



AGENDA

BOARD OF TRUSTEES REGULAR BOARD MEETING

**January 22, 2015
4:30 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

January 22, 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 twenty-second (22nd) day of January 2015 at 4:30 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 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

IV. Awards, Presentations, and Recognitions

V. Chairman's Report

VI. Chancellor's Report

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

VII. Hearing of Citizens

VIII. Consent Agenda

A. Chancellor Evaluation

1. Approve Instrument for the Chancellor Performance Evaluation.

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B. Facilities and Finance

2. Cisco Equipment Smartnet Maintenance Contract (3-year).
3. Investment Report for the Month of October 2014.
4. Investment Report for the Month of November 2014.
5. Monthly Finance Statement and Budget Review for October 2014.
6. Monthly Financial Statement and Budget Review for November 2014.

IX. Topics for Discussion and/or Action

A. Board Governance

1. Personnel Agenda (Administrator).
2. Personnel Agenda (Faculty).

B. Facilities and Finance

3. Missouri City New Campus Real Estate Acquisition.
4. West Loop Campus Real Estate Acquisition.

X. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071, 551.072, 551.073, and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters

1. Consultation with legal counsel concerning 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.
2. Consultation with General Counsel on Pending Legal Matters.

B. Personnel Matters

1. Deliberate Individual/Faculty/Administration Classified Staff
 - a. Employment of Faculty – Regular and Executive Contracts.
2. Deliberate the appointment, employment, evaluation, reassignment, duties, leave, discipline, contract status, or dismissal or to hear

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complaints or charges against the chancellor, employees or board members.

C. Real Estate and Property Matters

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

Reconvene in Open Meeting

XI. Consider Action on Agenda Items, Including Closed Session Matters

XII. 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 any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

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.

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

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.

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

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.

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.

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CERTIFICATE OF POSTING OR GIVING NOTICE

On this 16th day of January 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

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

November 13, 2014

Minutes

The Board Governance Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, November 13, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

Zeph Capo, *Committee Chair*
Robert Glaser, *Committee Member*
Sandie Mullins, *Committee Member*
Eva Loredo
David B. 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
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
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Zeph Capo, Committee Chair, called the meeting to order at 3:05 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, and Wilson)

**MODIFICATION TO BOARD POLICY D.1: EQUAL EDUCATION OPPORTUNITIES
AND D.4.5: SEXUAL HARASSMENT, ASSAULT, AND VIOLENCE**

Motion – Ms. Mullins motioned and Mr. Glaser seconded.

Dr. Cesar Maldonado apprised that the item was approved in September and noted that there was a clerical omission and is being presented to add a word. Mr. Capo informed that the word “sex” was added.

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

**MODIFICATION TO BOARD BYLAWS ARTICLE A, SECTION 10(E): MECHANISMS
FOR ENFORCEMENT**

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

Mr. Derrick Mitchell apprised that the item is a revision in the mechanism for enforcement of the Board bylaws. He noted that the change is to Article A, Section 10(e) to allow the Chair to initiate an investigation after receiving an approval of the majority of the Board. He informed that the major difference is that the current policy allows an investigation to be called regarding a complaint by any one. Mr. Mitchell noted that this would require a majority of the Board to approve the investigation.

Mr. Capo inquired as to how complaints are brought forward. Mr. Mitchell apprised that the practice has been to see it in writing. He recommended including the language “in writing”.

Mr. Capo inquired if a motion is needed on the recommendation to amend.

Amendment – Ms. Mullins moved and Mr. Glaser seconded to amend to include “complaint in writing”. The motion passed with a vote of 3-0.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:14 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
November 13, 2014**

Minutes

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, November 13, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

Neeta Sane, *Chair*
Christopher W. Oliver, *Vice Committee*
Robert Glaser, *Secretary*
Zeph Capo
Sandie Mullins
Eva Loreda
Carroll G. Robinson
Adriana Tamez
David B. 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
Butch Herod, Acting President, Northwest College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources 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
Other administrators, citizens and representatives from the news media

(The following Trustees were present: Capó, Glaser, Loredó, Mullins, Robinson, Tamez, Sane and Wilson)

CALL TO ORDER

Mrs. Neeta Sane, Chair, called the meeting to order at 4:04 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

AUTHORIZE TRANSFER OF FUNDS FROM BOND CIP PROJECT J (NORTHEAST-NORTH FOREST CAMPUS) TO BOND CIP PROJECT I (NORTHEAST-NORTHLINE CAMPUS)

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

Mr. Wilson inquired if there has been any consideration to take the funds from Central as opposed to North Forest.

Mr. Chuck Smith noted that a meeting was held with the culinary department at Central. He informed that it was concluded that there is a need for a more robust facility. He noted that the design team has been asked to revisit the drawings and apprised that approximately \$9 million will be needed. Mr. Smith informed that there is currently discussion to determine the best option regarding the program needs. Dr. Cesar Maldonado apprised that placing the culinary arts program in the basement does not provide the space needed.

Mr. Robinson inquired if the approval affects the commitment of the Early College High School (ECHS) in North Forest and inquired of the expansion that the \$3.5 million provides at Northline.

Mr. Smith provided an overview as it relates to moving funds from the North Forest project to Northline to include:

- Unduplicated student head count for each of the campuses (Northline is 32 sq. ft. per student and North Forest is 82 sq. ft. per student)
- THECB Space Allocation Model
- Utilization Efficiency
- Non-quantitative Factors
- 2010 Facilities Master Plan
- Northline (Project I) Cost Estimate
- North Forest (Project J) Cost Estimate

Dr. Maldonado noted that moving the funds does not prohibit starting up an ECHS at North Forest.

(Mr. Oliver joined the meeting at 4:15 p.m.)

Mr. Smith informed that the effort is to increase the size of the classrooms.

Mr. Oliver inquired if the recommended changes are in alignment with the 2010 Master Plan. Mr. Smith apprised that the recommendation is in line with the scope of the 2010 Master Plan.

Dr. Tamez asked that Mr. Smith advise of the plan that Mr. Oliver referenced. Mr. Smith informed that it is the plan provided by ESPA.

Dr. Tamez inquired if there are any other plans being used. Mr. Smith noted that the book provided to the Board references the Facilities Master Plan, which is the ESPA document. He informed that not all colleges have a master plan and noted that the firm Llewelyn Davies Sahni provided a plan that referenced land uses.

Mr. Oliver informed that the 2010 Master Plan might not meet some of the challenges in the future. He noted that the college has kept to the original plan.

Mrs. Sane inquired if the plans that were originally presented are being followed.

Mr. Capo apprised that he has visited all of the sites in the Northeast area and noted that the campus that he sees the most students at depicting the greatest need is Northline. He informed that there continues to be an issue regarding the childcare center, which has been removed from the plan. He inquired as to how meeting the needs will be addressed.

Mr. Smith noted that the 2010 Master Plan version is strictly a land usage plan. He informed that the size of the building was determined by the amount of funds allocated for the project.

Mr. Wilson apprised that he read the 2010 ESPA Plan and noted that it was seriously flawed. He informed that the college should look at the current status of the college and spend the funds where needed.

Mr. Capo apprised that the Northline is at a quarter of what was originally intended.

Mr. Robinson noted that his frustration is not with Dr. Maldonado and Mr. Smith. He informed that everyone avoided the discussion regarding options for the funds obtained. Mr. Robinson apprised that now he is in an awkward position because he advocated for the bond in North Forest. He noted that he doubled the funds for Coleman and now there is a conversation about applying a master plan that should have been done previously.

Mr. Robinson inquired of the status of the bond burn rate. Dr. Maldonado informed that the college is behind the goal but feels comfortable that the college will be close to meeting the requirements.

Mr. Robinson apprised that he supports Culinary Arts; however, he will not support moving the funds because he made a commitment to the North Forest community.

Dr. Maldonado informed that the process is where it should be and noted that this is a course correction that is needed to move forward.

Mr. Oliver informed that there needs to be a workable framework to use as a guide going forward.

Mr. Capo clarified that the space factor should not be the deciding factor regarding the ECHS. Dr. Maldonado apprised that the ECHS is a separate discussion and apprised that nothing brought forth today prevents the ECHS.

Ms. Mullins inquired if the transfer of funds affects the commitment made to the community. Mr. Smith noted that the transfer of the funds allows for all programs promised to be delivered in North Forest, and provides the resources for space at the Northline Campus.

Ms. Mullins requested that Dr. Maldonado follow up on his comments. Dr. Maldonado informed that the Master Plan is a framework to build on and apprised that administration is ready to move forward with the projects.

Dr. Tamez requested that Dr. Maldonado provide an overview of the Southeast project for the record. Mrs. Sane informed that the overview could be provided as part of the CIP Update report.

Ms. Loreda apprised that a promise is a promise. She noted that if a school was promised to North Forest, then it should be delivered. She apprised that additional space is needed at Northline. Ms. Loreda noted that the comments from North Forest are that they do not feel as if a real college is being provided.

Dr. Tamez informed that she disagrees with Mr. Robinson in that the presidents spent more than what was allocated. She apprised that if there was a failure of communication by previous administration and if the Board failed to oversee the project that is a different story.

Mr. Robinson noted that almost all the projects are over budget. He informed that the Board does not supervise the presidents.

Vote – The motion passed with vote of 7-1-1 with Mr. Robinson opposing and Mr. Wilson abstaining.

ADJOURNED TO CLOSED SESSION

Mrs. Sane adjourned the meeting to Executive Session at 4:50 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. Mrs. Sane 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.

Mrs. Sane reconvened the meeting in Open Session at 6:20 p.m. and entertained any motions on pending matters.

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

Motion - Mr. Oliver motioned and Dr. Tamez seconded to move that the remaining items to the Regular meeting agenda for Tuesday, November 18, 2014. The motion passed with a vote of 7-0-1 with Mr. Wilson abstaining. The following items moved to the Regular meeting agenda under Topics for Action and/or Discussion:

- Investment Policy for 2015
- Investment Report for The Month of September 2014
- Monthly Finance Statement for September 2014
- Acceptance of Donation from National Oilwell Varco
- Update on Bond Capital Improvement Plan (CIP) Related Matters

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 6:21 p.m.

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

Minutes Approved as Submitted: _____

**MEETING OF THE
EXTERNAL RELATIONS COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

November 13, 2014

Minutes

The External Relations Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, November 13, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

Carroll G. Robinson, *Committee Chair*
Zeph Capo, *Committee Member*
Robert Glaser, *Committee Member*
Sandie Mullins, *Alternate Committee Member*
Eva Loreda
Neeta Sane
Adriana Tamez
David B. 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
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
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Carroll G. Robinson, Committee Chair, called the meeting to order at 3:30 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, Robinson, and Wilson)

**STATE AND LOCAL GOVERNMENT RELATIONS CONSULTING SERVICES
(PROJECT NO. RFQ 15-01)**

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

Dr. Cesar Maldonado noted that the recommendation for the RFQ regarding the State and Local Government Relations Consulting Services is to contract services with Locke Lord LLP for a three-year term.

Mr. Glaser inquired as to the reason for the three-year term. Dr. Maldonado informed that the three-year term would allow for strategic preparation due to the off cycle. He apprised that if the desire of the Board is to have less than three years, he would request a one-year with a two-year option.

Mr. Capo noted that he concurs with the reason for recommending three years.

Mr. Glaser inquired if there is an opt-out performance clause. Dr. Maldonado informed that the firm has a history with the college and noted that there is an opt-out clause in the contract.

Mr. Capo expressed appreciation to the Chancellor for discussing the historical performance. He apprised that there has been a discussion that all contracts would have a performance review and noted that this should be the case in this contract as well. He informed that there should be some written performance review document that denotes past performance.

Ms. Mullins inquired if there would be a team to assist with all concerns. She apprised that there was not an amount noted under the fiscal impact and requested a dollar amount under the fiscal impact.

Mr. Robinson noted that the dollar amount is \$125,000, which was discussed when reviewing the RFQ. Dr. Maldonado informed that he did not include the dollar amount because of negotiation.

Mr. Wilson inquired of the contract commencement. Mr. Robinson apprised that the current contract expires on December 31, 2014.

Mr. Wilson inquired about the three-year term and noted that the Chancellor mentioned recommending a two-year term after this contract period. Dr. Maldonado informed that if discussion starts on the off cycle, it would allow for the consultant's participation with the interim work leading up to the session.

Mr. Wilson inquired as to how the evaluation was determined and inquired of the details regarding the evaluation. Dr. Maldonado apprised that the detailed evaluation

information is not normally included in the agenda book but noted that the information is available for review if desired.

Mr. Robinson noted that he has inquired of receiving the information and apprised that Dallas Independent School District provides the information to their Board. Dr. Maldonado noted that the information could be provided in a summary format to the Board.

Mr. Robinson informed that he concurs with the Chancellor that a three-year term will assist with the two-year cycle beginning thereafter. He inquired if a thirty-day opt-out would apply. Mr. Rogelio Anasagasti apprised that the thirty-day opt-out would be included as part of the normal standards.

Mr. Robinson informed that the contract is only for state services and noted that he would like to see a move regarding the federal team.

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

UPDATE ON MIDTOWN TIRZ STREET IMPROVEMENT PROJECT FOR CENTRAL CAMPUS AND FEDERAL GRANT APPLICATION

Dr. Maldonado apprised that several Trustees requested an update. He informed that in the first group of projects, the contribution level is \$5 million with 1/3 of the contribution going to public housing. He apprised that the college has reached its level of contribution and noted that the projects have been designed as following:

- Holman Street project is scheduled to start in March 2015.
- Alabama Street reconstruction project has expanded beyond the scope with two phases with Phase I from the Pierce Elevated to Elgin scheduled to begin construction in March 2016).
- Caroline Street project from Elgin to Holman has been included in Phase II.

Dr. Maldonado informed that 1/3 of contributions after \$5 million will go to HCC projects. He apprised that the college does not have a voting seat on the Board.

Mr. Capo inquired if TIRZ determines the phase. Dr. Maldonado noted that a meeting is scheduled for an update. He informed that there is a budget consideration with Texas Department of Transportation (TxDOT) funding, which played a role in defining Phase I.

(Mrs. Sane joined the meeting at 3:52 p.m.)

Ms. Loreda inquired of the number of members on the Board. Mr. Derrick Mitchell apprised that there are seven members on the Board and noted that Matt Thibodeaux is the Executive Director.

Ms. Loredo inquired if funds would be added for Central campus. Dr. Maldonado noted that the funds are for street improvements.

Mr. Robinson apprised that the college should be given first consideration regarding projects that are completed with the college's funds.

Ms. Mullins noted that there is no vote on the Board even though funds are contributed. She inquired if the college would have input on future projects. Dr. Maldonado informed that the projects are in the original agreement. He apprised that the college can provide recommendation but does not have a vote.

Mr. Wilson noted that this is taxpayers' money and informed that he is not fully in support of TIRZ.

Mr. Robinson inquired if it is possible to get out of the TIRZ. Mr. Mitchell apprised that the college is obligated up to the amount. Dr. Maldonado noted that he would recommend reviewing because the contract states up to 2026. He informed that 1/3 is allocated for HCC projects, 1/3 is for public housing and the remaining 1/3 would be for TIRZ projects.

Mr. Robinson recommended that there is a review regarding the opt-out possibilities.

APPROVE APPOINTMENT TO MIDTOWN ZONE BOARD OF DIRECTORS

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

Mr. Robinson apprised that there are other Trustees interested in attending the meetings.

Ms. Loredo noted that she would volunteer to serve as an alternate.

Amended Motion – Mr. Capo moved and Mr. Glaser seconded to add Trustees Glaser and Loredo to the TIRZ Board. The motion passed with a vote of 3-0.

(Dr. Tamez arrived at 3:59 p.m.)

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:04 p.m.

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

Minutes Approved as Submitted: _____

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

November 18, 2014

Minutes

The Audit Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, November 18, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

Robert Glaser, *Committee Chair*
David B. Wilson, *Committee Member*
Carroll G. Robinson, *Alternate Committee Member*
Zeph Capo
Sandie Mullins

ADMINISTRATION

Cesar Maldonado, Chancellor
E. Ashley Smith, Acting General Counsel
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Steve Levey for 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
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
Jorge Rodriguez, Coastal Securities
Susan Goll, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Robert Glaser, Committee Chair, called the meeting to order at 3:08 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, Robinson and Wilson)

ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, 2014

Motion – Mr. Wilson motioned and Mr. Robinson seconded.

Dr. Cesar Maldonado informed that the item is regarding the annual financial audit prepared by the external auditors Grant Thornton LLP, external auditors.

Mrs. Teri Zamora introduced Ms. Angela Dunlap and Ms. Karmyn Jeffries to present the audit scope and results to include the following:

- Significant Risks
 - Capital assets
 - Revenues and related receivables

- Other Audit Areas
 - Fraud inquiries
 - Cash and investments
 - Operating expenses including employee compensation & related accruals
 - Debt
 - Net position (fund balance)
 - Adequacy of financial statements disclosures

- OMB Circular A-133 and State of Texas Single Audit Circular
 - Federal Program – Student Financial Aid Cluster
 - Federal Program – Career & Technical Education Basic Grants (Perkins)
 - Federal Program – Post 9/11 Veteran’s Educational Assistance
 - State Program – Adult Education
 - State Program – Skills Development

- Audit Results
 - Unqualified “clean” opinion
 - No scope limitations
 - No unresolved audit issues
 - Internal control comments
 - Open and effective communication with management

Mr. Capo requested clarification between notes, adjustments and exceptions. Ms. Dunlap noted that an adjustment is proposed to management who then determines significance and exceptions relating to compliance with federal guidelines.

Mr. Robinson inquired of the adjustments included in the audit report. Ms. Dunlap provided a summary of the adjustments to include:

- Recorded Adjustments
 - Reclassification between investments and cash equivalents
 - Allowance for doubtful accounts
 - Amortization of bond premium

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Audit Committee Meeting – November 18, 2014 - Page 3

- Proper reflection of non-operating income/interest expense
- Reclassification of amortization of bond premium
- Unrecorded Adjustments
 - Record prior year retainage payable

Ms. Dunlap provided a summary of other required communication findings to include:

- No Disagreements with Management
- No Management Consultation with Other Accountants Findings
- No Significant Issues Discussed with Management Findings
- No Significant Difficulties Encountered During the Audit Findings
 - No significant delays in providing information
 - No unnecessarily brief time to complete the audit
 - No unavailability of expected information or personnel
 - No restrictions imposed by management
 - No management refusal to communicate significant matters
 - No extensive unexpected effort to obtain audit evidence
- No Related Parties and Related Party Transactions Findings
- No Other Information in Documents Containing Audited Financial Statements Findings

Ms. Jeffries presented the quality of accounting practices as follows:

- Accounting policies
- Accounting estimates
- Disclosures

Ms. Dunlap apprised that there is a capital interest adjustment being finalized, that is not reflected in the presentation, which has a \$7 million impact to 2013 and \$22 million to 2014.

Mr. Wilson inquired if the interest was due to the front-end load of the \$425 million bond. Ms. Dunlap informed that the interest expenses occur from limited tax bonds. Mrs. Zamora apprised that a limited tax bond example is the General Obligation Bonds.

Dr. Maldonado clarified that Ms. Dunlap is presenting from an accounting side not where the revenue occurred. He noted that the item was moved from expense to capitalized interest so it reduces expenses and increases assets on the balance sheet.

Mr. Robinson inquired of the interest income generated by the bonds. Ms. Dunlap informed that this year it was \$2.6 million.

Ms. Dunlap presented the following technical standards updates:

- GASB Statement #68 – Accounting and Financial Reporting for Pensions and Amendment of GASB Statement #27
- GASB Statement #69 – Government Combinations and Disposals of Government Operations
- GASB Statement #70 – Accounting and Financial Reporting for Nonexchange Financial Guarantees
- GASB Statement #71 – Pension Transition for Contributions Made Subsequent of the measurement Date (an amendment of GASB Statement #68)
- GASB Exposure Drafts
- Federal Grant Regulations

(Ms. Mullins joined the meeting at 3:22 p.m.)

Mr. Glaser inquired if the State would provide the number for unfunded liability. Ms. Dunlap noted that the standard has not required the unfunded liability to be reflected.

Mrs. Zamora informed that the Teacher Retirement System of Texas (TRS) is calculating the liability based on a pro-rata percentage. Mr. Robinson recommended calculating unfunded liability for future planning.

Mr. Glaser inquired of the formula for new hires and the impact. Dr. Maldonado informed that the calculation is not based on HCC, it is based on a pro-rata. Mrs. Zamora apprised that it is not a liability that HCC is expected to pay; the intent is to be on the books.

Mr. Robinson recommended working legislatively to develop a formula that is in the best interest of HCC.

Ms. Dunlap concluded the presentation with the following areas in the pipeline:

- Standard Post-Employment Benefits
- Fair Value Measurements (investments)
- Federal Grant Regulations

Houston Community College
Audit Committee Meeting – November 18, 2014 - Page 5

Mr. Wilson noted his understanding is the college has \$1.5 billion in assets and \$1 billion in debt, bonds and liabilities with a net worth of \$350 million and an annual operating budget \$308 million. He inquired of the debt services paid annually. Ms. Dunlap informed the debt activity is in the \$60 million range to include principle and interest. Mrs. Zamora apprised that Fund 8 is utilized for debt payment.

Mr. Wilson informed that debt is 25% of the annual budget and noted if there was no debt tuition could possibly be free.

Mr. Wilson asked if the enrollment number of 58,000 included 6,515 in continuing education.

(Mr. Capo stepped out at 3:51 p.m.)

Mr. Wilson recommended using an enrollment number that can be used for accurate comparison with other institutions. Dr. Maldonado apprised that the number reported is a snapshot on a certain date; however, there are students that enroll after the census date.

(Mr. Capo returned at 3:54 p.m.)

Mr. Robinson requested the reserve fund balance. Ms. Dunlap informed that the fund balance is \$349 million. He requested the non-restricted balance. Mrs. Zamora apprised the unrestricted balance is \$101 million. Dr. Maldonado informed that page 26 of the audit reflects \$121million in unrestricted funds, which includes Fund 3.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:58 p.m.

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

Minutes Approved as Submitted: _____

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

November 18, 2014

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Tuesday, November 18, 2014 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

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

ADMINISTRATION

Cesar Maldonado, Chancellor
E. Ashley Smith, Acting General Counsel
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Stephen Levey 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
Jorge Rodriguez, Financial Advisor, Coastal Securities
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mrs. Neeta Sane, Chair, called the meeting to order at 4:14 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, Mullins, Oliver, Robinson, Sane, Tamez, and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Oliver led the prayer and the pledges.

APPROVAL OF MINUTES

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

Vote – The motion passed with a vote of 8-0. The following minutes were approved:

Special Meeting of October 2, 2014, Academic Affairs/Student Services Committee Meeting of October 7, 2014, Committee of the Whole Meeting of October 7, 2014, Special Meeting of October 7, 2014, and Regular Meeting of October 16, 2014

CHAIRMAN'S REPORT

Mrs. Sane summarized accomplishments for 2014 and thanked the Board, staff and faculty for its dedicated service to HCC and its constituents. She informed that with unwavering focus on the promises and commitments of HCC:

- 2014-2015 Annual Budget - The Board approved the annual budget for fiscal year 2014-2015. At the first meeting this January, the Board was notified that HCC had a \$14 million deficit, but by August of this year, the Board was assured that the financials were in great shape with an \$8 million surplus in the fund balance. Mrs. Sane thanked Dr. Maldonado for such a tremendous accomplishment in just the first 100 days of his tenure.
- \$425 Million Bond Program – Mrs. Sane announced that the Board members judiciously ensured a systematic progress of the 2012 bond program, while practicing due diligence and performing their fiduciary duty as per the Board policies and procedures. All the bond projects have been approved. She extended special thanks to all those who remained steadfast in ensuring that HCC offers equal opportunities to all the Houstonians, which has been one of the core principles of HCC.
- Leadership Transition - HCC successfully transitioned from interim leadership to permanent leadership with the appointment of Dr. Maldonado as the new Chancellor for HCC.
- New Board of Trustees – HCC welcomed four new Board members and all the Trustees continue to be forward-thinking in putting students, faculty, staff, and communities first in decision making.

Mrs. Sane informed that she is thankful for all the work that has been done to help the students, partners, economy, and community.

Mrs. Sane apprised that while heading into the final weeks of 2014, the Board is eager for the Chancellor to unveil his transformation plan for the college and efforts to take this college to even greater heights. She noted that a great deal of thought, research and input has gone into his vision.

Mrs. Sane apprised that the Board will continue to build a strong, stable foundation for HCC. She noted that she is optimistic and that HCC is headed in the right direction.

Mrs. Sane apprised that the Board will continue to work together to do the right thing to ensure that the future continues to shine even brighter for HCC.

Mrs. Sane announced the following:

- Meetings Schedule – The Board will not hold any Committee, Committee of the Whole, or Regular meetings in December 2014.
 - Board Retreat is scheduled for Saturday, December 6, 2014.
 - Special meeting for Thursday, December 11, 2014 from 11:00 a.m. until 1:00 p.m. regarding the Chancellor's Transformation Plan for the College.
 - Special meeting scheduled in January 8, 2015 for election of Board officers for 2015.
 - The meeting schedule for 2015 will be announced in January.
- Board Members' Birthdays – Mrs. Sane recognized Trustees celebrating birthdays in December: Trustee Carroll G. Robinson (December 19th), Trustee Dave Wilson (December 25th) and Trustee Christopher W. Oliver (December 31st).

CHANCELLOR'S REPORT

Dr. Cesar Maldonado provided the following report:

- 3-D Printers at Southwest College - The latest addition in the college's hardware upgrade is the Strata-sys Objet Eden 260 V, or "Eden".

The \$100,000 plus printer is now online and uses more than a dozen materials, including hard plastic and rubber which, provides a wider range of materials and much higher resolutions. With Eden's addition, there are now six 3-D printers housed at the Stafford and West Loop campuses. Plans are underway to add a seventh 3-D printer. The 3-D printers are used to support several programs at HCC Southwest including drafting, digital communications art and biology.

Dr. Maldonado thanked Mr. Jim Livesey, Director of College Educational Technology Services and Dr. Fena Garza, President of Southwest College for the great work they are doing in leading innovation for students at Southwest College.

