	<u>-</u>	<u>142,255</u>	<u>181,448</u>	<u>-</u>	<u>2,872,617</u>
Contribution to Fund Balance	<u>1,566,007</u>	<u>(252,480)</u>	<u>(50,517)</u>	<u>(1,573,012)</u>	<u>407,698</u>	<u>(142,255)</u>	<u>(9,007)</u>	<u>-</u>	<u>(53,565)</u>
Auxiliary Fund Balance - Uncommitted Portion									<u><u>\$ 2,013,912</u></u>

* 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 December 31, 2014

Auxiliary Funds - International and Committed Portions

	International			Committed					Total
	Saigon Tech	Qatar	Subtotal International	Minority Business Development Agency	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
Fund Balance – September 1, 2014			\$ 1,732,695	\$ 7,210	\$ 293,729	\$ 968,768	\$ 978,657	\$ 2,248,364	\$ 6,048,536
FY2015									
Revenue	23,333	1,432,461	1,455,794	8,314	28,000	754,937	562,257	1,353,509	5,628,354
Salaries		1,046,316	1,046,316		1,300	20,407	65,697	87,404	1,576,638
Benefits		207,500	207,500			97	16,102	16,198	332,127
Supplies Gen Exp	90	376	466		18,391	170,593	26,309	215,292	253,451
Travel	8,106		8,106		360	12,754	14,771	27,885	39,875
Marketing Costs			-					-	-
Rental & Leases			-				3,900	3,900	22,157
Contract Services		36,000	36,000		2,500	14,536	45,924	62,960	488,753
Utilities			-					-	115,549
Departmental Expenses		3,595	3,595			2,289	14,046	16,335	1,694,521
Instructional & Other			-					-	76,190
Materials			-					-	5,312
Maintenance & Repair			-					-	966
Insurance/Risk Mgmt			-			175	791	966	3,657
Exemptions and Waivers			-			3,657		3,657	-
Transfer			-					-	-
Capital Outlay			-					-	-
Total Expense	8,196	1,293,787	1,301,983	-	22,550	224,508	187,539	434,597	4,609,197
Contribution to Fund Balance	15,137	138,674	153,811	8,314	5,450	530,429	374,718	918,911	1,019,157
Auxiliary Fund Balance - Intl, Committed, Total			\$ 1,886,506	\$ 15,524	\$ 299,179	\$ 1,499,197	\$ 1,353,375	\$ 3,167,275	\$ 7,067,693

HOUSTON COMMUNITY COLLEGE
FY 2014-15 Adjusted Budget by Colleges
as of December 31, 2014

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	SYSTEM	Grand Total
Salary	\$ 24,820,840	\$ 26,305,124	\$ 19,515,057	\$ 27,243,837	\$ 15,946,178	\$ 12,149,440	\$ 10,376,973	\$ 45,836,178	\$ 182,193,627
Employee Benefits	-	-	-	-	-	-	-	20,230,175	20,230,175
Supplies & Gen	267,889	315,174	215,997	281,890	251,393	261,738	183,570	3,993,088	5,770,739
Travel	108,715	118,113	38,069	72,972	63,844	110,100	66,444	604,932	1,183,189
Marketing Costs	23,351	43,642	76,808	26,012	86,677	25,823	140,287	1,002,218	1,424,818
Rentals & Leases	1,920	93,160	950,570	534,141	79,817	452,379	25,327	361,384	2,498,698
Insurance/Risk Mgmt	794	168	-	154	-	-	-	7,263,077	7,264,193
Contracted Services	328,608	251,222	92,573	42,472	117,097	365,149	20,992	21,520,755	22,738,868
Utilities	5,125	-	4,600	362	-	-	-	10,282,281	10,292,368
Other Departmental Expenses	76,784	48,182	67,987	57,344	73,592	106,005	43,623	1,480,590	1,954,107
Instructional And Other Materials	468,038	164,599	158,255	247,022	66,144	314,850	708,260	7,923,100	10,050,268
Maintenance and Repair	130,941	34,590	56,590	64,925	18,250	87,348	121,603	813,005	1,327,252
Transfers/Debt	-	864,206	5,640,442	1,250,001	-	-	-	24,774,828	32,529,477
Contingency	571,599	498,590	94,341	29,923	353,564	177,294	230,724	2,718,536	4,674,571
Capital Outlay	848,990	122,311	60,957	96,481	29,959	41,670	7,500	1,356,249	2,564,117
Total	\$ 27,653,594	\$ 28,859,081	\$ 26,972,246	\$ 29,947,536	\$ 17,086,515	\$ 14,091,796	\$ 11,925,303	\$ 150,160,396	\$ 306,696,467

Houston Community College
Balance Sheet By Fund
For Month Ended December 31, 2014

	<u>CURRENT & LOAN FUNDS¹</u>	<u>PLANT & BOND FUNDS²</u>	<u>Total All Funds</u>
ASSETS			
Current Assets:			
Cash & cash equivalents	\$ 118,074,188	\$ 43,092,144	\$ 161,166,332
Restricted cash & cash equivalents	8,586,555	-	8,586,555
Short term Investments	-	-	-
Accounts/Other receivable (net)	32,247,827	2,587,149	34,834,976
Deferred charges	220,537	-	220,537
Prepays	149,415	-	149,415
Total Current Assets	<u>159,278,522</u>	<u>45,679,292</u>	<u>204,957,815</u>
Non-current Assets:			
Restricted cash & cash equivalents	-	297,081,929	297,081,929
Restricted long-term investments	-	102,005,843	102,005,843
Long-term investments	6,894,111	-	6,894,111
Capital Assets, net	-	869,794,384	869,794,384
Total Non-current Assets	<u>6,894,111</u>	<u>1,268,882,156</u>	<u>1,275,776,267</u>
Total Assets	<u>\$ 166,172,633</u>	<u>\$ 1,314,561,448</u>	<u>\$ 1,480,734,081</u>
LIABILITIES			
Current Liabilities:			
Accounts payable	4,116,097	1,198,605	5,314,702
Accrued liabilities	654,526	2,470,486	3,125,012
Compensated absences	2,357,551	-	2,357,551
Funds held for others	642,633	189,209	831,842
Deferred revenue	1,028,577	107,841	1,136,418
Notes payable-current portion	-	7,785,000	7,785,000
Bonds payable-current portion	-	20,285,000	20,285,000
Capital lease obligations-current	-	-	-
Total Current Liabilities	<u>8,799,384</u>	<u>32,036,141</u>	<u>40,835,525</u>
Non-current Liabilities:			
Deposits	-	-	-
Notes payable	-	161,141,738	161,141,738
Bonds payable	-	743,883,061	743,883,061
Capital lease obligations	-	102,299,058	102,299,058
Total Non-current Liabilities	<u>-</u>	<u>1,007,323,857</u>	<u>1,007,323,857</u>
Total Liabilities	<u>\$ 8,799,384</u>	<u>\$ 1,039,359,998</u>	<u>\$ 1,048,159,381</u>
Fund Balance-			
August 31, 2014 Audited	115,964,207	263,786,241	379,750,448
Revenues Over Expenditures			
Unrestricted	41,368,333		41,368,333
Restricted	40,709		40,709
Net Investment in Plant		11,415,209	11,415,209
Total Fund Balances, Unaudited	<u>\$ 157,373,249</u>	<u>\$ 275,201,450</u>	<u>\$ 432,574,700</u>
Total Liabilities & Fund Balances	<u>\$ 166,172,633</u>	<u>\$ 1,314,561,448</u>	<u>\$ 1,480,734,081</u>

