



AGENDAS

BOARD OF TRUSTEES COMMITTEE MEETINGS

February 16, 2016

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**



Strategic Plan 2016-2019

Imagine HCC 2019

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

Mission

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

Vision

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

Strategic Goal

Strategic Objective

- | | |
|-------------------------------|---|
| 1. Student Success | <ul style="list-style-type: none">A. Improve student preparedness, readiness and alignmentB. Improve the student experienceC. Increase student completionD. Ensure that instructional programs prepare students for success in current and future working environments |
| 2. Organizational Stewardship | <ul style="list-style-type: none">A. Ensure that the strategic plan serves as the basis for fundingB. Improve and streamline business transactions and processesC. Increase diversity, inclusion and engagement throughout the institution |
| 3. Performance Excellence | <ul style="list-style-type: none">A. Focus on one HCC and consistency of quality experience across the campuses, departments, and facilitiesB. Foster an environment within the institution as a compelling place to work and learnC. Employ analytic measures to assess and guide performance excellence |
| 4. Innovation | <ul style="list-style-type: none">A. Build a culture that champions collaboration, creativity, and innovationB. Increase innovation in teaching and learningC. Expand the use of technology throughout the institution |



MEMORANDUM

TO: HCC Board of Trustees
FROM: Board Services
DATE: February 16, 2016
RE: Meetings for February 2016

Dear Trustees:

Please note that the following meetings are scheduled for February 2016 at the HCC Admin. Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002:

Tuesday, February 16, 2016

- **Academic Affairs/Student Services Committee - 1:00 p.m.**
(Members: Trustee Loredo-Committee Chair, Trustee Hansen and Trustee Wilson; Alternate Member-Trustee Oliver)
- **Chancellor Evaluation Committee - 2:00 p.m.**
(Members: Trustee Capo-Committee Chair, Trustee Evans-Shabazz and Trustee Tamez; Alternate Member-Trustee Eva Loredo)
- **Audit Committee – 2:30 p.m.**
(Members: Trustee Glaser-Committee Chair, Trustee Oliver and Trustee Wilson; Alternate Member-Trustee Capo)
- **Board Governance Committee – 3:00 p.m.**
(Members: Trustee Capo-Committee Chair, Trustee Glaser and Trustee Loredo; Alternate Member-Trustee Hansen)
- **Special Meeting - 3:45 p.m.**
(Quorum of the Full Board Required)
- **Committee of the Whole Meeting - 4:15 p.m.**
(Quorum of the Full Board Required)

Thursday, February 25, 2016

- **Regular Board Meeting - 4:00 p.m.**
(Quorum of the Full Board Required)



AGENDA

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE OF THE BOARD OF TRUSTEES

Committee Members

Trustee Eva Loreda, Chair

Trustee John P. Hansen

Trustee Dave Wilson

Alternate Member

Trustee Christopher Oliver

February 16, 2016

1:00 p.m.

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**

NOTICE OF MEETING OF THE BOARD OF TRUSTEES

HOUSTON COMMUNITY COLLEGE

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

February 16, 2016

Notice is hereby given that a Meeting of the Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College will be held on Tuesday, sixteenth (16th) day of February 2016 at 1:00 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

II. Topics for Discussion and/or Action:

A. Student Success in Courses.

B. Graduation Update.

C. Nursing Update.

D. Enrollment Update.

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

A. Legal Matters

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

B. Personnel Matters

1. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or to hear

The Houston Community College Board of Trustees (the "Board") will not consider or act upon any item before this committee. This meeting is not a Regular Meeting of the Board but because a quorum of the Board may attend, the meeting of this committee is also being posted as a Meeting of the Board.

Houston Community College
Academic Affairs/Student Services Committee – February 16, 2016

duties, discipline or dismissal of a public officer or employee, or to hear complaints or charges against the chancellor, employees or board members, unless the officer, employee, or board member who is the subject of the deliberation or hearing requests a public hearing.

C. Real Estate Matters

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

IV. Additional Closed or Executive Session Authority

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

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

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

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

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

Houston Community College
Academic Affairs/Student Services Committee – February 16, 2016

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

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

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

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

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

V. Reconvene in Open Meeting

VI. Adjournment

Certificate of Posting or Giving of Notice

On this 10th day of February, 2016, at or before 1:00 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) Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; and (2) the Houston Community College website, www.hccs.edu.

Rose Sarzoza-Pena
Manager, Board Services

REPORT ITEM

Meeting Date: February 16, 2016

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
A	Student Success in Courses	Dr. Cesar Maldonado Dr. Kimberly Beatty

DISCUSSION

Update on student success in courses for Fall 2015 and Fall 2014 comparisons.

DESCRIPTION OR BACKGROUND

A report on student performance in courses for the fall 2015 will be provided.

FISCAL IMPACT

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

STRATEGIC ALIGNMENT

1.A.: Improve student preparedness, readiness and alignment

Attachment Title(s): **Presentation of Student Success Data**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



HOUSTON COMMUNITY COLLEGE

Student Success Report Item Success in Courses



Assumptions

- For the purpose of this presentation, success is defined as students who passed courses with an A, B, C grade.
- Data are “crosswalked” from previous years to align with the current organization.
- Instructional Unit/COE refers to all of our Instructional areas (e.g., Mathematics or Manufacturing).

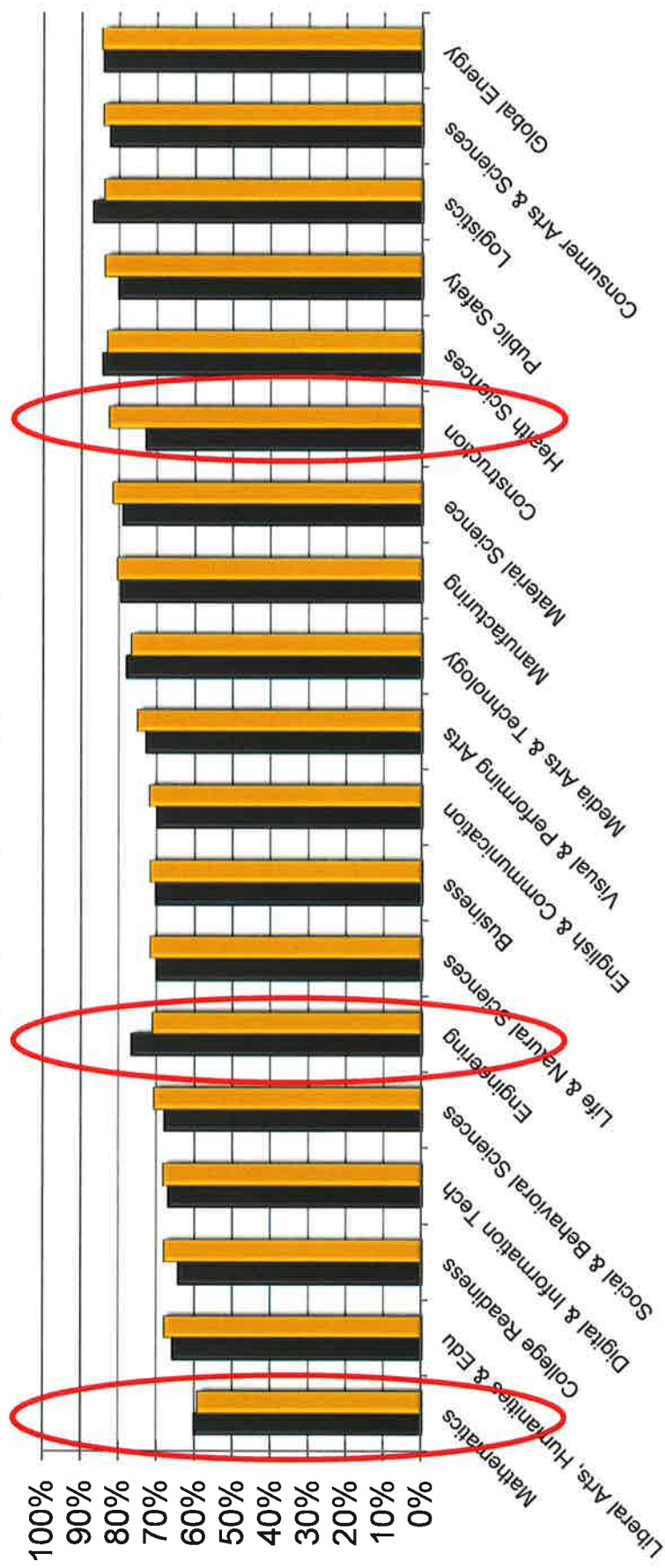
Fall 2015

Percent Success by COE Fall 2015



Fall 2014 Compared to Fall 2015

Percent Success by Instructional Unit/COE Fall 2014 and Fall 2015



■ Fall 2014 ■ Fall 2015

Using Data for Decision Making

- Use these data to inform an enrollment management plan.
- Use these data to inform interventions to increase student success in courses (e.g., Mathematics).
- Use these data to facilitate conversations across the college regarding pedagogy that leads to success.

REPORT ITEM

Meeting Date: February 16, 2016

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
B	Graduation Update	Dr. Cesar Maldonado Dr. Kimberly Beatty

DISCUSSION

Update on graduation 2016.

DESCRIPTION OR BACKGROUND

A report on the graduation ceremony and anticipated number of participants will be provided.

FISCAL IMPACT

Estimated total expense is \$220,000 as included in the 2016 operating budget.

STRATEGIC ALIGNMENT

1.C.: Increase student completion

Attachment Title(s): **Graduation Presentation**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/9/2016 4:14 PM



HOUSTON COMMUNITY COLLEGE

Graduation Report February 16, 2016



Commencement Ceremony Location

NRG Stadium
Saturday, May 14, 2016
9:00 a.m.
(One Ceremony)

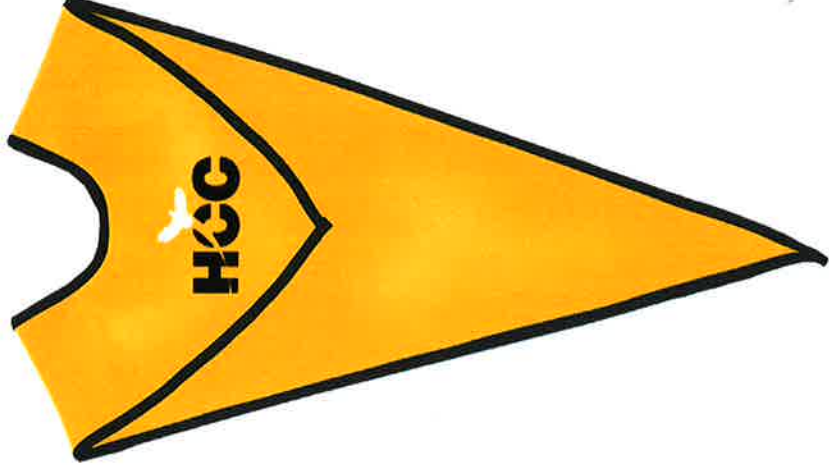


What's New

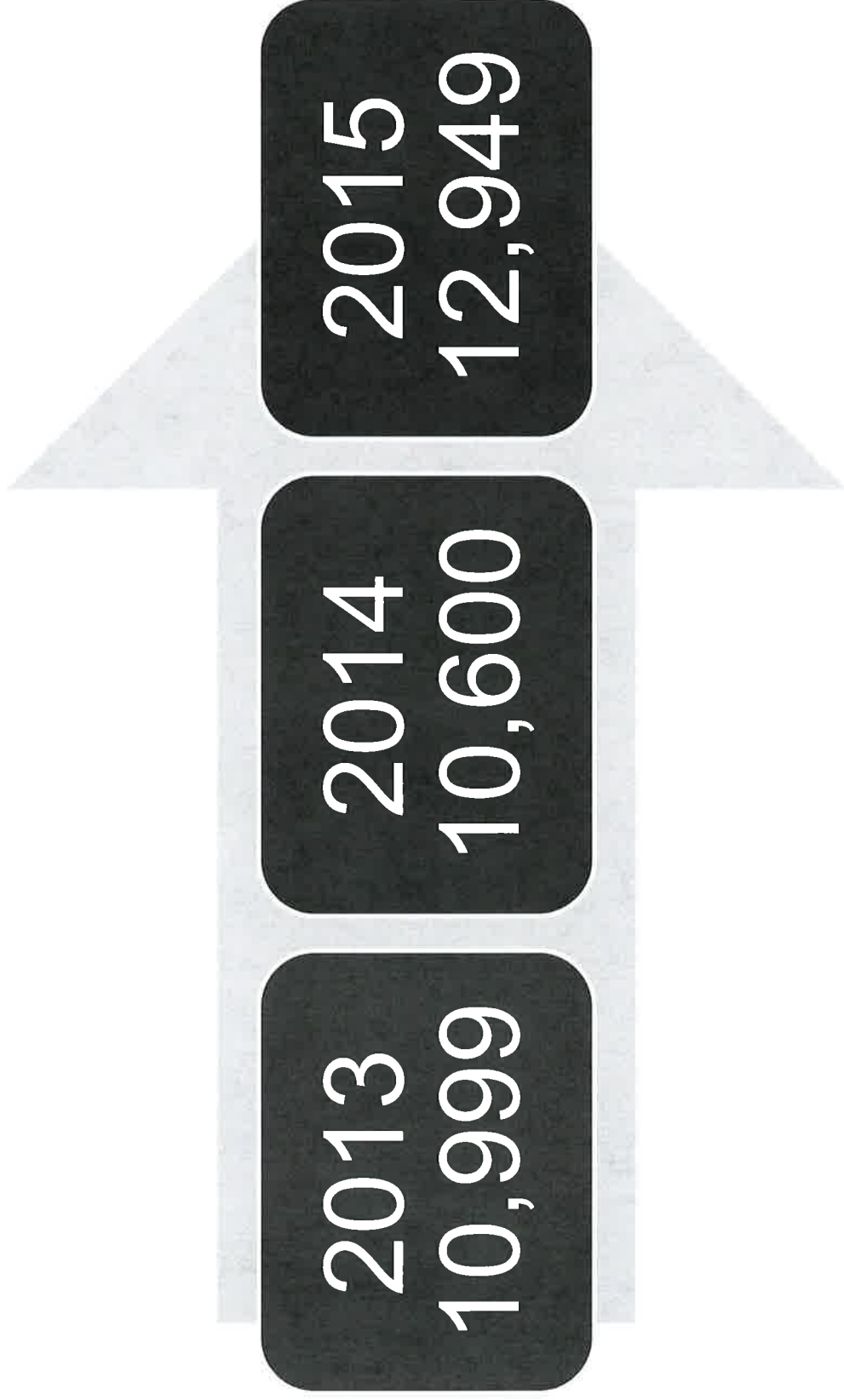
- Graduation Website: <http://northwest.hccs.edu/students/graduation/>
- Informative Videos
- Marching Order
 - Manages online registration for students and faculty
 - Pre-ceremony slideshow display
 - Graduate name display
 - Announcing of graduate names by professional reader (pre-recorded)
- Separate Ceremony Dedicated to GED, May 12 at Central College

Recognition for High School/College Graduates

- Early College High School
- Dual Credit



Degrees and Certificates Awarded



Estimated Number of Graduates

14,200 Awards!!!

Registration/Participation Campaign

- Buttons
- Graduation Tables
- Faculty Letter



REPORT ITEM

Meeting Date: February 16, 2016

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
C	Nursing Update	Dr. Cesar Maldonado Dr. Phillip Nicotera Dr. Kimberly Beatty

DISCUSSION:

Update on the accreditation status of the Associate Degree in Nursing program.