Dr. Maldonado noted that in following the Board Chair's prayer of thanksgiving, he is thankful for the following:

- The opportunities he has been given.
- The reception he has received.
- The valuable input that has been shared.
- The support that the community has shown from the colleges, the administration, the students, and the board.

Dr. Maldonado informed that he is also thankful for the following accomplishments that have been achieved together:

- Passing the Capital Improvement Plan (CIP) Projects.
- Balancing the Budget
- Focus on innovation

Dr. Maldonado announced that significant progress has been made on many fronts and noted that in the past months there has been a visibly rapid escalation of positive, forward movement:

- Administration - In addition to hiring a new Vice Chancellor of Finance & Planning, a new Chief Facilities Officer and a new Director of Communications, the selections of the new Vice Chancellor of Instructional Services, and Director of Grants Development are being finalized and the search process for the President of Coleman College has begun. These are all critical and very foundational changes and central to the ability to affect the kind of transformation that Board has requested be addressed.
- Transformation Plan - The transformation plan will be the cornerstone of the effort to reinvent the college and the way HCC works with the community, industry and most of all, supports students and their ultimate success.

The transformative process begun shortly after Dr. Maldonado's arrival with conversations with the Board, multiple visits to the colleges, the authoring and delivery of several important studies to include:

1. Student satisfaction survey
2. Community value analysis
3. College culture analysis

4. Change readiness and organizational alignment study
5. Leadership task inventory and urgency assessment

These efforts provide a framework of understanding and a direction from which to build.

Each college was asked to create a short video selling the benefits of their college of which several were done with students in charge of the production. Over the next few months, the videos will be shared with the Board.

The planning process is heading towards the homestretch with an effort to build on the first district-wide planning meeting held at HCC in more than a decade which will bring a group of approximately 65 individuals to include faculty, students, staff and administrators together for more dialogue in the following:

- Workforce Alignment.
- Strategy Mapping.
- Balanced Scorecard Metrics.
- Accountability Measures across the College.

Dr. Maldonado apprised that he has engaged in a thorough, deliberate and methodological process which has worked to greatly expedite to align with the Board's expectations and the upcoming budgeting process. Dr. Maldonado acknowledged that there is a great deal of work to accomplish and noted that he is looking forward to sharing the transformation plan in the near future. He thanked the Board for their leadership and support.

Dr. Maldonado congratulated the students and wished everyone a happy and healthy Thanksgiving.

- **Faculty Senate Report**

Ms. Susan Goll informed that over \$10,000 was raised through the Bedicek Orman Auction and expressed appreciation to the Board, Chancellor, and HCC community for the support shown to the faculty.

Ms. Goll thanked the chancellor and the executive administration team for including faculty in the transformation plan process.

HEARING OF THE CITIZENS

There following individual(s) requested to speak before the Board:

- Daniel Arp

CONSENT AGENDA

Motion – Mr. Oliver moved and Mr. Capo seconded to approve the consent agenda excluding items A.1, B.3 and C.5. The motion passed with a vote of 8-0. The following item was approved:

- Modification to Board Bylaws Article A, Section 10(E): Mechanisms for Enforcement
- Approve Appointment to Midtown Zone Board of Directors

MODIFICATION TO BOARD POLICY D.1: EQUAL EDUCATION OPPORTUNITIES AND D.4.5: SEXUAL HARASSMENT, ASSAULT, AND VIOLENCE

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

Mr. Wilson noted that the action is opposed to his beliefs and withdrew the motion to approve.

Mr. Glaser withdrew the seconded.

Motion – Mr. Robinson moved to approve and Dr. Tamez seconded. The motion passed with vote of 7-1 with Mr. Wilson opposing.

STATE AND LOCAL GOVERNMENT RELATIONS CONSULTING SERVICES (PROJECT NO. RFQ 15-01)

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

Mr. Wilson advised that supplemental information was requested regarding the evaluators' scoring and therefore, he would be abstaining from the item because the information has not been provided.

Mr. Robinson noted that he supports the item but associates with Mr. Wilson's request for the information. He noted that he has also requested similar information.

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

AUTHORIZE TRANSFER OF FUNDS FROM BOND CIP PROJECT J (NORTHEAST-NORTH FOREST CAMPUS) TO BOND CIP PROJECT I (NORTHEAST-NORTHLINE CAMPUS)

Motion – Mr. Oliver moved and Mr. Capo seconded to approve.

Mr. Robinson informed that he is not against approving the Northline project but is not in support of the process utilized.

Mr. Wilson apprised that there is millions of dollars in debt hanging over the college's head. He noted that if the funds are going to be moved, he is in favor of moving the funds to pay down the debt. Mr. Wilson informed that commercial paper could have been purchased as opposed to the bond funds.

Mr. Wilson apprised that he inquired if debt could be paid down and was told that it could not be done. He informed that there are a lot of options available and noted that he would only vote to reallocate the funds to pay down debt. He apprised that consideration must be given to the billion dollars in debt.

The motion passed with vote of 6-2 with Mr. Robinson and Mr. Wilson opposing.

TOPICS FOR DISCUSSION AND/OR ACTION

ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, 2014

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

Dr. Maldonado introduced Ms. Angela Dunlap with Grant Thornton LLP to present a summary of the annual audit. Ms. Dunlap provided an overview of the overall results and noted that an unqualified “clean” opinion will be issued. She apprised that there were no scope limitations and could therefore speak with any necessary area. She noted that open and effective communication with management was involved.

Mr. Wilson informed that he would not be able to vote on the document received today. He apprised that he would not vote against the document but could not vote in support.

Mr. Capo expressed appreciation for the thorough reporting received from the external auditors. He noted that the firm was able to answer questions in the Audit committee meeting held earlier.

Vote – The motion passed with a vote of 6-0-2 with Mr. Robinson and Mr. Wilson abstaining.

PERSONNEL AGENDA (FACULTY)

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

Mr. Capo inquired if individual salaries are negotiated. Ms. Janet May, Chief Human Resources Officer, informed that except for faculty, the salaries are negotiated. She apprised that there is an established approved structure regarding the faculty salaries. She noted that all data is reviewed regarding recruitment.

Mr. Oliver inquired as to why the Board is approving the personnel agenda. He inquired as to why salaries that are within the Chancellor’s signature authority are presented for approval. Dr. Maldonado noted that the faculty approvals are personnel contracts.

Mr. Robinson informed that approvals under the Chancellor’s signature authority may not need to come before the Board.

Dr. Tamez apprised that it is her understanding that all employment contracts should be approved by the Board. Dr. Maldonado noted that he would review the policy regarding the approval of personnel contracts.

Mr. Capo informed that all policies need to be reviewed regarding hiring practices in order to efficiently assess the procedure processes.

Mr. Robinson apprised that he did not recall approving all faculty contracts annually. Mrs. May noted that faculty contracts have been presented for approval.

Mr. Robinson inquired when the contracts were approved. He also inquired of the number of faculty contracts. Mrs. May informed that an item was approved to authorize the renewal of all faculty contracts and noted that they were not listed individually in the agenda book.

Mr. Robinson apprised that if those approved during the budget process included those already in place, then he would like to see entire listing. He requested to have the full listing going forward since the Board is tasked with approving all the faculty contracts. He requested to see the listing in a format to utilize during the budget process.

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

RATIFY THE 2014 TAX RATE FOR MAINTENANCE & OPERATIONS AND DEBT SERVICE

Motion – Mr. Glaser motioned to ratify the adoption of the tax rate adopted last month and he moved that the property tax rate be increased by the adoption of a combined tax rate of \$0.106890, which is effectively an 18.04% percent increase in the tax rate and Mr. Oliver seconded.

Mr. Glaser noted that he passed out the impact of the tax rate regarding a couple of entities. He requested that administration is conscious of the budget going forward regarding the tax rate and property valuation appreciation. Mr. Glaser informed that other tax entities deal with similar issues, yet they do not increase taxes at the same level as HCC.

Mr. Oliver requested a history of the tax increases for the past six years. He apprised that according to his recollection taxes have not been increased to such extent.

Mrs. Zamora noted that Maintenance & Operations (M&O) Taxes have not been raised for some time and apprised that she will provide the requested information.

Mr. Glaser informed that there is an entity listed on the information he provided that shows a decrease in taxes. He reiterated that consideration is given to the big picture.

Mr. Glaser clarified that he stated the entity decreased their taxes; however, they slightly increased their rate.

Record Vote as follows:

Sandie Mullins – No

Adriana Tamez – Yes

Zeph Capo – Yes

Christopher W. Oliver – Yes

Neeta Sane – Yes

Robert Glaser – Yes

David Wilson – Yes

Carroll G. Robinson - Yes

Vote – The motion passed with a vote of 7-1 with Ms. Mullins opposing.

INVESTMENT POLICY FOR 2015

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

(Mrs. Sane stepped out at 5:21 p.m.; Mr. Oliver presided)

Mrs. Zamora provided an overview of the recommended changes. She apprised that one firm was dropped from the qualifying broker's listing because they did not return paperwork.

(Mrs. Sane returned at 5:26 p.m.)

Mr. Wilson inquired if a broker could be listed without Board action. Mrs. Zamora noted that Board action is required to list a Broker.

Mr. Robinson inquired as to who handles the mitigation risks to assist in generating additional revenues and who handles the review of the portfolio. Mrs. Zamora informed that the college leans towards the conservative side.

Mr. Robinson apprised that his inquiry is more towards the fund balance side.

Mr. Wilson inquired of the cash balance available. Mrs. Zamora noted that there is \$151 million in cash and \$318 million in investments.

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

ACCEPTANCE OF DONATION FROM NATIONAL OILWELL VARCO

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

Mr. Robinson inquired of the maintenance regarding the equipment. Dr. Maldonado informed that the donation will be planted inside the building and no maintenance is required.

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

ENGAGEMENT FOR LEGAL SERVICES WITH GIBBS & BRUNS LLP

Motion – Mr. Oliver moved and Mr. Glaser seconded. The motion passed with a vote of 8-0.

AUTHORIZATION TO ACQUIRE CERTAIN REAL ESTATE AT OR NEAR BRAYS OAKS

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

Ms. Mullins requested clarification. Dr. Maldonado apprised that the purchase would be funded through a grant from Department of Housing and Urban Development (HUD) through the City of Houston.

Mr. Wilson inquired of the requirements for the grant. Dr. Maldonado noted that it is a federal grant, which will have guidelines and informed that the grant is no different from other federal grant requirements.

Dr. Tamez inquired as to why the funding source was not included under the fiscal impact. Dr. Maldonado apprised that it was an oversight and noted that it should be added into the record through the minutes. Dr. Maldonado stated there is no fiscal impact as the property is being purchased with a grant.

Dr. Tamez inquired as to why the item could not be amended to denote the grant funds.

Mr. Oliver withdrew his motion and Mr. Capo withdrew his seconded.

Motion - Dr. Tamez moved and Mr. Robinson seconded to Authorize the Chancellor to purchase 12.8196 acres of real property on West Bellfort near South Gessner for Brays Oaks campus site based on the federal grant through the City of Houston, there is no fiscal impact on the purchase of the property.

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

Mr. Wilson requested to retract his vote on the property noting that he was under the impression that the previous vote was on an amendment.

Vote – The motion passed with vote of 7-1 with Mr. Wilson opposing.

INVESTMENT REPORT FOR THE MONTH OF SEPTEMBER 2014

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

Mr. Robinson inquired of the amount of profit for the last month. Mrs. Zamora informed that it was \$190,954.

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

MONTHLY FINANCE STATEMENT FOR SEPTEMBER 2014

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

Mrs. Zamora apprised that some of the pages have been reformatted. She noted the following changes:

- New column for capital and technology was added to the unaudited fund balances and activities.
- Redesign percentage comparison of revenues and expenditures and comparison at the same point in time to previous year.
- Streamlined auxiliary reporting to include committed and non-committed funds.
- International accounts to include committed and non-committed funds.

Mr. Robinson inquired of the number of vehicles in the fleet and the amount spent on fuel and maintenance. Mrs. Zamora noted that she will research and provide the information.

Mr. Robinson inquired if the police officers' radios are connected to Houston Police Department and also inquired of the amount remaining in the funding for police officers. Mrs. Zamora apprised that the information will be provided. Mr. Robinson requested that a report is provided at the retreat.

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

UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

Mr. Chuck Smith provided an update of the bond capital improvement plan to include the following:

- Budget Status
- Small Business Enterprise (SBE) Spending
- Internal Revenue Services' Spend Down Requirement

Mr. Robinson inquired of the number of internships and apprenticeships that are active or are scheduled to come on board. Mr. Smith noted that he will provide the information.

Mr. Robinson inquired of workforce programs that coordinate with the bond program. He also inquired of the communication effort with the contractors and workforce programs in terms of opportunities for HCC students. Mr. Smith informed that real time opportunities for students to engage with the projects are being sought.

Mr. Robinson inquired of the groundbreaking date for Coleman College (Coleman). Dr. Maldonado apprised that the date for the Coleman groundbreaking ceremony will be provided when scheduled. Mr. Robinson recommended inviting community leaders and supporters to the groundbreaking ceremonies.

Mr. Robinson requested more information regarding garage and sky bridge at Coleman. Mr. Smith noted that there is no garage in the current project. Mr. Smith informed that currently there is room in the budget to build a sky bridge to connect the new building to the old building.

Dr. Tamez informed that it is essential to communicate to the community that HCC will deliver what was promised. She apprised she has concerns regarding Central and Southeast colleges. She requested to work with Dr. Maldonado and his staff to schedule the community meetings. Dr. Maldonado noted that he has worked with Dr. William Harmon and Dr. Irene Porcarello to deliver quality programs and educational services that meet both the current and short-term needs of the community. He informed that none of the programs are receiving the actual dollars as described in the initial bond issue.

Dr. Tamez inquired of plans to enhance the culinary program at the Central Campus. Mr. Smith apprised that the design team is working on a report as it relates to culinary arts to inform of what is possible. He noted funds allocated are not enough to renovate an existing building. Mr. Smith informed that after discussions with campus personnel and faculty it was decided to move forward with the effort to construct a new building on Alabama Street. He apprised the options provided to the design team were to develop a shell building or to design a wing building; both options provide the ability to use annual operating funds to build the program.

Mr. Oliver inquired if the options were acceptable to the faculty. Mr. Smith noted that the faculty appeared enthusiastic as the option to renovate fell short on meeting the needs.

Dr. Tamez inquired of the amount spent on land for Central College. Dr. Maldonado informed that he does not remember the exact amount and noted that there are a few parcels that have not closed. Dr. Tamez inquired the location of the land. Mr. Smith informed that the property is located at Alabama St. and Chenevert St. Mr. Smith apprised the property being considered for the culinary arts building is located south of the parking garage close to the Whitley Building.

Dr. Tamez inquired of the rationale for spending funds for land that will not benefit the college. She requested the purpose of the land purchase. Mr. Smith noted that the amount expended on property that has closed is \$12.7 million which was purchased at the direction of the Board and informed he does not have details as to why the particular property was selected. Dr. Maldonado apprised that he is not able to explain decisions of the prior administration and Board and noted that it was official action taken by the Board.

Dr. Tamez inquired of the plan to utilize the Alabama property. She noted that the land needs to benefit Central College as it was purchased with bond funds allocated to Central College and if the property is sold, the proceeds should be reinvested into Central College. Dr. Maldonado expressed his opinion is that the land will be best utilized by expanding the footprint of Central College. He informed that any allocation of proceeds from a potential sale will be a decision of the Board.

Dr. Tamez requested an update on Southeast campus to include plans for the workforce manufacturing program and student center. Dr. Maldonado noted that funds have been allocated for land acquisition. He informed that land was not included in the original master plan for the facility. Dr. Maldonado apprised that a new concept on the master plan includes making good use of the property.

Dr. Maldonado noted that the workforce building will be located north of the Angela Morales Building and the student center will be located east of the Felix Morales Building. Dr. Tamez informed that the college communities take the greatest hit from lack of planning and noted that smarter decisions need to be made.

Dr. Maldonado apprised that HCC is being very diligent and responsive to the community and noted that the projects are being completed at a significantly reduced

dollar amount and by substantially delivering what was committed to the community. Dr. Maldonado apologized to the community if they feel like they have been shorted. He noted that the investment from the bond issue is in the favor of the community and efforts are being done as fiscally responsible as possible. Dr. Maldonado informed that he is not familiar with the background behind the land purchase decision and apprised that moving forward there will be better planning and better adherence to the plan.

Dr. Tamez noted that her concern relates to paying for the land with money that is allocated for student use. Mr. Capo informed he is concerned with spending money on land without knowing how the property aligns with the projects or the strategic plan.

Mr. Wilson referenced the moving of the \$3.5 million from North Forest to Northline and apprised that when making those decisions it is imperative to look at what is best for the whole college. He noted that it is important to educate the community that the effort is to spend the money in the most expedient way.

Mr. Robinson thanked the chancellor and staff for cleaning up issues created previously. He informed that there is a disconnect with marketing and facilities. Mr. Robinson apprised that it is time for a retreat to look at the master plan and property owned by HCC to determine the direction to take the system.

Mr. Robinson requested that a rendering of the new Coleman building be forwarded to the Texas Medical Center for marketing purposes. He also noted that he has previously requested a list of all properties owned.

Dr. Tamez informed that there is confusion regarding the master plan. Mr. Oliver indicated that the master plan is being used as a framework. Dr. Tamez asked which master plan is being utilized. Mr. Oliver summarized that the 2012 master plan is being used as a frame work when applicable. Mr. Oliver requested an inventory list of all property to assist with developing a deferred maintenance plan.

Mrs. Sane apprised that in January or February a document which list all the factors that led to the framework as well as a listing of the overall projects was sent to each Trustee's home. She noted that the confusion could be the campus master plan, which was related to utilizing vacant land without being tied to the college's strategic plan.

(Trustee Robinson stepped out at 6:23 p.m.)

Mrs. Sane requested that Mr. Smith work with the Trustees to ensure a resolve to the issues and hold community meetings for input and buy-in.

(Trustee Mullins left 6:28 p.m.)

Mrs. Sane requested that Dr. Maldonado provide the best solution moving forward.

(Trustee Robinson returned at 6:30 p.m.)

Dr. Maldonado informed that the Board and administration are moving in the same direction. He apprised that within the remaining budget, HCC is substantially delivering what was committed to the community. Dr. Maldonado noted that he is aware of the 2012 master plan and the confusion relates to the amount of detail that went into completing the master plan which refers to prior work on campus master plans. He noted that the campus master plan in reality is not a district-wide master plan. Dr. Maldonado informed that all the planning documents have been utilized and in light of changes, administration has requested some adjustments.

Dr. Maldonado apprised that all projects have been passed and have begun to move forward. He noted that he will be reaching out to the Trustees as well as the community to share the footprint and designs as they become available.

ADJOURNED TO CLOSED SESSION

Mrs. Sane adjourned the meeting to Executive Session at 6:31p.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. Mrs. Sane 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.

Mrs. Sane reconvened the meeting in Open Session at 7:23 p.m. and entertained any motions on pending matters.

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

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**

December 6, 2014

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Saturday, December 6, 2014, at Hotel ZaZa, 5701 Main Street, Houston, TX 77005.

MEMBERS PRESENT

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

ADMINISTRATION

Cesar Maldonado, Chancellor

OTHERS PRESENT

Amanda Edwards, System Counsel, Bracewell & Giuliani LLP
Byron McClenney, Facilitator

CALL TO ORDER

Mr. Christopher Oliver, Chair, called the meeting to order at 9:10 a.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

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

Mr. Oliver noted that Dr. Byron McClenney is the facilitator for the meeting and expressed appreciation to Mr. Glaser for meeting with Dr. McClenney to outline the retreat agenda.

DISCUSSION ON STRATEGIC ALIGNMENT AND ORGANIZATIONAL TRANSFORMATION

Mr. Oliver noted that a discussion would be held regarding strategic alignment and organization transformation to include leadership vision. He informed that Dr. Byron McClenney would serve as the facilitator for the retreat.

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Dr. Cesar Maldonado introduced Dr. Byron McClenney and apprised that the meeting will allow for presentation of the strategic alignment and organizational transformation for the college.

Dr. Bryon McClenney informed of his association with Houston Community College and noted that he has been engaged with the college for the past ten years.

Dr. McClenney apprised of his appointment to the Colorado State Board of Community Colleges and provided a sample of statements that he had to sign in his role as a trustee. He inquired of the Board's aspiration in one word or phrase regarding the future for HCC.

The Board provided the following feedback regarding the Board's aspiration:

- Positive
- Certificate/Graduation
- Integration/Partners
- To Be the Best in Southeast/South Central
- Aspen Institution
- Debts Paid

Dr. McClenney noted that if aspiring to the best, it cannot be achieved without being a great Board. He informed that a discussion would be held to provide insight of a great Board. He apprised that he has been working with Boards of community colleges over the last eight years and noted that he does it because he cares.

Mr. Robinson expressed concerns and informed that a Board cannot be great if there is disharmony between the Board and Administration. He noted that it should not be the chancellor's strategic plan or vision but must be a consensus of both the Board and Chancellor. Mr. Robinson noted that when the Board inquires, it should not be viewed as micro managing. He informed that there has to be a two-way conversation.

Mr. Wilson apprised that he has similar concerns regarding making decisions at the meetings when he does not have full contents. He noted that the decisions may be well meaning; however, they turn out to be a bad deal.

Mr. Capo informed that the issue also entails how much content should be provided and how to balance to safeguard when items are passed without losing focus with too much information.

Mr. Oliver apprised that the term “student success” seems to be all-inclusive. He noted that all the college does should be for student success and informed that many things are bundled into that term.

Dr. McClenney apprised that one of the things that great Boards do is to agree upon key performer indicators (KPIs), scorecards, or dashboards. He noted that once the KPIs are set, then the Board could begin to have confidence that the administration will regularly report on progress relative to the KPIs.

Mr. Robinson informed that he has been asking for the graduation rate for three years since coming on the Board; however, he has been advised that it is too difficult to calculate. He apprised that a formula should be identified regarding the graduation rate to be used.

Dr. McClenney recommended that the Board think about the group of students entering in the fall of 2011 and review all of those individuals (for example, 12,000 students), what percentage successfully completed their first term, what percentage came back in spring of 2012, fall of 2012, spring of 2013, fall of 2013, etc. He noted that graduation can now be captured and provided an overview of which students performed better than others. He informed that if there is clarity regarding the key indicators to be followed, and then the data can be provided accordingly.

Mr. Capó apprised that the dashboard needs to be revamped to allow for easy following. Mr. Oliver noted that there used to be small fact cards that the Board could have available to provide such information.

Mr. Capó apprised that this is where the difference of opinions come into play because there should be tablets used during the meetings and then the information could be readily available.

Mr. Wilson noted that the Board and administration cannot determine the accurate number for enrollment.

Dr. McClenney apprised that he has been able to follow and obtain all the information denoted by the Board and noted that the information is available.

Mr. Robinson informed that he would like to see enrollment double.

Ms. Loredó apprised that she has confidence that things will come together. She noted that there has to be an agreement that everyone will work to pull together the needed information. She informed that the data is available but apprised that she may not have the time to research for the data herself. Ms. Loredó noted that the chancellor’s team should be able to provide the necessary information.

Dr. McClenney noted that there is a priority.

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Mr. Capo informed that comparisons are received and apprised that often numbers are not shared because of uncertainty regarding other organizations.

Dr. McClenney noted that the state reported numbers are after the 12th day of class start. Dr. Maldonado informed that he started to question the current enrollment numbers upon his arrival and met with administrators regarding the number. He apprised that there will be a realignment to get the number structure regarding comparison term-to-term as well as institution-to-institution. Dr. Maldonado apprised that there is a timing issue regarding the 12th day and noted that the realignment will take place.

Dr. McClenney informed that the 12th day enrollment number should be used and apprised that a spring number incorporates what happens in mini-semesters. He noted that there could be an annualized full-time equivalent (FTE) and fall FTE, which provides a trusted number for comparison.

Mr. Capo informed that there should be a function that makes certain are standardized on all levels. Dr. Maldonado apprised that the Board has to determine the calculation formula desired. He noted that graduation rates are only calculated on groups or cohorts as they enter.

Dr. Maldonado informed that HCC does not currently count awards as some institutions do. He apprised that the Board would be advised of any revisions.

Mr. Robinson noted that he would like to see students tracked from the fall 2011 accounting to the formula. He informed that he would not want to see data withheld because a student may have fallen off.

Ms. Mullins apprised that she prefers the big picture graduation rates, graduates, certificates and transfer. She would like the Texas Higher Education Coordinating Board (THECB) and HCC to be on the same page and noted that she is concerned with moving students in and out.

Dr. McClenney informed that the Board has identified a hot button issue and provided comments regarding the discussion. He apprised that success points is the language for performance pay, which include the notion of following cohorts. He noted the following regarding success points:

- Percentage become college ready through development education
- Completion of certificates and degrees
- Completion of transfer students

Dr. McClenney noted that the Board requesting that the numbers regarding graduations are provided to the Board. He provided an overview including the following:

- Effective Boards
- Role of the Board

- The Problems

Mr. Oliver informed that the discussion needed entails the vision for the institution to determine where the college is going. Dr. McClenney apprised the discussion today would entail an overview of the vision.

Dr. Maldonado provided the following highlights of the last six months:

- Bond Project Approvals
- Fiscal Restructuring and Budget Approval
- Talent Acquisition and Development
- Introduction and Outreach (Engagement Overview)
- Lead the Organization (Leading organization on day-to-day bases)
- Transformation Process Plan

Mr. Robinson noted that there is a need to change the language as to how the Board describes itself.

Mr. Glaser informed that a good face needs to be provided; however, there needs to be latitude provided to administration and apprised that a positive spend may be needed.

Dr. Maldonado noted that the effort is to provide the positive issues regarding the college. He informed that his aspirations are to run a great institution.

Dr. Maldonado continued the presentation with an overview of the transformation process and plan to include the vision. He apprised that surveys were conducted with the community, staff/faculty, and retreats were held with administration to discuss strategies. He noted that the effort today is to receive input from the Board regarding the vision. Dr. Maldonado provided a draft vision statement for consideration by the Board as follows:

HCC shall be the recognized college of choice (Confidence); providing innovative educational opportunities (Continuity); promoting student success; achieving collaborative learning; driving economic development (Convergence); and responding to the dynamic needs of the community (Connectedness).