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 December 31, 2014

Account	FY 2013-14		FY 2014-15
	End of Year Activity	Year-to-Date Activity thru 12/31/2013	Year-to-Date Activity thru 12/31/2014
Tuition			
Budget:			
Adjusted Budget FY 2014-15, Net			\$ 41,453,277
Revenues Received:			
Tuition	45,771,753	31,073,887	32,490,664
Waivers & Exemptions:			
Dual Credit	(4,931,925)	(3,344,899)	(2,675,316)
Other	(2,100,332)	(1,415,298)	(1,851,417)
Total Waivers & Exemptions	(7,032,257)	(4,760,197)	(4,526,733)
Total Tuition Revenue, Net	\$ 38,739,497	\$ 26,313,690	\$ 27,963,931

Tuition - Extended Learning			
Budget:			
Budget FY 2013-14, Net			\$ 6,565,665
Revenues Received:			
Tuition	8,931,465	3,572,784	4,740,675
Waivers & Exemptions:			
Department of Corrections	(2,021,386)	(763,706)	(637,791)
Total EL Tuition Revenue, Net	\$ 6,910,079	\$ 2,809,078	\$ 4,102,884

Exemptions & Waivers	FY 2013-14		FY 2014-15		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year Activity	Year-to-Date Activity thru 12/31/2013	Year-to-Date Activity thru 12/31/2014		
Dept of Corrections	\$ 2,021,386	\$ 763,706	\$ 637,791		-16.5%
Dual Credit Waiver	4,931,925	3,344,899	2,675,316		-20.0%
Early College High School	-	-	812,496		0.0%
Other:					
Employee Fee Exemptions	69,909	43,069	33,957		-21.2%
Firemen	26,082	9,717	7,080		-27.1%
Hazelwood	1,416,167	998,880	624,972		-37.4%
Deaf & Blind	207,012	137,341	127,329		-7.3%
High Ranking Hi SCH Grad	1,240	558	1,235		121.3%
Child of Disabled Vet ETC	285	-	5,086		0.0%
Nonres Teach/Research Asst	6,372	4,337	4,956		14.3%
Nonres Competitive Scholar	11,346	8,514	6,248		-26.6%
Senior Citizens	15,532	10,531	9,317		-11.5%
Misc Tuition/Fees Waivers	6,576	576	-		0.0%
Scholarship Distribution	10,000	-	-		0.0%
A VISA Waiver (Non-Alien Waiver)	-	-	888		0.0%
Refugee Waiver	183	183	-		0.0%
Foster Children-Resident	300,508	185,809	168,777		-9.2%
Undocumented Students	11,383	9,237	3,971		0.0%
TX Tomorrow Waiver	2,912	3,708	2,788		0.0%
Surviving Spouse/Children	2,120	2,120	-		0.0%
Peace Officer Exemption	3,655	718	471		-34.4%
Adopted Student Waiver	-	-	41,846		0.0%
Stipends	3,000	-	-		0.0%
Scholars Costs Funded by State	6,050	-	-		0.0%
Total Other Exemptions	2,100,332	1,415,298	1,038,921		-26.6%
Grand Total Exemptions & Waivers	\$ 9,053,643	\$ 5,523,903	\$ 5,164,524		-6.5%

Topics for Discussion and/or Action

ACTION ITEM

Meeting Date: February 19, 2015

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
1	Personnel Agenda (Faculty)	Dr. Cesar Maldonado

RECOMMENDATION

Approve the personnel action item for February 2015.

COMPELLING REASON/RATIONALE

Full-time contract Faculty is hired under one-year term contracts that are either renewed or non-renewed on an annual basis under Board Policy A.7.1.

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

Funds for these faculty positions are provided for in the 2015 Unrestricted Budget.

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Personnel Agenda - Faculty (February 2015)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Personnel Agenda -
Faculty (For Board Approval)

Board Meeting: February 19, 2015

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
1. Adedoyin-Tuyo Harriet	HCCS P/T/Instructor/ Vocational Nursing/ Coleman	to F/T Instructor/Licensed Vocational Nursing/ Coleman	FAC/10 10.5 months	\$29,913 yr.	\$63,409 yr.	02-09-15
2. Anderson, Treva	University of Houston	to F/T Public Service Librarian/Central	FAC/09 10.5 months	\$42,600 yr.	\$51,325 yr.	02-09-15
3. Banks, Latona	HCCS P/T Instructor Vocational Nursing/ Coleman	to F/T Instructor Licensed Vocational Nursing/ Coleman	FAC/07 10.5 months	\$21,146 yr.	\$59,810 yr.	02-09-15
4. Battieste, James	HCCS F/T Temp Instructor Business Admin. Maritime Logistics/SE	to F/T Instructor/Business Administration/Maritime Logistics/SE	FAC /10 10.5 months	\$50,252 yr.	\$55,481 yr.	02-09-15
5. Chavez, Monica	HCCS F/T Temp Instructor/Health Care Career Academy/ Coleman	to F/T Instructor Health Care Career Academy/ Coleman	FAC/10 10.5/months	\$52,404 yr.	\$63,409 yr.	01-26-15

HOUSTON COMMUNITY COLLEGE SYSTEM
 FACULTY
 February 19, 2015

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
6. Gostenhofer, Cynthia	HCCS P/T Child Development Instructor /Coleman	to F/T Child Development Instructor/Coleman	FAC/08 10.5 months	\$1,800 course	\$50,286 yr.	02-09-15
7. Marks, Aaron	HCCS F/T Temp Physics Instructor/SE	to F/T Physics/Instructor/NW	FAC/12 10.5 months	\$9,756 yr.	\$53,291 yr.	01-26-15
8. Resweber, Shannon	Alief ISD	to F/T Math/Instructor/SW	FAC/12 10.5 months	\$66,000 yr.	\$57,683 yr.	02-09-15
9. Sovine, Meagan	HCCS P/T Speech Instructor/SW	to F/T Instructor/Speech/SW	FAC/09 10.5 months	\$2,120 sem.	\$50,268 yr.	02-09-15
10. Tucker, Jamie	HCCS F/T Faculty Credentialing Specialist/System	to F/T Instructor/Radiography Technology/Coleman	FAC/11 10.5 months	\$65,951 yr.	\$72,810 yr.	01-26-15
11. Villanueva, Armando	HCCS P/T A/C Refrig. Instructor/SE	to F/T Instructor Heating Ventilation, AC & Refrigeration/SE	FAC/04 10.5 months	\$3,183 sem.	\$48,821 yr.	02-09-15