DESCRIPTION OR BACKGROUND:

The Texas Board of Nursing requires that all programs maintain a minimum of an 80% pass rate on the NCLEX (National Nursing Licensing Exam). If a program does not meet the criteria for 3 consecutive years the program is placed on conditional probation and cannot admit new students. The program did not meet this requirement and Coleman implemented corrective measures. To date the program has improved on the pass rate from 66% in 2013 to 78% in 2015. In the recent NCLEX report our student examinees had an 89.47% passing rate.

FISCAL IMPACT

- Decrease in enrollment
- Increase in budget demands to be determined FY 2017

STRATEGIC ALIGNMENT:

1.D.2: Align COEs with business and industry needs

Attachment Title(s): **Coleman College Nursing Program Report Presentation**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

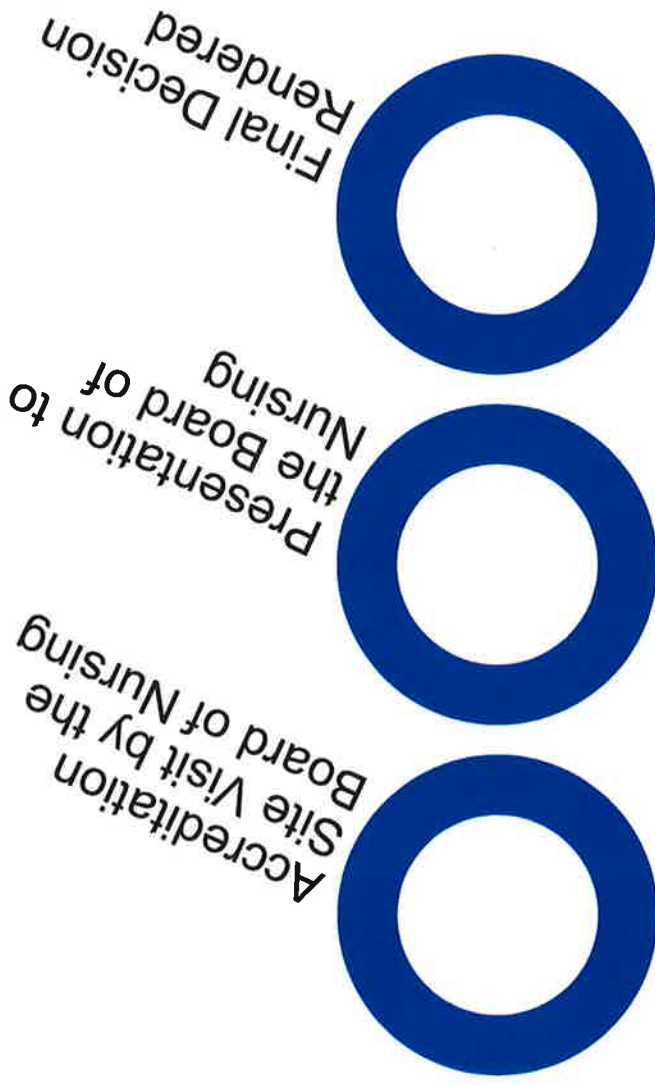


HOUSTON COMMUNITY COLLEGE

**Coleman College Nursing Program
2015**



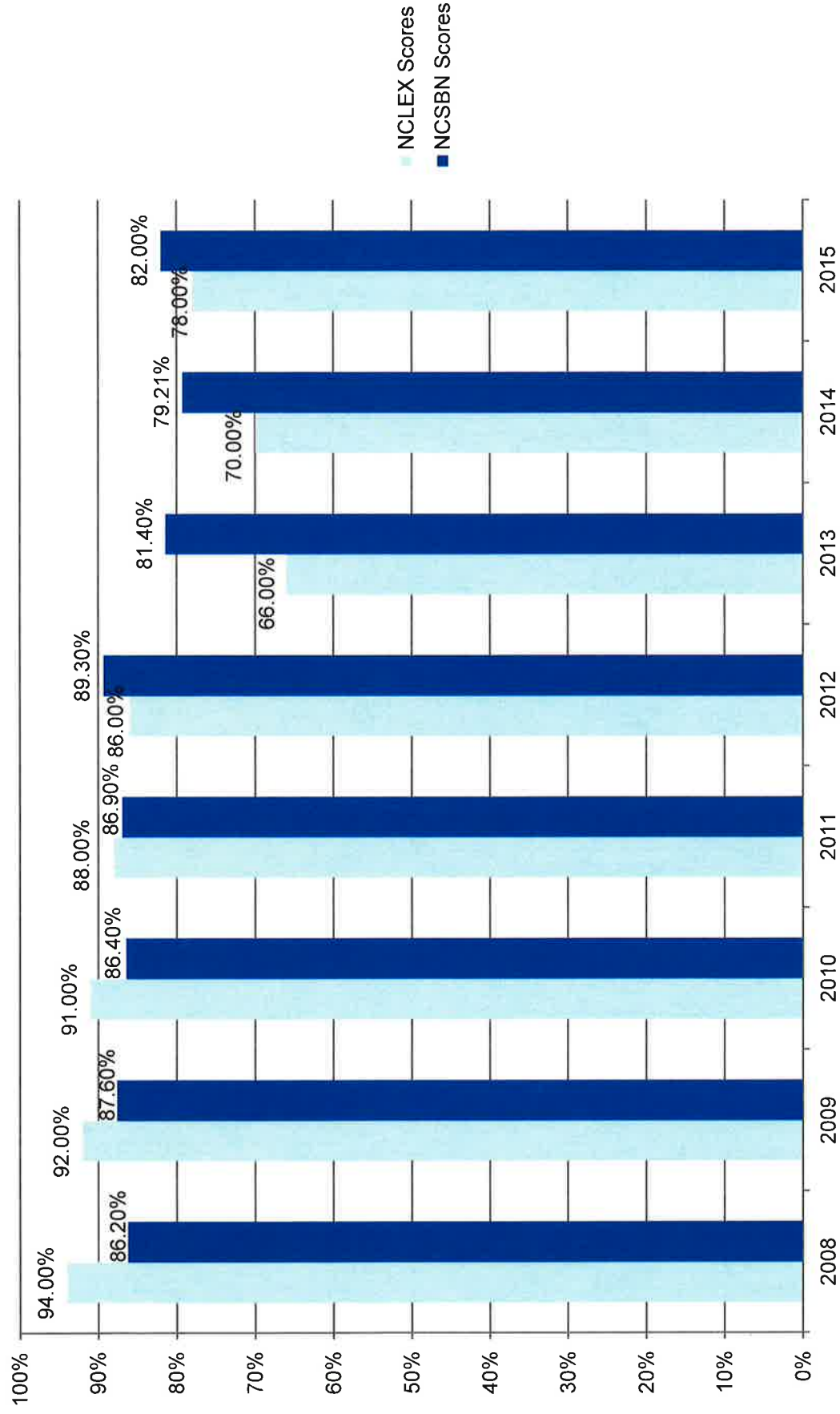
Overview of Recent Events



Contributing Factors

Event	Date
Entrance GPA decreased to 2.5	August 2011
Changed Courses from 16 to 8 week	August 2011
Math Entrance Test Removed	August 2011
Exit Exam Minimum Score Removed	August 2011
Program Leadership Turnover: 4 Program Directors	2008 - 2012
Loss of Seasoned Instructors: 12 over four years	2009 - 2013
NCLEX Exam Changes	April 2013

NCLEX Pass Rates and National Council of State Boards of Nursing



Corrective Measures

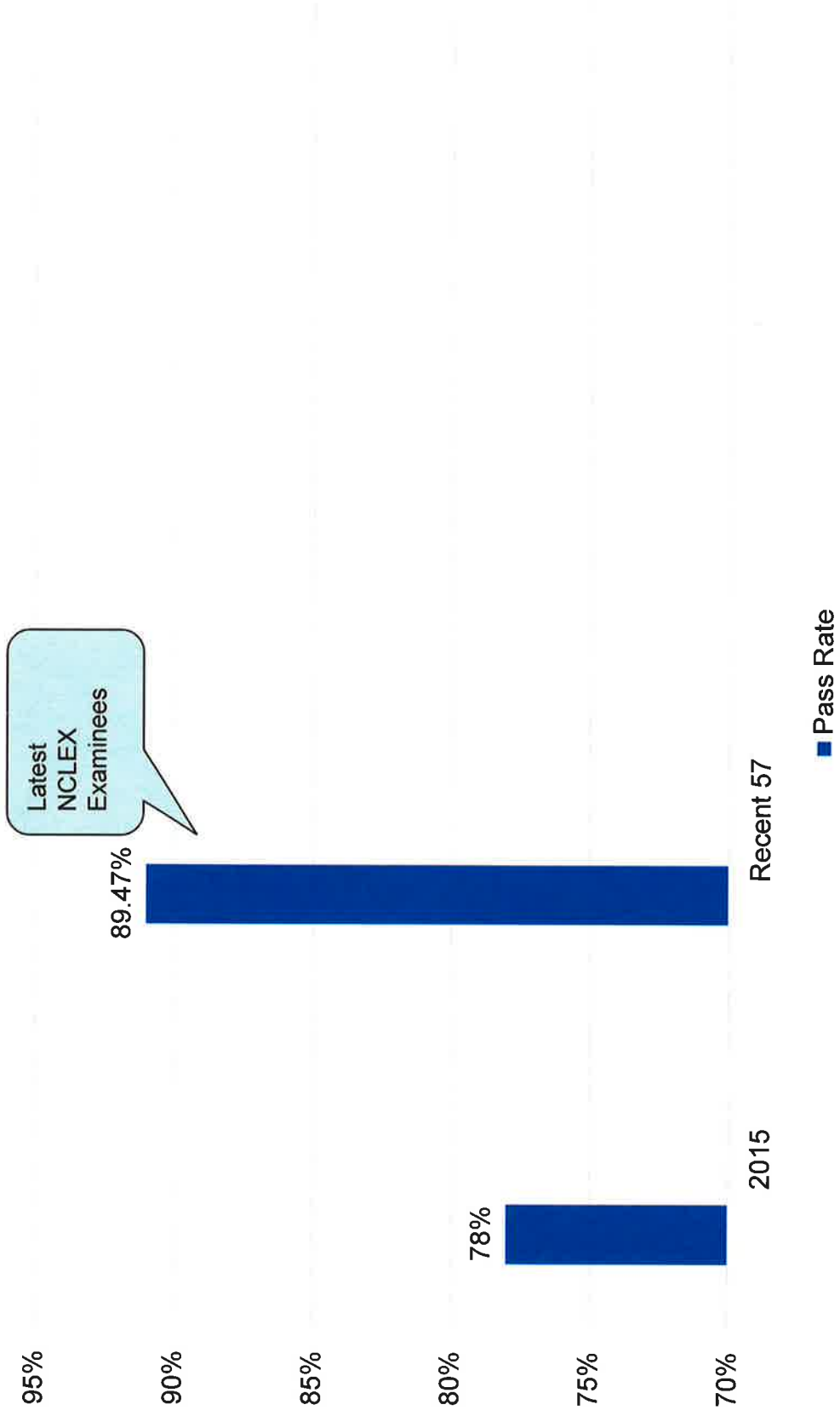
Event	Date
Entrance GPA increase to 3.0	Fall Semester 2014
Institution of an Admission Ranking System based on GPA, Prerequisite Course Completion and Standardized Nursing Preadmission Exam Scores	Fall Semester 2014
Changed Courses to 16 weeks	Fall Semester 2014
Math Entrance Test Reinstated	Fall Semester 2014
Exit Exam Minimum Score of 850 Required	Fall Semester 2014
Program Director – Stability 2 years	2013 - 2016
Implemented Standardized Specialty Exams	Fall Semester 2014
Provide Professional NCLEX Review, free to students	Fall Semester 2014
Introduced a series of workshops and tutoring session	Fall Semester 2014

Corrective Measures

continued

Mandated Remediation for Unit Exams	
Custom Remediation for End of Program/Exit Exam	Spring 2015
Use of the TEAS Entrance Exam to Identify at Risk students – Case Management by Nursing Advisor.	Spring 2015
Addition of 2 Success Coaches	
Addition of Simulation Faculty Member	Spring 2016
Addition of a Nurse Lab/Clinical Manager	Spring 2016

Positive Progression



Communication Strategy

Current students
have been
notified

A letter has been
sent from the
Chancellor to
students

Press releases to
the community

Partnerships with
4-year partners
are being
established

REPORT ITEM

Meeting Date: February 16, 2016

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
D	Enrollment Update	Dr. Cesar Maldonado Dr. Kimberly Beatty

DISCUSSION

Provide an update on the Fall 2015 enrollment and establish standards for the college.

DESCRIPTION OR BACKGROUND

This report provides an update on the Fall 2015 student enrollment. The report includes enrollment in specific categories such as dual credit courses, non-credit, credit, distance education, and continuing education.

Additionally, the report identifies numerous strategies and actions that had a direct impact on enrollment for the Fall 2015 semester.

FISCAL IMPACT

Fall 2015 enrollment produced actual tuition and fee revenues in line with budget.

STRATEGIC ALIGNMENT

1.C.1: Use data to ensure courses and schedules match student needs

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

Attachment Title(s): **Enrollment Update Presentation**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



HOUSTON COMMUNITY COLLEGE

Institutional Enrollment Reporting Standards for HCC Fall 2011 – 2015



Overview & Purpose

Provide an approach for reporting official institutional enrollment dates

Provide a regular enrollment update for the Board of Trustees



Official Institutional Enrollment Reporting Dates

Academic Year—The last day of the summer term

Fall—The last day of the fall term

Spring—The last day of the spring term

Reporting Guidelines for BOTs

To ensure complete, comprehensive numbers:

Provide fall enrollment updates at the beginning of the spring
(February)

Provide spring enrollment updates during the summer
(July)

Provide annual reports for the previous year in the fall
(September)