Mr. Oliver informed that he likes bullet 3 on page 11 of draft vision statements. Mr. Robinson inquired how the vision statement connects to the eight statements provided as optional statements. He apprised that he is more apt to want to use bullets 3 and/or 5 on page 11 of the presentation.

Ms. Loreda noted that she appreciates that the vision statement recommended by the chancellor because connects all eight of the draft statements.

(Dr. Tamez arrived at 10:51 a.m.)

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Mr. Capo informed that he agrees with bringing all the eight draft statements together into one statement; however, he would recommend removing the semicolons.

Mr. Robinson apprised that the recommended vision statement is not as poetic as the eight draft statements.

(Mr. Capo stepped out at 10:59 a.m.)

Ms. Mullins noted that the themes listed on page 11 summarize the vision: HCC is community, leadership, innovation, and economic development.

(Mr. Capo returned at 11:00 a.m.)

Mr. Robinson and Mr. Oliver agreed with Ms. Mullins.

Mr. Capo informed that there could be some re-working to bring them all together. Mr. Robinson apprised that he is in agreement with Ms. Mullins' recommendation along with bullet 5 on page 11.

Mr. Capo noted that the effort should be to make certain statement is inclusive of all eight of the draft statements as opposed to adopting only one of the eight drafts. Mr. Robinson informed that he would rather make a decision where everyone has input.

Mr. Robinson apprised that he would like to see the draft statement to include community education, innovation, and economic development.

Mr. Oliver provided a recap of the discussion and recessed the meeting at 11:08 a.m. Mr. Oliver reconvened the meeting at 11:19 a.m.

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

Dr. McClenney provided summary of the vision statement from another area community college. He shared that the vision and strategic goals consistent with vision and priorities. Dr. Tamez clarified if the goal is to agree on the vision.

Dr. McClenney requested the Trustees to determine a word or phrase that needs to be included in the vision statement. The following words were identified:

- Success
- Student success
- Completion
- Workforce
- Quality education
- Leadership
- Trustee Leadership

Mr. Robinson recommended to wordsmith the proposed draft. Mr. Oliver noted that vision statement #6 resonates the thoughts of the Trustees.

Ms. Mullins recommended utilizing the theme words to combine vision statements 5 & 6. Mr. Oliver informed that he prefers to include “trusted leadership”.

Dr. McClenney apprised that once the vision statement is clarified, the chancellor can develop strategic goals consistent with vision that will be the foundation of priorities for 2015-2016.

Ms. Loreda noted that the higher education goals of the State should also be considered.

Mr. Oliver recessed the meeting for lunch at 11:41 a.m. The meeting was reconvened at 12:36 p.m.

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

Dr. Maldonado provided the following revised vision statement inclusive of the comments denoted by the Board:

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.

Mr. Oliver recommended striking high or changing to the highest quality.

The Board reached consensus regarding the vision statement.

Dr. Maldonado expressed that he is pleased with the outcome and informed that the discussion and outcome provided a great start to formalizing strategies and priorities.

Mr. Oliver noted that this is a very workable vision statement.

APPROVAL OF CHANCELLOR’S PERFORMANCE RATING INSTRUMENT

Motion – Mr. Capo motioned to approve and Ms. Loreda seconded.

Dr. McClenney apprised that multiple college samples have been reviewed. He noted that his bias regarding the Chief Executive Officer (CEO) position would be as simple as stating to the chancellor to provide an annual report to show how the established priorities were carried out. He noted that could be the essence for the evaluation.

Dr. McClenney informed that the questions regarding the instrument should be about the areas and not about the Chancellor.

The Board discussed the recommended components regarding the areas of assessment. Mr. Oliver polled each of the Trustees regarding the following areas to get their input if the component is important and are needed as areas for assessment:

1. Community relations
2. Legislative relations
3. Educational planning
4. Budget control
5. Personnel and labor relations
6. Management fundamentals and style
7. Board relations
8. Relationships with constituents groups
9. Professional growth
10. Strategic planning

Dr. McClenney apprised that the effort should be to emerge from the discussion regarding the key components for a scaled instrument could be developed. He noted that the discussion provided is necessary for the Chancellor to hear.

Mr. Robinson informed that he would recommend reordering the assessed areas to keep the flow. Dr. McClenney apprised that there is no order to the areas listed.

Mr. Robinson noted that the matrix would be driven by what is defined as the vision.

Dr. McClenney informed that there should be a discussion regarding which should be an important component in relations to the vision. He recommended discussing each of the ten components and determining which would be most important.

Dr. Maldonado apprised that some of the components are subsets of others.

Ms. Mullins noted that the components should fall within the theme of the vision. Dr. Tamez informed that the effort is to derive which of the components are important.

Mr. Robinson apprised that he sees some of the components as being subset of others but those components are still important.

Dr. McClenney inquired if there is a census of the percentage of the budget that goes towards personnel. He inquired if there has been a review of the percentage of the budget that goes to instructions and student success. He also inquired if the Board receives a report on the percentage of funds received from ad valorem taxes. He noted that the questions are raised because they are policy issues.

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Mr. Robinson informed that he would like to see what HCC looks like in terms of faculty. He inquired if there should be an inquiry of workforce versus academic. He apprised that he inquired of the faculty ratio numbers during the budget workshop

Dr. McClenney noted that the item #8 regarding relationships with constituent groups is regarding internal relations as opposed to external.

Mr. Robinson informed that he would not want to get involved in the unofficial process because there are other means for internal groups to express concerns.

Dr. Tamez noted that items #5 and #8 correlate and noted that they could be combined. Mr. Capo noted that the students would not be a part of personnel if items 5 and 8 are combined.

Dr. McClenney apprised that there appears to be less of a consensus regarding item #8.

Mr. Oliver noted that items #5 and #8 could possibly be combined. Dr. Tamez informed that the chancellor would be responsible for managing faculty and staff.

Mr. Capo apprised that there is a difference and noted that there is a formal process that needs to be followed. He informed that there needs to be a clear understanding regarding the role of the Trustees.

Dr. Maldonado noted that some of the issues that come to the Board in some cases he can do very little about them.

Mr. Capo apprised that item #8 needs to be postponed for consideration because there needs to be a clear definition of constituent groups. Dr. Tamez noted from her perspective, it is more of a component of board relations. She informed that a lot of what has been discussed is regarding the chancellor's relationship with the Board.

Ms. Mullins apprised that the directives are provided to the chancellor as a Board and not from an individual perspective. Mr. Capo noted that the review needs to be made based on discussion as a Board as a whole and not from an individual point.

Mr. Oliver informed that the consensus of the Board is to eliminate item #8 regarding relationships with constituent group.

(Mr. Robinson left at 2:26 p.m.)

Mr. Glaser inquired of the definition of professional growth. Dr. McClenney apprised that it is relating to professional training and growth.

(Ms. Mullins stepped out at 2:29 p.m.)

Dr. McClenney commented that being the chancellor of a large complex multi-unit institution is a lonely spot and having the opportunity to sit in a room with other colleagues is imperative and not so much as attending conferences.

(Ms. Mullins returned 2:30 p.m.)

Dr. Maldonado noted that management styles will vary. He informed that his professional growth will entail innovation.

Dr. Tamez apprised that strategic planning is important to include with organizational planning as well as planning with the Board. Dr. McClenney noted that part of what has been done today includes the planning with the Board.

(Ms. Loreda stepped out at 2:33 p.m.)

Mr. Capo noted that strategic planning is very important to the Board.

Mr. Oliver informed that strategic planning is a part of the chancellor's job description. He apprised that in regards to strategic planning, the chancellor would follow the vision.

(Mr. Capo stepped out at 2:37 p.m.)

Mr. Wilson noted that since there are a lot of buildings coming on line regarding the Capital Improvement Plan (CIP), strategic planning is more important as it relates to staffing and programs for the buildings.

(Ms. Loreda returned at 2:39 p.m.)

Dr. McClenney asked the Board to ponder the question to see if they would like to see an instrument in terms of an annual report to be prepared by the chancellor giving definitions of what he has addressed or an instrument created to give dimensions of each of the ideas to rate from one to five.

Mr. Oliver recessed at 2:41 p.m. and reconvened at 2:48 p.m.

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

Dr. Maldonado informed that his preference would be an annual report and noted that the goal is an overarching report and whether it supports the vision and the mission. He apprised that the report would be broken out into four or five sections with a summative report of the high-level items.

Ms. Loreda noted that the evaluation should not mirror a teacher evaluation. She recommended an annual report along with quarterly updates.

Mr. Oliver surveyed the Board for their preference. Mr. Glaser informed that a quarterly report could serve as guidance. Ms. Loredo apprised that not all areas could be assessed quarterly.

(Dr. Tamez stepped out at 2:52 p.m.)

Mr. Capo recommended a developing a schedule for reporting. He noted that receiving Board feedback more than once a year is important to allow the opportunity to make adjustments. Mr. Capo suggested a hybrid of a high-level report with measurement metrics.

(Dr. Tamez returned at 2:53 p.m.)

Mr. Wilson informed that reports could be presented by semesters, i.e., summer, spring and fall. Ms. Mullins apprised that this would allow for a comparison.

The Board concluded that the report be presented per semester.

The Board concluded to table considering item #8 regarding relationships with constituent groups as a part of the assessment.

Mr. Wilson inquired if there are other areas that should be included.

Mr. Glaser inquired if student success is included in the assessment. Dr. Maldonado noted with the Board's guidance, administration will develop three to four key performance indicators that will be overarching.

Ms. Loredo inquired if any items are not approved, will they be considered at a later date. Mr. Oliver informed that item #8 is being tabled but not eliminated.

Mr. Oliver apprised that the vote would be to approve all of the areas for assessment presented excluding #8.

Mr. Capo expressed concern regarding the process and noted he is fine with the visioning piece. He informed that he feels that the evaluation piece was done completely backwards and that is why receiving questions regarding indicators. He apprised that the Board should have been looking at the vision and then determining the five main pieces and indicators of what does success look like and from that discussion developed the evaluation piece. Mr. Capo noted that there should have been discussion on the indicators of success and how to measure success. He informed that this will go back to someone driving rather than the Board.

Mr. Wilson informed that he would start with the big line item such as the mission statement and then have some sub-topics. Mr. Capo apprised that if the Board would have determined the five main priorities, what they look like, what the indicators were, what shows success from the Board perspective the evaluation piece would be

completed and the chancellor would know what the expectations are. He noted that the chancellor will now come back with indicators and the Board did not set the indicators.

Mr. Glaser stated for efficiency purposes, the Board has laid out the vision and the Board should allow the chancellor to bring recommended indicators back to the Board.

Mr. Oliver agreed with Mr. Glaser in that the Board gave the chancellor a vision. Mr. Capo informed that he feels the Board did not provide a clear vision by not identifying the three to four things for the Chancellor to focus on.

Dr. Tamez recommended developing a committee to work with the chancellor to develop the evaluation instrument.

Dr. Maldonado apprised that it is the Board's decision to vote on the key performance indicators; however, the recommendation should come from the chancellor to determine how the number is going to be calculated.

Dr. Tamez noted that there should be a collaborative way of determining the instrument with the chancellor that would set the benchmarks.

Mr. Capo informed that the ten measurements need to be tied to the campuses, budget and debt. He apprised that the measurement instrument is a Board decision.

Ms. Loreda noted that sample may be helpful. She informed that her understanding was there would be a different type of evaluation.

Mr. Wilson apprised that the areas are subjective; he noted that there are certain benchmarks, such as increased enrollment, increased graduation rate, debt reduction plan, etc.

Dr. Maldonado noted that the vision statement did not state that we want to be the biggest and informed that enrollment is a metric but not certain that is a driving metric. Dr. Maldonado apprised that enrollment is influenced by the economy and other driving outside influences. He noted the graduation rate is a measurement of student success. He informed that this is a healthy discussion on what are the KPIs. Dr. Maldonado asked Dr. McClenney to elaborate on the type KPIs that he envisions.

Dr. McClenney noted that he would tie the KPIs to the vision statement. He informed that it has to be interactive and summarized the discussion was that the chancellor would come back to the Board with strategic goals and out of that will be the ability to identify priorities for the next fiscal year. Dr. McClenney apprised that the Chancellor is to come back to the Board with the KPIs. Dr. McClenney noted that is a good plan and informed that the question is whether the KPIs are broad enough to address the concerns. He informed the chancellor has heard the conversation to develop the goals, priorities and key performance indicators, which is important.

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Dr. Tamez apprised it is the Board's responsibility to set the priorities and develop strategic goals. She inquired of Dr. McClenney's thoughts of appointing a committee to prioritize and set specific goals. Dr. McClenney noted that he is not arguing against the committee.

Ms. Mullins informed that the Board has developed a vision and apprised the Board is at a point where the chancellor can develop indicators. She apprised that the sentiment is that the Board would like to review the indicators.

Mr. Capo noted the Board is creating a funnel and informed he is confident that the Chancellor will come up with the right goals. Mr. Capo apprised that the exercise is not about the chancellor but about changing the culture of the Board. He noted that the Board's view should be from a high level. He informed his concern is with the way the Board conducts business.

Ms. Mullins requested clarification on how the Board should communicate with college personnel. She apprised that historically she has reached out to staff regarding information but noted that the process now is to communicate through the chancellor. Ms. Mullins asked for clarification as to how the process should work.

Mr. Oliver informed that the discussion held today, provides transparency. He apprised the way the Board interacts with each other sets the tone as to how the Chancellor interacts with the Board.

Dr. Tamez noted that the benchmarks and expectation need to be provided by the Board. Dr. Maldonado informed that the Board agreed upon a draft proposed vision statement based on the eight draft statement presented. He apprised that he would propose some key performance indicators based on the vision statement and bring them to the Board for approval.

(Dr. Tamez stepped out 3:33 p.m.)

Ms. Mullins noted that performance is important.

(Dr. Tamez returned at 3:34 p.m.)

Dr. McClenney informed that the Board agreed on an annual report with three interim reports.

Motion - Mr. Capo motioned to amend to accept an annual appraisal with end of semester reports instrument; however, that a committee of the Board with the Chancellor will develop those indicators and priorities within the next 60 days for Board approval at the February Board meeting.

The Board discussed the timing regarding the presentation to the Board.

Ms. Amanda Edwards noted that Mr. Capo just needed to restate the amendment.

Amended Motion - Mr. Capo motioned that rating system will consist of the end of semester reports and a final annual report with the goals and indicators to be developed jointly with the Board committee and the chancellor by the February Board meeting. Ms. Mullins seconded.

Mr. Wilson inquired if the vote today was to approve the nine assessment areas and then the key indicators approved later.

Mr. Capo informed that the committee and the chancellor will come up with the goals and priorities to bring to the full Board. He apprised the goals and priorities will be discussed and will fit into the major categories but may not fit all of them.

Mr. Wilson inquired as to what instrument is being approved. Mr. Capo noted that the Board is approving a proposed instrument with annual reports to include end of semester reports that will be based on strategic goals to be develop with the Committee. He informed that once indicators are developed, then the Board will vote on the goals that will be reported on at the end of the semesters and annually.

Vote on Amendment - The amendment passed with a vote of 6-1 with Trustee Wilson opposing.

Mr. Wilson inquired of the formal performance instrument to approve. Ms. Edwards apprised that the previous vote was on the amendment.

Vote – The motion passed with a vote of 6-1 with Trustee Wilson opposing.

BOARD SELF- EVALUATION

Mr. Oliver posed to Mr. Capo as to how the Board's accomplishments are not tied to the chancellor accomplishments. Dr. Tamez noted that the Board hired a new chancellor, which is an accomplishment as well as the bond that is underway. She informed that those are accomplishments of the Board.

Dr. McClenney encouraged the Board to consider the following:

- Board accomplishments for the current fiscal year
- Identify problems, potential issues and areas of improvement
- Identify strategies to enhance board performance
- Board goals and objectives for the coming year

Mr. Oliver recommended the Chancellor Evaluation Committee should develop goals for the Board.

Mr. Oliver appointed the Chancellor Evaluation Committee members as follows: Trustees Tamez, Capo, Mullins, and Robinson as the alternate

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:58 p.m.
Minutes recorded, transcribed & submitted by:

Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: _____

DRAFT

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

December 11, 2014

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Thursday, December 11, 2014, 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 Loreda
Sandie Mullins
Adriana Tamez
David Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
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
Chuck Smith, Chief Facilities Officer

OTHERS PRESENT

Derrick Mitchell, System Counsel, Bracewell & Giuliani LLP
Susan Goll, President, Faculty Senate
Jodie Khan, President, COPA
Jorge Rodriguez, Financial Advisor, Coastal Securities
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Christopher W. Oliver, Vice Chair, called the meeting to order at 11:12 a.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Capo, Glaser, Loreda, Oliver, Mullins and Wilson)

Mr. Wilson announced that he enrolled in a public speaking class at Houston Community College (HCC) and elaborated on his experience in the class. He noted that the class structure was diverse and very informative. Mr. Wilson apprised that the class gave him a better understanding of the importance of HCC and noted that he invited the instructor, Ms. Vivian Pollock to be acknowledged today. Ms. Pollack expressed appreciation to Mr. Wilson for attending the course. Mr. Wilson informed that HCC is a great institution, which he is proud to be associated with and to be on the Board.

(Trustee Tamez joined the meeting at 11:14 a.m.)

APPROVE VISION STATEMENT FOR THE INSTITUTION

Motion – Ms. Mullins motioned to approve and Dr. Tamez seconded.

Dr. Cesar Maldonado apprised that the vision statement emerged from discussion at the Board retreat held on Saturday, December 6, 2014 and noted that the statement is being presented for formal adoption.

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

OVERVIEW OF TRANSFORMATION PLAN FOR THE INSTITUTION

Mr. Oliver informed that Dr. Maldonado would provide an overview of the Transformation Plan for the college.

Dr. Maldonado noted that the transformation plan is not a reorganization plan. He provided an overview of the following:

- The Outcome
- Research Highlights
- Research Understandings
- Transformation Process
- Transformation
- Our Vision
- Achieving the Vision (Move from “Centers of Deliveries” to “Centers of Excellence”)
- Focus (Diffusion Focused versus Laser Focused)
- Tomorrow’s HCC (Networked Centers of Excellence)
- Every Campus
 - Focus on core Academics

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- Connected to an Honors College
- Recognized with the distinction of a Center of Excellence
- Shifting Focus
- Achieving Excellence
- Centering Excellence (Centers of Excellence have not been determined)
 - Centering excellence across the district
 - Centering excellence and connecting community
- A Pathway to Excellence
- Cultural Transformation
- A Defined Strategy
- Communicating the Vision
- The Outcome

Dr. Tamez expressed that the transformation plan is great and for clarification regarding the Centers of Excellence, she inquired if each of the colleges will be transformed into one of the fields of study. Dr. Maldonado apprised that a student could enter one of the fields at any location and then the change could be made to the location with the industry cluster of interest.

(Ms. Mullins left at 11:45 a.m.)

Mr. Capo inquired of the Centers of Excellence regarding dynamics and equipment investments. Dr. Maldonado noted that the effort would be to recapture and reuse investments with the same equipment being used in a different way.

Mr. Capo informed that there were twelve centers of excellence and inquired if there will still be six colleges. Dr. Maldonado apprised that the move would be from centers of delivery to centers of excellence.

Mr. Wilson noted that the first thing that comes to his mind is how to get from point A to point B. He informed that duplicating efforts in the colleges is a waste of funds. Dr. Maldonado apprised that the summary documentation provided captured the essence of the research. He noted that the transformation process is sensitive to timing, culture, and budget. Dr. Maldonado informed that the budgeting process will be different with a focus on centers of excellence.

Ms. Loreda apprised that she is glad to see that there will still be a focus on academics throughout the campuses. She noted that the honors colleges are something that has been under discussion. Ms. Loreda inquired of the implementation plan for the transformation. Dr. Maldonado informed that he will meet with the leadership team collectively and individually. He apprised that the effort is to focus on increasing the

transfer numbers and noted that the current transfer rate is 18%, which needs to increase. Dr. Maldonado informed that a method will be developed to follow the students more closely to capture those who do not meet their university requirements and transfer them into technical programs.

Ms. Loredo apprised that one concern is that students are taking more hours than necessary. She noted that the anticipation is to eliminate the issue that causes student to take more hours than needed. Dr. Maldonado informed that the advisors will be working with the students and apprised that the effort is to make certain the students are taking only courses that are necessary.

Mr. Glaser noted that his question relates to articulating downstream and upstream with other universities. He also inquired as to how the plan is connecting with industry. Dr. Maldonado informed that there is a focus with industry and apprised that advisory counselors will be strengthened by clusters.

Mr. Oliver noted that he is impressed from the point of the initial presentation. He informed that this is a framework of how the vision will be expanded. Mr. Oliver apprised that the assumption is that the framework would be fluid. He noted that Dr. Maldonado mentioned that the time frame for implementation is between 18-24 months and inquired as to how a defined cultural is articulated. Dr. Maldonado informed that the culture will be articulated by aligning what is said with what is done.

Mr. Glaser apprised that the plan should increase student completion. Dr. Maldonado noted that the systems will allow for creation of a high level of expertise in subject matters to advise the students.

Ms. Loredo noted that she is excited about the plan and ready to see it come into fruition.

Mr. Wilson inquired of the time allotted for implementation. Dr. Maldonado informed that the implementation should take no more than 24 months.

Mr. Capo inquired of any foreseeable challenges and if there will be opportunities to maximize the use of bond program funds as it relates to the shift to centers of excellence. Dr. Maldonado apprised that the current bonds will be informative regarding how and where centers are built.

Dr. Tamez requested Dr. Maldonado to provide input regarding the following words:

- Buy-in - Dr. Maldonado noted that it must happen. He informed that there has to be a consensus of how to implement the plan. Dr. Maldonado apprised that not everyone will be happy with the outcome and that roles will change. He noted that the focus will be to align people with the position where they can most contribute to student success.

Houston Community College
Special Meeting – December 11, 2014 - Page 5

- Marketing (internally or externally) - Dr. Maldonado informed that there will be an entire marketing strategy associated with the transformation process. He apprised that an identity to include theme will be attached to the process. Dr. Maldonado noted that there will be celebrations along the way and at the end will be the big ticket, student success.
- Communications - Dr. Maldonado referenced the presentation and informed that the effort would include various events and the implementation of a coordinated, comprehensive plan of engagement on a magnitude never seen before at HCC for the various constituencies.

Mr. Oliver expressed appreciation to Dr. Maldonado for the presentation.

The Board expressed happy holiday wishes to everyone.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 12:13 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**

December 17, 2014

Minutes

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Wednesday, December 17, 2014, 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 – via phone*
Robert Glaser, *Committee Member*
Carroll G. Robinson, *Alternate Committee Member*

ADMINISTRATION

Cesar Maldonado, Chancellor
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
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
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 9:30 a.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Glaser, Robinson and Tamez)

**DISCUSS BOARD PRIORITIES AND BENCHMARK INDICATORS REGARDING
CHANCELLOR'S EVALUATION**

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

Mr. Robinson provided an overview regarding his thoughts of possible subcategories. He referenced the form, which the chancellor designed and recommended determining how the categories could be integrated onto the form.

Dr. Tamez informed that she provided samples of evaluations not just from the Board, but that include input from direct reports and others as well.

Dr. Cesar Maldonado presented the Employee Evaluation form as a sample and elaborated on the process, which he has utilized previously. He apprised that not all domains would be appropriate.

Dr. Tamez noted that the areas of assessment were selected at the Board Retreat. Mr. Robinson informed that originally there were ten indicators. He apprised that it would be good to see what comes up from the chancellor's direct reports.

Mr. Robinson noted that the strategic plan is a road map; however, the numbers do not need to be minute in terms of evaluation. He referenced the commitment to increase enrollment and informed that the conversation would be around the methods used to increase.

Mr. Robinson informed that he prefers an annual evaluation with a mid-year review. Dr. Tamez referenced the Employee Performance Appraisal Form and informed that the Board could develop the instrument in a similar format.

Dr. Maldonado apprised that the employee review would be a self-evaluation and his direct reports would complete the peer review. Dr. Tamez inquired if the policy delineates how the evaluation is completed. Mr. Derrick Mitchell noted that the policy states that an evaluation will be conducted.

Mr. Glaser informed that a measurement tool needs to be developed. Dr. Tamez informed that a report would be provided as it relates to each area. Dr. Maldonado apprised that some areas are difficult to assess quantitatively and noted that these areas will be provided in a narrative form.

(Dr. Tamez stepped out at 9:44 a.m.)

Mr. Capo apprised that some domains need standard measures such as the budget and bond initiative. Dr. Maldonado concurred with Mr. Capo and referenced the metrics as it relates to transformation. He informed that the standard will be expectations of carrying the vision forward as it relates to the domains.

Dr. Maldonado recommended looking at a trend as opposed to an absolute number and informed that beginning in 2017 numbers could be more defined.

(Dr. Tamez returned at 9:47 a.m.)

Mr. Robinson inquired of the status of the strategic plan. He apprised that transformation should be recommended in a five-year strategic plan. Mr. Robinson noted that every six months a progress report should be provided to the Board, with the second report being the final evaluation.

Dr. Maldonado informed that initially will begin on a high level, and then the domains will feed into the strategic plan, which will drive from 2016 and forward.

Mr. Capo requested that the performance numbers and data points discussed at the retreat be provided to the Board.

Dr. Maldonado apprised that the next step would be to provide the metrics, the measurements and the strategies.

Dr. Tamez inquired if the committee is in agreement with the twice a year reporting to include mid-year review and the end-of-year evaluation. She noted that there will be an opportunity for direct reports and a self-evaluation.

Mr. Robinson informed that mid-year is a conversation. Dr. Maldonado apprised that he would provide a report as to where he believes the progress is to drive the conversation.

Mr. Capo inquired if the chancellor is okay with not having any written feedback in the mid-year review. Dr. Maldonado noted that as priorities shift, the entire Board will be involved. He informed that either with or without written feedback, he is comfortable; he apprised that feedback will be helpful for preparing his mid-year report.

Dr. Maldonado noted that the instrument he presented in August, which allows for the priorities for each Trustee, will give a starting point to prepare the strategies for each domain for the instrument. He informed that if possible, the form could be completed every six months.

Mr. Robinson apprised that he would like a group personnel discussion to help define the document in closed session.