Credentials & Selection Process -
Faculty (For Board Approval)

Board Meeting: February 19, 2015

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
1. Adedoyin-Tuyo Harriet	<i>Vocational Nursing Instructor</i> Registered nurse licensed to practice in Texas, BSV/MSN preferred. Minimum of three (3) years teaching exp. in community college or university is preferred.	MSN Instructor 5 yrs. 11 mos. Nurse Practitioner 12 yrs. 11 mos. Total 18 yrs. 9 mos.	Job Vacancy Notice-2814 -HR Referred-2 -Screening committee evaluated and reviewed-2 -Hiring authority evaluated and interviewed-2 -Applicant selected-External HCC P/T to F/T
2. Anderson, Treva	<i>Public Service Librarian</i> Master's degree in Library Science from an A.L.A. accredited graduate program required. Preferred two (2) years exp. in a library in a public services capacity with a broad background in library skills to include library use instruction.	MS in Library Science Librarian 2yrs. 5mos. Sr. Library Specialist 1yr. 11mos. Total 4 yrs. 4 mos.	Job Vacancy Notice-4510 -HR Referred-34 -Screening committee evaluated -Hiring authority evaluated and interviewed-3 -Applicant selected-External New Hire F/T
3. Banks, Latona	<i>Vocational Nursing Instructor</i> Registered nurse licensed to practice in Texas, BSV/MSN preferred. Minimum of three (3) years teaching exp. in community college or university is preferred.	AAS in Associate Degree Nursing Registered Nurse 4 yrs.3 mos. Adjunct 5 yrs. 3 mos. Total 9 yrs. 6 mos.	Job Vacancy Notice-2814 -HR Referred-4 -Screening committee evaluated and reviewed-3 -Hiring authority evaluated and interviewed-2 -Applicant selected-External HCC P/T to F/T

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
4. Battieste, James	<i>Business Administration Instructor</i> Master's degree with 18 graduate hours in business is required. Familiarity with management of repair parts inventory and tracking systems; material, shop and warehouse management; fuel and supply support; and management of operating budgets.	MBA in Business Adm. & Mgmt. Instructor 2 yrs. 1 mo. Educ. Consultant 2 mos. Professor 5 mos. CEO 1 yr. 0 mos. Mgmt. Srvc. Offcr. 3 yrs. 10 mos. Facilities Adm. Ast. 8 yrs. 6 mos. Total 16 yrs. 0 mos.	Job Vacancy Notice-4479 -HR Referred-13 -Screening committee evaluated and reviewed-4 -Hiring authority evaluated and interviewed-3 -Applicant selected-External HCC F/T Temp to F/T
5. Chavez, Monica	<i>Health Care Career Academy Instructor</i> Master's degree or higher in a qualifying field (education, social work, health sciences) with three years' work exp. in the health science or human service industries. A minimum of three (3) years full time work exp. in the health science /education/human services industry is required.	MS in Social Work Instructor 2 yrs. 7 mos. Teacher 15 yrs. 11 mos. Total 18 yrs. 6 mos.	Job Vacancy Notice-4607 -HR Referred-29 -Screening committee evaluated and reviewed-3 -Hiring authority evaluated and interviewed-2 -Applicant selected-External HCC F/T Temp to F/T
6. Gostenhofer, Cynthia	<i>Child Development Instructor</i> Must have completed at least eighteen (18) graduate hours in Education or related field of study and hold a Master's degree. Minimum of one (1) year of college teaching experience or three (3) to ten (10) years of related work exp. required.	MS in Early Childhood Dvlpmnt Instructor 5 yrs. 11 mos. Grant Manager 5 yrs. 6 mos. Pgrm Mgr-Ch Dev 2 mos. Owner/Director 12 yrs. 3 mos. Total 23 yrs. 10 mos.	Job Vacancy Notice-4509 -HR Referred-43 -Screening committee evaluated and reviewed-5 -Hiring authority evaluated and interviewed-2 -Applicant selected-External HCCS P/T to F/T

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
7. Marks, Aaron	<i>Physics Instructor</i> Must have completed at least eighteen (18) graduate hours in Physics and hold a Master's degree from an accredited institution.	PHD in Physics Instructor 1 yr. 0 mos. Post-Dctrl Rsrchr 2 yrs. 0 mos. Post-Dctr; Fellow 3 yrs. 0 mos. Total 6 yrs. 0 mos.	Job Vacancy Notice-4569 -HR Referred-27 -Screening committee evaluated and reviewed-9 -Hiring authority evaluated and interviewed-4 -Applicant selected-External HCC F/T Temp to F/T
8. Resweber, Shannon	<i>Mathematics Instructor</i> Must have completed at least eighteen (18) graduate hours in Math and hold a Master's degree. Minimum of one (1) year of college level teaching exp. preferred	PHD in Business Statistics Math Teacher 17 yrs. 2 mos. Asst. Professor 8 yrs. 7 mos. Total 25 yrs. 9 mos.	Job Vacancy Notice-4574 -HR Referred-46 -Screening committee evaluated and reviewed-8 -Hiring authority evaluated and interviewed-5 -Applicant selected-External New Hire F/T
9. Sovine, Meagan	<i>Speech Instructor</i> Master's degree required, with a minimum of eighteen (18) graduated hours in speech communication or related area. One (1) year teaching exp. preferably at the community college level.	MA in Communications Instructor 10 mos. Graduate Assistant 9 mos. Total 1 yr. 7 mos.	Job Vacancy Notice-4579 -HR Referred-35 -Screening committee evaluated and reviewed-7 -Hiring authority evaluated and interviewed-4 -Applicant selected-External HCC P/T to F/T

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee’s Credentials</u>	<u>Selection Process</u>
<p>10. Tucker, Jamie</p>	<p><i>Radiology Technology Instructor</i> Bachelor’s degree or higher in radiography or related field required. minimum of one (1) year teaching exp. required. Two (2) more years of exp. as an instructor in a Joint Review Committee in Education in Radiologic Technology accredited radiography program preferred.</p>	<p>MA in Curriculum & Instruction Radiologic Tech. 4 yrs. 1 mo. Instructor 14 yrs. 11 mos.</p> <p>Total 19 yrs. 0 mos.</p>	<p>Job Vacancy Notice-4524 -HR Referred-10 -Screening committee evaluated and reviewed-5 -Hiring authority evaluated and interviewed-3 -Applicant selected-Internal HCC F/T</p>
<p>11. Villanueva, Armando</p>	<p><i>Heating, Ventilation-A/C Instructor</i> Associate degree or higher, Bachelor’s Degree preferred. Also required is either the Certified Master HVAC Educator (CMHE) North American Technician Excellence’s (NATE) Industry Competency Exams</p>	<p>AAS in Air Conditioning Tech. Certificate in Air Conditioning Instructor 1 yr. 0 mos. Journeyman Mech. 16 yrs. 5 mos.</p> <p>Total 17 yrs. 5 mos.</p>	<p>Job Vacancy Notice-4563 -HR Referred-5 -Screening committee evaluated and reviewed-5 -Hiring authority evaluated and interviewed-3 -Applicant selected-External HCC P/T to F/T</p>

ACTION ITEM

Meeting Date: February 19, 2015

Committee: *External Relations*

ITEM NO.	ITEM TITLE	PRESENTER
2	Approve Proposed Resolution Relating to Legislation Involving Concealed Handguns on Campus of Institutions of Higher Education	Dr. Cesar Maldonado

RECOMMENDATION

Approve proposed resolution relating to legislation involving concealed handguns on the campuses of institutions of higher education.