Data Included

SCH: refers to all credit courses

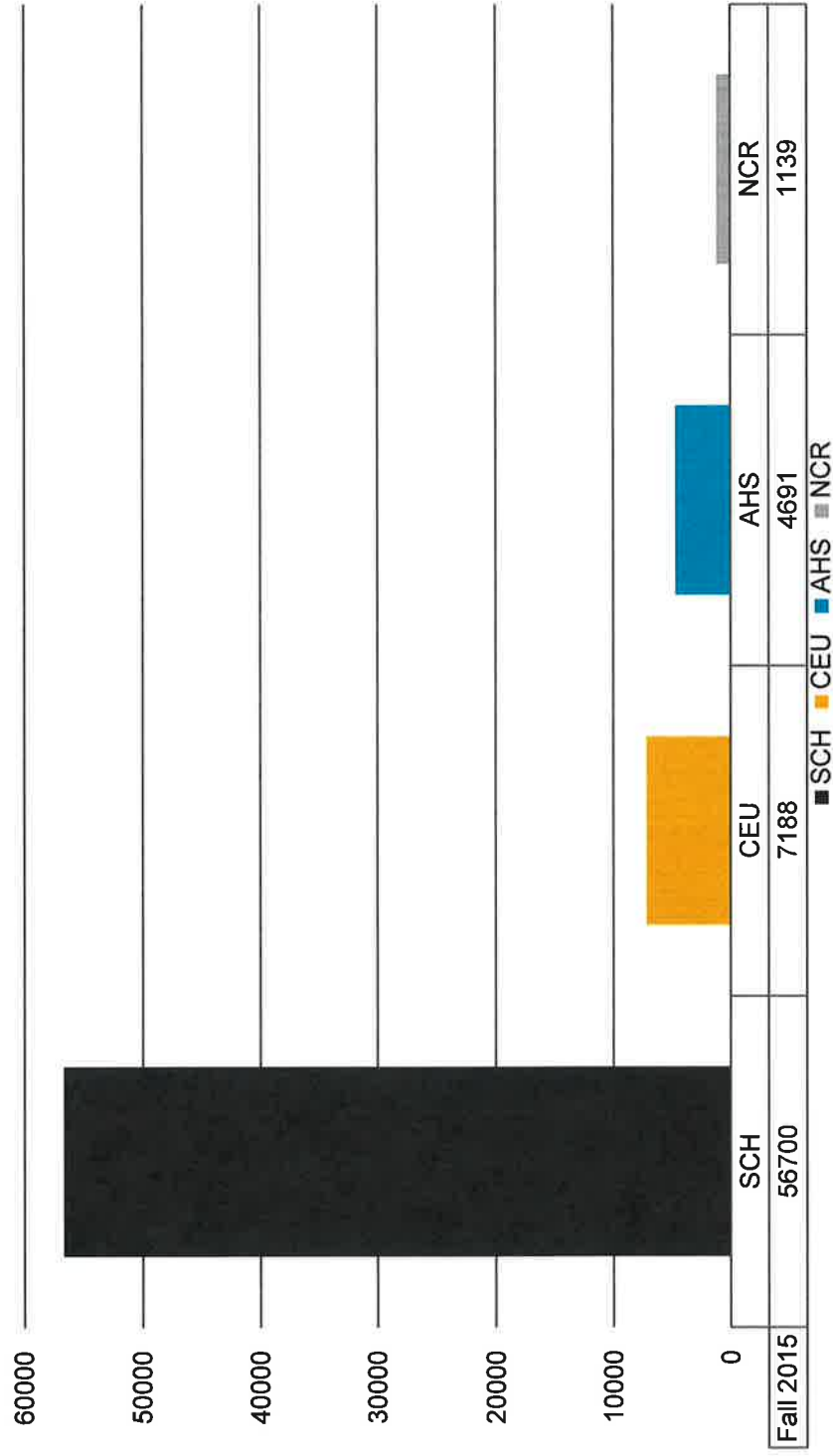
CEU: refer to all funded continuing education

NCR: refers to all non-credit courses

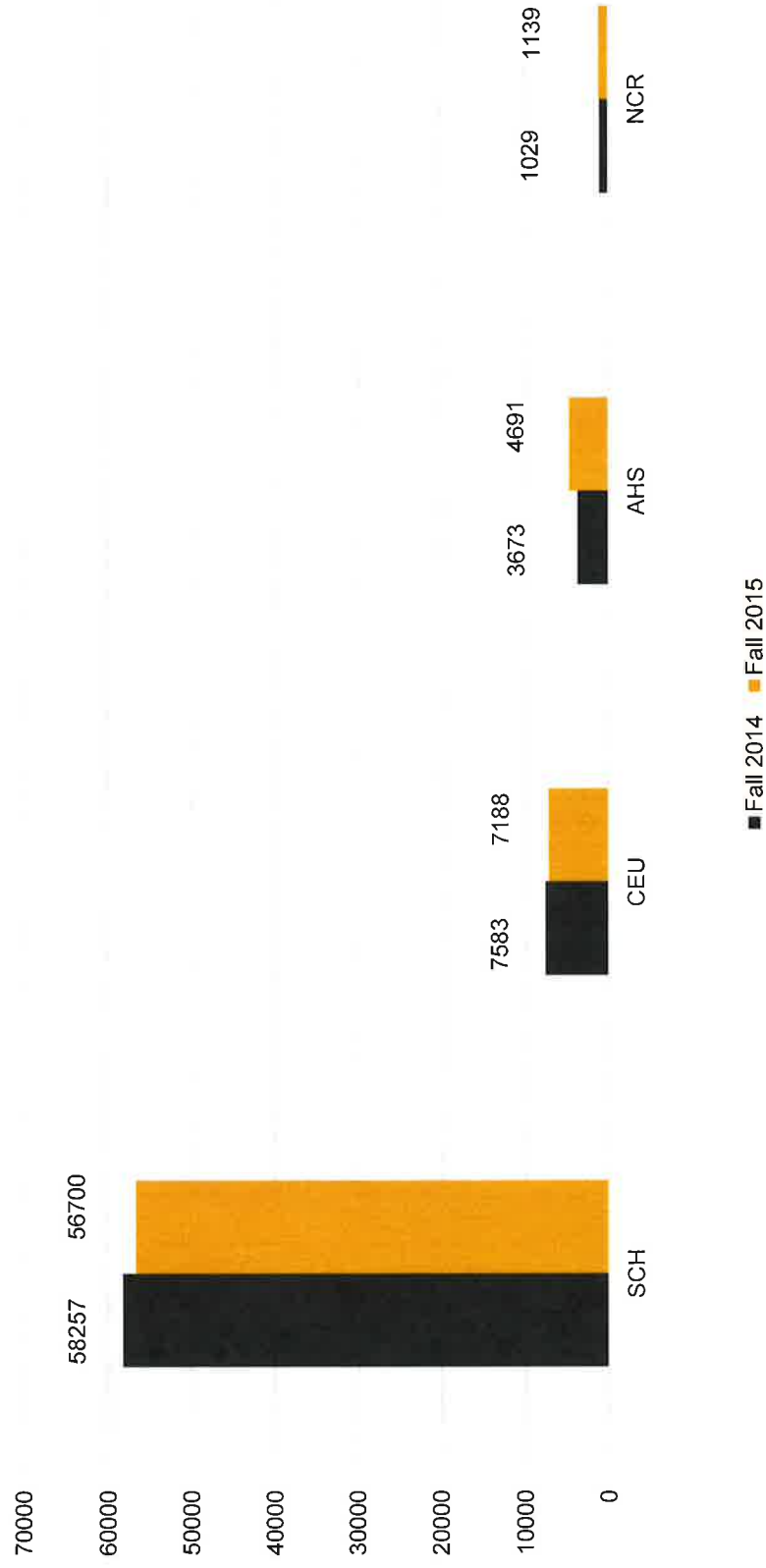
AHS: includes all Adult Basic Education and GED courses

Unduplicated Enrollment by Enrollment Category

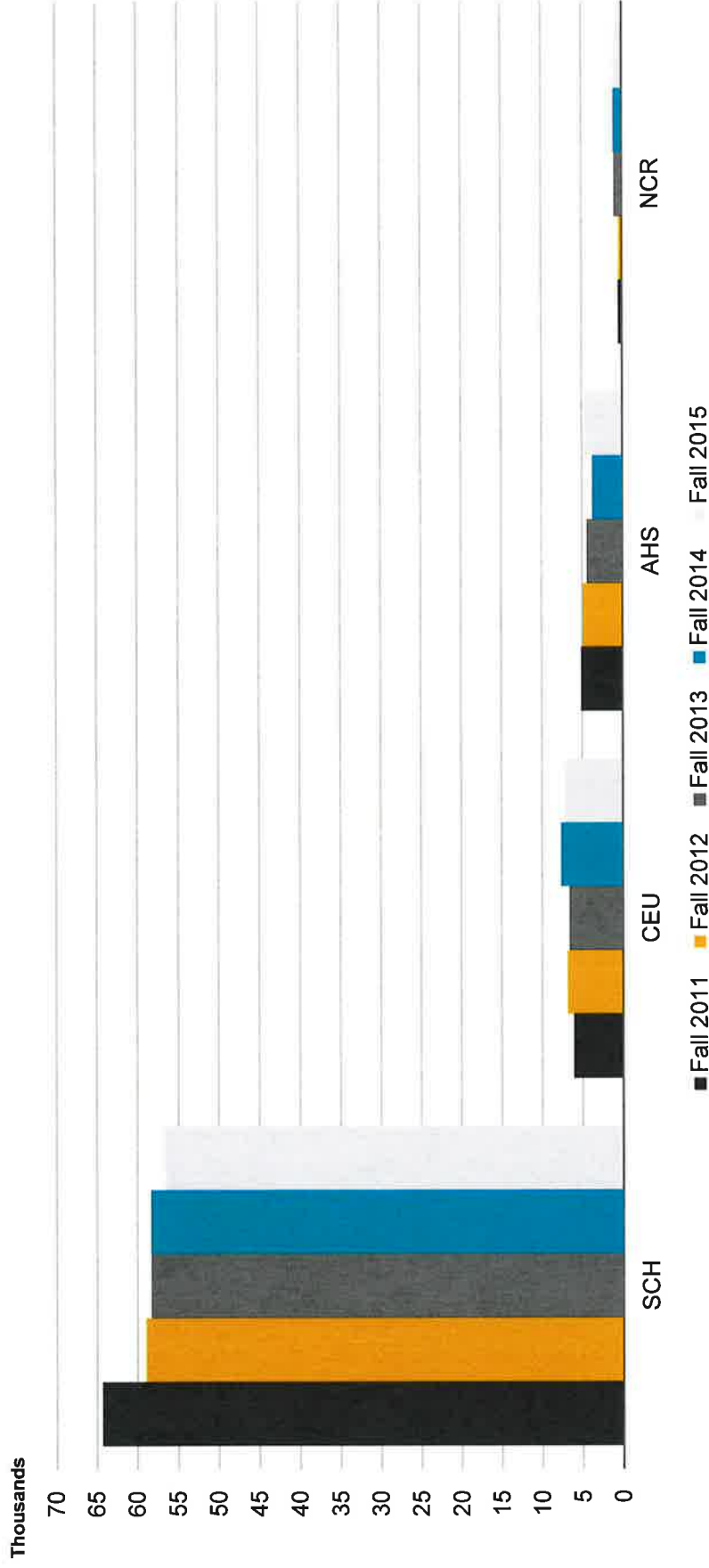
Fall 2015 - End of Term



Unduplicated Fall to Fall Comparison by Enrollment Category



Unduplicated Enrollment Trend – (Fall – End of Term) by Enrollment Category



Fall Unduplicated Headcount	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
SCH	64333	58908	58286	58257	56700
CEU	6083	6858	6600	7583	7188
AHS	5122	4917	4381	3673	4691
NCR	457	422	973	1029	1139
Unduplicated Total	75766	70845	69932	70201	69424