Dr. Tamez summarized that the committee agreed on twice a year, self-evaluation and peer review. She inquired at what point does the Board provide individual feedback. Dr. Maldonado informed that a formal document is not necessary on an individual basis, he apprised that the Board could complete the form and provide to the committee chair. Dr. Maldonado noted that he would have one-on-one conversations with each Trustee.

Dr. Maldonado noted that all concerns should be brought to his attention. Dr. Tamez informed that the individual assessments could be combined into a collective report. Mr. Robinson shared that before the midpoint evaluation, individual forms would be provided to the committee chair for the chair and the chancellor to have a conversation. He apprised that at this point one-on-one conversations could be held for the mid-year report.

Dr. Tamez inquired how often the individual feedback will be provided. Mr. Robinson clarified that the timeline refers to the individual forms and peer reviews.

Dr. Maldonado noted that the first annual is to be completed in August 2015. He informed that the process will be for fiscal year 2015-2016. Mr. Capo apprised that the remainder of the year could be used to define the baselines.

Mr. Capo noted that he needs the data pieces to determine the priorities. He inquired of the timing for the system-wide surveys. Mr. Capo noted that he would like them to be completed 60 days prior to the annual evaluation. Dr. Maldonado agreed that level of feedback is very important and apprised that he will review the surveys and the frequency and noted that he would provide a recommendation to the Board.

Dr. Tamez informed that the framework has been developed. She inquired of everyone's thoughts regarding the priorities. Mr. Robinson apprised that he was referring to the chancellor's 2014-2015 priorities, which are the nine discussed at the retreat condensed. He noted that some of the sub-headings should be reviewed as they relate to baseline trends.

Dr. Tamez reiterated to email the indicators and data points to the Trustees. Mr. Capo also requested the status of internal budget performance indicators for HCC as well as the state's measurements.

Dr. Maldonado informed that defining enrollment is a struggle and noted he will propose a number to see if the Board is agreeable. He recommended using unduplicated annual head count.

Dr. Tamez summarized the next steps:

- Data review
- Develop and create the evaluation instrument
- Draft timeline to include goals and objectives
- Meet first week in January (January 8, 2014 at 9:30 a.m.)

Dr. Maldonado apprised that he would prepare the documents and send to the Board. Dr. Tamez inquired if the chancellor will consult with an attorney to package the forms. Mr. Capo recommended that the Board Counsel review the document.

Mr. Robinson recommended that both Board Counsel and the Counsel for the Chancellor be utilized as resources in reviewing the instrument. Dr. Maldonado clarified that Mr. Greg Powers is his attorney and that Mr. Vidal Martinez works for the system.

Dr. Tamez informed that the Board and Chancellor would work together and send a draft to the appropriate attorneys.

Mr. Glaser clarified that the third party quantified data should be provided. Dr. Maldonado noted that the numbers originate at the institution. He apprised that an explanation of the numbers would be provided.

Motion – Mr. Robinson motioned that the document titled Chancellor’s Priorities for 2014-2015 be converted into the format resembling the Employees Appraisal form with the five domains to be used as the instrument for the Chancellor evaluation. Dr. Tamez seconded.

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

DISCUSS FOR CONSIDERATION AN INSTRUMENT FOR BOARD TO PROVIDE FEEDBACK TO CHANCELLOR

Motion – Dr. Tamez motioned and Mr. Robinson seconded to approve the protocol for the chancellor for 2015-16 evaluation to include:

- Annual summit with mid-year review
 - Chancellor will present a document that will drive the mid-year review
- Self-Evaluation (Annually)
- Opportunity for Direct Reports to Evaluate (Annualized with feedback from direct reports)
 - Dialogue with direct reports that will provide feedback and provide feedback to Direct Reports
 - Chancellor should lead the discussion with direct reports
- Board’s individual and collective feedback

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

DISCUSS SCHEDULE FOR MONITORING OF EXPECTED GOALS FOR CHANCELLOR

Motion – Mr. Robinson moved and Dr. Tamez seconded to authorize the Chancellor and Committee Chair to develop the official timeline for the evaluation.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 10:43 a.m.

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

Minutes Approved as Submitted: _____

Consent Agenda

ACTION ITEM

Meeting Date: January 22, 2015

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

RECOMMENDATION

Approve instrument for the Chancellor Performance Evaluation.

COMPELLING REASON/RATIONALE

The instrument will serve as a tool to assist the Board and Chancellor in monitoring the key performance indicators established.

DESCRIPTION OR BACKGROUND

At a retreat held on December 6, 2014, the Board concluded that the Chancellor's Evaluation committee and Chancellor would establish Board priorities and benchmarks regarding the chancellor's evaluation for approval by the full Board in February 2015.

FISCAL IMPACT

N/A

LEGAL REQUIREMENTS

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Draft Evaluation Instrument**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

CHANCELLOR'S PERFORMANCE APPRAISAL FORM

Houston Community College

Form Adopted 12/17/14

FY15

Date:

Name:

ID#:

RATING SCALE

- C - Clearly outstanding*
- E - Exceptional*
- S - Satisfactory*
- D- Deficiencies evident*
- U- Unsatisfactory*

RATING

CHANCELLOR	CABINET	TRUSTEES
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ITEM	DOMAIN	STRATEGY	CHANCELLOR	CABINET	TRUSTEES	
INSTRUCTION		1 Establish a baseline for increasing college readiness Metric: Target percentage to be identified for FY17 (post baseline)				
		2 Establish baseline graduates (completers) and complete action plan Metric: Increase performance on momentum points to 1% above FY14 performance levels.				
		3 Develop an instructional master plan to increase student completion Metric: Report				
		4 Complete a faculty and staff development plan Metric: Report				
			Overall Score			
	CHANCELLOR'S COMMENTS					
TRUSTEE OR CABINET COMMENTS						
FISCAL STABILITY & FACILITIES		1 Complete CIP groundbreaking and oversee projects Metric: Issue contracts on remaining 10 CIP projects; host groundbreaking events for 14 projects; achieve SBE goal of 35% on all projects excluding real estate				
		2 Update procurement process Metric: Implement 50% of the Procurement Review Committee's recommendations and incorporate Board priorities				
		3 Deliver sound budget and ensure budget compliance Metric: Closeout FY14 with material reduction in deficit. Complete FY15 without using fund balance for ops; implement a compensation adjustment plan for faculty and staff				
		4 Commission IT systems review and develop improvement plan Metric: Report				
			Overall Score			
	CHANCELLOR'S COMMENTS					
TRUSTEE OR CABINET COMMENTS						

CHANCELLOR'S PERFORMANCE APPRAISAL FORM

Houston Community College

Form Adopted 12/17/14

FY15

Date:

Name:

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RATING SCALE

- C - Clearly outstanding*
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ITEM	DOMAIN	STRATEGY	RATING		
			CHANCELLOR	CABINET	TRUSTEES
GOVERNANCE		1 Foster positive Board Relations Metric: Report			
		2 Update policies and procedures Metric: Report			
		3 Complete policy and procedure compliance plan (Local, State, & Federal) Metric: Design plan and train 25% of employees			
		4 Provide for Board development Metric: In addition to annual Board training requirements, offer 2 sessions on relevant Board topics			
		Overall Score			
	CHANCELLOR'S COMMENTS				
TRUSTEE OR CABINET COMMENTS					
COMMUNITY RELATIONS		1 Build relationships with local and state officials Metric: Report			
		2 Build relationships with community and industry leaders Metric: Report			
		3 Build relationships with HCC Foundation and prospective donors Metric: Report			
		4 Re-establish HCC presence in state and national educational organizations Metric: Report			
		Overall Score			
	CHANCELLOR'S COMMENTS				
TRUSTEE OR CABINET COMMENTS					

CHANCELLOR'S PERFORMANCE APPRAISAL FORM

Houston Community College

Form Adopted 12/17/14

FY15

Date:

Name:

ID#:

RATING SCALE

- C - Clearly outstanding*
- E - Exceptional*
- S - Satisfactory*
- D- Deficiencies evident*
- U- Unsatisfactory*

RATING		
CHANCELLOR	CABINET	TRUSTEES

ITEM	DOMAIN	STRATEGY			
LEADERSHIP & MANAGEMENT	1	Build new Leadership Team Metric: Initial organizational changes include hiring the VC, Finance & Planning; Chief Facilities Officer; VC of Instructional Services; President, Coleman College; AVC, College Readiness, Interim General Counsel			
	2	Complete Transformation Design Plan Metric: Report			
	3	Initiate Organizational Transformation (Phase 1) Metric: Report			
	4	Initiate New Strategic Plan Development Metric: Select/install strategic planning software; begin design of subordinate plans (IT, Business Continuity, Enrollment Management, Instruction, Communications); Develop process to tie budgets to plans			
	Overall Score				
	CHANCELLOR'S COMMENTS				
TRUSTEE OR CABINET COMMENTS					

DRAFT

CHANCELLOR	CABINET	TRUSTEES

CHANCELLOR'S PERFORMANCE APPRAISAL CALENDAR
HOUSTON COMMUNITY COLLEGE SYSTEM
(Adopted XX, 2015)

Jan	15	Chancellor submits formative self assessment of current year to Chair
	30	Chancellor presents formative presentation to Board
Feb	15	Board meets with Chancellor to provide feedback on self assessment
Apr	30	Chancellor submits current annual priorities for peer review
May	15	Cabinet reviews returned to Chancellor
Jun	15	Chancellor submits close out prior year's priorities to Chair
Jul	1	Chancellor presents annual review to Board
	15	Chancellor's one-to-one meetings with Trustees
	15	Board meets to rate chancellor's performance and approves additional compensation
	30	Chair meets with Chancellor to review appraisal document and compensation
Aug	10	Chancellor submits preliminary priorities for following year to Chair
	30	Chancellor presents for Board approval priorities for coming year

DRAFT

ACTION ITEM

Meeting Date: January 22, 2015

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
2	Cisco Equipment Smartnet Maintenance Contract (3-year)	Dr. Cesar Maldonado Dr. William E. Carter

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a three-year Cisco Smartnet maintenance contract with Datavox in the amount of \$2,019,897 with the option to finance through Key Government Finance, Inc.

COMPELLING REASON/RATIONALE

HCC's Cisco network and VoIP equipment and infrastructure are critical to the security and delivery of instructional and administrative technology resources on the campuses and to HCC's faculty, staff, and students. The contract provides immediate, overnight replacement of all network and Voice-over-IP/telecom equipment and pushes upgrades and patches to HCC's spam/malware, network and cyber security systems and applications.

The use of a 3-year contract reduces HCC's contract costs by \$77,872 a year or \$233,616 over the term of the contract. Financing that is available through Key Government Finance, Inc. at a 0% interest rate enables the 3-year contract without prepayment.

DESCRIPTION OR BACKGROUND

HCC has utilized Cisco Smartnet maintenance contracts for network, VoIP and cyber security systems for the last 10 years. The contract has reduced downtime by providing expert technical support, flexible hardware coverage, and proactive device diagnostics.

FISCAL IMPACT

The 3-year Cisco SmartNet maintenance contract cost is \$2,019,897 with annual payments of \$673,299. The services for fiscal year 2015 are budgeted in the current Unrestricted Budget.

LEGAL REQUIREMENTS

In accordance with Section 44.031 of the Texas Education Code, the items described are for goods and services purchased by HCC under an interlocal or awarded cooperative contract as defined by Texas Government Code Section 791 (the "Interlocal Cooperative Act").

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

ACTION ITEM

Meeting Date: January 22, 2015

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
3	Investment Report for the Month of October, 2014	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

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

COMPELLING REASON/RATIONALE

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

FISCAL IMPACT

The interest income earned and earnings credit for the month totaled \$208,650, and for the fiscal year-to-date through October 31 totaled \$399,604. The weighted average interest rate (WAR) at October 31, 2014 is .49%.

The Investment Report attached identifies HCC's investment holdings for the month ending October 31, including the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 80% 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 REQUIREMENT

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

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

**HOUSTON COMMUNITY COLLEGE SYSTEM
INVESTMENT REPORT**

**INVESTMENT PORTFOLIO COMPOSITION
As of OCTOBER 31, 2014**

Beginning Book Value (OCTOBER1, 2014)	\$	562,197,919
Beginning Market Value (OCTOBER1, 2014)	\$	561,329,487
Additions/subtractions (Book value - Net)	\$	(3,060,312)
Change in Market value	\$	237,581
Ending Book value (OCTOBER 31, 2014)	\$	559,137,608
Ending Market value (OCTOBER 31, 2014)	\$	558,534,874
Unrealized Gain/(Loss)	\$	(602,734)
WAM (84% 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 1999.

This month's Investment does not include \$1,652,325 with Bank Of America which is earning higher than market yield from earning credits.

**EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
October 31, 2014**

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	4,001,250	4,009,064	7,814
US Agencies	108,037,309	107,426,762	(610,548)
Local government pools	10,124,068	10,124,068	-
Money market funds	55,311,506	55,311,506	-
High yield savings	87,238,955	87,238,955	-
Certificates of deposit	215,250,000	215,250,000	-
Interest bearing checking	79,174,519	79,174,519	-
Total	559,137,608	558,534,874	(602,734)
WAR (weighted average interest rate)		<u>0.49%</u>	

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

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchase (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	53,352	57,211	54,949	(189)	54,760	57,026	12	2,266
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	58,116	62,223	64,157	(183)	63,974	62,022	(24)	(1,952)
Federal Farm Credit Bank US Domestic Bond	Bank of America	0.40%	08/03/12	08/03/15	1,000,000	1,001,995	1,000,000	0	1,000,000	1,001,893	(102)	1,893
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	1,822,650	2,000,000	0	2,000,000	1,855,634	32,984	(144,366)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.85%	03/10/14	03/10/17	1,000,000	997,384	1,000,000	0	1,000,000	995,898	(1,486)	(4,102)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	979,979	1,000,000	0	1,000,000	990,704	10,725	(9,296)
Fannie Mae US Domestic Multi-step CPN Bond Structured Note	Bank of America	1.00%	08/27/12	08/27/27	2,000,000	1,993,770	1,990,000	0	1,990,000	1,979,750	(14,020)	(10,250)
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	985,954	1,080,000	0	1,080,000	1,003,706	17,752	(76,294)
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	1,511,114	1,600,000	0	1,600,000	1,547,122	36,008	(52,878)
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	2,504,324	2,675,000	0	2,675,000	2,542,331	38,006	(132,669)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.00%	04/11/13	04/11/18	10,000,000	9,908,320	10,000,000	0	10,000,000	9,935,420	27,100	(64,580)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	04/17/13	01/17/17	5,000,000	4,988,960	5,000,000	0	5,000,000	4,996,305	7,345	(3,695)
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	9,858,510	10,000,000	0	10,000,000	9,915,600	57,090	(84,400)
Federal Home Loan Bank US Domestic Bond Unsecured	Bank of America	0.50%	03/21/14	06/13/16	5,000,000	4,983,820	4,994,100	(4,994,100)	-	-	-	-
Federal Home Loan Bank US Domestic Unsecured series 0003	Bank of America	1.00%	03/27/14	03/27/17	10,000,000	9,996,670	10,000,000	0	10,000,000	9,964,890	(31,780)	(35,110)
Federal Home Loan Bank US Domestic Multi-step CPN BND Unsecured series 0001	Bank of America	1.38%	06/30/14	06/26/19	5,000,000	4,963,990	5,000,000	0	5,000,000	5,001,815	37,825	1,815
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	07/10/14	06/30/16	4,000,000	4,002,344	4,001,250	0	4,001,250	4,009,064	6,720	7,814
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.52%	07/10/14	09/12/16	1,080,000	1,078,173	1,078,304	0	1,078,304	1,078,660	487	355
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.22%	09/24/14	09/18/17	3,000,000	2,994,096	2,999,670	0	2,999,670	3,012,078	17,982	12,408
Federal Home Loan Bank US Unsecured	Bank of America	0.85%	09/24/14	02/27/17	5,000,000	4,992,435	4,995,600	0	4,995,600	4,991,395	(1,040)	(4,205)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.30%	09/25/14	01/30/18	5,000,000	4,993,960	5,000,000	0	5,000,000	4,998,275	4,315	(1,725)
Federal Home Loan Bank US Domestic Unsecured Structured Notes	Bank of America	0.63%	09/25/14	08/11/17	2,500,000	2,499,348	2,500,000	0	2,500,000	2,500,275	928	275
Federal Home Loan Bank US Domestic Unsecured	Bank of America	1.11%	09/26/14	06/26/17	4,000,000	3,998,960	4,000,000	0	4,000,000	3,993,384	(5,576)	(6,616)
Federal Home Loan Bank US Domestic Series:0001 Unsecured	Bank of America	1.00%	09/27/14	03/29/17	10,000,000	9,990,510	10,000,000	0	10,000,000	9,981,140	(9,370)	(18,860)
Freddie Mac Global Unsecured Bond	Bank of America	0.70%	09/29/14	09/29/16	5,000,000	4,997,900	5,000,000	0	5,000,000	5,003,600	5,700	3,600
Federal Home Loan Bank Global Unsecured	Bank of America	0.80%	10/14/14	10/14/16	20,000,000	-	-	20,000,000	20,000,000	20,017,840	-	17,840
Fixec Time Deposit	Unity Bank	0.26%	06/09/14	06/09/15		100,000	100,000	0	100,000	100,000	0	0
Fixec Time Deposit	Unity Bank	0.55%	10/18/13	10/18/14		150,000	150,000	0	150,000	150,000	0	0
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.08%	09/01/14			66,437	66,437	5	66,442	66,442	0	0

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchase (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.08%	09/01/14			2,129,790	2,129,790	129	2,129,919	2,129,919	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	09/01/14			49,917,572	49,917,572	(119,240)	49,798,332	49,798,332	0	0
Checking Acoount- 10010-7306-2006 Jr. lien	Bank Of America	0.08%	09/01/14			229	229	0	229	229	0	0
LTD2013 Tax Bond Gneral Checking A/C (10090)	Bank Of America	0.08%	09/01/14			2,895,883	2,895,883	(1,650,318)	1,245,565	1,245,565	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.08%	09/01/14			1,929,366	1,929,366	141	1,929,507	1,929,507	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	09/01/14			20,409,448	20,409,448	3,595,078	24,004,526	24,004,526	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.04%	09/01/14			31,886	31,886	0	31,886	31,886	0	0
Merrill Lynch, Pierce, Fenner & smith (3110)	Bank Of America	0.04%	09/01/14			5,050	5,050	0	5,050	5,050	0	0
Merrill Lynch, Pierce, Fenner & smith (7xxx)	Bank Of America	0.04%	09/01/14			1,568	1,568	0	1,568	1,568	0	0
Merrill Lynch, Pierce, Fenner & smith (7306)	Bank Of America	0.04%	09/01/14			417,249	417,249	2	417,251	417,251	0	0
Public Fund Money Market_Premier (1110)	Regions Bank	0.18%	09/01/14			16,076,129	16,076,129	216,095	16,292,224	16,292,224	0	0
Public Fund Money Market_Premier (7160)	Regions Bank	0.18%	09/01/14			9,500	9,500	0	9,500	9,500	0	0
Public Fund Money Market_Premier (7160)	Regions Bank	0.18%	09/01/14			507,647	507,647	(28,373)	479,274	479,274	0	0
Public Fund Money Market_Premier (7208)	Regions Bank	0.18%	09/01/14			2,940,450	2,940,450	(38,811)	2,901,638	2,901,638	0	0
Public Fund Money Market_Premier (7140)	Regions Bank	0.18%	09/01/14			17,451	17,451	3	17,454	17,454	0	0
Public Fund Money Market_Premier (7206)	Regions Bank	0.18%	09/01/14			10,770,896	10,770,896	(144,479)	10,626,418	10,626,418	0	0
Public Fund Money Market_Premier (7308)	Regions Bank	0.18%	09/01/14			19,620	19,620	3	19,623	19,623	0	0
Public Fund Money Market_Premier (7309)	Regions Bank	0.18%	09/01/14			2,265,255	2,265,255	331	2,265,586	2,265,586	0	0
Public Fund Money Market_Premier (7370)	Regions Bank	0.18%	09/01/14			21,933,434	21,933,434	3,209	21,936,643	21,936,643	0	0
Public Fund Money Mkt_Premier (Regions-1110)-2	Regions Bank	0.05%	09/01/14			307,402	307,402	(12)	307,390	307,390	0	0
Chase High Yield Savings (fund 7150)	Chase Bank	0.05%	09/01/14			43,085	43,085	2	43,088	43,088	0	0
Chase High Yield Savings (fund 7170)	Chase Bank	0.05%	09/01/14			2,398	2,398	(15)	2,383	2,383	0	0
Chase High Yield Savings (fund 7204)	Chase Bank	0.05%	09/01/14			172,917	172,917	9	172,926	172,926	0	0
Chase High Yield Savings (fund 7170)	Chase Bank	0.05%	09/01/14			4,719,784	4,719,784	(406,540)	4,313,244	4,313,244	0	0
Chase High Yield Savings (fund 7300)	Chase Bank	0.05%	09/01/14			75,486	75,486	4	75,490	75,490	0	0
Chase High Yield Savings (fund 7207)	Chase Bank	0.05%	09/01/14			8,970,345	8,970,345	459	8,970,804	8,970,804	0	0
Chase High Yield Savings (fund 7309)	Chase Bank	0.05%	09/01/14			718,486	718,486	37	718,523	718,523	0	0
Chase High Yield Savings (fund 1110)	Chase Bank	0.05%	09/01/14			10,072,858	10,072,858	407,297	10,480,155	10,480,155	0	0
Chase High Yield Savings (fund 7307)	Chase Bank	0.05%	09/01/14			1,038,059	1,038,059	53	1,038,112	1,038,112	0	0
Chase High Yield Savings (fund 7305)	Chase Bank	0.05%	09/01/14			47,974	47,974	2	47,976	47,976	0	0
Chase High Yield Savings (fund 7203)	Chase Bank	0.05%	09/01/14			1,647,267	1,647,267	84	1,647,352	1,647,352	0	0
Chase High Yield Savings (fund 7306)	Chase Bank	0.05%	09/01/14			288,766	288,766	15	288,781	288,781	0	0
Chase High Yield Savings (Fund 7370)	Chase Bank	0.05%	09/01/14			49,341,478	49,341,478	10,098,645	59,440,122	59,440,122	0	0
Certificate of Deposit (Fund 1110)	Chase Bank	0.75%	07/25/13	01/24/15		33,027,309	33,027,309	0	33,027,309	33,027,309	0	0
Certificate of Deposit (Fund 7203)	Chase Bank	0.49%	07/25/13	01/24/15		1,481,266	1,481,266	0	1,481,266	1,481,266	0	0
Certificate of Deposit (Fund 7150)	Chase Bank	0.49%	07/25/13	01/24/15		2,232	2,232	0	2,232	2,232	0	0
Certificate of Deposit (Fund 7207)	Chase Bank	0.49%	07/25/13	01/24/15		16,465	16,465	0	16,465	16,465	0	0
Certificate of Deposit (Fund 7305)	Chase Bank	0.49%	07/25/13	01/24/15		2,485	2,485	0	2,485	2,485	0	0
Certificate of Deposit (Fund 7306)	Chase Bank	0.49%	07/25/13	01/24/15		14,957	14,957	0	14,957	14,957	0	0

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchase (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Certificate of Deposit (Fund 7307)	Chase Bank	0.49%	07/25/13	01/24/15		384,598	384,598	0	384,598	384,598	0	0
Certificate of Deposit (Fund 7300)	Chase Bank	0.49%	07/25/13	01/24/15		70,689	70,689	0	70,689	70,689	0	0
Certificate of Deposit (Fund 7370)	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 (Fund 7370)	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 (Fund 7370)	Chase Bank	0.99%	03/25/13	03/22/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit (Fund 7370)	Chase Bank	0.00%	03/22/13	09/22/14		30,000,000	30,000,000	(30,000,000)	0	0	0	0
Certificate of Deposit (Fund 7370)	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 (Fund 7370)	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 (Fund 7370)	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%	09/01/14			1,596,548	1,596,548	150	1,596,698	1,596,698	0	0
Tex Pool (General Fund)	State Street Bank	0.03%	09/01/14			7,845,248	7,845,248	178	7,845,427	7,845,427	0	0
Tex Pool (Limited Tax Bond - 2003)	State Street Bank	0.03%	09/01/14			681,928	681,928	15	681,943	681,943	0	0
TOTAL						561,329,487	562,197,919	(3,060,312)	559,137,608	558,534,874	237,581	(602,734)

ACTION ITEM

Meeting Date: January 22, 2015

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
4	Investment Report for the Month of November, 2014	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

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

COMPELLING REASON/RATIONALE

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

FISCAL IMPACT

The interest income earned and earnings credit for the month totaled \$216,411, and for the fiscal year-to-date through November 2014 totaled \$616,015. The weighted average interest rate (WAR) at November 30, 2014 is .50%.

The Investment Report attached identifies HCC's investment holdings for the month ending November 30, 2014, including 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 REQUIREMENT

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

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

HOUSTON COMMUNITY COLLEGE SYSTEM INVESTMENT PORTFOLIO COMPOSITION

INVESTMENT PORTFOLIO COMPOSITION

As of NOVEMBER 30, 2014

Beginning Book Value (NOVEMBER1, 2014)	\$	559,137,609
Beginning Market Value (NOVEMBER1, 2014)	\$	558,534,875
Additions/subtractions (Book value - Net)	\$	(12,577,413)
Change in Market value	\$	216,307
Ending Book value (NOVEMBER 30, 2014)	\$	546,560,196
Ending Market value (NOVEMBER 30, 2014)	\$	546,169,152
Unrealized Gain/(Loss)	\$	(391,043)
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 1999.

Note: This month's Investment does not include \$5,129,445 with Bank Of America which is earning higher than market yield from earning credits.