COMPELLING REASON/RATIONALE

Proposed legislation relating to the carry of concealed handguns on the campuses of institutions of higher education compromises the welfare and safety of those persons either visiting or attending classes at our institution. Findings suggest that guns, including legally purchased handguns, have been involved in numerous unfortunate incidents on college campuses around the country in which students, faculty and staff have been either injured or killed. In light of these observations, it is deemed prudent for the safety and welfare of our students, faculty and staff, and those whom we serve in the community at-large to advise against such legislation, particularly given its potential adverse impact.

DESCRIPTION OR BACKGROUND

Texas Senate and House bills SB 11 (by Birdwell) and HB 937 (by Fletcher), filed during the 84th legislative session, would allow the carrying of concealed handguns on the campuses of and certain other locations associated with institutions of higher education by non-law enforcement officials.

FISCAL IMPACT

Presently Unavailable

LEGAL REQUIREMENT

Presently Unknown

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Draft Resolution**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

BOARD OF TRUSTEES RESOLUTION

At the meeting of The Board of Trustees of the Houston Community College (HCC) System on February 19, 2015, the HCC governing board approved the resolution that follows:

WHEREAS, a civil, safe, and open environment is fundamental to the educational mission of HCC; and

WHEREAS, Texas Senate and House bills SB 11 (by Birdwell) and HB 937 (by Fletcher), filed during the 84th legislative session, would allow the carrying of concealed handguns on the campuses of and certain other locations associated with institutions of higher education by non-law enforcement officials; and

WHEREAS, the HCC governing board believes such legislation compromises the welfare and safety of those persons either visiting or attending classes at our institution, and dutifully acknowledging that a number of our locations have child care facilities on campus; and

WHEREAS, at any given time the students attending campuses of HCC will include high school students, and

WHEREAS, the HCC governing board believes the utility of carrying concealed handguns on university and college campuses is far outweighed by the gravity of harm that could arise from the use of such weapons on campuses; and

WHEREAS guns, including legally purchased handguns, have been involved in numerous unfortunate incidents on college campuses around the country in which students, faculty and staff have been either injured or killed; and

WHEREAS, numerous studies, such as one by epidemiologists at the University of Pennsylvania School of Medicine, show that possession of guns greatly increases the risk that innocent people will be shot; and

WHEREAS, the added financial burden to our operations (*e.g.*, ensuring that adequate and effective security measures are in place), when trying to protect and serve over 113,000 students annually and appropriately 6,000 employees, further erodes our ability to make prudent fiscal choices that responsibly factor welfare and safety.

THEREFORE, BE IT RESOLVED that the Houston Community College Board of Trustees respectfully opposes the proposed legislation and strongly urges legislators to vote against the same, or in the alternative, amend said legislation to permit institutions of higher education to pass local rules, regulations, and/or policies prohibiting possession of a firearm and ammunition on their property.

Zeph Capo, Chair, Board of Trustees

Dr. Adriana Tamez, Secretary, Board of Trustees

ACTION ITEM

Meeting Date: February 19, 2015

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
3	Amendment to Missouri City New Campus Real Estate Acquisition	Dr. Cesar Maldonado Chuck Smith

RECOMMENDATION

Revise Action Item No. 3, approved with contingencies by the Board of Trustees on January 22, 2015 to remove the contingencies and authorize the Chancellor to purchase real property located on Texas Parkway in Missouri City, comprising:

- A 21.697 acre site at the northwest corner of Texas Parkway and Lexington Boulevard owned by Missouri City Venture #19 (Hereinafter, "Tract A").
- A 19.739 acre site at the southwest corner of Texas Parkway and Lexington Boulevard owned by KSA Industries, Inc. (Hereinafter, "Tract B").

COMPELLING REASON/RATIONALE

The new location will provide an enhanced presence for HCCS in a larger, more efficient building to be constructed with a combination of CIP funds and proceeds from the sale of the existing Missouri City campus.

College's existing campus in Missouri City is located in a quiet bedroom community well away from primary traffic corridors and has never developed to capacity. Staff has determined that the existing student population mainly comes from neighborhoods closer to the Texas Parkway site, as well as from South Houston and Stafford.

Discussions among interested parties resulted in a synergistic project to provide additional office space for Fort Bend County, relocate the HCCS campus to a more accessible location, and provide for economic re-development of the Texas Parkway corridor. This is a joint project of the County, City, and HCCS.

The administration will adhere to its commitment to the Board that the relocation of the existing Missouri City campus will not move forward unless and until HCCS is ensured that it will be made whole from all sources of revenue, such that the relocation will result in zero net cash outlay by HCCS. Sale of the existing Missouri City campus to Fort Bend County and the advertising and sale of the unimproved property adjacent to the existing campus is expected to occur in the next ninety days; however it is in the best interest of HCCS to move forward with the closing of the new sites on Texas Parkway within the next 30 days.

DESCRIPTION OR BACKGROUND

Phase I Environmental Site Assessments of the proposed acquisition found no evidence of recognized environmental hazards.

Surveys and appraisals of all tracts have been completed.

The conceptual development plan for the new site provides for a single building (approximately

75,000 SF) to replace the original CIP project and existing facility. The proposed structure will include adequate space for 150% of the current teaching load at Sienna Plantation, plus teaching space for two University Cohorts, plus space for other needs.

The project budget for the relocation requires approximately \$1.3M more than will be realized from the sale of existing properties and CIP allocations for Missouri City. The City of Missouri City is working to procure these additional funds prior to the start of new construction.

Third party appraisals of the tracts to be purchased on Texas Parkway have determined them to have market values in excess of their agreed upon sales prices.

FISCAL IMPACT

Purchase price is approximately \$3.6 million plus legal, recording, and brokerage fees. This amount is available from CIP funding.

LEGAL REQUIREMENT

This transaction meets the requirements of Article III, Section 52 of the Texas Constitution.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support innovation as a means to improve institutional resilience

Cultivate an entrepreneurial culture across the Institution

Leverage Local and International Partnerships for institutional and Community development.