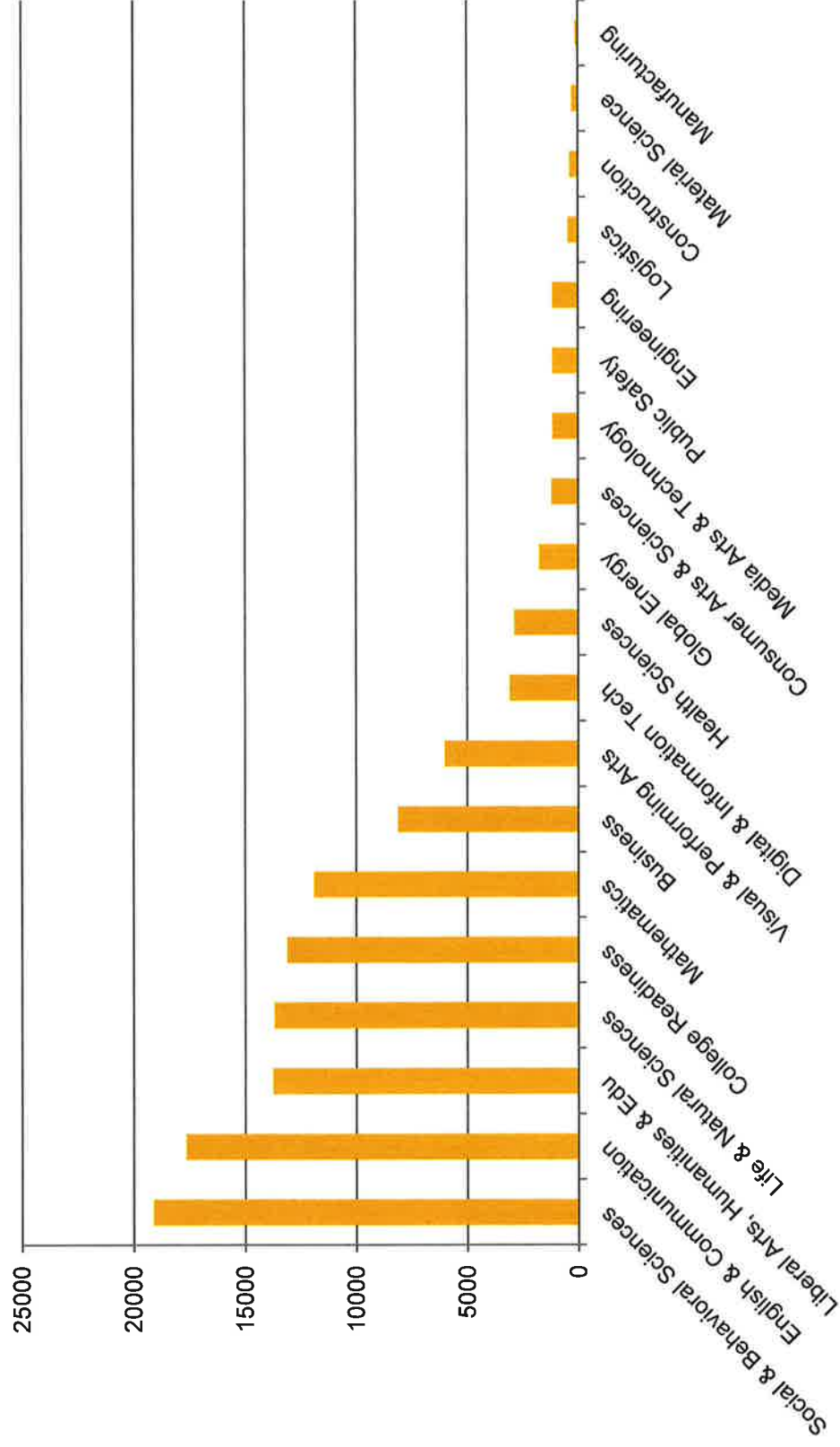


Additional Approaches

Unduplicated enrollment by
instructional area

Unduplicated enrollment by
instructional area and by
College

Enrollments by Instructional Area/COE



Enrollment by Instructional Area and By College

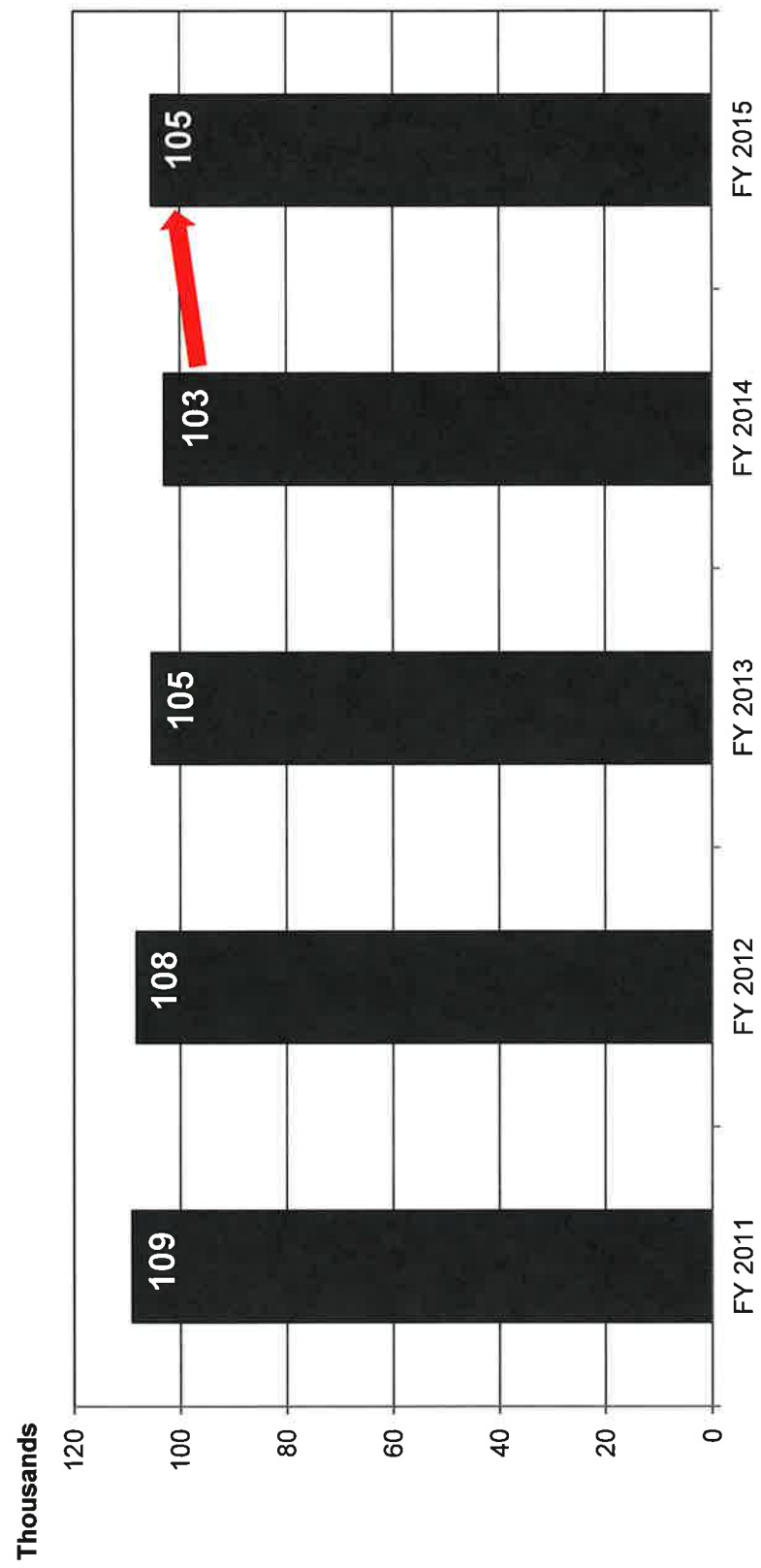
Instructional Division/COE	Central	Coleman	Northeast	Northwest	Southeast	Southwest	Total
Manufacturing	128	0	0	0	0	0	128
Material Science	163	0	17	0	147	0	286
Construction	256	0	0	12	120	0	374
Logistics	0	0	106	108	270	32	470
Engineering	49	0	120	607	167	262	1162
Public Safety	47	0	974	53	57	55	1163
Media Arts & Technology	28	0	0	555	0	609	1171
Consumer Arts & Sciences	965	0	128	71	56	0	1219
Global Energy	0	0	1307	275	140	226	1777
Health Sciences	0	2890	0	0	0	0	2890
Digital & Information Tech	748	0	150	1210	261	900	3090
Visual & Performing Arts	1732	0	619	1531	865	1336	6005
Business	1952	0	1052	2044	1251	3356	8110
Mathematics	1667	0	1492	3713	1581	3602	11917
College Readiness	2224	42	1785	3846	1941	4096	13119
Life & Natural Sciences	3449	446	1279	3735	2369	3529	13692
Liberal Arts, Humanities & Education	2962	0	1426	4294	2705	3018	13765
English & Communication	2913	0	2197	5196	3406	4284	17659
Social & Behavioral Sciences	3965	0	1838	5753	3677	5189	19135
Total HCC	15363	3261	10062	18826	13078	18511	56569

Use of THECB Data

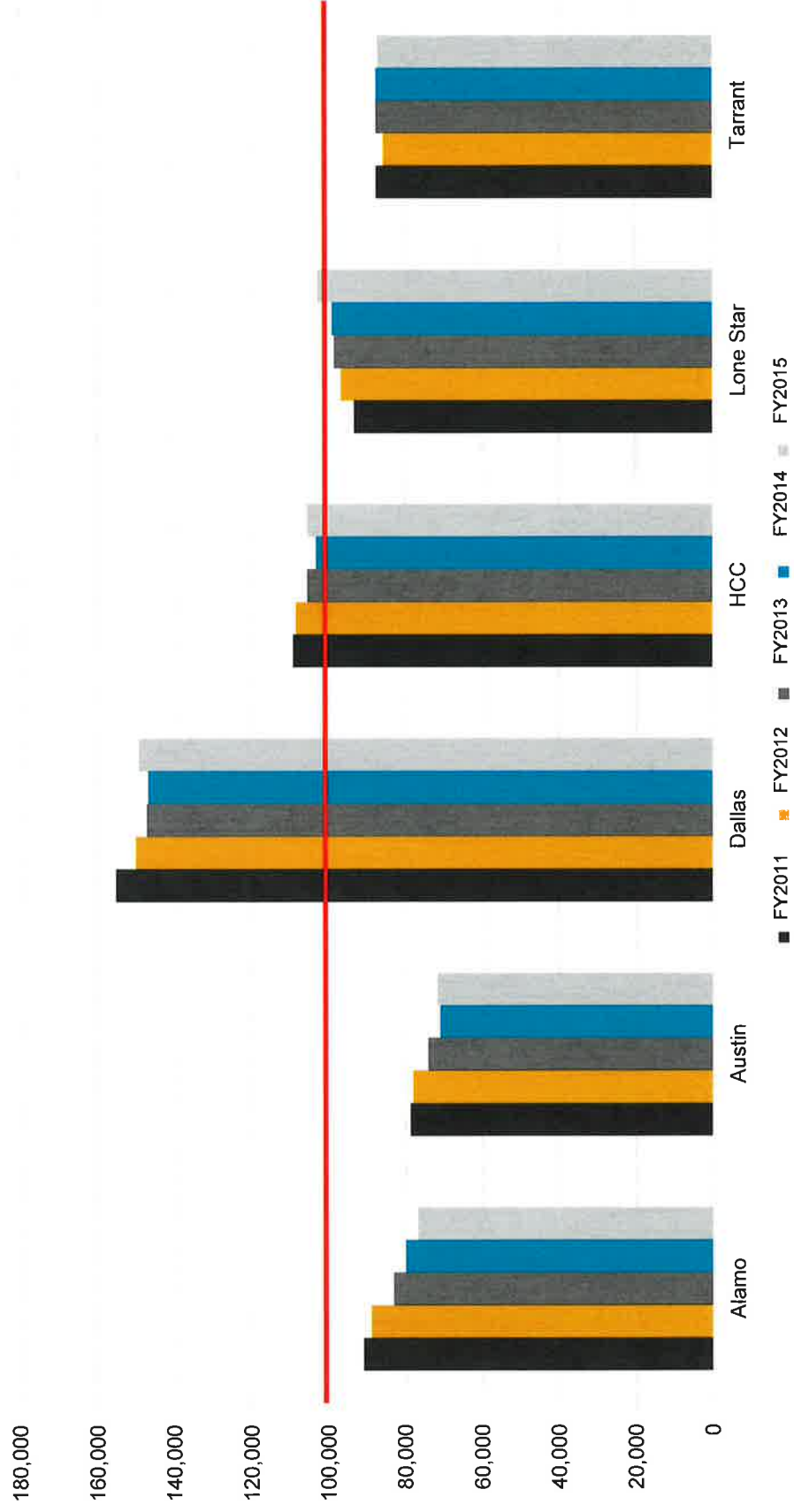
Evaluate our trends based upon the common metric used for all Texas Colleges

Compare ourselves to peer colleges based upon a common metric

THECB Annual Unduplicated Headcount Credit (SCH) and Continuing Education (CEU) only



Annual Unduplicated Enrollment--SCH and CEU THECB Peer Comparison



Using Data for Decision Making

- Use these data to inform a strategic enrollment management plan
 - Establish enrollment targets
 - Track progress toward enrollment targets
 - Determine program creation and deactivation
- Use these data to inform strategic recruitment strategies to develop a plan for managing prospective students
- Use these data to allocate human, financial and capital resources to ensure successful implementation of the enrollment management plan.



AGENDA

CHANCELLOR EVALUATION COMMITTEE OF THE BOARD OF TRUSTEES

Committee Members

Trustee Zeph Capo, Chair

Trustee Adriana Tamez

Trustee Carolyn Evans-Shabazz

Alternate Member

Trustee Eva Loreda

February 16, 2016

2:00 p.m.

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**

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

CHANCELLOR EVALUATION COMMITTEE

February 16, 2016

Notice is hereby given that a Meeting of the Chancellor Evaluation Committee of the Board of Trustees of Houston Community College will be held on Tuesday, the sixteenth (16th) day of February, 2016 at 2:00 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

II. Topics for Discussion and/or Action:

A. Quarterly Progress Report on Chancellor's 2016 Goals.

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

A. Legal Matters

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

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Houston Community College
Chancellor Evaluation Committee – February 16, 2016

C. Real Estate Matters

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

Houston Community College
Chancellor Evaluation Committee – February 16, 2016

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

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

V. Reconvene in Open Meeting

VI. Adjournment

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Rose Sarzoza-Pena
Manager, Board Services

REPORT ITEM

Meeting Date: February 16, 2016

Committee: *Chancellor Evaluation*

ITEM NO.	ITEM TITLE	PRESENTER
A	Quarterly Progress Report on Chancellor's 2016 Goals	Dr. Cesar Maldonado

DISCUSSION

Provide an update on the Chancellor's approved goals.

DESCRIPTION OR BACKGROUND

The Chancellor's approved evaluation calls for a quarterly progress report on Domains 1 through 5.

FISCAL IMPACT

N/A

STRATEGIC ALIGNMENT

3.C.1.: Develop objective performance measures for performance evaluation of operational units and employees.

Attachment Title(s): **Progress Report (Will be provided under separate cover)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



AGENDA

AUDIT COMMITTEE OF THE BOARD OF TRUSTEES

Committee Members

Trustee Robert Glaser, Chair

Trustee Christopher Oliver

Trustee Dave Wilson

Alternate Member

Trustee Zeph Capo

February 16, 2016

2:30 p.m.

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**

NOTICE OF MEETING OF THE BOARD OF TRUSTEES

HOUSTON COMMUNITY COLLEGE

AUDIT COMMITTEE

February 16, 2016

Notice is hereby given that a Meeting of the Audit Committee of the Board of Trustees of Houston Community College will be held on Tuesday, sixteenth (16th) day of February 2016 at 2:30 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

II. Topics for Discussion and/or Action:

- A. Internal Audit Quarterly Report.
- B. Quarterly Control and Compliance Attestation.
- C. Update of Internal Audit Personnel.

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

A. Legal Matters

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

B. Personnel Matters

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

The Houston Community College Board of Trustees (the "Board") will not consider or act upon any item before this committee. This meeting is not a Regular Meeting of the Board but because a quorum of the Board may attend, the meeting of this committee is also being posted as a Meeting of the Board.

C. Real Estate Matters

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

IV. Additional Closed or Executive Session Authority

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

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

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

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

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

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

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

Houston Community College
Audit Committee – February 16, 2016

complaint is brought.

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

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

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

V. Reconvene in Open Meeting

VI. Adjournment

Certificate of Posting or Giving of Notice

On this 10th day of February, 2016, at or before 2:30 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) Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; and (2) the Houston Community College website, www.hccs.edu.

Rose Sarzoza-Pena
Manager, Board Services

REPORT ITEM

Meeting Date: February 16, 2016

Committee: *Audit*

ITEM NO.	ITEM TITLE	PRESENTER
A	Internal Audit Quarterly Report	Dr. Cesar Maldonado Dr. Melissa Gonzalez

DISCUSSION

The Internal Auditor meets quarterly with the Audit Committee to discuss the status of the annual audit plan and to review the follow-up report on recommendations from previously completed audits.

DESCRIPTION OR BACKGROUND

The Board of Trustees adopted the Audit Committee Action Calendar, which calls for quarterly updates.

FISCAL IMPACT

Department functions per approved operating budget.

STRATEGIC ALIGNMENT

2.B.3.: Create and sustain viable communication and feedback loops for stakeholders

Attachment Title(s): **1. Internal Audit 2016 Plan Status Report**
2. Internal Audit Follow-up Status Report

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/3/2016 12:01 PM

**Internal Audit Department
2016 Plan Status Report**

PROJECTS

Number	Name	Status	Report Date	Scope
14-14	Business Continuity Plan	Completed	04/02/2015	Adequacy of processes to create, test, and maintain business continuity plans.
15-11	Financial Management	Awaiting Exit Meeting		Concerning the coding of expense transactions, and timeliness of payment per Texas prompt pay act.
15-12	Human Resources Operations	Pending		Review of reporting, operational efficiency, and compliance with applicable regulations.
15-13	Procurement Operations	Pending		Review of operational efficiency including timelines of procurement renewals.
15-14	Student Financial Aid Operations	Pending		Review of operational efficiency and compliance with applicable regulations including security and privacy of student records.
15-16	Web Presence	Assigned		Concerning the process for approval and posting of Student Catalog and of internal policies and procedures.
15-17	Veterans Affairs Dept	Completed	12/1/2015	Concerning adequacy and effectiveness of departmental controls.
15-18	IT Governance and Planning	Awaiting Exit Meeting		Concerning Security Governance and Policy/Procedure alignment.
15-40	Monitoring Projects (IDEA)	Periodic Monitoring		Dual 1099/W2 recipients (conflict of interest)
15-40b	Monitoring Projects (IDEA)	Periodic Monitoring		Part-time employee hours (excess of 19.5 hrs)

EXTERNAL AUDITS

Name	Stage	Report Date	Scope
Grant Thornton	Completed	12/18/2015	The annual financial and uniform compliance audit under OMB-133 and State of Texas Single Audit Circular.
Texas Mutual Insurance Company - Oct. 19	In Progress		Worker's Compensation

Internal Audit Dept.
Follow-up Status Report
February 2016 Audit Committee

Report Name & Res. Party	Recommendation	Response	Current Status	Comments	Expected Comp Date
<p>15-17 Veterans Affairs C. Archie</p>	<p>1. The department should improve its quality assurance monitoring processes to assure compliance with the System's requirements in the areas of P- Cards, System Training, Capital Assets, and Personnel Management.</p>	<p>P-Card: The Director will work closely with Procurement Office personnel to confirm that all P-Card documents are submitted with the approval of the supervisor's signature. As this is a requirement of the procurement card process, the Director will code all transactions, accumulate all supportive documentation (receipts), and submit the compiled and signed expense report monthly to the supervisor.</p> <p>System Training: The Director will establish internal procedures to ensure required System trainings are completed by all DOVA personnel within the established time frame. To date, the Director has received 100% adherence of all current full-time staff successfully completing the "HCC IT Security Awareness Training – Fall 2015". The VA Coordinator will assist in confirming that required trainings are completed by all DOVA personnel.</p>	<p>Complete</p>		<p>01/21/2016</p>
			Complete		12/02/2015

Report Name & Res. Party	Recommendation	Response	Current Status	Comments	Expected Comp Date
15-17 cont'd		<p>Capital Assets: The Director submitted a request to have an updated audit completed within the DOVA to tag newly purchased items (ScanSnap desktop scanners) throughout the department, in addition to inventorying previously documented electronic assets. The Director of the VA will be responsible for confirming this process is conducted annually, ideally at the beginning of the spring semester.</p>	Complete		01/22/2016
C. Archie		<p>Personnel Management: Two of the documented vacant positions have been approved by administration to post for hiring. All job descriptions will be reviewed accordingly, including the VA Counselor and VA Coordinator job descriptions and recommendations will be made to HR. The Director will follow HCC procedure C.16.1 for reviewing, validating, and approving personnel's leave time.</p>	Complete		01/11/2016