EXECUTIVE SUMMARY INVENTORY HOLDINGS REPORT November 30, 2014

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	4,001,250	4,012,188	10,938
US Agencies	105,536,936	105,134,955	(401,981)
Local government pools	10,124,421	10,124,421	-
Money market funds	55,318,862	55,318,862	-
High yield savings	77,170,015	77,170,015	-
Certificates of deposit	215,250,000	215,250,000	-
Interest bearing checking	79,158,712	79,158,712	-
Total	546,560,196	546,169,152	(391,043)
WAR (weighted average interest rate)		0.50%	

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
As of **NOVEMBER 30, 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	53,163	57,026	54,760	(189)	54,571	56,849	20	2,278
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	57,932	62,022	63,974	(184)	63,791	61,938	94	(1,853)
Federal Farm Credit Bank US Domestic Bond	Bank of America	0.40%	08/03/12	08/03/15	1,000,000	1,001,893	1,000,000	0	1,000,000	1,001,572	(321)	1,572
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	1,855,634	2,000,000	0	2,000,000	1,879,648	24,014	(120,352)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.85%	03/10/14	03/10/17	1,000,000	995,898	1,000,000	0	1,000,000	997,009	1,111	(2,991)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	990,704	1,000,000	0	1,000,000	992,568	1,864	(7,432)
Fannie Mae US Domestic Multi-step CPN Bond Structured Note	Bank of America	1.00%	08/27/12	08/27/27	2,000,000	1,979,750	1,990,000	0	1,990,000	2,003,222	23,472	13,222
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	1,003,706	1,080,000	0	1,080,000	1,016,472	12,767	(63,528)
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	1,547,122	1,600,000	0	1,600,000	1,562,909	15,787	(37,091)
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	2,542,331	2,675,000	0	2,675,000	2,571,328	28,997	(103,672)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.00%	04/11/13	04/11/18	10,000,000	9,935,420	10,000,000	0	10,000,000	9,959,580	24,160	(40,420)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	04/17/13	01/17/17	5,000,000	4,996,305	5,000,000	0	5,000,000	5,001,065	4,760	1,065
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	9,915,600	10,000,000	0	10,000,000	9,945,600	30,000	(54,400)
Federal Home Loan Bank US Domestic Unsecured series 0003	Bank of America	1.00%	03/27/14	03/27/17	10,000,000	9,964,890	10,000,000	0	10,000,000	9,975,190	10,300	(24,810)
Federal Home Loan Bank US Domestic Multi-step CPN BND Unsecured series 0001	Bank of America	1.38%	06/30/14	06/26/19	5,000,000	5,001,815	5,000,000	0	5,000,000	5,004,355	2,540	4,355
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	07/10/14	06/30/16	4,000,000	4,009,064	4,001,250	0	4,001,250	4,012,188	3,124	10,938
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.52%	07/10/14	09/12/16	1,080,000	1,078,660	1,078,304	0	1,078,304	1,079,412	753	1,108
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.22%	09/24/14	09/18/17	3,000,000	3,012,078	2,999,670	0	2,999,670	3,018,282	6,204	18,612
Federal Home Loan Bank US Unsecured	Bank of America	0.85%	09/24/14	02/27/17	5,000,000	4,991,395	4,995,600	0	4,995,600	4,996,375	4,980	775
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.30%	09/25/14	01/30/18	5,000,000	4,998,275	5,000,000	0	5,000,000	5,007,630	9,355	7,630
Federal Home Loan Bank US Domestic Unsecured Structured Notes	Bank of America	0.63%	09/25/14	08/11/17	2,500,000	2,500,275	2,500,000	(2,500,000)	-	-	-	-
Federal Home Loan Bank US Domestic Unsecured	Bank of America	1.11%	09/26/14	06/26/17	4,000,000	3,993,384	4,000,000	0	4,000,000	3,997,796	4,412	(2,204)
Federal Home Loan Bank US Domestic Series:0001 Unsecured	Bank of America	1.00%	09/27/14	03/29/17	10,000,000	9,981,140	10,000,000	0	10,000,000	9,990,610	9,470	(9,390)
Freddie Mac Global Unsecured Bond	Bank of America	0.70%	09/29/14	09/29/16	5,000,000	5,003,600	5,000,000	0	5,000,000	5,002,045	(1,555)	2,045
Federal Home Loan Bank Global Unsecured	Bank of America	0.80%	10/14/14	10/14/16	20,000,000	20,017,840	20,000,000	0	20,000,000	20,013,500	-	13,500
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
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.08%	11/01/14			66,442	66,442	5	66,447	66,447	0	0
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.08%	11/01/14			2,129,919	2,129,919	125	2,130,044	2,130,044	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	11/01/14			49,798,332	49,798,332	(23,583)	49,774,749	49,774,749	0	0
Checking Account- 10010-7306-2006 Jr. lien	Bank Of America	0.08%	11/01/14			229	229	0	229	229	0	0

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchased (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
LTD2013 Tax Bond Grneral Checking A/C (10090)	Bank Of America	0.08%	11/01/14			1,245,565	1,245,565	2,503,947	3,749,512	3,749,512	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.08%	11/01/14			1,929,507	1,929,507	138	1,929,645	1,929,645	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	11/01/14			24,004,526	24,004,526	(2,496,440)	21,508,086	21,508,086	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.04%	11/01/14			31,886	31,886	0	31,887	31,887	0	0
Merrill Lynch, Pierce, Fenner & smith (3110)	Bank Of America	0.04%	11/01/14			5,050	5,050	0	5,050	5,050	0	0
Merrill Lynch, Pierce, Fenner & smith (7xxx)	Bank Of America	0.04%	11/01/14			1,568	1,568	0	1,568	1,568	0	0
Merrill Lynch, Pierce, Fenner & smith (7306)	Bank Of America	0.04%	11/01/14			417,251	417,251	2	417,253	417,253	0	0
Public Fund Money Market_Premier (1110)	Regions Bank	0.18%	11/01/14			16,292,224	16,292,224	2,200	16,294,424	16,294,424	0	0
Public Fund Money Market_Premier (7160)	Regions Bank	0.18%	11/01/14			9,500	9,500	0	9,500	9,500	0	0
Public Fund Money Market_Premier (7160)	Regions Bank	0.18%	11/01/14			479,274	479,274	65	479,339	479,339	0	0
Public Fund Money Market_Premier (7208)	Regions Bank	0.18%	11/01/14			2,901,638	2,901,638	392	2,902,030	2,902,030	0	0
Public Fund Money Market_Premier (7140)	Regions Bank	0.18%	11/01/14			17,454	17,454	2	17,456	17,456	0	0
Public Fund Money Market_Premier (7206)	Regions Bank	0.18%	11/01/14			10,626,418	10,626,418	1,435	10,627,853	10,627,853	0	0
Public Fund Money Market_Premier (7308)	Regions Bank	0.18%	11/01/14			19,623	19,623	3	19,626	19,626	0	0
Public Fund Money Market_Premier (7309)	Regions Bank	0.18%	11/01/14			2,265,586	2,265,586	306	2,265,892	2,265,892	0	0
Public Fund Money Market_Premier (7370)	Regions Bank	0.18%	11/01/14			21,936,643	21,936,643	2,963	21,939,606	21,939,606	0	0
Public Fund Money Mkt_Premier (Regions-1110)-2	Regions Bank	0.05%	11/01/14			307,390	307,390	(13)	307,377	307,377	0	0
Chase High Yield Savings (fund 7150)	Chase Bank	0.05%	11/01/14			43,088	43,088	2	43,089	43,089	0	0
Chase High Yield Savings (fund 7170)	Chase Bank	0.05%	11/01/14			2,383	2,383	(15)	2,368	2,368	0	0
Chase High Yield Savings (fund 7204)	Chase Bank	0.05%	11/01/14			172,926	172,926	6	172,932	172,932	0	0
Chase High Yield Savings (fund 7170)	Chase Bank	0.05%	11/01/14			4,313,244	4,313,244	154	4,313,399	4,313,399	0	0
Chase High Yield Savings (fund 7300)	Chase Bank	0.05%	11/01/14			75,490	75,490	3	75,492	75,492	0	0
Chase High Yield Savings (fund 7207)	Chase Bank	0.05%	11/01/14			8,970,804	8,970,804	321	8,971,125	8,971,125	0	0
Chase High Yield Savings (fund 7309)	Chase Bank	0.05%	11/01/14			718,523	718,523	26	718,549	718,549	0	0
Chase High Yield Savings (fund 1110)	Chase Bank	0.05%	11/01/14			10,480,155	10,480,155	(10,071,675)	408,480	408,480	0	0
Chase High Yield Savings (fund 7307)	Chase Bank	0.05%	11/01/14			1,038,112	1,038,112	37	1,038,149	1,038,149	0	0
Chase High Yield Savings (fund 7305)	Chase Bank	0.05%	11/01/14			47,976	47,976	2	47,978	47,978	0	0
Chase High Yield Savings (fund 7203)	Chase Bank	0.05%	11/01/14			1,647,352	1,647,352	59	1,647,411	1,647,411	0	0
Chase High Yield Savings (fund 7306)	Chase Bank	0.05%	11/01/14			288,781	288,781	10	288,791	288,791	0	0
Chase High Yield Savings (Fund 7370)	Chase Bank	0.05%	11/01/14			59,440,122	59,440,122	2,129	59,442,251	59,442,251	0	0
Certificate of Deposit (Fund 1110)	Chase Bank	0.75%	07/25/13	01/24/15		33,027,309	33,027,309	0	33,027,309	33,027,309	0	0
Certificate of Deposit (Fund 7203)	Chase Bank	0.49%	07/25/13	01/24/15		1,481,266	1,481,266	0	1,481,266	1,481,266	0	0
Certificate of Deposit (Fund 7150)	Chase Bank	0.49%	07/25/13	01/24/15		2,232	2,232	0	2,232	2,232	0	0
Certificate of Deposit (Fund 7207)	Chase Bank	0.49%	07/25/13	01/24/15		16,465	16,465	0	16,465	16,465	0	0
Certificate of Deposit (Fund 7305)	Chase Bank	0.49%	07/25/13	01/24/15		2,485	2,485	0	2,485	2,485	0	0
Certificate of Deposit (Fund 7306)	Chase Bank	0.49%	07/25/13	01/24/15		14,957	14,957	0	14,957	14,957	0	0
Certificate of Deposit (Fund 7307)	Chase Bank	0.49%	07/25/13	01/24/15		384,598	384,598	0	384,598	384,598	0	0
Certificate of Deposit (Fund 7300)	Chase Bank	0.49%	07/25/13	01/24/15		70,689	70,689	0	70,689	70,689	0	0
Certificate of Deposit (Fund 7370)	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 (Fund 7370)	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 (Fund 7370)	Chase Bank	0.99%	03/25/13	03/22/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit (Fund 7370)	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

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)
Certificate of Deposit (Fund 7370)	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 (Fund 7370)	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	0.12%	11/01/14			1,596,698	1,596,698	153	1,596,851	1,596,851	0	0
Tex Pool (General Fund)	State Street Bank	0.03%	11/01/14			7,845,427	7,845,427	184	7,845,611	7,845,611	0	0
Tex Pool (Limited Tax Bond - 2003)	State Street Bank	0.03%	11/01/14			681,943	681,943	16	681,959	681,959	0	0
TOTAL						558,534,875	559,137,609	(12,577,413)	546,560,196	546,169,152	216,307	(391,043)

ACTION ITEM

Meeting Date: January 22, 2015

Committee: *Facilities and Finance*

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

RECOMMENDATION

Accept the Financial Statement for the month of October, 2014.

COMPELLING REASON/RATIONALE

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

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

FISCAL IMPACT

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

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



Summary Operating Statements

**For the Period
September 1, 2014 - October 31, 2014
For the Meeting of the Board of Trustees - January 15, 2015**

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



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For the Period September 1, 2014 - October 31, 2014

Houston Community College System

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

In the Unrestricted Fund as of October 31, 2014, total revenue received is \$64 million. This represents 21% of budgeted annual revenues of \$298.7 million. Expenses total \$50.6 million to date; which is 16.5% of the total expense budget of \$306.7 million. Compared with the same time last year, revenue shows a 2% increase, and expenses are 7% lower than the prior year. Actual Net revenue is \$13.4 million to-date. That translates into a like amount increase in fund balance.

Tuition and fee revenue for Extended Learning shows a 52.9% 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 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 October 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, Unaudited	\$ 101,072,452	\$ 8,760,527	\$ 6,010,890	\$ 509,932	\$ -	\$ (59,601)	\$ 6,255,168	\$ -	\$ 12,077,727	\$ 221,755,000	\$ (5,898,375)	\$ 350,483,719
Revenues	64,007,618	8,103,928	3,126,957	-	45,270,929	-	596,184	-	2,215,521	-	145	123,321,282
Expenses												
Salaries	31,364,364	965,566	797,934	-	482,745	-	37,065	-	-	-	-	33,647,674
Employee Benefits	3,395,210	2,254,408	166,501	-	1	-	8,383	-	-	-	-	5,824,504
Supplies & General Exp	607,597	22,332	83,748	-	-	-	-	-	-	-	-	713,676
Travel	96,907	47,387	10,760	-	-	-	-	-	-	-	-	155,054
Marketing Costs	126,413	1,722	-	-	-	-	-	-	-	-	-	128,135
Rentals & Leases	305,450	821	13,770	-	-	-	1,005	-	-	-	-	321,046
Insurance/Risk Mgmt	6,376,167	1,953	-	-	-	-	-	-	-	-	-	6,378,120
Contracted Services	1,386,656	581,258	124,511	-	-	-	6,944	-	15,286	-	-	2,114,655
Utilities	1,129,010	-	97,054	-	-	-	-	-	-	-	-	1,226,064
Other Departmental Expenses	246,481	28,745	774,077	-	-	-	-	-	-	-	-	1,049,302
Instructional and Other Materials	1,563,528	22,041	28,996	-	-	-	-	-	-	-	-	1,614,566
Maintenance and Repair	64,773	87,541	4,256	-	53,063	-	63,269	-	-	-	-	272,901
Transfers (In)/Out*	3,611,633	4,250,000	-	-	(1,135,331)	-	2,000,000	(8,250,000)	(476,302)	-	-	0
Debt	21,602	-	-	-	-	-	-	-	3,415,483	-	590,785	4,027,870
Capital Outlay	356,129	(5,674)	-	-	-	-	2,822,517	22,146	-	-	-	3,195,119
Depreciation	-	-	-	-	-	-	-	-	-	3,252,124	-	3,252,124
Scholarship Distribution					45,858,226							45,858,226
Total Expenses	50,651,919	8,258,101	2,101,607	-	45,258,705	-	4,939,184	(8,227,854)	2,954,467	3,252,124	590,785	109,779,037
NET REVENUE/(EXPENSES)	13,355,699	(154,173)	1,025,350	-	12,224	-	(4,342,999)	8,227,854	(738,946)	(3,252,124)	(590,640)	13,542,244
Fund Balance Entries						59,601	1,297,527	-		719,778		2,076,906
Fund Balance as of 10/31/2014	\$ 114,428,151	\$ 8,606,354	\$ 7,036,240	\$ 509,932	\$ 12,224	\$ -	\$ 3,209,696	\$ 8,227,854	\$ 11,338,781	\$ 219,222,654	\$ (6,489,015)	\$ 366,102,870

*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 October 31, 2014
16.7% of Year Expended

HCCS CURRENT UNRESTRICTED

	Year-to-Date Actuals		Actuals as a % of Budget	Year-to-Date Actuals		Increase (Decrease)		% Increase (Decrease)
	Thru October 31, 2014	FY2015 Budget		Thru October 31, 2014	Thru October 31, 2013	FY2015 Compared to FY2014		
REVENUES								
State Appropriations	\$ 16,595,743	\$ 69,202,364	24.0%	\$ 16,595,743	\$ 16,595,742	\$ 1	0.0%	
Ad Valorem Taxes	9,644	114,968,081	0.0%	9,644	13,726	(4,082)	-29.7%	
Tuition, Net	17,086,996	40,308,204	42.4%	17,086,996	16,796,466	290,530	1.7%	
Fees	26,795,113	64,784,694	41.4%	26,795,113	26,710,705	84,408	0.3%	
Other Local Income	322,876	2,247,796	14.4%	322,876	444,704	(121,828)	-27.4%	
Tuition & Fee, Net	3,068,865	6,565,665	46.7%	3,068,865	2,007,304	1,061,562	52.9%	
-- Extended Learning								
Indirect Cost Revenues, Grant	128,380	619,663	20.7%	128,380	116,495	11,885	10.2%	
Total Revenues	64,007,617	298,696,467	21.4%	64,007,617	62,685,141	1,322,476	2.1%	
Fund Balance Transfers In	-	8,000,000	0.0%	-	-	-	0.0%	
Total Revenues and Fund Balance Transfer	\$ 64,007,617	\$ 306,696,467	20.9%	\$ 64,007,617	\$ 62,685,141	\$ 1,322,476	2.1%	
EXPENSES								
Salaries	31,364,364	183,392,491	17.1%	31,364,364	29,847,187	1,517,177	5.1%	
Employee Benefits	3,395,210	20,180,691	16.8%	3,395,210	3,771,344	(376,133)	-10.0%	
Supplies Gen Exp	607,597	5,800,359	10.5%	607,597	1,117,592	(509,995)	-45.6%	
Travel	96,907	1,201,355	8.1%	96,907	133,045	(36,138)	-27.2%	
Marketing Costs	126,413	1,463,931	8.6%	126,413	179,464	(53,051)	-29.6%	
Rental & Leases	305,450	2,521,894	12.1%	305,450	403,316	(97,866)	-24.3%	
Insurance/Risk Mgmt	6,376,167	7,264,193	87.8%	6,376,167	6,479,231	(103,064)	-1.6%	
Contract Services	1,386,656	23,090,588	6.0%	1,386,656	2,418,108	(1,031,452)	-42.7%	
Utilities	1,129,010	10,292,368	11.0%	1,129,010	964,404	164,606	17.1%	
Other Departmental Expenses	246,481	2,293,680	10.7%	246,481	313,319	(66,838)	-21.3%	
Instructional & Other Materials	1,563,528	10,355,408	15.1%	1,563,528	2,173,193	(609,664)	-28.1%	
Maintenance & Repair	64,773	1,293,555	5.0%	64,773	236,686	(171,914)	-72.6%	
Transfers/Debt	3,633,235	32,529,987	11.2%	3,633,235	4,955,989	(1,322,753)	-26.7%	
Contingency	-	2,955,196	0.0%	-	-	-	0.0%	
Capital Outlay	356,129	2,060,771	17.3%	356,129	1,509,267	(1,153,139)	-76.4%	
Total Expenses	\$ 50,651,919	\$ 306,696,467	16.5%	\$ 50,651,919	\$ 54,502,145	(3,850,226)	-7.1%	
NET REVENUE/(EXPENSES)	\$ 13,355,698	\$ -	0.0%	\$ 13,355,698	\$ 8,182,996	\$ 5,172,702	63.2%	

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund as of October 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									\$ 2,028,733
FY2015									
Revenue	946,521	77,628	-	-	407,698	-	95,173	-	<u>1,527,021</u>
Salaries	37,564	69,858	17,302			54,137	39,751		218,612
Benefits	9,306	18,316	3,990			12,968	9,471		54,052
Supplies Gen Exp	1,488	10,238	174				429		12,328
Travel		1,235	848						2,083
Marketing Costs									-
Rental & Leases	520	9,350							9,870
Contract Services	77,019	29,163					823		107,005
Utilities	97,054								97,054
Departmental Expenses		28,166		734,189					762,355
Instructional & Other	600						28,396		28,996
Materials									
Maintenance & Repair		3,379					877		4,256
Insurance/Risk Mgmt									-
Exemptions and Waivers									-
Transfer/Debt									-
Capital Outlay									-
Total Expense	<u>223,552</u>	<u>169,706</u>	<u>22,314</u>	<u>734,189</u>	<u>-</u>	<u>67,105</u>	<u>79,747</u>	<u>-</u>	<u>1,296,613</u>
Contribution to Fund Balance	<u>722,970</u>	<u>(92,078)</u>	<u>(22,314)</u>	<u>(734,189)</u>	<u>407,698</u>	<u>(67,105)</u>	<u>15,427</u>	<u>-</u>	<u>230,408</u>
Auxiliary Fund Balance - Uncommitted Portion									<u><u>\$ 2,259,142</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 October 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	\$ 294,027	\$ 969,278	\$ 978,947	\$ 2,249,462	\$ 6,010,890
FY2015									
Revenue	23,333	757,196	780,529	5,720	-	464,736	349,602	820,058	3,127,607
Salaries		533,824	533,824		1,300	10,590	33,608	45,498	797,934
Benefits		104,350	104,350			45	8,055	8,099	166,501
Supplies Gen Exp	25	72	97		5,021	55,010	11,291	71,322	83,748
Travel	7,472		7,472			755	450	1,205	10,760
Marketing Costs			-					-	-
Rental & Leases			-				3,900	3,900	13,770
Contract Services			-			3,750	13,755	17,505	124,511
Utilities			-					-	97,054
Departmental Expenses		3,595	3,595			1,200	6,926	8,126	774,077
Instructional & Other			-					-	28,996
Materials			-					-	-
Maintenance & Repair			-					-	4,256
Insurance/Risk Mgmt			-					-	-
Exemptions and Waivers			-			650		650	650
Transfer			-					-	-
Capital Outlay			-					-	-
Total Expense	7,497	641,841	649,338	-	6,321	72,000	77,985	156,306	2,102,257
Contribution to Fund Balance	15,836	115,354	131,190	5,720	(6,321)	392,736	271,617	663,752	1,025,350
Auxiliary Fund Balance - Intl, Committed, Total			\$ 1,863,885	\$ 12,930	\$ 287,706	\$ 1,362,014	\$ 1,250,564	\$ 2,913,214	\$ 7,036,240

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

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	SYSTEM	Grand Total
Salary	\$ 24,999,505	\$ 26,288,834	\$ 19,607,022	\$ 27,397,163	\$ 16,026,385	\$ 12,398,942	\$ 10,397,403	\$ 46,277,237	\$ 183,392,491
Employee Benefits	-	-	-	-	-	-	-	20,180,691	20,180,691
Supplies & Gen	266,889	324,337	214,405	287,943	248,555	303,049	163,570	3,991,611	5,800,359
Travel	108,715	117,418	39,338	72,992	61,844	121,262	66,444	613,342	1,201,355
Marketing Costs	23,351	43,642	82,921	26,012	86,677	35,823	165,287	1,000,218	1,463,931
Rentals & Leases	1,920	92,660	958,066	534,141	79,517	467,379	25,327	362,884	2,521,894
Insurance/Risk Mgmt	794	168	-	154	-	-	-	7,263,077	7,264,193
Contracted Services	327,925	251,530	77,034	52,472	124,097	437,014	20,992	21,799,524	23,090,588
Utilities	5,125	-	4,600	362	-	-	-	10,282,281	10,292,368
Other Departmental Expenses	77,784	39,560	80,793	55,130	73,890	113,285	38,623	1,814,615	2,293,680
Instructional And Other Materials	474,294	179,919	163,279	255,603	67,083	320,252	708,260	8,186,718	10,355,408
Maintenance and Repair	127,195	29,496	52,168	45,325	18,250	87,533	121,603	811,985	1,293,555
Transfers/Debt	-	864,206	5,640,442	1,250,001	-	-	-	24,775,338	32,529,987
Contingency	571,081	511,527	47,708	29,923	363,338	28,376	230,724	1,172,519	2,955,196
Capital Outlay	846,480	106,950	59,377	96,481	28,259	41,670	7,500	874,054	2,060,771
Total	\$ 27,831,058	\$ 28,850,247	\$ 27,027,153	\$ 30,103,702	\$ 17,177,895	\$ 14,354,585	\$ 11,945,733	\$ 149,406,094	\$ 306,696,467

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

	<u>CURRENT & LOAN FUNDS¹</u>	<u>PLANT & BOND FUNDS²</u>	<u>Total All Funds</u>
ASSETS			
Current Assets:			
Cash & cash equivalents	\$ 110,627,973	\$ 27,520,709	\$ 138,148,681
Restricted cash & cash equivalents	8,115,270	-	8,115,270
Short term Investments	-	-	-
Accounts/Other receivable (net)	20,981,611	2,436,535	23,418,146
Deferred charges	220,537	-	220,537
Prepays	144,251	-	144,251
Total Current Assets	<u>140,089,642</u>	<u>29,957,243</u>	<u>170,046,885</u>
Non-current Assets:			
Restricted cash & cash equivalents	-	298,078,890	298,078,890
Restricted long-term investments	-	104,611,948	104,611,948
Long-term investments	6,823,879	-	6,823,879
Capital Assets, net	-	842,229,296	842,229,296
Total Non-current Assets	<u>6,823,879</u>	<u>1,244,920,134</u>	<u>1,251,744,013</u>
Total Assets	<u><u>\$ 146,913,521</u></u>	<u><u>\$ 1,274,877,377</u></u>	<u><u>\$ 1,421,790,898</u></u>
LIABILITIES			
Current Liabilities:			
Accounts payable	9,045,204	3,783	9,048,987
Accrued liabilities	12,425	1,416,571	1,428,996
Compensated absences	2,357,551	-	2,357,551
Funds held for others	626,239	189,209	815,448
Deferred revenue	1,279,201	107,841	1,387,042
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>13,320,620</u>	<u>29,787,404</u>	<u>43,108,024</u>
Non-current Liabilities:			
Deposits	-	-	-
Notes payable	-	161,141,738	161,141,738
Bonds payable	-	742,650,193	742,650,193
Capital lease obligations	-	102,299,058	102,299,058
Total Non-current Liabilities	<u>-</u>	<u>1,006,090,989</u>	<u>1,006,090,989</u>
Total Liabilities	<u><u>\$ 13,320,620</u></u>	<u><u>\$ 1,035,878,393</u></u>	<u><u>\$ 1,049,199,013</u></u>
Fund Balance-			
August 31, 2014 Unaudited	116,294,199	240,087,895	356,382,094
Revenues Over Expenditures			
Unrestricted	14,381,049		14,381,049
Restricted	2,917,653		2,917,653
Net Investment in Plant		(1,088,911)	(1,088,911)
Total Fund Balances, Unaudited	<u><u>\$ 133,592,902</u></u>	<u><u>\$ 238,998,984</u></u>	<u><u>\$ 372,591,885</u></u>
Total Liabilities & Fund Balances	<u><u>\$ 146,913,521</u></u>	<u><u>\$ 1,274,877,377</u></u>	<u><u>\$ 1,421,790,898</u></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 October 31, 2014

Account	FY 2013-14		FY 2014-15
	End of Year Activity	Year-to-Date Activity thru 10/31/2013	Year-to-Date Activity thru 10/31/2014
Tuition			
Budget:			
Adjusted Budget FY 2014-15, Net			\$ 41,453,277
Revenues Received:			
Tuition	45,771,753	19,843,532	19,938,868
Waivers & Exemptions:			
Dual Credit	(4,931,925)	(2,090,084)	(2,062,275)
Other	(2,100,332)	(956,982)	(789,597)
Total Waivers & Exemptions	(7,032,257)	(3,047,066)	(2,851,872)
Total Tuition Revenue, Net	\$ 38,739,497	\$ 16,796,466	\$ 17,086,996

Tuition - Extended Learning			
Budget:			
Budget FY 2013-14, Net			\$ 6,565,665
Revenues Received:			
Tuition	8,931,465	2,486,385	3,496,881
Waivers & Exemptions:			
Corrections	(2,021,386)	(479,081)	(428,016)
Total EL Tuition Revenue, Net	\$ 6,910,079	\$ 2,007,304	\$ 3,068,865

Exemptions & Waivers	FY 2013-14		FY 2014-15		Actuals % Inc/(Dec)YTD vs. Prior YTD
	End of Year Activity	Year-to-Date Activity thru 10/31/2013	Year-to-Date Activity thru 10/31/2014	Year-to-Date Activity thru 10/31/2014	
Dept of Corrections	\$ 2,021,386	\$ 479,081	\$ 428,016		-10.7%
Dual Credit Waiver	4,931,925	2,090,084	2,062,275		-1.3%
Other:					
Employee Fee Exemptions	69,909	32,070	24,997		-22.1%
Firemen	26,082	8,389	6,781		-19.2%
Hazelwood	1,416,167	667,429	445,632		-33.2%
Deaf & Blind	207,012	93,920	78,333		-16.6%
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	2,655	2,655		0.0%
Nonres Competitive Scholar	11,346	4,266	3,443		-19.3%
Senior Citizens	15,532	7,619	6,660		-12.6%
Misc Tuition/Fees Waivers	6,576	-	-		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	130,525	129,699		-0.6%
Undocumented Students	11,383	7,378	2,909		0.0%
TX Tomorrow Waiver	2,912	-	2,788		0.0%
Surviving Spouse/Children	2,120	2,120	-		0.0%
Peace Officer Exemption	3,655	(130)	186		-243.1%
Early College High School	-	-	60,218		0.0%
Adopted Student Waiver	-	-	18,087		0.0%
Stipends	3,000	-	-		0.0%
Scholars Costs Funded by State	6,050	-	-		0.0%
Total Other Exemptions	2,100,332	956,982	789,597		-17.5%
Grand Total Exemptions & Waivers	\$ 9,053,643	\$ 3,526,147	\$ 3,279,888		-7.0%

ACTION ITEM

Meeting Date: January 22, 2015

Committee: *Facilities and Finance*

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

RECOMMENDATION

Accept the Financial Statement for the month of November, 2014.