Attachment Title(s): **1. Plot of Tract**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



MISSOURI CITY DR

Missouri City
Venture #19
21.69715 ac

FUTURE LEXINGTON BLVD

KSA
INDUSTRIES INC
19.7388 ac

LOTUS DR

MEADOW GREEN DR

QUAIL GREEN

TEXAS PKWY - FM 2234 RD

KENFOREST DR

ASHMORE CT

LEXINGTON BLVD

CREIGHTON DR

HALSTEAD ST

SHADOW WIND DR

MYERS MILL DR

HOLLOWOOD LN

TWINING OAKS LN

KENFOREST DR

GLENGREEN DR

TOWER GROVE CT

WHISPERING PINE DR

PINE HOLLOW DR

ALLERTON DR

STONE LAKE DR

WESTWOOD DR

EASTMONT LN

ROBCREST WAY

JUDYTER

BELT LN

CURTISXING

SKIPWOOD DR

LAUREN PL

SCANLIN RD

SHADOW DR

WOODLAND HILLS DR

RIPPLE CREEK DR

RIPPLE CREEK CT

RIPPLE CREEK DR

FRESHMEADOW DR

GRAND PARK DR

APPENDIX A



Strategic Plan 2012-2015
Creating Opportunities for Our Shared Future
Approved by the HCC Board of Trustees, June 2012

Mission:

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

Vision:

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

Guiding Principles:

Our Guiding Principles direct our interactions with students, the internal and external communities we serve, and each other, giving focus to our primary purpose: devotion to the achievement of student success, defined as timely completion of certificates and degrees that drive real accomplishments in the workplace, at universities, and in society.

- **Freedom with Responsibility**
HCC subscribes to and upholds a doctrine of freedom that follows the principle of responsibility.
- **Commitment to Excellence**
HCC believes that a commitment to doing one's very best without regard to position is the starting point of all expressions of excellence and setting of high standards for quality and performance.
- **Respect for the Person**
HCC holds that a principle of community mindfulness begins with respect for oneself and for others. Respect is the framework of personal integrity and provides the tie that binds us together.
- **Sound Stewardship**
Stewardship is the path to fulfilling HCC's Mission and acknowledges our guardianship of its resources and positive impact on the lives of our students and community at large.

Strategic Initiative #1 - Increase Student Completion

HCC currently leads the state and is fifth in the nation in the number of students who complete associate degrees. While we are proud of this fact, we can do better. We will strengthen our efforts and scale up those strategies that have been proven to increase the rates of students' persistence and completion.

HCC will continue to serve as a national Achieving the Dream (ATD) Leader College and work hand in hand with our high school partners to ensure more students enter our doors college-ready and leave well-prepared for successful transition to jobs, careers, and further education.

- Action 1.1:** Improve student preparation for higher education and transition to careers
- Action 1.2:** Improve academic success of students in their first semester
- Action 1.3:** Revamp developmental education to ensure greater success with more efficient delivery
- Action 1.4:** Improve students' persistence rates from one semester to the next
- Action 1.5:** Ensure students complete their programs of study and transition successfully to jobs/careers or further education

Strategic Initiative #2 – Respond to Business and Industry

As the supplier of skilled workers to business and industry, we have a responsibility to build partnerships and to develop the means to respond quickly with the creation and design of programs and student-learning outcomes that meet their requirements.

The employer is our customer. Our clear responsibility to both employers and to students is to narrow the jobs gap and the skills gap for both of these stakeholders.

- Action 2.1:** Engage industry leaders in dialogue to identify present and future needs
- Action 2.2:** Improve the infrastructure of workforce programs (instruction, curriculum, facilities, and equipment) to meet the business and industry needs
- Action 2.3:** Ensure students have access to information and support services to complete career and technical education programs

Strategic Initiative #3 – Develop 21st Century Learners

HCC must prepare our students to become citizens and workers capable of productive and meaningful participation in the 21st century. Core competencies of critical thinking, effective communications, quantitative reasoning, teamwork, personal responsibility, and social responsibility must be taught in all of our instructional programs.

All classrooms at HCC should meet minimum technology standards, and all faculty must be trained and supported in using effective teaching and learning strategies to promote success for students in their learning today as well as throughout their lifetime.

- Action 3.1:** Ensure adoption and commitment by HCC to 21st century core curriculum skills as defined by the Texas Higher Education Coordinating Board (THECB)
- Action 3.2:** Create new platforms and methodologies to teach and support students using effective methods of course delivery, teaching practices,
- Action 3.3:** Provide an environment conducive to optimal learning that includes consideration of facilities, technology, equipment, materials, accessibility, and concern for students

Strategic Initiative #4 – Support Faculty/Staff Professional Development and Student Leadership Development

HCC has celebrated its 40th year by enrolling and graduating more students than ever before. To ensure we continue to thrive as an essential and relevant institution for the educational development of our students and the economic development of our community, we must prepare students, faculty, and staff for the leadership roles of tomorrow.

We will do this in multiple ways – through the expansion of external resources and support, purposeful mentoring of leadership candidates, infusion of opportunities for leadership development in our instructional programs, student services, extracurricular activities, and human resources.

- Action 4.1:** Develop a system-wide strategy to encourage leadership development for students
- Action 4.2:** Develop a system-wide strategy for ongoing professional and leadership development for faculty
- Action 4.3:** Develop a system-wide strategy for provision of professional and leadership development for HCC personnel at all levels and functions of the organization

Strategic Initiative #5 - Support Innovation

HCC recognizes that in the near term there will be continuing economic turmoil to challenge the funding and stability of the institution. We also recognize that continuous technical challenges will create disruptions and opportunities in the delivery and transfer of knowledge and data.

To counter and overcome these difficulties, we must be an institution where innovation is valued and promoted. However, nothing will be accepted merely on the basis of custom, anecdote, or fad – everything we do must be proven to have long-term value in terms of strengthening our institutional resilience and capacity to serve our students and our community.

- Action 5.1:** Reduce HCC's reliance on debt to maximize the use of operating dollars for strengthening teaching and learning capabilities
- Action 5.2:** Leverage current and new grant opportunities to improve the institution's capability to respond to our teaching and learning needs
- Action 5.3:** Expand opportunities for the HCC Foundation to fund capital projects, program excellence, and faculty development
- Action 5.4:** Optimize technology and capital assets through planning for business continuity, disaster recovery, replacements, training, and environmental sustainability

Strategic Initiative #6 – Support Entrepreneurialism

Houston is an entrepreneurial, “opportunity city” where taking a risk, failing, and starting over again are valued. HCC is the “Opportunity College” and is grassroots in its approach to serving its constituents. Therefore, HCC is committed to strategic thinking that not only respects students wherever they are, but also inspires and gives them the tools and confidence to follow their dreams.

HCC will commit to an entrepreneurial culture within the organization to serve as an example of the “spirit of Houston.” For this institution, fostering a culture that encourages inspiration and dreaming helps students actualize their potential.