Report Name & Res. Party	Recommendation	Response	Current Status	Comments	Expected Comp Date
15-17 cont'd C. Archie	<p>2. The VA department should have in place a strategic business plan for the utilization of awarded grant funds in order to avoid the risk of having to return the unexpended funds.</p> <p>3. The department should develop procedures to ensure that staff's Desktops are properly and periodically backed up.</p>	<p>In an effort to utilize all funding resources provided to the DOVA for the benefit of Veteran students attending HCC and adhering to deadlines and stipulations required by the grant award, the VA Director will consult with the HCC Foundation Office and Grants Development to remain in compliance.</p>	Complete		12/14/2015
	<p>3. The department should develop procedures to ensure that staff's Desktops are properly and periodically backed up.</p>	<p>The Director will establish procedures for conducting routine desktops' back-ups. DOVA will also be utilizing "SharePoint" as a repository of critical electronic files, office forms, manuals, statistical reports, etc. The Director has requested a larger network drive.</p>	In Progress		02/04/2016

Follow-up Status Report
February 2016 Audit Committee

Report Name & Res. Party	Recommendation	Response	Current Status	Comments	Expected Comp Date
15-17 cont'd C. Archie	4. The VA compliance officer should periodically spot check to ensure the department is maintaining veteran student records in compliance with the U.S. Department of Veterans Affairs and the Texas Veterans Commission.	DOVA received notification for the approval to post the HCC Veteran Affairs Compliance Officer position. This position provides supervision to all Certifying Officials and the documentation processed in accessing VA Educational Benefits. In addition, DOVA management will explore available technology such as PeopleSoft's "Checklist" feature and PeopleSoft's VA module for tracking, collecting, and reporting.	In Progress		3/16/2016

Report Name & Res. Party	Recommendation	Response	Current Status	Comments	Expected Comp Date
14-14 Business Continuity Plan Ashley Smith (1)	HCCS should formalize the processes for creation, maintenance, and testing of business continuity plans to be adequate to allow the Colleges to function in the aftermath of a disaster.	1. The Office of General Counsel will convene an assembly of stakeholders to begin the process by December 2015.	Complete	The committee has collected Business Continuity Plans presently being utilized by several departments including HR, IT, Facilities, and Security. We met with the persons responsible for each; gathered Emergency Plans from comparable institutions; outlined in a meeting of key stakeholders the essential elements that constitute best practices in the design and implementation of a Business Continuity Plan; and named the members of the oversight committee to design and implement the plan.	01/15/2016
Ashley Smith (2)		2. The Office of Risk Management will lead in the development of the Business Continuity Plan through completion and implementation.	In Progress	During the month of February 2016, the Risk Manager will prepare a compilation for internal review.	10/31/2016

REPORT ITEM

Meeting Date: February 16, 2016

Committee: *Audit*

ITEM NO.	ITEM TITLE	PRESENTER
B	Quarterly Control and Compliance Attestation	Dr. Cesar Maldonado E. Ashley Smith

DISCUSSION

The Quarterly Control and Compliance Attestation from the Chancellor is offered, with the intent to enhance the atmosphere of trust and accountability between the College administration, members of the Board of Trustees, and the public.

DESCRIPTION OR BACKGROUND

It is important that the Board of Trustees be able to rely upon the written and oral statements of the Chancellor and other members of the College administration as they carry out their duties. The attestation is a written statement from the Chancellor indicating that he has already disclosed to the Board of Trustees, the Audit Committee, and/or to Internal Audit, regarding any items of potential concern that he is aware of, primarily in the areas of internal control, compliance, and suspected fraud. It is also a positive statement stating that all rules have been followed, all material items recorded, and all contractual agreements have been honored.

This item will be included as a regular Report Item in each Quarterly Audit Committee meeting. The Chancellor's Attestation is backed up by similar attestations from key College administrators.

FISCAL IMPACT

N/A

STRATEGIC ALIGNMENT

2.B.3.: Create and sustain viable communication and feedback loops for stakeholders

Attachment Title(s): **1. Control and Compliance Attestation Letter**
2. Exhibit A

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/3/2016 12:15 PM



February 16, 2016

Mr. Robert Glaser
Chair of Audit Committee, Board of Trustees
Houston Community College
Houston, TX 77002

RE: Quarterly Control & Compliance Attestation, Quarter ending November 30, 2015

Dear Chairman Glaser and Trustees:

I am providing this letter in connection with the College's preparation for the Quarterly Audit Committee Meeting. I understand that you rely on administration's reports and recommendations to assist with your governance responsibilities, specifically including, but not limited to, your responsibility to the taxpayers, the Legislative Budget Board, and the Texas Higher Education Coordinating Board.

I confirm that I am responsible within areas of my operating responsibility for:

- a. The design and implementation of programs and controls to prevent and detect fraud;
- b. Establishing and maintaining effective internal control over financial reporting, effective and efficient operations, and regulatory compliance;
- c. Maintaining appropriate documentation of such internal control; and
- d. Maintaining true and correct financial reports, records and supporting documentation.

I confirm, to the best of my knowledge and belief, the following representations:

1. I have no knowledge of any regulatory violations, occurrences of misstatement, fraud or suspected fraud affecting the College during the calendar quarter that has not been reported to you, the Internal Audit Director, or the Audit Committee;
2. There are no contingent claims that have not been reported to our Chief Financial Officer or General Counsel; and
3. I have maintained adequate internal control over financial reporting, effective and efficient operations, and regulatory compliance for the quarter ending November 30, 2015, based on criteria established by prudent risk management practices.
4. There have been no changes in internal control that might negatively affect the effectiveness of such controls, including any corrective actions taken with regard to related deficiencies and weaknesses previously identified. I have



- resolved, or am currently in the process of resolving, all such issues identified and communicated to me during previous audits (internal or external).
5. All material transactions have been communicated to the Chief Financial Officer for recording and disclosure in the financial statements and/or Board reports.
 6. The following, to the extent applicable, have been appropriately identified and communicated for proper recording and disclosure:
 - a. Related-party transactions associated with vendor relationships; and
 - b. Significant contractual obligations or other contingent liabilities.
 7. Violations or possible violations of laws or regulations whose effects should be considered for disclosure due to their level of impact have been communicated to you, our General Counsel, the Internal Audit Director, or the Audit Committee.
 8. The College has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
 9. Other than those previously disclosed, no events have occurred subsequent to November 30, 2015, that should be disclosed due to their impact on the financial statements, effectiveness of existing systems of control, or regulatory compliance.

Please note that details of any material issues or disclosures, if not previously communicated, are attached as **Exhibit A** to this document.

Sincerely,



Cesar Maldonado, Ph.D., P.E.
Chancellor

Quarterly Control & Compliance Attestation
Quarter ending November 30, 2015

No material issues or disclosures were reported.

The following documents represent TASB local policies for Section A: Basic District Foundations, Section B: Local Governance, and Section C: Business & Support Services. The documents do not include any related TASB legal policies. Further, all TASB model policies are identified with a grey watermark, and the black text represents TASB's model policy language. The colored text within the TASB model policies represents additions or revisions inserted by Board Counsel or Compliance/General Counsel to be consistent with current HCC policy; thus the various colors representing tracked changes is immaterial to the substance of the documents. If there is no watermark on the file, it is a current HCC policy that has been converted to the TASB format.

TASB MODEL POLICY

Section A: Basic District Foundations

COLLEGE DISTRICT NAME AND DEFINITIONS

AB
(LOCAL)

The corporate name of this college, as provided by law, is

Houston Community College System District, herein referred to as
"the College District."

Houston Community College
101506

EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

AD
(LOCAL)

ADD POLICY

MISSION

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

TASB MODEL POLICY

Section B: Local Governance

BOARD MEMBERS
ELECTIONS

BBB
(LOCAL)

ELECTION DATES	The election of Board members shall be on the uniform election date in November.
MEMBERSHIP	The Board shall consist of nine members.
METHOD OF ELECTION	Board members shall be elected by single-member districts. The College District is divided into nine geographic districts numbered I through IX. Positions on the Board are designated by the geographic district numbers.
TRUSTEE TERMS	A Trustee shall serve a term of six years.
SCHEDULE OF ELECTIONS	The terms of three members will expire on the last day of December of each odd-numbered year, as follows:
DISTRICTS I, II, AND VII	2007, 2013, 2019, and every six years thereafter.
DISTRICTS III, VI, AND VIII	2009, 2015, 2021, and every six years thereafter.
DISTRICTS IV, V, AND IX	2011, 2017, 2023, and every six years thereafter..
LEGAL GUIDANCE	<p><u>See Board Bylaws, Article C.</u></p> <p>TASB MODEL POLICY</p> <p>The General Counsel of the College District shall provide legal guidance in accordance with the governing laws and shall maintain College District rules regarding the conduct of elections.</p>

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

- (1) **General Requirement.** Each Trustee shall participate in the HCC Annual Trustee Orientation program, a training session of at least four hours conducted by Board counsel and other independent professionals, as needed. The program will consist of at least one hour of ethics training and one hour of finance training. Board members who do not complete this annual training by March of each year shall be ineligible to serve as a Board officer or as Chair of a committee until the training is completed.
- (2) **Mandatory Open Government Training.** Each Trustee shall, pursuant to Texas law, complete two hours of open government training, one hour each on open meetings and the public information act. This training must be completed within 90 days of being sworn in to serve. The Office of the Attorney General provides free online or video training to satisfy this requirement.
- (3) **Mandatory Training with Texas Higher Education Coordinating Board.** Within the first two years of service, each Trustee shall, pursuant to Texas law, complete a training program established by the Texas Higher Education Coordinating Board pursuant to Section 61.084 of the Texas Education Code. Board members taking office on or after January 1, 2016, must complete this training within the first year of service. The minutes of the last regular meeting of the calendar year must reflect whether each required member completed the training. Training via electronic means is also acceptable.

- (4) Mandatory Investment Training. Within six months after taking office or assuming duties, each Trustee shall, pursuant to the Public Funds Investment Act (Texas Government Code, Chapter 2256), complete at least one training session relating to the Trustee's investment responsibilities, including training in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with Chapter 2256 of the Texas Government Code.

See Board Bylaws, Article H, Section 5.

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

BOARD AUTHORITY

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District. [See Board Bylaws, Article B, Section 1.](#)

TRANSACTIONING
BUSINESS

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. The affirmative vote of a majority of all Board members shall be required to transact business. [See [BD, Board Bylaws, Article G, Section 5](#)] Each action of the Board supported by the majority is binding on the whole Board.

INDIVIDUAL
AUTHORITY FOR
COMMITTING THE
BOARD

Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board Chair, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See [BCAB, Board Bylaws, Article B, Section 1](#)]

REQUESTS FOR
LEGAL ADVICE

Individual Board members shall submit all requests for legal advice to Board Counsel through the Board Chair or designee. If the Board Chair determines that the request is not reasonably related to official trustee issues, he or she shall instruct the requesting Board member to obtain independent legal counsel [at the Board member's expense.](#) [See [Board Bylaws, Article H, Section 6](#)]

INDIVIDUAL ACCESS
TO INFORMATION

An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. [See [GAA](#)]

LIMITATIONS

Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policies FJ(LEGAL) and (LOCAL).

REQUESTS FOR
RECORDS

The College is committed to assuring open and public access to all records of the college to the extent permitted by law.

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

The Board Chair will review each request form submitted by a Trustee, and if the Chair determines that the request is not reasonably related to official Trustee issues, he or she shall instruct the Trustee submitting the request to submit an Open Records request in accordance with the provisions of the Texas Public Information

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

Act and any existing HCC Open Records policy. In addition, the Trustee shall be solely responsible for any fees and costs associated with the request. The Board Services office shall notify each Trustee of all Public Information Act requests for documents and all requests for documents from a Trustee and shall make a copy of responsive documents available to all Trustees at their request. [\[See Board Bylaws, Article H, Section 7\]](#)

REQUESTS FOR
REPORTS

Directives to the Chancellor or other College District staff regarding the preparation of reports that will, in the opinion of the Chancellor, require excessive staff time or expense shall be authorized by action of the Board.

CONFIDENTIALITY

At the time Board members are provided access to confidential records or to reports compiled from such records, the Chancellor or other College District employee shall advise them of their responsibility to comply with confidentiality requirements.

REFERRING
COMPLAINTS

If employees, students, or citizens bring a concern or complaint to an individual Board member, he or she shall refer them to the Chancellor or designee, who shall proceed according to appropriate Board policy [and the Board Bylaws](#). [See DGBA, FLD, ~~and~~ GB, [Board Bylaws, Article A, Section 11](#)]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

STAFF AUTHORITY

Except as authorized by these policies [or the Board bylaws](#), no employee or agent shall have the authority to bind the College District contractually.

STATEMENT OF
ETHICS

As a member of the Board, I will strive to improve community college education, and to that end I shall adhere to the following ethical standards:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
3. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the College District to the Chancellor.
4. Work with other Board members to establish effective policies and practices prohibiting unlawful discrimination, including conduct that constitutes sexual harassment.
5. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
6. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
7. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
8. Communicate to other Board members and the Chancellor expressions of public reaction to Board policies and college programs.
9. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Texas Association of Community Colleges, the American Association of Community Colleges, and the Association of Community College Trustees.
10. Support the employment of those persons best qualified to serve as college staff, and insist on a regular and impartial evaluation of all staff.
11. Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.

12. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
13. Remember always that my first and greatest concern must be the educational welfare of the students attending the college.

REFERENCE: derived from *National School Boards Association*

CODE OF CONDUCT

The Board of Trustees has adopted the following Code of Conduct for Trustees and Senior Staff:

1. Identify and disclose any actual or potential conflict of interest, and act at all times for the general public good, regardless of personal relationships or business interests. Although Texas law allows the election of a Trustee who has a spousal or other familial relation with an employee of the college, neither a Trustee nor the employee related to him or her may take advantage of the relationship to obtain favorable consideration, to influence operational matters, or to gain access to information not available under the Texas Public Information Act.
2. Keep well-informed on Board-related issues, and attend and participate actively in meetings of the Board and its committees.
3. Encourage and engage in open and honest discussion in making Board decisions, respect differences of opinion, and keep an open mind until each Trustee has had an opportunity to address the Board.
4. Respect the Board's collective decision-making process, and accurately report and explain Board votes and policies.
5. Act on behalf of the Board only with the official authorization of a majority of the total membership of the Board.
6. Respect the authority and responsibilities of college employees and external contractors, empowering them to work without interference.
7. Maintain the confidentiality of privileged information, as outlined in the Texas Public Information Act and the Texas Open Meetings Act.

8. Refrain from any attempt to influence any operational decision, including but not limited to individual admissions, personnel, or purchasing decisions, except when the decision is an agenda topic at an official Board meeting. Specifically, Board members may not have any communications about a grievance with any person who has a grievance pending.
9. Resist any attempt at undue influence from political, religious or other external bodies and protect the institution from such influence. Board members must also report attempts of such improper external influence to the appropriate legal counsel.
10. Exercise a "refer" approach to the Chancellor only with respect to communications from potential vendors and subcontractors about college business outside the prohibited communications period.
11. Board members are prohibited from suggesting or recommending subcontractors to vendors at any time, regardless of when the communication occurs.
12. Request only authorized, legitimate reimbursement of college-related expenses.
13. Interact with Trustees, employees, students, and other citizens in a manner that creates and sustains mutual respect.
14. Complete the annual Conflict of Interest Certification.