COMPELLING REASON/RATIONALE

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

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

FISCAL IMPACT

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

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



Summary Operating Statements

For the Period
September 1, 2014 - November 30, 2014
For the Meeting of the Board of Trustees - January 15, 2015

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

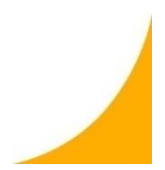


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For the Period September 1, 2014 - November 30, 2014

Houston Community College System

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Houston Community College System
Summary of Financial Statements
As of November 30, 2014

In the Unrestricted Fund as of November 30, 2014, total revenue received is \$87.9 million. This represents 29.4% of budgeted annual revenues of \$298.7 million. Expenses total \$72.8 million to date; which is 23.7% of the total expense budget of \$306.7 million. Compared with the same time last year, revenue shows a 2% increase, and expenses are 4% lower than the prior year. Actual Net revenue is \$15 million to-date. That translates into a like amount increase in fund balance.

Tuition and fee revenue for Extended Learning shows a 41.7% 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 November 30, 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, Unaudited	\$ 101,072,452	\$ 8,760,527	\$ 6,010,890	\$ 509,932	\$ -	\$ (59,601)	\$ 6,255,168	\$ -	\$ 12,077,727	\$ 221,755,000	\$ (5,898,375)	\$ 350,483,719
Revenues	87,892,460	10,228,645	4,532,549	-	46,734,921	-	985,894	-	3,770,869	-	215	154,145,554
Expenses												
Salaries	47,367,128	1,459,698	1,189,568	-	919,591	-	55,598	-	-	-	-	50,991,583
Employee Benefits	4,823,907	3,551,518	249,261	-	298	-	12,575	-	-	-	-	8,637,560
Supplies & General Exp	932,099	44,372	168,580	-	-	-	-	-	-	-	-	1,145,050
Travel	169,458	82,815	27,260	-	-	-	-	-	-	-	-	279,533
Marketing Costs	170,023	1,965	-	-	-	-	-	-	-	-	-	171,988
Rentals & Leases	445,238	1,920	18,467	-	-	-	1,919	-	-	-	-	467,545
Insurance/Risk Mgmt	6,376,167	1,953	462	-	-	-	-	-	-	-	-	6,378,582
Contracted Services	3,309,628	776,668	271,376	-	-	-	3,858	-	33,571	-	-	4,395,101
Utilities	1,791,167	-	105,127	-	-	-	-	-	-	-	-	1,896,294
Other Departmental Expenses	365,083	38,285	1,037,181	-	-	-	-	-	-	-	-	1,440,549
Instructional and Other Materials	2,801,984	45,092	53,335	-	-	-	-	-	-	-	-	2,900,410
Maintenance and Repair	116,976	124,576	4,392	-	73,692	-	71,256	-	-	-	-	390,892
Transfers (In)/Out*	3,719,012	4,250,000	-	-	(1,242,710)	-	2,000,000	(8,250,000)	(476,302)	-	-	0
Debt	38,054	-	-	-	-	-	-	-	3,415,483	-	590,785	4,044,322
Capital Outlay	395,851	199,975	-	-	-	-	3,823,435	83,004	-	-	-	4,502,265
Depreciation	-	-	-	-	-	-	-	-	-	4,880,200	-	4,880,200
Scholarship Distribution					46,971,122							46,971,122
Total Expenses	72,821,776	10,578,836	3,125,009	-	46,721,994	-	5,968,642	(8,166,996)	2,972,752	4,880,200	590,785	139,492,997
NET REVENUE/(EXPENSES)	15,070,684	(350,191)	1,407,541	-	12,927	-	(4,982,747)	8,166,996	798,117	(4,880,200)	(590,570)	14,652,557
Fund Balance Entries						59,601	2,304,043	-		988,126		3,351,771
Fund Balance as of 11/30/2014	\$ 116,143,137	\$ 8,410,336	\$ 7,418,430	\$ 509,932	\$ 12,927	\$ -	\$ 3,576,464	\$ 8,166,996	\$ 12,875,844	\$ 217,862,927	\$ (6,488,944)	\$ 368,488,047

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

HOUSTON COMMUNITY COLLEGE SYSTEM
Comparison to Budget and Comparison to Previous Fiscal Year
as of November 30, 2014
25% of Year Expended

HCCS CURRENT UNRESTRICTED

	Year-to-Date Actuals Thru November 30, 2014			Actuals as a % of Budget	Year-to-Date Actuals Thru November 30, 2014		Year-to-Date Actuals Thru November 30, 2013		Increase (Decrease) FY2015 Compared to FY2014	% Increase (Decrease)
REVENUES										
State Appropriations	\$ 23,164,892	\$ 69,202,364	33.5%	\$ 23,164,892	\$ 23,490,243	\$ (325,351)	-1.4%			
Ad Valorem Taxes	1,977,073	114,968,081	1.7%	1,977,073	2,581,543	(604,470)	-23.4%			
Tuition, Net	22,731,330	40,308,204	56.4%	22,731,330	21,734,242	997,087	4.6%			
Fees	35,999,988	64,784,694	55.6%	35,999,988	34,937,703	1,062,285	3.0%			
Other Local Income	544,789	2,247,796	24.2%	544,789	607,869	(63,080)	-10.4%			
Tuition & Fee, Net	3,295,341	6,565,665	50.2%	3,295,341	2,325,855	969,486	41.7%			
-- Extended Learning										
Indirect Cost Revenues, Grant	179,048	619,663	28.9%	179,048	154,912	24,137	15.6%			
Total Revenues	87,892,460	298,696,467	29.4%	87,892,460	85,832,367	2,060,093	2.4%			
Fund Balance Transfers In	-	8,000,000	0.0%	-	-	-	0.0%			
Total Revenues and Fund Balance Transfer	\$ 87,892,460	\$ 306,696,467	28.7%	\$ 87,892,460	\$ 85,832,367	\$ 2,060,093	2.4%			
EXPENSES										
Salaries	47,367,128	182,117,639	26.0%	47,367,128	44,883,275	2,483,853	5.5%			
Employee Benefits	4,823,907	20,180,691	23.9%	4,823,907	5,811,553	(987,646)	-17.0%			
Supplies Gen Exp	932,099	5,746,542	16.2%	932,099	1,339,388	(407,289)	-30.4%			
Travel	169,458	1,187,197	14.3%	169,458	261,821	(92,363)	-35.3%			
Marketing Costs	170,023	1,428,931	11.9%	170,023	259,650	(89,626)	-34.5%			
Rental & Leases	445,238	2,500,884	17.8%	445,238	554,421	(109,183)	-19.7%			
Insurance/Risk Mgmt	6,376,167	7,264,193	87.8%	6,376,167	6,465,876	(89,709)	-1.4%			
Contract Services	3,309,628	22,749,267	14.5%	3,309,628	4,738,218	(1,428,589)	-30.2%			
Utilities	1,791,167	10,292,368	17.4%	1,791,167	1,561,687	229,480	14.7%			
Other Departmental Expenses	365,083	2,294,684	15.9%	365,083	425,793	(60,710)	-14.3%			
Instructional & Other Materials	2,801,984	10,341,413	27.1%	2,801,984	2,441,634	360,350	14.8%			
Maintenance & Repair	116,976	1,294,473	9.0%	116,976	368,395	(251,419)	-68.2%			
Transfers/Debt	3,757,066	32,529,987	11.5%	3,757,066	5,117,264	(1,360,197)	-26.6%			
Contingency	-	4,407,323	0.0%	-	-	-	0.0%			
Capital Outlay	395,851	2,360,875	16.8%	395,851	1,888,556	(1,492,706)	-79.0%			
Total Expenses	\$ 72,821,776	\$ 306,696,467	23.7%	\$ 72,821,776	\$ 76,117,530	(3,295,755)	-4.3%			
NET REVENUE/(EXPENSES)	\$ 15,070,684	\$ -	0.0%	\$ 15,070,684	\$ 9,714,837	\$ 5,355,848	55.1%			

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund as of November 30, 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									\$ 2,028,733
FY2015									
Revenue	1,626,265	116,203	-	-	407,698	-	139,694	-	<u>2,289,861</u>
Salaries	56,689	107,070	25,953			82,871	59,810		332,394
Benefits	13,953	27,497	5,985			19,600	14,214		81,248
Supplies Gen Exp	7,856	14,850	175				1,192		24,073
Travel		2,341	1,435						3,776
Marketing Costs									-
Rental & Leases	2,042	12,525							14,567
Contract Services	122,943	65,713	5,520				823		194,999
Utilities	105,127								105,127
Departmental Expenses		71,739		948,512		4,120			1,024,370
Instructional & Other	600						52,735		53,335
Materials									
Maintenance & Repair		3,515					877		4,392
Insurance/Risk Mgmt									-
Exemptions and Waivers									-
Transfer/Debt									-
Capital Outlay									-
Total Expense	<u>309,210</u>	<u>305,251</u>	<u>39,068</u>	<u>948,512</u>	<u>-</u>	<u>106,591</u>	<u>129,651</u>	<u>-</u>	<u>1,838,282</u>
Contribution to Fund Balance	<u>1,317,055</u>	<u>(189,047)</u>	<u>(39,068)</u>	<u>(948,512)</u>	<u>407,698</u>	<u>(106,591)</u>	<u>10,044</u>	<u>-</u>	<u>451,579</u>
Auxiliary Fund Balance - Uncommitted Portion									<u><u>\$ 2,480,312</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 November 30, 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	\$ 294,027	\$ 969,278	\$ 978,947	\$ 2,249,462	\$ 6,010,890
FY2015									
Revenue	23,333	1,095,340	1,118,673	7,794	28,000	623,218	466,811	1,125,823	4,534,356
Salaries		791,255	791,255		1,300	14,967	49,652	65,919	1,189,568
Benefits		155,866	155,866			69	12,078	12,148	249,261
Supplies Gen Exp	90	120	210		7,579	121,177	15,540	144,296	168,580
Travel	8,115		8,115			8,185	7,184	15,369	27,260
Marketing Costs			-					-	-
Rental & Leases			-				3,900	3,900	18,467
Contract Services		36,000	36,000			12,291	28,086	40,377	271,376
Utilities			-					-	105,127
Departmental Expenses		3,595	3,595			2,289	6,926	9,215	1,037,181
Instructional & Other			-					-	53,335
Materials			-					-	4,392
Maintenance & Repair			-					-	462
Insurance/Risk Mgmt			-				462	462	462
Exemptions and Waivers			-			1,807		1,807	1,807
Transfer			-					-	-
Capital Outlay			-					-	-
Total Expense	8,205	986,836	995,041	-	8,879	160,785	123,829	293,493	3,126,816
Contribution to Fund Balance	15,128	108,504	123,632	7,794	19,121	462,433	342,982	832,330	1,407,541
Auxiliary Fund Balance - Intl, Committed, Total			\$ 1,856,326	\$ 15,004	\$ 313,148	\$ 1,431,711	\$ 1,321,929	\$ 3,081,792	\$ 7,418,431

HOUSTON COMMUNITY COLLEGE
FY 2014-15 Adjusted Budget by Colleges
as of November 30, 2014

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	SYSTEM	Grand Total
Salary	\$ 24,813,125	\$ 26,262,512	\$ 19,542,018	\$ 27,241,577	\$ 15,986,789	\$ 12,163,807	\$ 10,376,973	\$ 45,730,838	\$ 182,117,639
Employee Benefits	-	-	-	-	-	-	-	20,180,691	20,180,691
Supplies & Gen	267,889	313,524	227,004	285,429	247,754	259,719	183,570	3,961,653	5,746,542
Travel	108,715	117,205	39,923	72,972	61,844	111,237	66,444	608,857	1,187,197
Marketing Costs	23,351	43,642	80,921	26,012	86,677	25,823	145,287	997,218	1,428,931
Rentals & Leases	1,920	92,650	953,566	534,141	79,517	452,379	25,327	361,384	2,500,884
Insurance/Risk Mgmt	794	168	-	154	-	-	-	7,263,077	7,264,193
Contracted Services	327,925	251,730	95,034	52,472	124,097	365,214	20,992	21,511,803	22,749,267
Utilities	5,125	-	4,600	362	-	-	-	10,282,281	10,292,368
Other Departmental Expenses	76,784	43,382	79,528	56,130	73,592	106,055	38,623	1,820,590	2,294,684
Instructional And Other Materials	474,294	179,919	163,789	257,017	67,083	315,732	708,260	8,175,319	10,341,413
Maintenance and Repair	127,195	34,590	46,972	45,325	18,250	87,533	121,603	813,005	1,294,473
Transfers/Debt	-	864,206	5,640,442	1,250,001	-	-	-	24,775,338	32,529,987
Contingency	571,528	504,966	51,702	29,923	362,498	178,194	230,724	2,477,788	4,407,323
Capital Outlay	846,480	108,950	60,957	96,481	29,959	41,670	7,500	1,168,878	2,360,875
								150,128,720	
Total	\$ 27,645,125	\$ 28,817,444	\$ 26,986,456	\$ 29,947,996	\$ 17,138,060	\$ 14,107,363	\$ 11,925,303	\$ 300,257,440	\$ 306,696,467

Houston Community College
Balance Sheet By Fund
For Month Ended November 30, 2014

	<u>CURRENT & LOAN FUNDS¹</u>	<u>PLANT & BOND FUNDS²</u>	<u>Total All Funds</u>
ASSETS			
Current Assets:			
Cash & cash equivalents	\$ 100,729,158	\$ 33,522,975	\$ 134,252,133
Restricted cash & cash equivalents	8,192,011	-	8,192,011
Short term Investments	-	-	-
Accounts/Other receivable (net)	24,120,567	2,572,544	26,693,111
Deferred charges	220,537	-	220,537
Prepays	159,381	-	159,381
Total Current Assets	<u>133,421,653</u>	<u>36,095,519</u>	<u>169,517,173</u>
Non-current Assets:			
Restricted cash & cash equivalents	-	298,086,808	298,086,808
Restricted long-term investments	-	102,273,126	102,273,126
Long-term investments	6,874,019	-	6,874,019
Capital Assets, net	-	841,876,084	841,876,084
Total Non-current Assets	<u>6,874,019</u>	<u>1,242,236,018</u>	<u>1,249,110,037</u>
Total Assets	<u><u>\$ 140,295,672</u></u>	<u><u>\$ 1,278,331,538</u></u>	<u><u>\$ 1,418,627,209</u></u>
LIABILITIES			
Current Liabilities:			
Accounts payable	3,927,541	33,458	3,960,998
Accrued liabilities	-	1,330,045	1,330,045
Compensated absences	2,357,551	-	2,357,551
Funds held for others	634,327	189,209	823,536
Deferred revenue	909,259	107,841	1,017,100
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>7,828,677</u>	<u>29,730,553</u>	<u>37,559,230</u>
Non-current Liabilities:			
Deposits	-	-	-
Notes payable	-	161,141,738	161,141,738
Bonds payable	-	742,650,193	742,650,193
Capital lease obligations	-	102,299,058	102,299,058
Total Non-current Liabilities	<u>-</u>	<u>1,006,090,989</u>	<u>1,006,090,989</u>
Total Liabilities	<u><u>\$ 7,828,677</u></u>	<u><u>\$ 1,035,821,542</u></u>	<u><u>\$ 1,043,650,218</u></u>
Fund Balance-			
August 31, 2014 Unaudited	116,294,199	240,087,895	356,382,094
Revenues Over Expenditures			
Unrestricted	16,450,458		16,450,458
Restricted	(277,663)		(277,663)
Net Investment in Plant		2,422,100	2,422,100
Total Fund Balances, Unaudited	<u><u>\$ 132,466,995</u></u>	<u><u>\$ 242,509,995</u></u>	<u><u>\$ 374,976,990</u></u>
Total Liabilities & Fund Balances	<u><u>\$ 140,295,671</u></u>	<u><u>\$ 1,278,331,537</u></u>	<u><u>\$ 1,418,627,209</u></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 November 30, 2014

Account	FY 2013-14		FY 2014-15
	End of Year Activity	Year-to-Date Activity thru 11/30/2013	Year-to-Date Activity thru 11/30/2014
Tuition			
Budget:			
Adjusted Budget FY 2014-15, Net			\$ 41,453,277
Revenues Received:			
Tuition	45,771,753	25,798,382	26,555,181
Waivers & Exemptions:			
Dual Credit	(4,931,925)	(2,819,026)	(2,345,745)
Other	(2,100,332)	(1,245,114)	(1,478,106)
Total Waivers & Exemptions	(7,032,257)	(4,064,140)	(3,823,851)
Total Tuition Revenue, Net	\$ 38,739,497	\$ 21,734,242	\$ 22,731,330

Tuition - Extended Learning			
Budget:			
Budget FY 2013-14, Net			\$ 6,565,665
Revenues Received:			
Tuition	8,931,465	3,002,036	3,898,482
Waivers & Exemptions:			
Corrections	(2,021,386)	(676,181)	(603,141)
Total EL Tuition Revenue, Net	\$ 6,910,079	\$ 2,325,855	\$ 3,295,341

Exemptions & Waivers	FY 2013-14		FY 2014-15		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year Activity	Year-to-Date Activity thru 11/30/2013	Year-to-Date Activity thru 11/30/2014		
Dept of Corrections	\$ 2,021,386	\$ 676,181	\$ 603,141		-10.8%
Dual Credit Waiver	4,931,925	2,819,026	2,345,745		-16.8%
Other:					
Employee Fee Exemptions	69,909	38,138	27,450		-28.0%
Firemen	26,082	8,389	6,591		-21.4%
Hazelwood	1,416,167	887,766	555,015		-37.5%
Deaf & Blind	207,012	116,419	108,448		-6.8%
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	2,655	3,717		40.0%
Nonres Competitive Scholar	11,346	6,124	7,222		17.9%
Senior Citizens	15,532	9,166	7,940		-13.4%
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	161,494	151,544		-6.2%
Undocumented Students	11,383	7,378	2,909		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	440	186		-57.7%
Early College High School	-	-	567,762		0.0%
Adopted Student Waiver	-	-	29,325		0.0%
Stipends	3,000	-	-		0.0%
Scholars Costs Funded by State	6,050	-	-		0.0%
Total Other Exemptions	2,100,332	1,245,114	1,478,106		18.7%
Grand Total Exemptions & Waivers	\$ 9,053,643	\$ 4,740,321	\$ 4,426,992		-6.6%

**TOPICS FOR DISCUSSION
AND/OR ACTION**

ACTION ITEM

Meeting Date: January 22, 2015

Committee: *Board Governance*

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

RECOMMENDATION

Approve the contract for Dr. Kimberly Beatty, Vice Chancellor Instructional Services & Chief Academic Officer in accordance with Board Policy A.7.1. Attached are the candidate qualifications.

COMPELLING REASON/RATIONALE

The position of Vice Chancellor Instructional Services was vacated on July 1, 2014. It is imperative for the successful management of the department and the operations of the College to fill this role with a permanent employee.

FISCAL IMPACT

Funds for this position are provided for in the 2015 Unrestricted Budget.

LEGAL REQUIREMENTS

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Ensure Instructional Programs Provide the Knowledge and Skills Required for 21st Century Learners

Attachment Title(s): **Personnel Agenda - Administrator (January 22, 2015)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Personnel Agenda -
Administrator (For Board Approval)

Board Meeting: January 22, 2015

FOR APPROVAL - BOARD ACTION REQUIRED
ADMINISTRATOR (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. Beatty, Kimberly	Tarrant County College	to F/T Vice Chancellor Instructional Services & Chief Academic Officer/ System	EXEC/50	\$137,000 yr.	\$195,000 yr.	01-26-15

Credentials & Selection Process -
Administrators (For Board Approval)

Board Meeting: January 22, 2015

**FOR APPROVAL - BOARD ACTION REQUIRED
 ADMINISTRATOR (REGULAR)**

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
1. Beatty, Kimberly	<p><i>Vice Chancellor Instructional Services & Chief Academic Officer</i> Master's degree is required. An earned Doctorate degree is preferred. Ten (10) years of progressive higher education experience to include five (5) years of higher education classroom experience. Administrative experience in the area of academic instruction is preferred.</p>	<p>Ed.D. in Education M.A. in English AVC, Sdnt Srvc 2 yrs. 9 mos. Dean, Lng/Math/Sci 5 yrs. 8 mos. Program Manager 5 yrs.10 mos . Assoc. Prfs. Engl. 4 yrs.10 mos. GED/ABE Instructor 1 yr. 3 mos. LRC Coordinator 2 yrs. 9 mos. Total 23 yrs. 1 mo.</p>	<p>-Job Vacancy Notice-3rd Party Executive Search Firm -Executive Search Firm Referred to the HCC Selection Advisory Committee (HSAC)-8 -HSAC Evaluated & Interviewed-5 -HSAC Referred to Hiring Auth-4 -Hiring Authority Interviewed-4 -Applicant selected-External New Hire F/T</p>

ACTION ITEM

Meeting Date: January 22, 2015

Committee: *Board Governance*

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

RECOMMENDATION

Approve the personnel action item for January 2015.