- Action 6.1:** Encourage an entrepreneurial culture among all members of the HCC family
- Action 6.2:** Develop and implement promising practices that nurture and reward a spirit of entrepreneurialism throughout the institution
- Action 6.3:** Strengthen HCC assessment and institutional effectiveness (IE) processes and activities

Strategic Initiative #7 – Leverage Partnerships

Houston is a global leader. The diversity of our economic structure and our willingness to embrace and value the partnerships encourage innovation. HCC is a principle partner for educational and economic opportunities, enhancing and advancing the community's quality of life. HCC is a catalyst for creating jobs.

Former U.S. Secretary of Defense Robert M. Gates described foreign language education, study abroad, and the recruitment of foreign students to U.S. campuses as key strategies in promoting America's national security and economic interests. While addressing the audience at the 2012 NAFSA conference in Houston, Gates stated, "Our economic future depends on Americans who can work successfully in an international setting."

According to an American Council on Higher Education Blue Ribbon Panel on Global Engagement (November, 2011), "It is important that college graduates, whatever their location, be not only globally competitive but also globally competent, understanding their roles as citizens and workers in an international context. While identifying common problems, we might also discover common solutions (p.6)."

- Action 7.1:** Identify and secure new local partnerships capable of improving the institution's capacity, performance, and resilience
- Action 7.2:** Identify and secure new regional and state partnerships capable of improving the institution's capacity, performance, and resilience
- Action 7.3:** Identify and secure new international partnerships capable of improving the institutions' capacity, performance, and resilience

APPENDIX B

Personnel Report for February 19, 2015

(No Board Action Required)

Personnel Agenda -
Staff (No Board Action Required)

Board Meeting: February 19, 2015

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

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
1. Araujo, Azucena	HCC F/T HR Rep. II/ System	to F/T Compensation Analyst, Sr./System	EX/10 12 months	\$44,397 yr.	\$59,000 yr.	02-01-15
2. Bell, Micah	Malcolm X College	to F/T Counselor Disability Services/ Coleman	EX/10 12 months	\$54,094 yr.	\$56,500 yr.	01-12-15
3. Brandon, Xavier	HCCS F/T Peace Officer/System	to F/T Corporal/ System	NE/07 12 months	\$42,540 yr.	\$47,233yr.	02-01-15
4. Chadha, Jagdeep	Ivy Bridge Group	to F/T Advisor Distance Education/ System	EX/07 12 months	\$66,000 yr.	\$40,759 yr.	02-09-15
5. Davis, Landon	HCCS F/T Peace Officer/System	to F/T Corporal/ System	NE/07 12 months	\$48,667 yr.	\$51,100 yr.	02-01-15
6. Davis, Linda	HCCS F/T Temp Financial Aid Assistant/System	to F/T Financial Aid Assistant/System	NE/05 12 months	\$33,000 yr.	\$33,000 yr.	01-16-15

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

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
7. Dokes, Destry	HCC F/T Advisor/ NW	to F/T College Operations Officer/ NW	EXEC/10 12 months	\$40,759 yr.	\$88,000 yr.	1-16-15
8. Dumond, Catherine	Advanced Orthopedics & Sports Medicine	to F/T Advising Manager/Coleman	EX/09 12 months	\$50,922 yr.	\$56,000 yr.	02-09-15
9. Endsley, Ronald	Oracle	to F/T Unix Administrator Senior/System	EX/12 12 months	\$76,502 yr.	\$95,000 yr.	01-12-15
10. Escalante, Davin	HCCS F/T Temp Financial Aid Assistant/System	to F/T Financial Aid Assistant/System	NE/05 12 months	\$28,458 yr.	\$28,458 yr.	01-16-15
11. Espinoza, Noemi	HCCS F/T Temp Financial Aid Assistant/System	to F/T Financial Aid Assistant/System	NE/05 12 months	\$27,708 yr.	\$29,702 yr.	01-16-15
12. Frances, Tiffney	HCCS P/T Library Assistant I /Codwell	to F/T Library Assistant 1/NE	NE/05 12 months	\$2,792 yr.	\$32,202 yr.	01-12-15

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

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
13. Horn, Bernard	HCCS P/T Graphic Designer/SE	to F/T Graphic Designer/SE	NE//07 12 months	\$16,477 yr.	\$45,546 yr.	02-09-15
14. Jefferson, Morgan	HCCS F/T Temp Office Assistant /System	to F/T Office Assistant/System	NE/03 12 months	\$20,212 yr.	\$20,612 yr.	01-16-15
15. Lee, Scondreka	Macy's	to F/T Sr. Human Resources Rep/ System	EX/08 12 months	\$46,000 yr.	\$46,000 yr.	01-26-15
16. Lwin, Thit	HCCS F/T Temp Office Assistant /System	to F/T Office Assistant/System	NE/03 12 months	\$21,635 yr.	\$21,635 yr.	01-16-15
17. Martinez, Jeannett	HCCS P/T Enrollment Service Assistant/SE	to F/T Advisor Distant Education/ System	EX/07 12 months	\$3,270 yr.	\$34,374 yr.	02-09-15
18. Paramo, Elizabeth	HCCS P/T Receptionist Switchboard/Operator/ SE	to F/T Receptionist Switchboard/Operator /SE	NE/04 12 months	\$6,981 yr.	\$25,308 yr.	01-26-15

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

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
19. Pham, Thao	HCCS P/T Testing Assistant/Proctor/SE	to F/T Testing Associate/SE	EX/07 12 months	\$12,756 yr.	\$35,700 yr.	01-26-15
20. Taylor, Farron	HCCS P/T Enrollment Assistant/SE	to F/T Enrollment Services Associate/SE	EX/07 12 months	\$6,541 yr.	\$35,473 yr.	01-12-15
21. Zarco, Saul	San Jacinto College	to F/T Student Life Coordinator/SE	EX/08 12 months	\$42,000 yr.	\$45,555 yr.	01-12-15