[See Board Bylaws, Article A, Section 4]

Senior Staff is defined for the purposes of this provision as :

1. Any member of the Chancellor's Advisory Council;
2. College District employees classified as E-10 and above;
3. All procurement and purchasing personnel;
4. Any employee who participates on an evaluation or selection committee for any HCC solicitation for goods or services; and
5. Any employee who participates in the evaluation of goods or services provided by a vendor or contractor.

[See Board Bylaws, Article A, Section 3]

A person who wishes to assert an alleged violation of this policy may do so using the Mechanisms for Enforcement in Policy BBFB (Local) and Board Bylaws, Article A, Section 11]..

TASB MODEL POLICY

Houston Community College
101506

ETHICS
PROHIBITED PRACTICES

BBFB
(LOCAL)

PROHIBITED
COMMUNICATIONS/
POLITICAL
CONTRIBUTIONS

Except as provided below, the following communications, whether written, oral, electronic, or otherwise, regarding a particular invitation for bids ("IFB"), request for proposals ("RFP"), request for qualifications ("RFQ), employment application or other solicitation are prohibited:

- a. Between a potential vendor, subcontractor, service provider, bidder, broker, offeror, lobbyist or consultant and any Trustee, Senior Staff, or any member of a selection or evaluation committee;
- b. Between any Trustee or Senior Staff and any member of a selection or evaluation committee;
- c. Between any Trustee and administrator or employee regarding the subject matter of the proposed solicitation or contract; and
- d. Political contributions to a Trustee or candidate during the prohibited period from potential vendors, subcontractors, service providers, bidders, brokers, officers, lobbyists or consultants.

The communications/political contributions prohibition period shall begin on the date that the IFB, RFQ, RFP or other solicitation is issued, published or posted. The HCC Executive Director of Purchasing will email notification of the beginning and ending of the prohibited communications/political contributions period to each Trustee and Senior Staff Member. The communications/political contributions prohibition period shall terminate thirty days after the contract is executed by the Chancellor or his or her designee or when a determination is made that the contract will not be awarded.

The communications/political contributions prohibition shall not apply to the following:

- a. Official communications between the potential vendor and appropriate staff or administration at a duly noticed pre-bid or pre-proposal conference.
- b. Communications with Senior Staff, whose official job duties may require communication regarding the specific bid, request for proposal, request for qualifications, employment application or solicitation under consideration, including pre-bid or pre-proposal communications.
- c. Any communications allowed by the HCC Procurement Manual.

Houston Community College
101506

ETHICS
PROHIBITED PRACTICES

BBFB
(LOCAL)

- d. Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

Each potential vendor, subcontractor, service provider, bidder, broker, officer, lobbyist or consultant responding to a IFB, RFP, RFQ, employment application or other solicitation, shall include a complete list of Contractors in its response to the solicitation. For purposes of this section, the term "Contractors" shall include any member of the potential vendor's board of directors, its chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest of 10% or more, and any subcontractor listed in a bid or contract.

The Executive Director of Purchasing shall provide the office of Board Services information on the "Contractors" identified within five (5) business days of the date the response to the solicitation is received.

The office of Board Services shall maintain a list of all "Contractors" identified and shall submit a copy of the list to each Trustee and Candidate five (5) business days after receiving the information described in this section from the Executive Director of Purchasing. The list shall include:

- a. The name of the Contractors;
- b. The date of the initial posting of the IFB, RFP, RFQ, employment application or other solicitation; and
- c. The end date of the prohibited period.

Any contribution given or received in violation of this section shall be returned no later than the last day of the reporting period in which the contribution is received.

The Executive Director of Purchasing shall publish to the Board an annual procurement list that shows all annual contracts, contracts that renew or expire during that calendar year, and any anticipated contracts for goods and services and the anticipated month the procurement will be published. This list will be published to the Board no later than February 1st of each calendar year.

[See Board Bylaws, Article A, Section 5]

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PROHIBITED
BENEFITS

For the protection of the integrity of the College District, Trustees and Senior Staff shall not:

ETHICS
PROHIBITED PRACTICES

BBFB
(LOCAL)

- a. Accept or solicit any gift, favor or service that might tend to influence him/her in the performance of official duties or that might be offered with the intent to influence his/her official conduct.
- b. Accept employment or engage in a business that would require the release or use of information obtained in the performance of official duties.
- c. Trustees and Senior Staff will comply with the HCC Governance policies and Texas law requiring the filing of a Conflicts Disclosure Statement or a conflict of interest affidavit under the appropriate circumstances, and no later than August 31st of each academic year will sign a Conflict of Interest Certification and submit it to the board services office.

[See Board Bylaws, Article A, Section 7]

POLITICAL
ACTIVITIES

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

MISUSE OF
OFFICIAL
INFORMATION

A member of the Board shall not use the office of Trustee to obtain or use official information in any unlawful way.

PROHIBITED
CONTRACTS/
PROHIBITED
PURCHASES

The College District shall not contract with a business entity in which a Board Member, Senior Staff Member, or a relative of a Board member or Senior Staff Member within the first degree of consanguinity or affinity, has any pecuniary interest.

Further, the College District shall not contract with a business entity that employs, hires, or contracts with, in any capacity, including but not limited to, a subcontractor, employee, consultant, advisor or independent contractor, a Board Member or a Senior Staff Member.

Further, the College District shall not contract with a business entity that employs an Officer or Director who is a relative of a Board member or a Senior Staff Member within the first degree of consanguinity or affinity.

Absent other legal requirements, all contracts entered into by the College District in violation of this policy shall be voided within 30 days of notice of the violation.

ETHICS
PROHIBITED PRACTICES

BBFB
(LOCAL)

These provisions do not affect Board Members' legal obligations to comply with Chapters 171 (Conflict of Interest Affidavit) and 176 (Conflict Disclosure Statement) of the Texas Local Government Code, Chapter 573 of the Texas Government Code (Nepotism), or any other Texas statutes, except to the extent that these provisions are more restrictive. These obligations are addressed in greater detail in the Board bylaws.

DEFINITIONS
"BUSINESS
ENTITY"

"Business Entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law. Tex. Loc. Gov't Code 171.

"DIRECTOR"

"Director" is defined as an appointed or elected member of the board of directors of a company who, with other directors, has the responsibility for determining and implementing the company's policy, and as the company's agent, can bind the company with valid contracts.

"OFFICER"

"Officer" is defined as a person appointed by the board of directors of a company to manage the day-to-day business of the company and carry out the policies set by the board. An officer includes, but is not limited to, a chief executive officer (CEO), president, chief operating officer (COO), chief financial officer (CFO), vice-president, or other senior company official, as determined by the Board.

"SENIOR STAFF"

"Senior Staff" shall have the definition provided in BBF (Local), is defined as:

- ~~1. Any member of the Chancellor's Advisory Council;~~
- ~~2. HCC employees classified as E-10 and above;~~
- ~~3.1. All procurement and purchasing personnel;~~

EXCLUDED
ENTITIES

The provisions of this policy shall not apply to contracts with the following entities:

- a. A corporation or a subsidiary or division of a corporation whose shares are listed on a national or regional stock exchange or traded in the over-the-counter market; and
- b. Non-profit corporations, religious, educational, and governmental institutions.

MECHANISMS FOR
ENFORCEMENT

The mechanisms for enforcement of BBF(LOCAL) AND BBFB (LOCAL) policies are:

Houston Community College
101506

ETHICS
PROHIBITED PRACTICES

BBFB
(LOCAL)

- a. Board members must report an alleged ethics policy violation to Board Counsel and Senior Staff must report such alleged violations to the General Counsel.
- b. Any person may allege, in writing, noncompliance with ethics policy requirements to the Board Chair (or the Vice-Chair if the Chair is the target of the allegation) or to the Chancellor if it involves a member of the Senior Staff.
- c. The Board shall be advised when any allegation of a violation of ethics policy is made.
- d. The Chair, Vice-Chair or Chancellor, as appropriate, will undertake a process to resolve the complaint.
- e. The Chair may initiate an independent investigation of a written complaint after receiving approval from a majority of the Board. Upon approval, the Chair shall consult with Board Counsel, then name an independent third party to investigate the complaint within the parameters set by the Board. Further, the Chair shall provide regular updates to the Board through the named investigator.
- f. If the Board finds a violation of ethics policy, it can reprimand or censure the Board member, the only sanctions available under Texas law.
- g. If the Chancellor finds a violation of Board ethics policy by a member of Senior Staff, the Chancellor shall take appropriate action under the HCC human resources policies.
- h. After an evidentiary hearing, a majority vote of the total membership of the Board may disqualify a vendor from participation in any solicitation or contract for up to one (1) year for violating any Board ethics policy.

[See Board Bylaws, Article A, Section 11]

The Executive Director of Purchasing shall include in the solicitation documents a statement disclosing the requirements of this policy. The statement shall be conspicuously written in a separate section of the solicitation.

BOARD MEMBERS
COMPENSATION AND EXPENSES TRAVEL AND EXPENSE REIM-
BURSEMENT

BBG
(LOCAL)

BOARD MEMBER
TRAVEL

Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board.

An amount for Board member travel expense reimbursement shall be approved in the budget each year.

Board members in good standing shall be permitted to travel at the expense of the College District to those meetings, functions and activities that are for a public purpose and are necessary in the conduct of the College District.

A Board member in good standing is not indebted to, nor owes money to the College District for any reason.

"Public purpose" is defined as an activity that adds value to or benefits the College as a whole by supporting the educational functions and mission of the College District.

EXPENSE
REIMBURSEMENT

The following guidelines shall be applied to the reimbursement of travel expenses incurred by Board members:

(a) Board members must obtain prior express Board approval for all travel payment and/or reimbursement in excess of the guidelines listed herein, and for all other travel payment and/or reimbursement for expenses related to activities not included on the approved list (See BBH(Local). If time constraints do not allow for board approval prior to the conference or event, the Board Chair is authorized to approve the Board Members' travel.

(b) Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board or the College District. All requested reimbursable expenses, including tips, bus, taxi, shuttle or other ground transportation, must be supported by receipts. Where receipts are not available, the Board member shall submit a notarized affidavit verifying expenses.

(c) Only expenses of Board members ~~only~~ may be reimbursed. Travel expenses for spouses and/or other travel companions who accompany Board members to any such meetings and conventions are not subject to reimbursement by the College District. Personal expenses and alcoholic beverages are not reimbursable.

(d) Air Travel - Air travel is to be based on economy fare with advanced booking. If travel is booked in a class more expensive

than the economy fare, the difference in the fare booked and the economy fare is non-payable and/or non-reimbursable by the College District. Air travel paid by a Board member cannot be reimbursed until after travel has been completed. Airline luggage fees are reimbursable based on actual cost for up to two pieces of checked luggage.

(e) Advances - Requests for advances for out-of-town travel will be based on an amount equal to 75% of the per diem allowance rates for meals and must be requested with a Travel Advance Form. The Board chair, or in his or her absence, the Chancellor, must approve and execute the Travel Advance Form. The Board Services office shall not process a requisition for a requested travel advance that has not been approved and executed. Where a travel advance is obtained and the actual travel expense incurred is less than the amount advanced, the difference in the advanced amount and the actual expenses incurred must be paid to the College District within 30 days of the date on which travel concludes. Board members are considered not in good standing and therefore are ineligible for additional advances or disbursements where money owed from a prior advance is outstanding or when the Expense Reimbursement Form is not executed within 30 days of the completion of travel.

(f) Meals - The meal per diem is \$75 or the actual expense, whichever is less.

(g) Registration Fees - Registration fees for local and out-of-town conventions, conferences and workshops are reimbursable and/or payable by the College District.

(h) Lodging - The maximum allowable rate for lodging payment and/or reimbursement is the single room occupancy (plus tax) cost or, if applicable, the published conference rate. Where available, "government rates" should be requested. Upgrades from single room occupancy are at the Trustee's expense, and therefore, are not reimbursable. The Board Services Office may authorize payment for hotel room charges for Trustees only. Other hotel charges for allowable expenses will be reimbursed separately. If a Trustee chooses to stay at a hotel other than the conference hotel and there is availability at the conference hotel, reimbursement will be paid at the single room occupancy rate for the conference hotel.

(i) Airport Parking - Payment and/or reimbursement for airport parking in the city of departure and/or destination city is based on actual cost.

BOARD MEMBERS
COMPENSATION AND EXPENSES TRAVEL AND EXPENSE REIM-
BURSEMENT

BBG
(LOCAL)

- (j) Ground Transportation in City of Departure – Taxicab, shuttle bus, toll road fares, etc. are payable and/or reimbursable based on actual cost.
- (k) Ground Transportation in Destination City – Taxicab, car rental (subject to Item 12 (l) below), shuttle bus, subway, toll road fares, etc. are payable and/or reimbursable based on actual cost. The least expensive of these modes of ground transportation should be used whenever possible.
- (l) Car Rental – Payment and/or reimbursement for a full-size car rental is allowed based on actual cost.
- (m) Mileage – Payment and/or reimbursement for mileage incurred as a result of use of a personal vehicle will be consistent with the IRS standard and paid at the IRS standard mileage reimbursement rate. See www.irs.gov.
- (n) All receipts and requests for reimbursement shall be submitted to the manager of Board Services within 30 days of the completion of the travel. Receipts and requests for reimbursement submitted more than 30 days after the completion of the travel shall not be eligible for reimbursement.
- (o) In-District Travel – Expenses for attendance at in-district functions which are of direct benefit to the College District may be reimbursed. No lodging fees shall be paid or reimbursed to Board members for in-district travel; however actual parking fees and transportation costs may be reimbursed for attendance at functions in connection with College-related business.

REPORTS ON BOARD
TRAVEL

The Board Governance Committee will make a semi-annual report (based on the College's fiscal year) at the committee of the whole meeting indicating the amount, the event/travel and the requesting Trustee for each travel expenditure since the last report. A final report will be made at the end of each fiscal year.

EMERGENCY
SITUTATONS

Emergency situations involving Trustees' travel will be handled on a case-by-case basis by the requiring the Trustee to contact the Board Chair or the Chancellor. Emergency travel expenditures will be ratified by the Board at the next regular board meeting.

METHOD OF
REIMBURSEMENT

Reimbursement shall be made by one of the following methods, as determined by the Board:

1. Reimbursement for use of personal car at the mileage rate currently approved by the Board, or the actual cost of com-

mercial transportation, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. Board members shall file an Expense Reimbursement Form with the Office of Board Services and attach receipts documenting actual expenses for which reimbursement is requested.

2. A set amount approved in advance for reasonable expenditures to be incurred on a particular trip. Board members shall file an Expense Reimbursement Form, with receipts, accounting for amounts actually expended. Any excess shall be refunded to the College District, within 30 days of completed travel, or the Board Member will be considered not in good standing and therefore ineligible for travel at College expense.

TASB MODEL POLICY

BOARD MEMBERS
CONVENTIONS, CONFERENCES, AND WORKSHOPS

BBH
(LOCAL)

Board members may attend regional, state, or national conventions, conferences, and workshops. Reimbursement for reasonable travel expenses for attendance at such conventions, conferences, and workshops shall be made by the College District when attendance is authorized and deemed by the Board to be necessary or desirable in carrying out the educational functions of the College District.