COMPELLING REASON/RATIONALE

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

FISCAL IMPACT

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

LEGAL REQUIREMENTS

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Ensure Instructional Programs Provide the Knowledge and Skills Required for 21st Century Learners

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Personnel Agenda -
Faculty (For Board Approval)

Board Meeting: January 22, 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. Amini, Andrew	Halliburton Energy Services	to F/T Drafting & Design Tech Instructor/NW	FAC/06 10.5 months	\$68,000 Yr.	\$45,575 yr.	01-15-15
2. Anderson, Selena	TSU	to F/T English Instructor/Central	FAC/11 10.5 months	\$37,000 yr.	\$54,375 yr.	01-05-15
3. Briggs, Octavia	HCCS P/T Commercial Truck Driving Asst. Instructor/NE	to F/T Instructor Commercial Truck Driving/NE	FAC/02 10.5 months	\$4,290 yr.	\$43,760 yr.	01-12-15
4. Britton, Shenesse	Salon Park	to F/T Cosmetology Instructor/CE	FAC/04 10.5 months	\$50,000 yr.	\$47,864 yr.	01-05-15
5. Chaidez, Rosa	HCC P/T Instructor Cosmetology/CE	to F/T Cosmetology Instructor/CE	FAC/04 10.5 months	\$20,280 yr.	\$48,821 yr.	01-05-15
6. Demark, Mark	HCCS F/T Temp Process Technology Instructor/NE	to F/T Process Tech Instructor/NE	FAC/08 10.5 months	\$16,110 yr.	\$53,364 yr.	01-05-15
7. Holland, Toni	Tarrant County College	to F/T English Instructor/CE	FAC/12 10.5 months	\$47,000 yr.	\$56,553 yr.	01-05-15

HOUSTON COMMUNITY COLLEGE SYSTEM
 FACULTY
 January 22, 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>
8. Kabiri, Laura	DeVry University	to F/T Physical Therapy Assistant Instructor/ Coleman	FAC/12 10.5 months	\$54,000 yr.	\$60,905 yr.	01-05-15
9. Lestrer, James	HCC P/T Lab Asst. II/ CE	to F/T Industrial Electricity Instructor/CE	FAC/02 10.5 months	\$10,181 yr.	\$41,236 yr.	01-05-15
10. Lynch, Jill	Ashland University	to F/T English Foreign Speakers Instructor/CE	FAC/12 10.5 months	\$55,000 yr.	\$57,863 yr.	01-05-15
11. Olowe, Abiodun	HCCS F/T Temp Engineering Instructor/ NE	to F/T Petroleum Engineering Tech Instructor/NE	FAC/12 9 months	\$38,139 yr.	\$46,591 yr.	01-05-15
12. Shah, Ancelin	HCCS F/T Temp Computer Science Technology Instructor/ CE	to F/T Computer Science Instructor/CE	FAC/10 10.5 months	\$11,090 yr.	\$55,481	01-05-15
13. Williams, Rube	University of Houston	to F/T Engineering Instructor/NW	FAC/12 10.5 months	\$47,764 yr.	\$54,356 yr.	01-05-15
14. Zoorob, Grace	Vanderbilt University	to F/T Chemistry Instructor/Central	FAC/12 10.5 months	\$55,872 yr.	\$57,683 yr.	01-12-15

Credentials & Selection Process -
Faculty (For Board Approval)

Board Meeting: January 22, 2015

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee’s Credentials</u>	<u>Selection Process</u>
1. Amini, Andrew	<i>Drafting and Design Technology Instructor</i> Bachelor’s degree in Architecture, Engineering, Engineering Tech or very closely related field is required. Minimum of thirty-six (36) months direct industry work experience in Engineering Technology required.	B.S. in Petroleum Engineering Assoc. Tech. Prfsl 1 yrs. 6 mos. Drllg Fluids Engr. 5 mos. Engineer Trainee 1 yr. 1 mo. Total 3 yrs. 0 mos.	Job Vacancy Notice-4591 -HR Referred-7 -Screening committee evaluated and reviewed-5 -Hiring authority evaluated and interviewed-3 -Applicant selected-External New Hire F/T
2. Anderson, Selena	<i>English Instructor</i> Must have completed at least eighteen (18) graduate hours in English and hold a Master’s degree. Minimum of one (1) year of college level teaching experience required.	M.F.A. in Creative Writing B.A. in English Instructor 1 yr. 8 mos. Asst. Professor 2 yrs. 6 mos. Adjunct Instructor 9 mos. Total 4 yrs. 11 mos.	Job Vacancy Notice-4428 -HR Referred-128 -Screening committee evaluated and reviewed-7 -Hiring authority evaluated and interviewed-4 -Applicant selected-External New Hire F/T
3. Briggs, Octavia	<i>Instructor/Commercial Truck Driving</i> High school diploma or GED, AAS Degree preferred. Class A CDL with endorsements required (tanker doubles and triples) 3+ years of related work experience required. Three years must be over the road.	High School Diploma Adjunct Truck Driving Asst. 1 yr. 1 mo. Truck Driver 12 yrs. 1mos. Total 13 yrs. 2mos.	Job Vacancy Notice-4311 -HR Referred-5 -Hiring authority evaluated and interviewed-3 -Applicant selected-External HCC PT to Regular 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. Britton, Shenesse	<i>Cosmetology Instructor</i> Associate’s degree or higher. Must have a valid Texas Cosmetology Commission Instructor’s License. Minimum of three (3) years of experience as an operator in a beauty shop.	AA in Criminal Justice Stylist/Instructor 15 yrs. 9 mos. Total 15 yrs. 9 mos.	Job Vacancy Notice-4439 -HR Referred-14 -Screening committee evaluated and reviewed-4 -Hiring authority evaluated and interviewed-2 -Applicant selected-External New Hire F/T
5. Chaidez, Rosa	<i>Cosmetology Instructor</i> Associate’s degree or higher. Must have a valid Texas Cosmetology Commission Instructor’s License. Minimum of three (3) years of experience as an operator in a beauty shop.	AAS in Cosmetology Cosm. Secretary 17 yrs. 9 mos. Hair Stylist 3 yrs. 9 mos. Instructor 5 yrs. 9 mos. Total 26 yrs. 3 mos.	Job Vacancy Notice-4439 -HR Referred-14 -Screening committee evaluated and reviewed-4 -Hiring authority evaluated and interviewed-2 -Applicant selected- External HCC P/T to F/T
6. Demark, Mark	<i>Process Technology Instructor</i> Bachelor’s degree or higher in Chemical Engineering or in a field closely related to Process Technology is required. Master’s degree preferred. Three (3) years of industry related exp. with plant operations.	BS in Mechanical Engineering Instructor 1 yrs. 2 mos. Dept. Chair 10 yrs. 1 mo. VP Bus. Dvlpmt 3 yrs. 2 mos. General Manager 9 yrs. 7 mos. Total 24 yrs. 0 mos.	Job Vacancy Notice-4516 -HR Referred-13 -Screening committee evaluated and reviewed-5 -Hiring authority evaluated and interviewed-2 -Applicant selected- External HCC F/T Temp 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. Holland, Toni	<i>English Instructor</i> Must have completed at least eighteen (18) graduate hours in English and hold a Master’s degree. Minimum of one (1) year of college level teaching experience required.	PhD in English Lecturer Total	8 yrs. 2 mos. 8 yrs. 2 mos.	Job Vacancy Notice-4428 -HR Referred-128 -Screening committee evaluated and reviewed-7 -Hiring authority evaluated and interviewed-4 -Applicant selected- External New Hire F/T
8. Kabiri, Laura	<i>Physical Therapy Assistant Instructor</i> Bachelor’s degree from an accredited institution required. Must be currently Licensed Physical Therapist or Physical Therapist Assistant in the state of Texas or eligible for licensure in Texas. Three (3) years of current professional clinical work experience in physical therapy.	PHD-DPT Post-Professional Visiting Professor Physical Therapist Total	2 yrs. 5 mos. 2 yrs. 6 mos. 4 yrs. 11 mos.	Job Vacancy Notice-4507 -HR Referred-9 -Screening committee evaluated and reviewed-4 -Hiring authority evaluated and interviewed-2 -Applicant selected-External New Hire F/T
9. Lestrer, James	<i>Industrial Electricity Instructor</i> Associate’s degree is required. Bachelor’s degree preferred. A minimum of three (3) non-teaching exp. in the field of training required. A minimum of one (1) year teaching experience at the college level is preferred.	AS in Industrial Automation Lab Assistant II PLC Technician Ofc/Sales Manager Asst. Cnstrctn Adm Total	10 mos. 1 yr. 1 mo. 5 yrs. 10 mos. 3 yrs. 0 mos. 10 yrs. 8 mos.	Job Vacancy Notice-4442 -HR Referred-12 -Screening committee evaluated and reviewed-5 -Hiring authority evaluated and interviewed-3 -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>
10. Lynch, Jill	<i>English Foreign Speakers Instructor</i> Bachelor's degree from an accredited institution in one of the following fields: English, Linguistics, Education or Foreign Languages. One (1) year of ESL exp. teaching Limited English Proficiency with adults and thorough knowledge of Intensive English programs.	PhD in Curriculum & Instruction MA in ESL Prgrm Evaluator 3 yrs. 7 mos. Assoc. Professor 9 yrs. 10 mos. Grad Student 2 yrs. 6 mos. ESL Instructor 2 mos. Project Coordinator 1 yr. 0 mos.	Job Vacancy Notice-4371 -HR Referred-97 -Screening committee evaluated and reviewed-5 -Hiring authority evaluated and interviewed-2 -Applicant selected- External New Hire F/T
		Total 16 yrs. 1 mo.	
11. Olowe, Abiodun	<i>Petroleum Engineering Tech Instructor</i> Bachelor's degree or higher in Petroleum Engineering or Science, or in a field related to Oil/Gas Exploration/ Production is required. Three (3) years experience of industry related experience in petroleum exploration and production, drilling and well head maintenance & operations.	PhD in Materials Engineering Instructor 6 yrs. 5 mos. Process Engineer 2 yrs. 3 mos. Petroleum Engr. 4 yrs. 7 mos. Consultant 5 yrs. 0 mos. TPM Developer 4 yrs. 6 mos. Application Dvlpr. 5 mos.	Job Vacancy Notice-4545 -HR Referred-9 -Screening committee evaluated and reviewed-6 -Hiring authority evaluated and interviewed-4 -Applicant selected-External HCC F/T Temp to F/T
		Total 22 yrs. 2 mos.	
12. Shah, Ancelin	<i>Computer Science Instructor</i> Master's degree in Computer Science or Management Information Systems with a minimum of eighteen (18) graduate hours completed in computer science. Minimum of three (3) years of experience in a combination of teaching and commercial software development required.	MS in Computer Science Instructor 12 yrs. 3 mos. Trainer 1 yrs. 6 mos. UNIX/Sys Anlyst 5 yrs. 4 mos. Systems Analyst 2 yrs. 3 mos.	Job Vacancy Notice-4520 -HR Referred-25 -Screening committee evaluated and reviewed-5 -Hiring authority evaluated and interviewed-1 -Applicant selected-External HCC F/T Temp to F/T
		Total 21 yrs. 4 mos.	

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
13. William, Rube	<i>Engineering Instructor</i> Master's degree with eighteen (18) hours in Engineering required. Experience teaching and/or presenting Engineering Science Technology, or Mathematics subjects are strongly preferred.	PhD in Nuclear Engineering	Job Vacancy Notice-4539
		Instructor 4 yrs. 4 mos.	-HR Referred-28
		President/CEO 9 mos.	-Screening committee evaluated and reviewed-8
		Technical Staff 8 yrs. 9 mos.	-Hiring authority evaluated and interviewed-3
		Sr. Engineer 1 yr. 0 mos.	-Applicant selected-External
		Associate Engr. 3 yrs. 4 mos.	New Hire F/T
		Total 21 yrs. 10 mos.	
14. Zoorob, Grace	<i>Chemistry Instructor</i> Must have completed at least eighteen (18) graduate hours in Chemistry and hold a Master's degree. Minimum of one (1) year of college level teaching exp. or five (5) to ten (10) years of related exp. required.	PhD in Chemistry	Job Vacancy Notice-4567
		Sr. Lecturer 10 yrs. 0 mos.	-HR Referred-47
		Asst. Professor 4 yrs. 4 mos.	-Screening committee evaluated and reviewed-6
			-Hiring authority evaluated and interviewed-3
			-Applicant selected-External
		Total 14 yrs. 4 mos.	New Hire F/T

ACTION ITEM

Meeting Date: January 22, 2015

Committee: *Facilities and Finance*

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

RECOMMENDATION

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").

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 along Texas Parkway, 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 to its current student base, and provide for economic re-development of the Texas Parkway corridor led to the current request. This is a joint project of the County, City, and HCCS.

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 a proposed Center for Entrepreneurship.

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 these tracts have determined them to have an approximate market values in excess of their agreed upon sales prices.

FISCAL IMPACT

Purchase price is approximately \$3.7 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

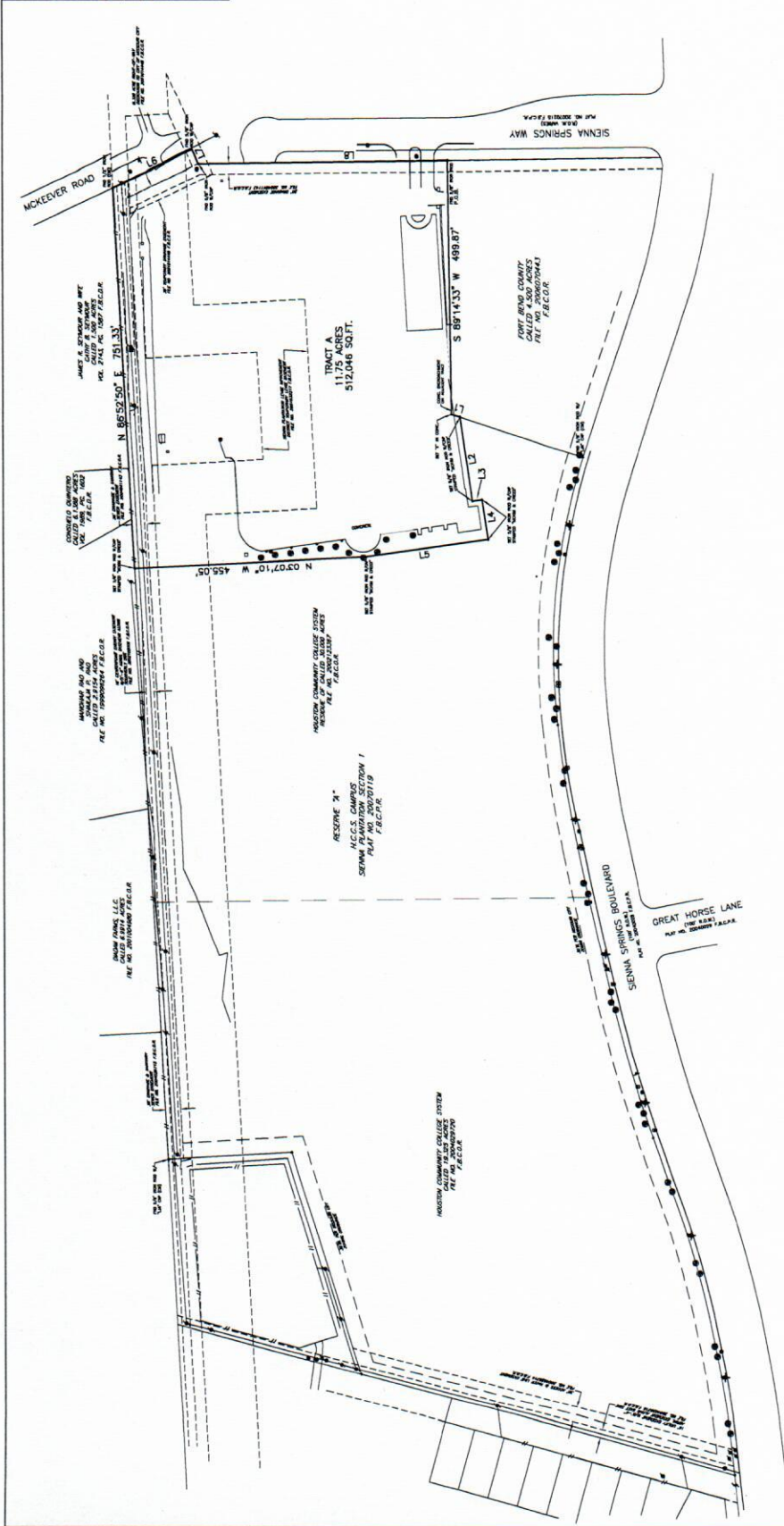
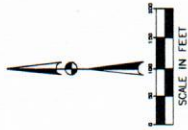
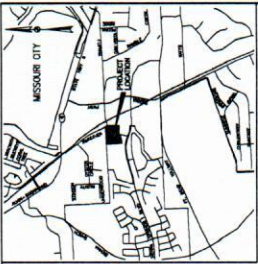
Cultivate an entrepreneurial culture across the Institution

Leverage Local and International Partnerships for institutional and Community development.

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



PRELIMINARY - FOR REVIEW ONLY

- NOTES:**
1. ALL BEARINGS ARE REFERENCED TO THE MERIDIAN LINE OF THE PLAT OF H.C.C.S. CAMPUS SIENNA PLANTATION SECTION 1, CALLED AS NORTH 42° 20' EAST.
 2. THE SURVEYOR WAS NOT AWARE OF ANY CURRENT TITLE, EASEMENT OR CLAIMS ON THE SUBJECT PROPERTY, AND THEREFORE RESEARCH OF THE FORT BEND COUNTY CLERK'S RECORDS.
 3. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NO. 481020001014, ANNUAL CHANCE FLOOD: THERE IS A POTENTIAL CHANCE FLOOD PLAIN BEHIND OF LOT 13 AND LOT 14. THE FLOOD PLAIN IS SHOWN BY A DOTTED LINE. THE SURVEYOR HAS NOT CONDUCTED A FLOOD HAZARD STUDY. THE FLOOD PLAIN IS BASED ON FEMA AND OTHER SOURCES, NO WARRANTY AS TO ITS ACCURACY OR COMPLETENESS.
 4. THIS SURVEY DID NOT ATTEMPT TO LOCATE ANY NEIGHBOR, FAULT LINES, OR ANY OTHER ENVIRONMENTAL FEATURES SHOULD BE LOCATED.
 5. THE SURVEYOR BELIEVES THAT THE ORDINANCES AND ZONING REGULATIONS OF THE CITY OF MISSOURI CITY, TEXAS, HOWEVER NO DOCUMENTS WERE LOCATED ON THE SUBJECT PROPERTY OTHER THAN AS SHOWN.
 6. THIS SURVEY IS ACCOMPANIED BY A SEPARATE METES AND BOUNDS DESCRIPTION DATED NOVEMBER 3, 2014.

LINE TABLE

NO.	BEARING	DISTANCE
1.2	S 89° 14' 33" W	499.87
1.3	S 89° 14' 33" W	144.25
1.4	S 89° 14' 33" W	19.27
1.5	N 03° 07' 10" E	455.05
1.6	N 03° 07' 10" E	24.84
1.7	N 03° 07' 10" E	172.04
1.8	S 00° 45' 21" E	481.18

SYMBOL LEGEND

○	LIGHT SURVEY
●	WARRANTY
⊙	PROPERTY
⊕	WATER MAIN
⊖	SEWER
⊗	STORM WATER
⊘	PROVISION VALVE
⊙	POLE
⊕	POWER POLE
⊖	COPY MARK
⊗	WARRANTY
⊘	WARRANTY

BOUNDARY SURVEY
 1.176 ACRES (517,046 SQ. FT.)
 MOSES, SIENNA PLANTATION
 FORT BEND COUNTY, TEXAS



SCALE:	1" = 100'	JOB NO.:	06555-0013
DATE:	MM-DD-YY	F.B. NO.:	HOU 11
DRAWN BY:	CHK: IN	PROJECT:	SIENNA PLANTATION

PRELIMINARY - FOR REVIEW ONLY

Tract "A"
Metes and Bounds Description
11.75 Acres (512,046 Square Feet)
Moses Shipman League, Abstract No. 86
Fort Bend County, Texas

Description of an 11.75 acre (512,046 square feet) tract of land which is out of Reserve "A" of the plat of H.C.C.S. Campus Sienna Plantation Section 1 as recorded at Plat No. 20070119 of the Fort Bend County Plat Records (F.B.C.P.R.) and also being out of a called 30.000 acre tract described in a deed to Houston Community College System as recorded under File No. 2002123367 of the Fort Bend County Official Records (F.B.C.O.R.), in the Moses Shipman League, Abstract No. 86, in Fort Bend County, Texas, said 11.75 acre tract being more particularly described as follows (with bearings referenced to the northerly line of said Reserve "A", called as North 86° 52' 50" East):

BEGINNING at a 5/8-inch iron rod found on the easterly line of said 30.000 acre tract which marks the easternmost southeasterly corner of said Reserve "A" and the northeasterly corner of a called 4.500 acre tract of land described in a deed to Fort Bend County as recorded under File No. 2006 070443 of said F.B.C.O.R.;

THENCE, South 89° 14' 33" West, along the northerly line of said 4.500 acre tract and a southerly line of said Reserve "A", a distance of 499.87 feet to an "X" cut in concrete set for the northwesterly corner of said 4.500 acre tract and an interior corner of said Reserve "A"

THENCE, South 17° 47' 12" West, along the westerly line of said 4.500 acre tract and an easterly line of said Reserve "A", a distance of 17.59 feet to a 5/8-inch iron rod with cap stamped "Mckim & Creed" set for corner;

THENCE, South 81° 36' 30" West, along a southerly line of this tract, a distance of 164.50 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for an interior corner;

THENCE, South 08° 46' 23" East, along an easterly line of this tract, a distance of 19.25 feet to a 5/8-inch iron rod stamped "McKim & Creed" set for corner;

THENCE, South 81° 36' 30" West, along a southerly line of this tract, a distance of 78.25 feet to a 5/8-inch iron rod stamped "McKim & Creed" set for the southwesterly corner of this herein described tract;

THENCE, North 08° 23' 30" West, along the westerly line of this tract, a distance of 244.99 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for an angle point;

THENCE, North 03° 07' 10" West, continuing along said westerly line, a distance of 455.05 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set on the northerly line of said Reserve "A" and said 30.000 acre tract which marks the northwesterly corner of this herein described tract;

THENCE, North 86° 52' 50" East, along the northerly line of said Reserve "A" and said 30.000 acre tract, a distance of 751.33 feet to a 5/8-inch iron rod found on the westerly right-of-way line of McKeever Road (60 feet wide) which marks the northeasterly corner of said Reserve "A" and said 30.000 acre tract;

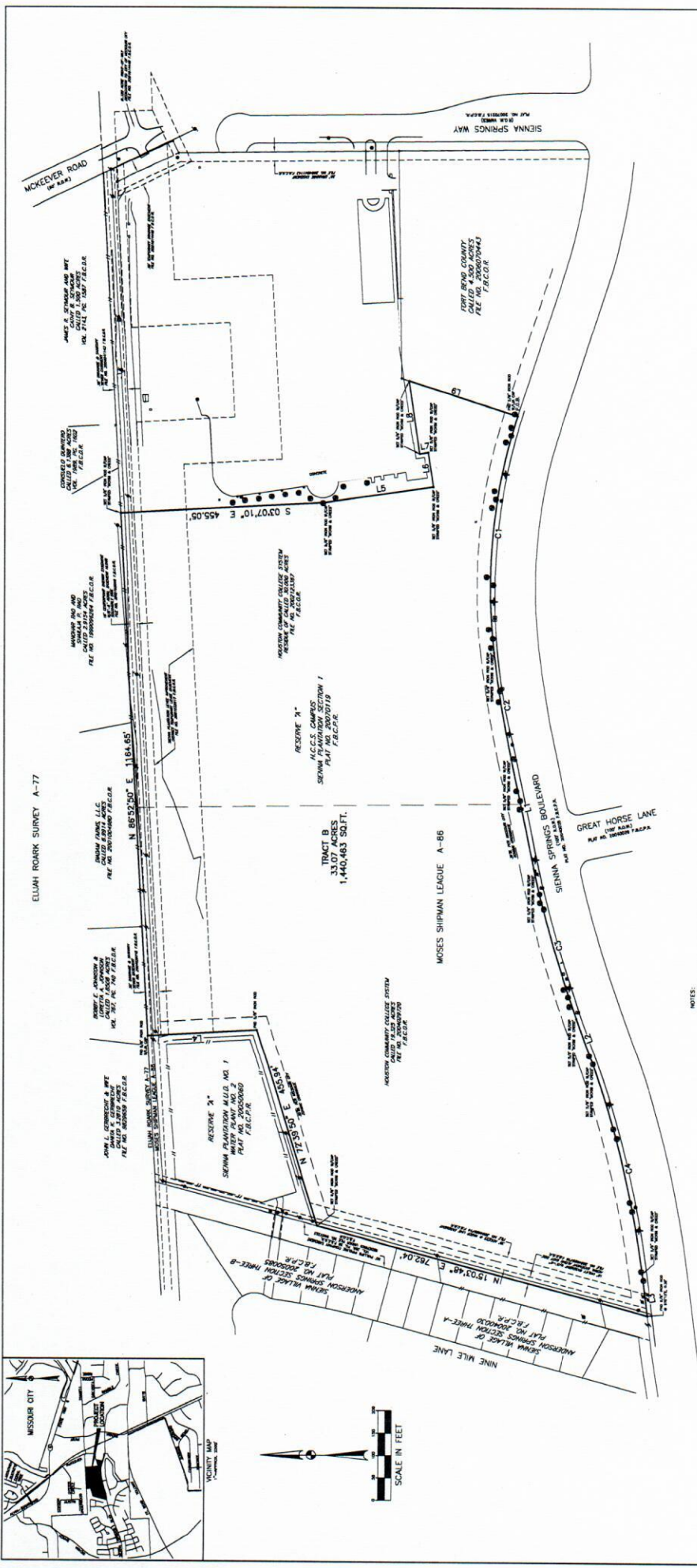
THENCE, South 25° 00' 03" East, along the easterly line of said Reserve "A" and said 30.000 acre tract, a distance of 172.06 feet to a 5/8-inch iron rod with cap found for corner;

THENCE, South 64° 16' 18" West, a distance of 29.41 feet to a 5/8-inch iron rod with cap found for an interior corner;

THENCE, South 00° 45' 27" East, along said easterly line, a distance of 491.16 feet to the POINT OF BEGINNING and containing a computed area of 11.75 acres (512,046 square feet) of land.

This description is accompanied by a separate survey drawing dated November 3, 2014.

Compiled By:
McKim & Creed, Inc.
9960 West Sam Houston Parkway South, Suite 200
Houston, Texas 77099
Phone: 713-659-0021
TBPLS Firm Registration No. 101776-00
Date: November 3, 2014
Job No.: 06555-0013



PRELIMINARY - FOR REVIEW ONLY

- NOTES:
1. ALL BEARINGS ARE REFERENCED TO THE NORTHERLY LINE OF THE PLAT OF H.C.C.S. DAMING SIENNA PLANTATION SECTION 1.
 2. THE SURVEYOR HAS NOT CONDUCTED A VISUAL INSPECTION OF THE SUBJECT PROPERTY, THEREFORE ALL LOCATIONS OF UTILITIES SHOWN ARE BASED ON RECORDS AND FIELD SURVEY. NO VISUAL CHECK HAS BEEN PERFORMED.
 3. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NO. 481320228 L, THE SUBJECT PROPERTY IS LOCATED WITHIN AN UNDESIRABLE RISK AREA (UNDR) AS SHOWN ON THE MAP. THE SUBJECT PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA (SFHA) AS SHOWN ON THE MAP. THE SUBJECT PROPERTY IS NOT LOCATED WITHIN A FLOOD INSURANCE RATE MAP (FIRM) NO. 481320228 L UNDESIRABLE RISK AREA (UNDR) AS SHOWN ON THE MAP. THE SUBJECT PROPERTY IS NOT LOCATED WITHIN A FLOOD INSURANCE RATE MAP (FIRM) NO. 481320228 L UNDESIRABLE RISK AREA (UNDR) AS SHOWN ON THE MAP. THE SUBJECT PROPERTY IS NOT LOCATED WITHIN A FLOOD INSURANCE RATE MAP (FIRM) NO. 481320228 L UNDESIRABLE RISK AREA (UNDR) AS SHOWN ON THE MAP.
 4. THIS SURVEY DID NOT ATTEMPT TO LOCATE ANY UTILITIES, FAULT LINES, OR ANY OTHER ENVIRONMENTAL FEATURES SHOULD THEY EXIST.
 5. THE SUBJECT PROPERTY IS SUBJECT TO THE ORDINANCES AND ZONING REGULATIONS OF THE CITY OF MISSOURI CITY, TEXAS.
 6. IMPROVEMENTS WERE LOCATED ON THE SUBJECT PROPERTY OTHER THAN AS SHOWN.
 7. NO IMPROVEMENTS HAVE BEEN LOCATED TO INDICATE THAT THE EASEMENT HAS BEEN RELEASED.
 8. THIS SURVEY IS ACCOMPANIED BY A SEPARATE METES AND BOUNDS DESCRIPTION DATED NOVEMBER 3, 2014.