SEPARATIONS OF EMPLOYMENT

Adams, Walter	Adam Walters, Instructor/Manufacturing Technology for Central, effective January 15, 2015.
Ahmad, Muhammad	Muhamad Ahmad, Hardware/Software Technician for Southwest, effective January 20, 2015.
Bakke, Donna	Donna Bakke, Instructor/Physical Therapy for Coleman, effective December 15, 2014.
Birdow, Rose	Rose Birdow, Office Manager for System, effective January 15, 2015.
Bowen, Nancy	Nancy Bowen, Instructor/Mathematics for Southwest, effective 15, 2015.
Cameron, Pamela	Pamela Cameron, Instructor/Economics for Southwest, effective December 19, 2014.
Cleveland, Trudy	Trudy Cleveland, Public Service Librarian for Southwest, effective January 30, 2015.
Cox, Patrick	Patrick Cox, Instructor/ESL for Central, effective January 05, 2015.
Garcia, Nancy	Nancy Garcia, Secretary II for Southeast, effective January 30, 2015.
Gonzalez, Consuelo	Consuelo Gonzalez, Financial Aid Officer for Northeast, effective January 31, 2015.
Grimes, Lori	Lori Grimes, Manager Records & Retention for System, effective January 05, 2015.
Harris, Roger	Roger Harris, Program Director Minority Business Development for System, effective January 02, 2015.
Heckel, Marlene	Marlene Heckel, CE Support Specialist for System, effective January 30, 2015.
Hennessy, Vin	Vin Hennessy, Multimedia Developer for System, effective January 30, 2015.
High, Clennis	Clennis High, Advisor Senior for Codwell Hall, effective January 16, 2015.
Husain, Masroor	Husain Masroor, Database Administrator Sr. for System, effective February 02, 2015.
Levene, Mark	Mark Levene, Peace Officer for System, effective January 30, 2015.
Martinez, Heliadora	Heliodor Martinez, Lieutenant for System, effective November 21, 2014.
Miller-Miles, Dawona	Dawona Miller-Miles, VA Compliance Officer for System, effective January 20, 2015.
Montoya, Catherine	Catherine Montoya, Public Service Librarian for Northwest, effective January 30, 2015.
Nolen, Brian	Brian Nolen, Instructor/Manufacturing Engineer Technology for Central, effective January 15, 2015.
Ogunmosin, Olumide	Olumide Ogunmosin, Instructor/Biology for Northeast, effective January 20, 2015.
Rodriguez, Helen	Helen Rodriguez, Student Support Assistant for System, effective January 30, 2015.
Sam, Rodney	Rodney Sam, Library Assistant I for Central, effective December 19, 2014.

SEPARATIONS OF EMPLOYMENT (continued)

Schouten, Rose Mary	Rose Mary Schouten, Instructor/Intensive English for Southwest, effective December 16, 2014.
Tabner, Troy	Troy Tabner, Campus Service Technician for Southwest, effective January 16, 2015.
Tubman, William	William Tubman, Peace Officer for System, effective November 26, 2014.
Weisz, Patricia	Patricia Weisz, Instructional Designer for System, effective January 30, 2015.

Credentials & Selection Process -
Staff (No Board Action Required)

Board Meeting: February 19, 2015

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

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
1. Araujo, Azucena	<i>Compensation Analyst, Sr.</i> Bachelor's degree in Business Admin. Human Resources, Psychology or related field required. Three (3) years to (5) years of professional relevant HR experience in the areas of compensation field required.	BA in Business Admin. & Mgmt. AAS in Business & Mgmt. HR Rep II 8 yrs. 0 mos. Office Manager 4 yrs. 8 mos. Sr. Cust. Srv. Coord. 5 mos. Total 12 yrs. 11 mos.	Job Vacancy Notice-4622 -HR Referred-7 -Hiring authority evaluated and Interviewed-1 -Applicant selected-Internal HCC F/T
2. Bell, Micah	<i>Counselor Disability Services</i> Master's degree with a concentration in counseling (counseling, education, social work, psychology, human services, marriage & family therapy). Counseling licensure required. Three (3) years exp. counseling adult populations, preferably in a higher education counseling setting,	MA in Counseling Licensed Professional Counselor Acad. Advisor 1 yr. 1 mo. Stud. Success Coach 1 yr. 11mos. Acad. Advisor 3 yrs. 0 mos. Total 6 yrs. 0 mos.	Job Vacancy Notice-4594 -HR Referred-16 -Hiring authority evaluated and interviewed-8 -Applicant selected-External New Hire F/T
3. Brandon, Xavier	<i>Corporal</i> Must be a commissioned police officer of the state of Texas, certified by Texas Commission on Law Enforcement Standards and Edu. Two (2) years of law enforcement service required.	AA-Liberal Arts TCOLE Certificate Peace Officer 2 yrs. 7 mos. Total 2 yrs. 7 mos.	Job Vacancy Notice-4597 -HR Referred-4 -Hiring authority evaluated and Interviewed-4 -Applicant selected-Internal HCC F/T

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

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
4. Chadha, Jagdeep	<i>Advisor, Distance Education</i> Bachelor's degree required. Prefer two (2) years work exp. in post-secondary institution advising setting.	MA in Counseling Psychology Dir. Div. Stud. Aff. 3 yrs. 4 mos. Dir. of Stud. Aff. 2 yrs. 9 mos. Academic Counselor 1 yr. 0 mos.	Job Vacancy Notice-4633 -HR Referred-47 -Hiring authority evaluated and interviewed-4 -Applicant selected-External New Hire F/T
		Total 7 yrs. 1 mo.	
5. Davis, Landon	<i>Corporal</i> Must be a commissioned police officer of the state of Texas, certified by Texas Commission on Law Enforcement Standards and Edu. Two (2) years of law enforcement service required.	Certificate in Criminal Justice Peace Officer 3 yrs. 4 mos.	Job Vacancy Notice-4597 -HR Referred-4 -Hiring authority evaluated and interviewed-4 -Applicant selected-Internal HCC F/T
		Total 3 yrs. 4 mos.	
6. Davis, Linda	<i>Financial Aid Assistant</i> High school diploma/GED equivalent/ Associate degree preferred. Minimum of one (1) year exp. working in a financial aid office preferred.	High School Diploma Financial Aid Asst. 2 mos. HR Admin. 4 yrs. 11 mos.	Job Vacancy Notice-4624 -HR Referred-4 -Hiring Authority evaluated and interviewed-4 -Applicant selected-External HCC F/T Temp to F/T
		Total 5 yrs. 1 mo.	

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

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
7. Dokes, Destry	<i>College Operations Officer</i> Bachelor's degree in Business, Mgmt., Finance, Economics, Marketing, Human Resources or Public Admin. from an accredited institution is required. Five (5) or more years of exp. in operations management including budgets & facilitations or business at K-12 school district, community college/higher ed., or private industry required.	MBA in Management Advisor 1 yr. 7 mos. Dir. Bus. Develop. 2 yrs. 4 mos. Dir. of Operations 3 yrs. 6 mos. Business Manager 6 yrs. 1 mo. Admin. Srv. Offcr 7 yrs. 2 mos. Total 20 yrs. 8 mos.	Job Vacancy Notice-4497 -HR Referred-43 -Screening Committee evaluated and reviewed-12 -Hiring Authority evaluated and interviewed-6 -Applicant selected-Internal HCC F/T
8. Dumond, Catherine	<i>Advising Manager</i> Master's degree required. Require three (3) years work exp. in an institution of higher education advising setting, including two (2) years supervisory exp. preferably in an institution of higher education.	MED in Counselor Education BS in Psychology Marketing Dir. 1 yr. 7 mos. Marketing Mgr. 2 yrs. 11 mos. Stdnt. Success Crd. 6 yrs. 0 mos. Total 10 yrs. 6 mos.	Job Vacancy Notice-4618 -HR Referred-41 -Hiring authority evaluated and interviewed-6 -Applicant selected-External New Hire F/T
9. Endsley, Ronald	<i>Unix Administrator Senior</i> Bachelor's degree from an accredited institute in Computer Science or related area is required. Eight (8) years of related work exp. may be considered in lieu of the degree requirement. Five (5) years work exp. in a production environment with at least three years of Solaris Admin.	High School Diploma Sr. Fld Spprt Engr. 22 yrs. 9 mos. Unix Sys. Adm. 5 yrs. 11 mos. Total 28 yrs. 8 mos.	Job Vacancy Notice-4281 -HR Referred-13 -Hiring authority evaluated and interviewed-7 -Applicant selected-External New Hire F/T