APPROVED
CONVENTIONS,
CONFERENCES,
WORKSHOPS

The Board has approved a list of activities that appear to meet the statutory requirement of being "necessary in the conduct of the College." This list includes conferences, seminars, retreats, workshops, and meetings of or sponsored by the following:

1. American Association of Community Colleges (AACCC);
2. Association of Community College Trustees (ACCT);
3. Association of Governing Boards;
4. Board of Trustee Institute;
5. Community College Association of Texas Trustees;
6. Conference on Asian Pacific American Leadership;
7. Congressional Hispanic Caucus Institute, Inc.;
8. Congressional Asian Pacific American Caucus;
9. National Association for Community College Entrepreneurship;
710. Texas Association of School Boards;
11. Texas Community College Trustees and Administrators;
128. Texas Higher Education Coordinating Board;
139. Texas Community College Trustee Association;
140. National Association of Latino Elected and Appointed Officials (NALEO) Foundation;
154. Congressional Black Caucus (CBC) Foundation's Annual Legislative Conference; and
162. National Association of College and University Business Officers (NACUBO); and
17. Official activities in connection with the Texas Legislature.

Attendance by a Board member at any function other than those included on the approved list with the anticipation of reimbursement by the College must have prior Board approval at a regularly

scheduled meeting. If time constraints do not allow for board approval prior to the conference or event, the Board Chair is authorized to approve the Board Members' travel.

Board members may receive reimbursement for the cost of travel and for the actual days of the conference plus travel time one day prior to the conference and one day following the conference. Additional travel days will be at the Trustee's expense and is not reimbursable.

Administrative and internal control procedures shall be developed by the Board Services Office for the implementation and monitoring of compliance with this policy. The Board shall have the final responsibility for determining compliance with this policy.

TASB MODEL POLICY

BOARD OFFICERS AND OFFICIALS
ELECTION OF OFFICERS

BCA
(LOCAL)

Officers of the Board shall be elected by a majority of the total membership of the Board in January, or at any time thereafter, in order to fill a vacancy. Officers are elected for a one-year term and will fulfill the duties set forth for their offices in College District policy and the Board bylaws. Officers may succeed themselves. The Board shall elect the following officers from their members:

1. A Chair;
2. A Vice-Chair; and
3. A Secretary.

[See Board Bylaws, Article D, Section 1]

A report of legal advice received shall be presented to the Board when deemed appropriate by the Chancellor or upon request of the Board.

GENERAL COUNSEL

The General Counsel shall provide legal advice to the Chancellor. The General Counsel shall be appointed by the Board upon recommendation of the Chancellor and shall report directly to the Chancellor, with access to the Board. The General Counsel shall attend all Board and Board committee meetings. Duties of the General Counsel include:

- a. Provide legal advice and counsel to the Chancellor, administration and faculty.
- b. Maintain the College District's policies and recommend amendments, as needed.
- c. Handle routine legal matters for or on behalf of the College District.
- d. Perform other legal services as may be required by the Board or assigned by the Chancellor.

[See Board Bylaws, Article E, Section 4]

BOARD COUNSEL

The Board Counsel shall provide legal advice to the Board. The Board Counsel shall be appointed by the Board, shall report directly to the Board (with access to the Chancellor), and may be dismissed or reassigned by the Board without cause. The Board Counsel shall represent the College District in all assigned legal matters. The Board Counsel shall attend all Board and Board committee meetings. Duties of the Board Counsel include:

- a. Provide advice and counsel to the Board.
- b. Maintain the Board bylaws and certain Board policies and procedures, and recommend amendments, as needed.
- c. Handle assigned legal matters for or on behalf of the College District, such as preparation of legal opinions as requested by the Board or the Chancellor.
- d. Render legal services in connection with assigned legal matters.
- e. Perform any other legal services as may be required by the Board or requested by the Chancellor.

Upon recommendation of the Chancellor, or on its own motion, the Board may employ other outside counsel to address

legal matters in special situations. The outside counsel shall report directly to the Board, with access to the Chancellor. All Board retention of counsel shall be subject to approval of a majority of the Board members. If the Board Chair is required to retain legal services prior to obtaining approval of the majority of Board members, such retention must be approved by a majority of Board members at the next meeting.

[See Board Bylaws, Article E, Section 4]

TASB MODEL POLICY

BOARD SELF-
EVALUATION

The Board shall plan and conduct, at least annually, a thorough self-evaluation. This evaluation may be conducted in a regular meeting, a special meeting, or in a workshop setting. [See Board Bylaws, Article H]

The yearly review shall include an analysis of:

1. Board Bylaws.
2. Board member training.
3. Conflict resolution.
4. Working relationships with the Chancellor.
5. Conduct of Board meetings.
6. Long-range planning and goal setting.
7. Relationship with the community.
8. An assessment of Board expenditures and savings for the year.
9. An estimation of Board budgetary needs for the following year.
10. An evaluation of Board accomplishments in setting policy, uniting the community in and out of the College District, managing debt, and improving the College District.
11. An assessment of Board Governance and Operations.
12. An assessment of Board Office functions (Board office staff shall be evaluated by the Chancellor).

In the month or months before the discussion, the Board as a whole shall:

13. Review the Board's goals for the current year to ensure that all Trustees are familiar with Board priorities.
14. Reaffirm the purposes of the self-evaluation so that all Board members understand the desired outcomes of the exercise.
15. Review or select an evaluation instrument, and adapt the instrument to ensure that it will yield the desired information on Board performance.
16. Identify and collect any information or materials the Board might need in conducting its self-evaluation. This material might include documentation on College District goals for the current year, reports of the Board's success and progress in

meeting these goals, records of Board meetings and community participation, newspaper clippings, and the like.

17. Have each Board member complete the evaluation instrument separately, several weeks in advance of the discussion.
18. Tabulate individual responses to the instrument, and provide a copy of the tabulation to each Board member.

TASB MODEL POLICY

BOARD MEETINGS

BD
(LOCAL)

MEETING PLACE AND TIME

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

REGULAR MEETINGS

Regular meetings of the Board shall typically be held on the third Thursday of each month at the HCC Building, 3100 Main Street. Such meetings may be recessed from day to day until the completion of business. When determined necessary and for the convenience of Board members, the Board Chair may change the date, time, or location of a regular meeting with proper notice. [\[See Board Bylaws, Article G, Section 3\]](#)

SPECIAL OR EMERGENCY MEETINGS

The Board Chair shall call a special meeting at the Board Chair's discretion, or by the independent requests of three (3) members of the Board who must call for the meeting in writing, specifying the date, time, place, and purpose of the meeting. Special meetings must be duly posted.. [\[See Board Bylaws, Article G, Section 10\]](#)

The Board Chair shall call an emergency meeting when it is determined by the Board Chair, or by the independent requests of three (3) members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting. Emergency meetings must be duly posted.

AGENDA PREPARATION

At the direction of the Board Chair, the Chancellor shall prepare and present an agenda at least seven (7) calendar days prior to the regular Board meeting, having followed the agenda preparation process established by the Board. [\[See Board Bylaws, Article G, Section 7\]](#)

SUBMISSION OF TOPICS

An item shall be added to the agenda by the written request of three (3) Board members submitted to the Chancellor or Board Chair at least seven (7) days prior to the meeting.

Either the Board Chair or the Chancellor, at his or her discretion, may pull any item noticed for discussion and/or action from the agenda without further action by the Board unless that item has been added by the written request of three (3) Board members, in accordance with the procedures outlined above. [\[See Board Bylaws, Article G, Section 7\]](#)

CONSENT AGENDA

When the agenda is prepared, the Board Chair shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature, as well as committee recommendations, grouped together under one action item.

For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be act-

BOARD MEETINGS

BD
(LOCAL)

ed upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

NOTICE TO MEMBERS Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

CLOSED MEETING Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting.

Trustees, employees, and agents of the College District shall not divulge to any person the substance of matters discussed at any closed meeting, except as otherwise required or allowed by law. Closed meetings shall be held as allowed by law to have discussions and deliberations of College matters that cannot be made public. A further objective would be to protect the attorney-client privilege recognized by law.

ORDER OF BUSINESS [See BDA and Board Bylaws, Article G, Section 11]
The Chancellor and the Board Chair shall decide the order of business for meetings.

RULES OF ORDER The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by a two-thirds vote of the entire membership of the Board.-

VOTING Voting shall be by voice vote or show of hands, as directed by the Board Chair. Each member's vote, or failure to vote, shall be recorded by name. Only members present in person may vote. Absent members may listen to the proceedings by electronic media, but may not vote on the proceedings. No proxy votes shall be allowed. Other than situations in which a two-thirds vote is required, a majority vote of the total membership of the Board will be required in order for the Board to act. [See Board Bylaws, Article G, Section 5]

MINUTES The Board shall prepare and keep minutes and/or make a tape recording of each open meeting. The minutes and tapes are public records and shall be available for public inspection and copying upon request to the Board office. Any person in attendance can make an audio or video recording of any or all of an open meeting, subject to reasonable rules adopted by the Board to maintain order. [See Board Bylaws, Article G, Section 9]

BOARD MEETINGS

BD
(LOCAL)

DISCUSSIONS AND
LIMITATION

Discussions shall be addressed to the Board Chair and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chair shall halt discussion that does not apply to the business before the Board.

The Board Chair shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board Chair shall not interfere with debate so long as members wish to address themselves to an item under consideration.

TASB MODEL POLICY

BOARD MEETINGS
PUBLIC PARTICIPATION

BDB
(LOCAL)

LIMIT ON
PARTICIPATION

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer. [See Board By-laws, Article G, Section 13]

PUBLIC COMMENT

At regular meetings the Board shall allot a portion of the meeting to hear citizens who desire to make comments to the Board during the "Hearing of Citizens" portion of the agenda. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee at least twenty-four hours before the meeting begins, and shall indicate the topic about which they wish to speak. In the alternative, citizens may present written comments for the Board's consideration. Any written comments must be received at least twenty-four hours before the meeting begins. However, no complaint against an employee shall be heard unless complaint or grievance procedures are followed, and the item is properly scheduled on the agenda. All employees must exhaust internal administrative and grievance procedures prior to addressing the Board.

No presentation shall exceed four minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

BOARD'S
RESPONSE

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or take any action regarding any subject that is not included on the agenda posted with notice of the meeting.

COMPLAINTS AND
CONCERNS

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints: DGBA

Student complaints: FLD

Public complaints: GB

DISRUPTION

The Board shall not tolerate disruption of the meeting by members of the audience. If any person disrupts the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting. [See Board Bylaws, Article G, Section 14]

Within the context of current law, the College District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents. All policies shall be consistent with the guidelines set forth by the Association of Community College Trustees and all state and federal laws.

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the College District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

HARMONY WITH LAW

No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

SEVERABILITY

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application. To this end the provisions of this policy manual are declared to be severable.

POLICY DEVELOPMENT

Policies and policy amendments may be initiated by the Chancellor, Board members, College District personnel, students, or community citizens, but generally shall be recommended for the Board's consideration by the Chancellor.

The General Counsel of the College District is responsible for maintaining and updating the College District's policies, as needed.

ADOPTION

The Board shall have the sole right to adopt policies. Proposed local policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in one meeting if special circumstances demand an immediate response.

Local policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

OFFICIAL POLICY MANUAL

The Board shall designate one copy of the local policy manual as the official policy manual of the College District. The official copy shall be kept in the Chancellor's office, and the Chancellor or designee shall be responsible for its accuracy and integrity and shall maintain a historical record of the College District's policy manual.

TASB LOCALIZED UPDATES

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the College District. If discrepancies occur between different

copies of the manual distributed throughout the College District, the version contained in the official policy manual shall be regarded as authoritative.

NON-COMPLIANCE

Noncompliance with policies may result in termination of employment or dismissal from an academic program, as appropriate.

BYLAWS

The Board Bylaws, which establish the internal management and procedures of the Board, shall be maintained by the Board's Counsel. To the extent that these policies are inconsistent with the Board Bylaws, the Bylaws shall control.

TASB MODEL POLICY

CHIEF EXECUTIVE OFFICER
QUALIFICATIONS AND DUTIES

BFA
(LOCAL)

DUTIES

The Board employs the Chancellor, who is the chief executive officer of the College District, by a written contract which will govern the terms of employment. The Chancellor shall recommend the organizational plan for the College District.

The Chancellor has the authority to hire all at-will personnel. Employees with a written contract shall be employed upon Board approval.

The Chancellor performs all duties relating to the day to day operations of the College District, including, but not limited to, the following:

1. Developing a qualified administrative organization and providing the College District with academic and fund-raising leadership.
2. Preparing the annual budget and submitting it to the Board for approval;
3. Establishing administrative relationships among members of the College District community.
4. Preparing and approving the curriculum.
5. Appointing campus committees, as needed. The Chancellor will review all appointed committees with the Board prior to establishment, and will provide the Board with a semi-annual report of the membership of each committee.
6. Preparing the agenda for Board meetings in coordination with the Board Chair and making regular reports to the Board regarding the status of the College District.
7. Promoting College District political effectiveness at the state and local levels.
8. Supervising the development and implementation of a system to evaluate faculty and staff.
9. In coordination with Board Counsel and the General Counsel, assisting the Board in policy development, its yearly self-assessment and meeting its own training requirements.
10. Forging a relationship of mutual respect with each Trustee.
11. Understanding each district of the College District and its educational needs.
12. Enforcing fiduciary and academic accountability of the College District to the general public.

13. Promoting College District unity at all levels, emphasizing equality, diversity, and respect for all individuals.
14. Interpreting the College District to the community.
15. Providing the Trustees with important information before all others and having background information and research compiled on issues of particular importance to the Board, with sufficient time for study by Trustees before a vote.
16. Serving as the official spokesperson for the College District.
17. Maintaining open channels of communication throughout the College District.
18. Handling employee disciplinary issues, including termination when appropriate.
19. In the event of a catastrophe, emergency, or natural disaster affecting the College District, contracting for the replacement, construction, or repair of College District equipment or facilities if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff.
20. Enhancing the image and well-being of the College District.

[See Board Bylaws, Article E, Section 2]

TASB MODEL POLICY

Section C: Business & Support Services

APPROPRIATIONS AND REVENUE SOURCES
DEBT MANAGEMENT

CAD
(LOCAL)

DEBT MANAGEMENT

The purpose of the College District's Debt Management Policy is to establish and maintain well-defined debt management guidelines for issuing new debt, as well as managing outstanding debt. This Policy will allow the College District to sustain a strong debt management program, achieve the lowest borrowing costs and maintain the greatest management flexibility.

The College District's Debt Management Policy applies to all debt instruments issued by the College District or secured with revenues of the College District (PFC bonds) regardless of the purpose for which issued or the funding source for repayment. These instruments include but are not limited to General Obligation Bonds, Maintenance Tax Notes, Contractual Obligations, Revenue Bonds and Lease Revenue Bonds.

OBJECTIVE

The primary objective is to ensure prudent debt management practices which:

1. Maintain financial stability
2. Preserve public trust
3. Minimize costs to taxpayers
4. Minimize borrowing costs
5. Preserve access to financial markets
6. Demonstrate adequate administrative oversight of debt programs

AVAILABLE
BORROWING
METHODS

The College District can utilize the following types of debt as approved by the Texas Education Code and the Texas Government Code:

GENERAL OBLIGATION
BONDS "(GO BONDS"
OR "LIMITED TAX
DEBT")

The Texas Education Code § 130.122 authorizes the College District to issue bonds for the construction, acquisition, and equipment of school buildings and the purchase of necessary sites for school buildings. The College District secures these bonds through levying, pledging, assessing and collecting annual ad valorem taxes sufficient to pay the principal and interest on the bonds as they become due, provided that the annual bond tax shall never exceed 50 cents on the \$100 valuation of taxable property in the College District. The combined rate for bond taxes and maintenance taxes shall never exceed the aggregate of \$1 on the \$100 valuation of taxable property in the College District. Bonds may be issued in various series or issues and shall mature serially or otherwise not more than 40 years from their issuance date, and shall bear interest at the rate established by the Board of Trustees, and may be redeemed before maturity. The bonds require voter approval to be

APPROPRIATIONS AND REVENUE SOURCES
DEBT MANAGEMENT

CAD
(LOCAL)

issued (§ 130.122 (b)) and the elections must be conducted on uniform election dates in May and November.