SYMBOL LEGEND

□	LIGHT STAKEWOOD
○	MANHOLE
⊕	TELEPHONE PEG/STAKE
⊖	WATER VALVE
⊗	FIRE HYDRANT
⊘	PROVISIONAL VALVE
⊙	POWER POLE
⊚	UTILITY POLE
⊛	ELECTRIC BOX
⊜	MARKER
⊝	TREE

CHORD DIST.

NO.	ARC	DELTA	CHORD BEG.	CHORD END
C1	233.39'	24.28° 58'	1250.00'	529.33'
C2	238.18'	27.38° 15'	2550.00'	1339.71'
C3	238.18'	27.38° 15'	2550.00'	1339.71'
C4	411.98'	13.28° 50'	2150.00'	479.67'

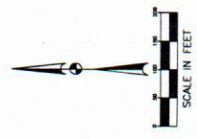
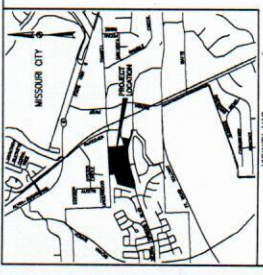
LINE TABLE

NO.	BEARING	DISTANCE
L1	S 87° 52' 00" W	113.00'
L2	S 75° 10' 00" W	113.00'
L3	S 62° 30' 00" W	113.00'
L4	S 50° 10' 00" W	113.00'
L5	S 38° 10' 00" W	113.00'
L6	S 26° 10' 00" W	113.00'
L7	S 14° 10' 00" W	113.00'
L8	S 02° 10' 00" W	113.00'
L9	S 11° 17' 17" W	224.12'

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

MCKIM & CREED
 P.C.
 1800 West Southmeadow Parkway, South, Suite 200
 Houston, Texas 77059
 (281) 416-1000
 www.mckimandcreed.com

SCALE:	1" = 100'	JOB NO.	06555-0003
DATE:	MM-DD-YY	F.B. NO.	HOU N
DRAWN BY:	CHK: IN	PROJECT:	SIENNA PLANTATION



PRELIMINARY - FOR REVIEW ONLY

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

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

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

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

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

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

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

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

South 70° 18' 05" West, a distance of 113.99 feet to a point for the beginning of a tangent curve to the right;

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

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

THENCE, North 15° 03' 48" East, departing said northerly right-of-way line, along the westerly line of said Reserve "A" and said 19.325 acre tract, a distance of 762.04 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for the westernmost northwesterly corner of said Reserve "A" and said 19.325 acre

tract and the southwesterly corner of the plat of Sienna Plantation M.U.D. No. 1 Water Plant No. 2 as recorded at Plat No. 20050060 of said F.B.C.P.R.;

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

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

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

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

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

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

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

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

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

This description is accompanied by a separate survey drawing dated November 3, 2014.

Compiled By:
McKim & Creed, Inc.
9960 West Sam Houston Parkway South, Suite 200
Houston, Texas 77099
Phone: 713-659-0021
TBPLS Firm Registration No. 101776-00
Date: November 3, 2014
Job No.: 06555-0013

Texas Parkway Tract 1
Metes and Bounds Description
21.84 Acres (951,171 Square Feet)
I. & G. N. R. R. Co. Survey, Sec. 3, Abstract No. 264
Fort Bend County, Texas

Description of a 21.84 acre (951,171 square feet) tract of land which is out of a called 22.1607 acre tract described in a deed to Missouri City Venture 19 as recorded in Volume 850, Page 525 of the Fort Bend County Deed Records, in the I. & G.N.R.R. Co. Survey, Sec. 3, Abstract No. 264, in Fort Bend County, Texas, said 21.84 acre tract being more particularly described as follows (with bearings referenced to the Texas Coordinate System of 1983, South Central Zone):

COMMENCING at a 5/8-inch iron rod located at the intersection of the westerly right-of-way line of FM Highway No. 2234 (Texas Parkway) with the northerly line of a called 18.1530 acre tract described in a deed to the City of Missouri City as recorded in Volume 831, Page 547 of the Fort Bend County Deed Records;

THENCE, South 02° 52' 37" East, along said westerly right-of-way line, a distance of 205.80 feet to a point for the northeasterly corner and POINT OF BEGINNING of this herein described tract, and from which a found 5/8-inch iron rod bears North 59° 00' East, 0.21 foot;

THENCE, South 02° 27' 37" East, continuing along said westerly right-of-way line, a distance of 1,023.76 feet to a concrete monument found for the beginning of a tangent curve to the right;

THENCE, southwesterly, 47.12 feet along the arc of said curve to the right (central angle = 90° 00' 00"; radius = 30.00 feet; chord bearing and distance = South 42° 07' 23" West, 42.43 feet) to a point of tangency on the northerly right-of-way line of Lexington Boulevard (100 feet wide) as recorded in Volume 629, Page 204 of the Fort Bend County Deed Records, from which a found iron rod with aluminum cap bears South 87° 18' West, 0.38 foot;

THENCE, South 87° 07' 23" West, along the northerly right-of-way line of said Lexington Boulevard, a distance of 954.36 feet to a point for the beginning of a tangent curve to the right, from which a found 5/8-inch iron rod bears South 16° 06' West, 0.47 foot;

THENCE, northwesterly, 463.75 feet, continuing along said northerly right-of-way line and along the arc of said curve to the right (central angle = 19° 34' 29"; radius = 1,357.41 feet; chord bearing and distance = North 83° 05' 22" West, 461.50 feet) to a point for the southwesterly corner of this herein described tract, from which a found 1/2-inch iron pipe bears South 02° 53' East, 0.66 foot;

THENCE, North 02° 53' 16" West, along the westerly line of this tract, a distance of 206.22 feet to a point for the northwesterly corner of this herein described tract, from which a found 5/8-inch iron rod (bent) bears South 00° 42' East, 0.52 foot;

THENCE, North 59° 00' 12" East, along the northwesterly line of this tract, a distance of 1,631.79 feet to the POINT OF BEGINNING and containing a computed area of 21.84 acres (951,171 square feet) of land.

ACTION ITEM

Meeting Date: January 22, 2015

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
4	West Loop Campus Real Estate Acquisition	Dr. Cesar Maldonado Chuck Smith

RECOMMENDATION

Authorize the Chancellor to purchase the real property at 5505 West Loop South for future development of the West Loop Campus.

COMPELLING REASON/RATIONALE

The proposed acquisition is the last property contiguous to the existing West Loop Campus that will not involve the displacement of existing residential, business or education uses. As shown in Figure 1, this property "makes the block" and embodies all future horizontal growth of the West Loop Campus.

DESCRIPTION OR BACKGROUND

The property at 5505 West Loop South is a currently vacant 25,080 SF retail store. Recognizing that the current vacancy represents a rare opportunity for the College to expand the footprint of the West Loop campus without adverse effect on adjacent property owners, HCC conducted due diligence on the property.

The Board of Trustees authorized the attempted acquisition of this property on October 7, 2014.

Third party appraisal of the property has determined it to have an approximate market value of \$8,510,000. Negotiations with the property owner have resulted in a sales price below that level.

The initial use of this property will be to accommodate administrative functions of the Southwest College that were to have been placed into planned office space on the lowest level of the new West Loop Parking Garage being constructed as part of the CIP. In addition, such space as is not required for current use will be leased to a suitable tenant to defray the cost of acquisition.

Eminent Domain was authorized for acquisition, but was not required due the negotiation of a mutually satisfactory transfer price.

FISCAL IMPACT

Purchase price is approximately \$8.5 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

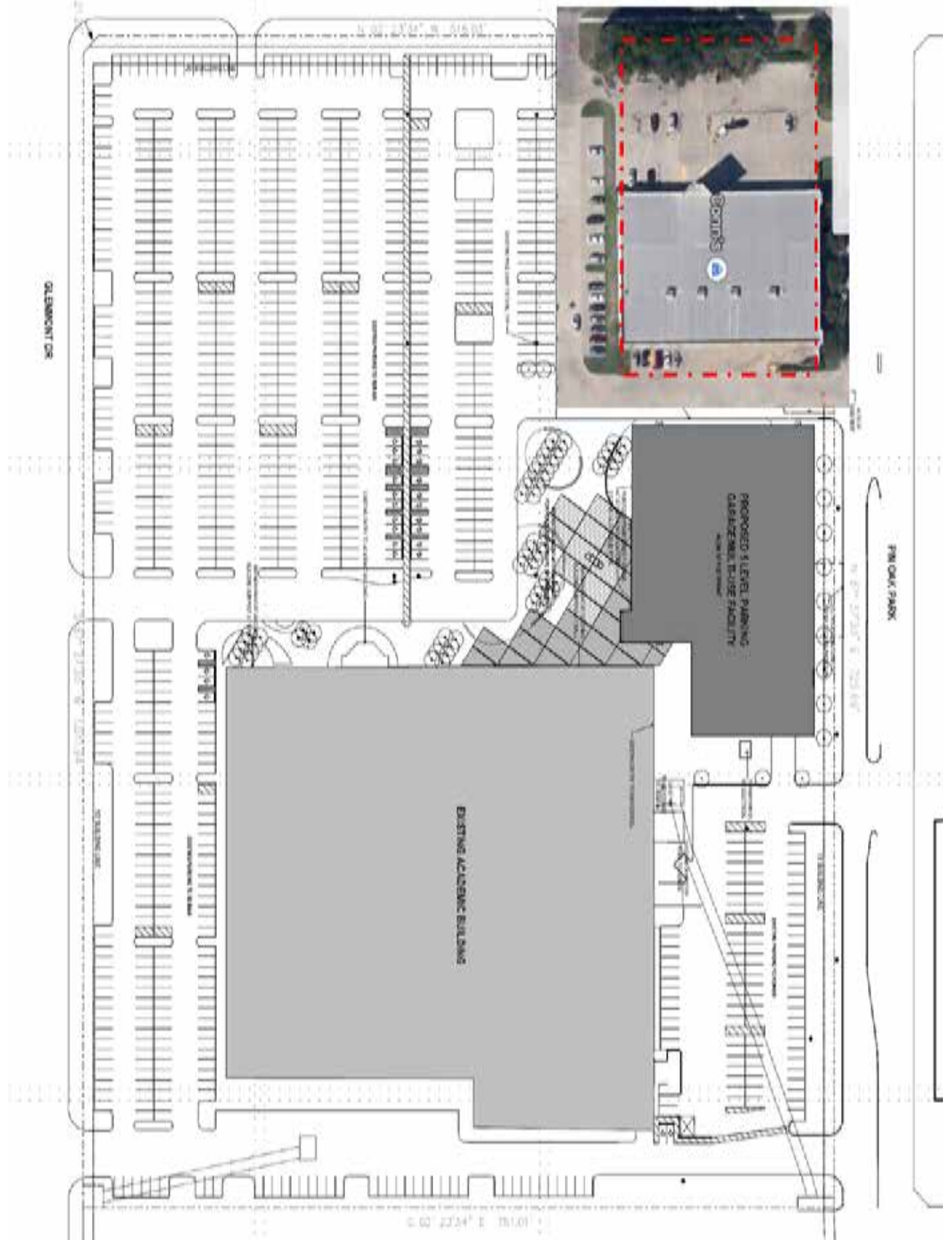
Cultivate an entrepreneurial culture across the Institution

Attachment Title(s): **1. Plan of West Loop Campus with Proposed Acquisition**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Figure 1 – Plan of West Loop Campus with Proposed Acquisition



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 January 22, 2015

(No Board Action Required)

Personnel Agenda -
Staff (No Board Action Required)

Board Meeting: January 22, 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. Arboleda, Dailem	Lamar State College	to F/T Peace Officer/ System	NE/07 12 months	\$7,540 yr.	\$42,000 Yr.	12-01-14
2. Arellano, Augustine	Priority Protection/ Investigations	to F/T Peace Officer/ System	NE/07 12 months	\$28,560 yr.	\$42,000 yr.	01-05-15
3. Boyd, Robert	Houston Chronicle	to F/T Web Content Analyst/System	EX/09 12 months	\$38,784 yr.	\$47,000 yr.	12-01-14
4. Brown, Dominique	US Bank	to F/T Financial Coach/NW	EX/07 12 months	\$30,600 yr.	\$36,720 yr.	01-05-15
5. Cantu, Aaron	HCCS P/T Customer Support Specialist/ System	to F/T Receptionist/ Switchboard Operator /SE	NE/04 12 months	\$12,756 yr.	\$24,718 yr.	01-05-15
6. Curry, Cimberli	HCCS F/T Account Rep I/CE	to F/T Student Account Rep II/CE	NE/04 12 months	\$25,464 yr.	\$33,669 yr.	01-05-15

**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. Flores, Maria	Raul Maciel	to F/T Peace Officer/ System	NE/07 12 months	\$28,560 yr.	\$42,000 yr.	12-01-14
8. Galvan, Claudia	HCCS P/T Office Assistant/NW	to F/T Receptionist/ Switchboard Operator /SE	NE/04 12 months	\$8,233 yr.	\$25,308 yr.	01-05-15
9. Jacques, Janice	HISD	to F/T Director, Grant Development/System	EX/10 12 months	\$78,059 yr.	\$92,200 yr.	01-05-15
10. Johnson, Angel	HCCS P/T Instructor/ SW	to F/T Advisor/SW	EX/07 12 months	\$1,910 sem.	\$39,960 yr.	01-05-15
11. Kelley, Shante	HCCS F/T Accounting Specialist/System	to F/T Treasury Specialist/System	EX/08 12 months	\$39,922 yr.	\$45,911 yr.	12-01-14
12. Mason, Hannah	Stuerhk Automotive	to F/T Peace Officer/ System	NE/07 12 months	\$8,320 yr.	\$42,000 yr.	12-01-14
13. Patton, Eureka	HCCS F/T Temp Accounting Specialist System	to F/T Accounting Specialist-Accounts Payable/System	NE/07 12 months	\$38,000 yr.	\$38,000yr.	01-05-15

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

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/ Enrollment Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
14. Pollo, Frances	HCCS F/T Advisor/NE	to F/T Advisor/SE	EX/07 12 months	\$35,061 yr.	\$35,061 yr.	11-17-14
15. Reed, Rita	Genesys Works Bay	to F/T Program Manager/NW	EX/09 12 months	\$100,000 yr.	\$60,230 yr.	12-01-14
16. Reyes, Esther	HCCS F/T Enrollment Service Assistant/SE	to F/T Service Associate/SE	EX/07 12 months	\$30,846 yr.	\$35,473 yr.	12-01-14
17. Robbins, Jamie	No Prior Organization	to F/T Peace Officer/ 12 months	NE/07 12 months	\$0 yr.	\$42,000 yr.	12-01-14
18. Tubbs, Shlomet	HCCS F/T Temp Senior Writer/System	to F/T Senior Writer/ System	EX/08 12 months	\$7,570 yr.	\$45,555 yr.	12-01-14

SEPARATIONS OF EMPLOYMENT

Campbell, Delphine Delphine Campbell, Accountant II for System, effective November 12, 2014.
 Rocha, Maria Maria Rocha, Spanish/Instructor for Southwest, effective November 30, 2014.

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

Board Meeting: January 22, 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. Arboleda, Dailem	<i>Peace Officer</i> Minimum of high school diploma or GED Req'd. Must have successfully completed the TCLEOSE Peace Officer Licensing Exam. Two (2) years police exp. In lieu of exp., must meet one of the two requirements. Twelve (12) earned hours of college credits from an accredited institution.	BS in Criminal Justice	Job Vacancy Notice-4559
		Student Asst. 9 mos.	-HR Referred-N/A
		Cashier 1 yr. 9 mos.	-Hiring authority evaluated and interviewed-N/A
		Total 2 yrs. 6 mos.	-Applicant selected-External New Hire F/T
2. Arellano, Augustin	<i>Peace Officer</i> Minimum of high school diploma or GED Req'd. Must have successfully completed the TCLEOSE Peace Officer Licensing Exam. Two (2) years police exp. In lieu of exp., must meet one of the two requirements. Twelve (12) earned hours of college credits from an accredited institution.	BS in Criminal Science	Job Vacancy Notice-4559
		Captain 2 yrs. 6 mos.	-HR Referred-N/A
		Sergeant 1 yr. 1 mo.	-Hiring authority evaluated and interviewed-N/A
		Patrol Officer 1 yr. 2 mos.	-Applicant selected-External
		Console Operator 4 mos.	New Hire F/T
		Marine Corps 4 yrs. 0 mos.	
Total 9 yrs. 1 mo.			
3. Boyd, Robert	<i>Web Content Specialist</i> Bachelor's degree required. Eight (8) years of directly related experience may be substituted in lieu of degree. A minimum of four (4) years related work experience in Communications, Marketing, Web Writing/Editing & Web Content Mgt. required.	BA-News Writing Editorial	Job Vacancy Notice-4457
		Online Sport Prod 2 yrs. 1 mo.	-HR Referred-25
		Copy Editor, Fox 6 mos.	-Hiring authority evaluated and interviewed-4
		Editorial Assistant 1 yr. 8 mos.	-Applicant selected-External
		Sport Reporter 1 yr. 11 mos.	New Hire F/T
		Sport Editor 5 mos.	
Total 6 yrs. 7 mos.			

**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. Brown, Dominique	<i>Financial Coach</i> Bachelor's degree required. Minimum of three (3) years work exp. in a related field (financial aid, financial planning, banking, etc.) Bilingual in English and Spanish preferred.	MS in Management Teller Coordinator 9 mos. Supervisor 1 yr. 1 mo. Sales Associate 1 yr. 3 mos. Promotions Asst. 1 yr. 3 mos. Total 4 yrs. 4 mos.	Job Vacancy Notice-4361 -HR /referred-23 and interviewed-7 -Hiring authority evaluated and interviewed-2 -Applicant selected-External New Hire F/T
5. Cantu, Aaron	<i>Receptionist/Switchboard Operator</i> High school diploma or equivalent required. One year of related experience required; two (2) years preferred.	High School Diploma Payroll/Benefits 2 mos. Contractor/Temp. 1 yr. 7 mos. Realtor Assistant 1 yr. 8 mos. Total 3 yrs. 7 mos.	Job Vacancy Notice-4577 -HR Referred-26 -Hiring authority evaluated and interviewed-6 -Applicant selected-External HCC P/T to F/T
6. Curry, Cimberli	<i>Student Account Representative</i> Associate's degree required or four (4) years of directly related experience may be substituted in lieu of degree. Two (2) years of experience in cashiering such as a bank teller or retail salesclerk req'd.	BS in Interdisciplinary Studies Student Acct Rep 6 yrs. 6 mos. Cust. Srv. Rep 3 yrs. 0 mos. Total 9 yrs. 6 mos.	Job Vacancy Notice-4496 -HR Referred-54 -Hiring authority evaluated and interviewed-5 -Applicant selected-Internal HCC F/T

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

Name	Job Title/Requirements	Nominee's Credentials	Selection Process
<p>7. Flores, Maria</p>	<p><i>Peace Officer</i> Minimum of high school diploma or GED Req'd. Must have successfully completed the TCLEOSE Peace Officer Licensing Exam. Two (2) years police exp. In lieu of exp., must meet one of the two requirements. Twelve (12) earned hrs. of college credits from an accredited institution.</p>	<p>Law Enforcement Certificate Secretary 8 mos. Intern Apprentice 4 mos. Cashier 3 mos. Total 1 yr. 3 mos.</p>	<p>Job Vacancy Notice-4559 -HR Referred-N/A -Hiring authority evaluated and interviewed-N/A -Applicant selected- External New Hire F/T</p>
<p>8. Galvan, Claudia</p>	<p><i>Receptionist/Switchboard Operator</i> High school diploma or equivalent required. One year of related experience required; two (2) years preferred.</p>	<p>Certificate in Clinical Lab Tech Work Study 1 yr. 0 mos. Housekeeping Clrk 2 yrs. 8 mos. Customer Srvce Clrk 2 yrs. 0 mos. Vendor 3 mos. Total 5 yrs. 11 mos.</p>	<p>Job Vacancy Notice-4577 -HR Referred-26 -Hiring authority evaluated and interviewed-6 -Applicant selected-External HCC P/T to F/T</p>
<p>9. Jacques, Janice</p>	<p><i>Director, Grant Development</i> Master's degree required. Ten (10) yrs. of progressively responsible work exp. in grant development & management, preferably in a community college environment.</p>	<p>PHD-Educational Policy Studies Research Spec. 11 mos. Dean Student Dev. 2 yrs.10 mos. Dir., Title II 2 yrs. 2 mos. Dir. Early College 1 yr. 2 mos. Dir. Edu. Outreach 3 yrs. 0 mos. Dir. Student Act. 2 yrs. 9 mos. Total 12 yrs. 10 mos.</p>	<p>Job Vacancy Notice-4508 -HR Referred- -Screening committee evaluated and interviewed-4 -Hiring authority evaluated and interviewed-2 -Applicant selected-External New Hire F/T</p>

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

Name	Job Title/Requirements	Nominee's Credentials		Selection Process
10. Johnson, Angel	<i>Advisor</i> Bachelor's degree required. Prefer two (2) years work experience in post-secondary institution advising setting. Experience with PeopleSoft a plus.	MA-Counseling Adjunct Professor Counselor Case Manager Academic Advisor	6 mos. 11 mos. 4 yrs. 3 mos. 3 yrs. 9 mos.	Job Vacancy Notice-4513 -HR Referred-118 -Screening committee evaluated And interviewed-4 -Hiring authority evaluated and interviewed-3 -Applicant selected-External HCC P/T to F/T
		Total	9 yrs. 5 mos.	
11. Kelley, Shante	<i>Treasury Analyst</i> Bachelor's degree in Accounting, Business Administration, or Finance preferred with a minimum of twelve (12) hours in accounting. One (1) to three (3) years of Experience in business related area.	BBA-Accounting Accounting Spec. Accounting Clerk	2 yrs. 6 mos. 3 yrs. 4 mos.	Job Vacancy Notice-4448 -HR Referred-8 -Hiring authority evaluated and interviewed-6 -Applicant selected-Internal HCC F/T
		Total	5 yrs. 10 mos.	
12. Mason, Hannah	<i>Peace Officer</i> Minimum of high school diploma or GED Req'd. Must have successfully completed the TCLEOSE Peace Officer Licensing Exam. Two (2) years police exp. In lieu of exp., must meet one of the two requirements. Twelve (12) earned hrs. of college credits from an accredited institution.	HCC Police Academy Graduate Peace Officer License		Job Vacancy Notice-4559 -HR Referred-N/A -Hiring authority evaluated and interviewed-N/A -Applicant selected- External New Hire F/T
		Total	0 yrs. 0 mos.	

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

Name	Job Title/Requirements	Nominee's Credentials	Selection Process
13. Patton, Eureka	<i>Accounting Specialist</i> Associate's degree required with at least six (6) college hours in Accounting. Four (4) years of directly related experience may be substituted in lieu of degree. Three (3) years of experience in a general accounting field.	AAS in General Studies Acctg. Specialist 2 mos. Accounting Clerk 2 mos. Admissions Rep 9 mos. Program Coordinator 9 mos. Independent Agent 3 yrs. 6 mos. Admin. Sales Asst. 3 yrs. 1 mo. Total 8 yrs. 3 mos.	Job Vacancy Notice-4526 -HR Referred-39 -Hiring authority evaluated and interviewed-4 -Applicant selected- External HCC F/T Temp to F/T
14. Pollo, Frances	<i>Advisor</i> Bachelor's degree required. Prefer two (2) yrs. work exp. in post-secondary institution advising setting. Exp. in a call center or fast paced customer service related environment is also preferable. Exp. with PeopleSoft a plus.	BS-Psychology Academic Advisor 5 mos. Testing Assistant 1 yr. 1 mo. Student Serv. Assoc. 1 yr. 7 mos. Total 3 yrs. 1 mo.	Job Vacancy Notice-4532 -HR Referred-20 -Hiring authority evaluated and interviewed-13 -Applicant selected-Internal HCC F/T
15. Reed, Rita	<i>Program Manager-Goldman Sachs</i> Bachelor's degree required. A minimum of five (5) years of work experience, preferably in alumni services, program mgt. or training in a higher education or corporate setting.	BBA-International Business Program Director 1 yr. 4 mos. Dir. Prog. Initiatives 8 yrs. 4 mos. Total 9 yrs. 8 mos.	Job Vacancy Notice-4538 -HR Referred-15 -Hiring authority evaluated and interviewed-3 -Applicant selected-External New Hire F/T

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

Name	Job Title/Requirements	Nominee's Credentials	Selection Process
16. Reyes, Esther	<i>Enrollment Services Associate</i> Bachelor's degree required. Prefer 2 years work experience directly in enrollment services in a college in a student services related setting.	BA-Liberal Arts Enrll Srv Asst. 6 yrs. 7 mos. Student Spprt Asst. 6 mos. Office Assistant 5 mos. Total 7 yrs. 6 mos.	Job Vacancy Notice-4566 -HR Referred-69 -Hiring 8authority evaluated and interviewed-7 -Applicant selected-Internal HCC F/T
17. Robbins, Jamie	<i>Peace Officer</i> Minimum of high school diploma or GED Req'd. Must have successfully completed the TCLEOSE Peace Officer Licensing Exam. Two (2) years police exp. In lieu of exp.,must meet one of the two requirements. Twelve (12) earned hrs. of college credits from an accredited institution.	HCC Police Academy Graduate Total 0 yrs. 0 mos.	Job Vacancy Notice-4559 -HR Referred-N/A -Hiring authority evaluated and interviewed-N/A -Applicant selected- External New Hire F/T
18. Tubbs, Shlomet	<i>Senior Writer</i> Bachelor's degree in a Communications discipline, journalism or public relations degree is required. Five (5) years of professional experience in writing & editing communications material.	BA-Communication Managing Editor 3 yrs. 0 mos. News Producer 4 yrs. 11mos. Total 7 yrs. 11 mos.	Job Vacancy Notice-4519 -HR Referred-27 -Hiring authority evaluated and Interviewed3- -Applicant selected-External HCC F/T Temp to F/T