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

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
10. Escalante, Davin	<i>Financial Aid Assistant</i> High school diploma/GED required. Minimum of one (1) year exp. working in a financial aid office preferred.	High School Diploma Financial Aid Asst. 11 mos. Library Asst. 1 yr. 1 mo. Total 2 yrs. 0 mos.	Job Vacancy Notice-4624 -HR Referred-4 -Hiring authority evaluated and interviewed-4 -Applicant selected-External HCC F/T Temp to F/T
11. Espinoza. Noemi	<i>Financial Aid Assistant</i> High school diploma/GED required. Minimum of one (1) year exp. working in a financial aid office preferred.	High School Diploma Financial Aid Asst. 1 yr. 3 mos. Library Asst. 2 yrs. 2 mos. Workstudy Stud. 1 yr. 3 mos. Total 4 yrs. 8 mos.	Job Vacancy Notice-4624 -HR Referred-4 -Hiring authority evaluated and interviewed-4 -Applicant selected-External HCC F/T Temp to F/T
12. Frances, Tiffney	<i>Library Assistant I</i> High school or GED required. One (1) year experience in customer service in a library preferred. Bilingual (English or Spanish) preferred. Experience using PeopleSoft skills preferred.	High School Diploma Library Asst. 1 3 mos. Subst. Aide 4 yrs. 0 mos. Acq. AcCnt. Clerk 10 yrs. 7 mos. Total 15 yrs. 10 mos.	Job Vacancy Notice-4570 -HR Referred-65 -Hiring authority evaluated and interviewed-6 -Applicant selected-External HCC P/T to F/T

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

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
13. Horn, Bernard	<i>Graphic Designer</i> Associate's degree in Graphic Arts or a related field preferred. Four (4) years of directly related work exp. may be substituted in lieu of degree. Minimum of three (3) years exp. required.	High School Graphic Designer 6 yrs. 2 mos. Advertising Mgr. 2 yrs. 1 mo. Sr. Graphic Dsgnr. 4 yrs. 11 mos. Total 13 yrs. 2 mos.	Job Vacancy Notice-4615 -HR Referred-33 -Hiring authority evaluated and interviewed-4 -Applicant selected-External HCC P/T to F/T
14. Jefferson, Morgan	<i>Office Assistant</i> High school diploma or GED required. One (1) year exp. in an office environment preferred.	High School Diploma Office Asst. 1 yr, 1 mo. Workstudy Student 5 mos. Enrllmnt F/A Asst. 2 mos. Child Care Worker 10 mos. Total 2 yrs. 6 mos.	Job Vacancy Notice-4617 -HR Referred-15 -Screening committee evaluated and reviewed-4 -Hiring authority evaluated and interviewed-N/A -Applicant selected-External HCC F/T Temp to F/T
15. Lee, Scondreka	<i>Human Resources Representative Sr.</i> Associate's degree required. Four (4) years directly related work exp. may be substituted in lieu of degree. Three (3) years of employment related work exp. required in an employment office setting required.	BBA in Management Employment Spclst. 4 yrs. 6 mos. Admin. Spec. 1 mo. HR Specialist 1 yr. 6 mos. HR Admin. Asst. 9 mos. Total 6 yrs. 10 mos.	Job Vacancy Notice-4638 -HR Referred-23 -Screening committee evaluated and reviewed-8 -Hiring authority evaluated and interviewed-2 -Applicant selected-External New Hire F/T

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

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
16. Lwin, Thit	<i>Office Assistant</i> High school diploma or GED required. One (1) year exp. in an office environment preferred.	High School Diploma	Job Vacancy Notice-4617
		Office Assistant. 9 mos.	-HR Referred-15
		Student Placement 3 mos.	-Screening committee evaluated and reviewed-4
		Academic Tutor 1 mo.	-Applicant selected-External
		Office Support 1 yr. 6 mos.	HCC F/T Temp to F/T
		Total 2 yrs. 7 mos.	
17. Martinez, Jeannett	<i>Advisor</i> Bachelor's degree required. Prefer two (2) years work exp. in post-secondary inst. advising setting.	BS in Education	Job Vacancy Notice-4633
		Enrollment Asst. 1 yr. 5 mos.	-HR Referred-47
		Receptionist 3 mos.	-Hiring authority evaluated and interviewed-4
		Office Asst. 1yr. 5 mos.	-Applicant selected-External
			HCC P/T to F/T
		Total 3 yrs. 1 mo.	
18. Paramo, Elizabeth	<i>Receptionist/Switchboard Operator</i> High school diploma or equivalent required. One (1) year of related exp. required; two (2) years preferred.	High School Diploma	Job Vacancy Notice-4564
		Receptionist 12 yrs. 5 mos.	-HR Referred-42
		Screening Coord. 9 yrs. 9 mos.	-Hiring authority evaluated and interviewed-4
			-Applicant selected-External
			HCC P/T to F/T
		Total 22 yrs. 2 mos.	
19. Pham. Thao	<i>Testing Associate</i> Bachelor's degree in Education or a related area. Minimum of two (2) years direct testing exp. in a post-secondary institution.	BA in Modern Languages (English)	Job Vacancy Notice-4553
		Testing Proctor 2 yrs. 5 mos.	-HR Referred-20
		Registration Asst. 1 mo.	-Hiring authority evaluated and interviewed-2
		Workstudy Student 6 mos.	-Applicant selected-External
			HCC P/T to F/T

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

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
20. Taylor, Farron	<i>Enrollment Services Associate</i> Bachelor's degree required. Prefer two (2) years of work exp. directly in enrollment services in a college in a student services related setting.	BS in Criminal Justice Office Asst. 10 mos. Enrllmnt. Srv. Asst. 2 yrs. 6 mos. Total 3 yrs. 4 mos.	Job Vacancy Notice-4566 -HR Referred-69 -Hiring authority evaluated and interviewed-7 -Applicant selected-External HCC P/T to F/T
21. Zarco, Saul	<i>Student Life Coordinator</i> Bachelor's degree in counseling or other student services related area. Minimum of three (3) years of exp. demonstrated in an academic related environment and in a community college academic or student service area.	MA in Education Educational Planner 3 yrs. 1 mo. Recruiter 1 yr. 7 mos. Career Advisor 6 mos. Research Assistant 2 yrs. 7 mos. Total 7 yrs. 9 mos.	Job Vacancy Notice-4554 -HR Referred-53 -Hiring authority evaluated and interviewed-5 -Applicant selected-External New Hire F/T