MAINTENANCE TAX
NOTES ("MTN")

The College District may pledge any available funds of the College District, including the proceeds of its maintenance tax, to secure negotiable maintenance tax notes under § 45.108 and §130.084, Texas Education Code. The proceeds of these notes may be used for any capital maintenance expenditure including environmental clean-up and asbestos removal programs or maintenance, repair, rehabilitation, or replacement of heating, air conditioning, water, sanitation, roofing, flooring, electric or other building systems of existing school properties. Notes issued pursuant to this section may not at any time exceed 75% of the previous year's income, may be issued only after a budget has been adopted for the current school year, and must mature not more than 20 years from their issuance date. Voter approval is not required.

CONTRACTUAL
OBLIGATIONS

The College District is authorized to incur contractual obligations under Chapter 271, Local Government Code to pay for computers, furniture and other moveable personal property. These contractual obligations are payable from maintenance taxes. The maturity of a contractual obligation may not exceed 25 years. Voter approval is not required.

LEASE REVENUE
BONDS

The College District has formed a Public Property Finance Corporation under Chapter 303, Local Government Code. This corporation has the authority to issue bonds to construct any necessary facilities for the College District without an election. These bonds are secured by lease payments, payable from any lawfully available funds of the College District that are subject to annual appropriations.

REVENUE BONDS
(SENIOR LIEN AND
JUNIOR LIEN)

Under § 130.123, Texas Education Code, the College District is authorized to issue revenue bonds to provide funds to acquire, purchase, construct, improve, renovate, enlarge, equip, operate, and/or maintain any property, buildings, structures, activities, or operations of any nature. The bonds are payable from and secured by pledge of certain Pledge Revenues, as defined and provided in the board resolution, which Pledged Revenues include General Fees, Laboratory Fees, Miscellaneous Fees, Out-of-District Fees, Technology Fees, Continuing Education Fees, Tuition (not exceeding 25% of total tuition collection), and any other fees, revenues, or receipts of the College District. Voter approval is not required.

REFUNDING BONDS

Chapter 1207, Texas Government Code, authorizes school districts to refund or refinance all or any part of the College District's outstanding bonds and matured or unmatured but unpaid interest on those bonds payable from ad valorem taxes by issuing refunding

APPROPRIATIONS AND REVENUE SOURCES
DEBT MANAGEMENT

CAD
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	bonds payable from ad valorem taxes. Voter approval is generally not required.
DEBT FINANCING GUIDELINES	The College District will consider all possible debt structures which, allow for flexibility in responding to future needs, efficiently utilize available debt capacity, continue to emphasize credit considerations, and match well with the useful life of the assets for which debt is incurred.
DEFINITIONS	Debt is a financing tool which should be judiciously used within the College District's legal, financial and debt market capacities.
DEBT	The creation of debt occurs when a governing body incurs a financial obligation that is over a period greater than the current year.
CASH FLOW FINANCINGS	Cash flow financings that are issued in anticipation of the receipt of revenues, and the tax dollars are levied, appropriated, and expected to be received in the fiscal year in which the notes are issued. Tax Anticipation Notes are payable from current year revenues and, therefore, do not constitute debt.
SHORT-TERM DEBT	For purposes of this policy, short-term debt refers to debt with a repayment term of less than five (5) years.
LONG-TERM DEBT	For purposes of this policy, long-term debt refers to debt with a repayment term greater than the maximum term of short-term debt, up to the maximum term allowable by law.
CONDITIONS FOR WHICH SHORT-TERM DEBT MAY BE ISSUED	Short-term financing will be considered for projects that cannot be funded from available current resources. The repayment term of any issue will be the greater of five (5) years or the longest useful life of any asset class purchased from the proceeds of the issue. The total amount financed may not exceed 10% of operating revenue.
CONDITIONS FOR WHICH LONG-TERM DEBT MAY BE ISSUED	Long-Term debt may be issued to finance major capital improvements: i.e. to purchase facility/venue sites, to finance infrastructure improvements, construction of new facilities, significant expansions of existing facilities, extensive remodeling of existing structures and the equipping thereof. Depending upon the location of the facilities, one or more of the following options may apply: <ol style="list-style-type: none">1. General Obligation Bonds – Capital requirements for the construction, acquisition, and equipping of buildings, and the purchase of necessary sites for buildings will be identified through the College District's Master Planning activities. Capital improvements recommended as a result of the Master Planning process are formalized in a capital improvement program (CIP) subject to voter approval. The capital planning process may incorporate demographic da-

ta, facility planning data, and debt financing data from the College District's Financial Advisor, architects and other professionals. General obligation bonds are intended to provide long-term financing for facilities in the College District's taxing jurisdiction.

While General Obligation Bonds are the preferred method for the College District to finance its CIP, it is impractical to conduct a bond election for each project individually. As such, the College District will consider alternate financing methods for projects that are located within either the taxing jurisdiction or service area of the College District.

- 2. Lease Revenue Bonds** - Capital requirements for the construction, acquisition, and equipping of buildings, and the purchase of necessary sites for buildings will be identified through the College District's Master Planning activities. If the College District needs a new facility within its taxing jurisdiction and it is not practical to hold a bond election for this single project, then the College District will request that the PFC finance the facility.
- 3. Revenue Bonds (Senior Lien and Junior Lien)** - Capital requirements for the construction, acquisition, and equipping of buildings, and the purchase of necessary sites for buildings will be identified through the College District's Master Planning activities. Tax supported Bonds can only be issued for projects within the College District's taxing jurisdiction; therefore Revenue Bonds will be issued primarily for projects within the College District's service area but outside the taxing jurisdiction.
- 4. Debt Refunding** – The refinancing and/or restructuring of debt are valuable debt management tools used to provide the College District with debt service savings or debt payment relief. Debt is often restructured through the issuance of refunding bonds. Current refundings occur when the refunding bonds are settled within 90 days of an optional prepayment date. Advance refundings occur when the refundings are settled more than 90 days in advance of an optional prepayment date. Federal restrictions allow an issue to be advance refunded only once on a tax exempt basis. Current refunding transactions may be considered if they produce at least a 3% net present value savings of the par value of the refunded bonds. Advance refunding transactions may be considered when the net present value savings as a percentage of the par amount of refunded bonds is at least 4%. These savings thresholds must be confirmed

by the College District's Financial Advisor and be based upon the same maturity schedule as existing debt.

- 5. Variable Rate Debt** – Variable rate debt, when issued prudently, can help lower the cost of borrowing and provide a hedge against interest rate risk. Interest rates on variable rate debt instruments are at the short end of the yield curve because they are periodically reset (e.g. daily, weekly, or monthly) based on current market conditions. Variable rate debt gives investors the right to “put” securities back to the College District at their discretion at specified future intervals. As a general rule, some rating agencies recommend that variable rate debt not exceed 25% of total bonds outstanding, although other factors may affect their evaluation of the amount they regard as acceptable. The College District may consider issuing variable rate bonds, as variable short-term interest rates are historically lower than long-term fixed rates. Total variable debt will not exceed 20% of the College District's total outstanding debt.

RESTRICTIONS/LIMITATIONS OF DEBT ISSUANCE

- 1. Maintenance Tax Notes Limitations** – The total amount of Maintenance Tax Notes outstanding may not at any time exceed 75% of the previous year's income, may be issued only after a budget has been adopted for the current school year, and must mature not more than 20 years from their date. The maximum maintenance tax rate allowable by statute is \$0.50 per \$100 of taxable assessed valuation.
- 2. General Obligation Bonds Limitations** – The College District will evaluate debt limitations in developing debt issuance plans. The College District is authorized to issue general obligation bonds and levy taxes for repayment subject to voter approval of a proposition under § 130.122(b), Texas Education Code. This section provides for a maximum tax levy of \$0.50 per \$100 of taxable valuation of property in the College District for the support of College District bonded indebtedness.
- 3. Maturity Levels** – The term of debt shall in no case exceed 30 years. The average (weighted) bond maturities shall be kept at or below 20 years.
- 4. Repayment Provisions** – The College District will structure its debt in compliance with all federal, state, and local requirements as to repayment terms and seek to repay its debt in an expeditious manner within the College District's overall financial objectives and in consideration of the useful life of the project and dedicated repayment revenue sources. The College District will structure its debt with four

primary goals: 1) to ensure the earliest possible maturity of the bonds, 2) matching or improving upon the Interest & Sinking (I&S) tax rate assumptions and projections as discussed with the citizens of the College District at the time of the bond election, 3) attempt to maintain a debt service tax rate that is stable and avoids significant year-to-year fluctuations, and 4) maintain or improve the College District's bond ratings.

5. **Debt Ratios** – The College District will also evaluate debt affordability ratios in developing debt issuance plans:
 - a. Debt per Capital (Debt as a % of population service area)
 - b. Debt per Student (Debt as a % of enrollment)
 - c. Debt per Market Value (Debt as a % of net assessed value)
 - d. Debt per Repayment Source
 - e. Debt Service as a % of Budget Expenditures

DEBT ISSUANCE
PROCESS

1. **Preferred Method of Sale** – The College District will sell bonds through negotiated transactions with a preselected team of underwriters, or via competitive sale featuring sealed bids. In a competitive sale, bonds are marketed to a wide spectrum of investment banking (underwriting) firms. Their bids are submitted at a specified time. The underwriter is selected based on the best bid (lowest true interest cost).

For negotiated sales, the College District will select one or more underwriters through a competitive process. This process will include a request for proposals from firms considered appropriate for the underwriting of a particular issue. The Financial Advisor will set criteria deemed appropriate for the evaluation of underwriter proposals and make a recommendation to College District staff based on such criteria. After review and discussion of the proposals and selection criteria by the Board Finance Committee and the Board of Trustees, the Board will select one or more underwriters that it believes will provide the College District with the lowest possible true interest cost.

2. **Private Placements** - Private placements are sold directly to financial institutions. These may be short, medium or long-term, fixed or floating rate. Private placements may be used in lieu of the preferred methods of sale for financing specific assets or programs or refunding of existing debt, when the private placement provides reasonably compara-

ble terms, has a reasonably acceptable structure, and circumstances warrant.

3. External Financial Professionals:

a. Financial Advisor – The Financial Advisor will work with College District staff to:

- Insure that the College District's bonds are issued at the lowest possible interest cost and are structured in accordance with the College District's financing guidelines
- Assist with credit enhancements
- Evaluate the bids submitted and recommend that they be accepted or rejected
- Review draft closing documents and monitor the closing process
- Assist in the preparation of and submit the College District's Annual Disclosure Report in accordance with SEC Rule 15c2-12
- Assist in establishing repayment schedules that complement existing requirements and maintain a repayment pace acceptable to credit rating agencies

b. Bond Counsel – The Bond Counsel will:

- Certify that the College District has the legal authority to issue bonds
- Prepare required orders, resolutions, and tax certificates
- Work with the U.S. Department of Justice-Voting Rights Section to obtain approval of all elections
- Work with the Attorney General to obtain approval of the bond issue
- Provide a legal opinion as to the enforceability and the federal income tax implications of the bonds
- Represent the College District in negotiations related to the issuance of debt
- Coordinate the closing transactions

c. Paying Agent / Registrar – The Paying Agent will:

- Authenticate the bonds

- Send/receive transfers of money at closing
 - Maintain a listing of bondholders and applicable addresses
 - Receive principal and interest payments from the College District and remit to bondholders
 - Represents bondholders in case of default
- d. **Rating Agencies** – The College District will obtain a credit rating from at least two nationally recognized bond rating agencies on all bond issues. There are currently three nationally recognized rating agencies: Moody’s Investors Service, Standard & Poor’s, and Fitch Ratings, Inc. Rating agencies assign a credit rating to bonds based on rating agency assessment of the College District’s financial position and ability to make full and timely payments of principal and interest, and provide a ratings report to the market prior to the sale.
4. **Timing of Sales** – The Financial Advisor will work with the Chief Financial Officer, the Treasurer and Deputy Treasurer to insure that bond proceeds are available for projects prior to the execution of construction or purchase contracts.
5. **Bond Rating Goals** – The College District will strive to maintain excellent bond ratings through:
- a. Strong financial management practices
 - b. Timely disclosure of annual financial information including the Annual Financial Report prepared by management and attested to by the external auditors
 - c. Maintaining good relationships with bond rating agencies including site visits or meetings in person when required
6. **Disclosure Requirements** – The Securities and Exchange Commission (SEC) regulates both primary disclosure (the initial marketing of bonds) and continuing disclosure (the ongoing information to the market about the status of the issue and issuer). The Securities and Exchange Commission Rule 15c2-12, as amended, requires the College District to provide updated annual financial information within six months of the fiscal year end to designated state and national information repositories. Timely and accurate information can improve the marketability of the College District’s bonds. The College District will work with its Financial Advisor to prepare and file the annual report with each nationally recognized municipal securities information repository (NRMSIR).

APPROPRIATIONS AND REVENUE SOURCES
DEBT MANAGEMENT

CAD
(LOCAL)

MANAGEMENT OF
BOND PROCEEDS

When bonds are issued, the proceeds are deposited in various accounts, which may include a construction fund, debt service fund, and an escrow fund in a refunding. Monies allocated to these funds are invested until needed. The investment strategy for each fund will depend, in part, on federal and state statutes and regulations governing the types of instruments permitted to be used, the yield permitted for the fund, and the anticipated drawdown of bond proceeds. Investment of bond proceeds shall comply with the College District's Investment Policy, the Public Funds Investment Act (PFIA) (Texas Government Code 2256), the Public Funds Collateral Act (Texas Government Code 2257), federal and state laws according to the cash flow schedule for capital projects. The Financial Advisor may not bid on investment products.

The College District will incur within six months of the date on which proceeds are issued, a binding obligation to a third party to expend at least five percent of the sale proceeds of the Bonds on a bond project. The College District reasonably expects that work on or acquisition of the project will proceed with due diligence to completion and that the proceeds of the Bonds will be expended on the project within reasonable dispatch. The College District reasonably expects that 85% of the sale proceeds of the Bonds will have been expended on the project prior to the date that is three years after the issue date. Any sale proceeds not expended prior to the date that is three years after the issue date, will be either invested at a yield not "materially higher" or make yield restriction payments, not less often than every fifth anniversary date of the delivery of the Bonds and within 60 days following the final maturity of the Bonds.

MANGEMENT OF DEBT
SERVICE FUND

The College District has created or continued a debt service fund for each issuance (the "Debt Service Fund") and the proceeds from all revenues or taxes levied, assessed, and collected for and on account of bonds are to be deposited in such Fund. The College District expects that taxes levied, assessed and collected for and on account of voted debt will be sufficient each year to pay such debt service.

INTEREST
EARNINGS

Interest earnings in the Debt Service Fund for general obligation bonds will be used for the purpose of paying principal, interest costs, and related fees on current and future debt.

UNRESERVED,
UNDESIGNATE
D FUND
BALANCE

The College District shall target a minimum debt service fund balance of 25% of the annual debt service requirements on all outstanding debt issuance.

APPROPRIATIONS AND REVENUE SOURCES
DEBT MANAGEMENT

CAD
(LOCAL)

I & S
(INTEREST
AND SINKING)
TAX RATE

- 1. Stabilization** – The College District will call or defease bonds as required by the bond order. The College District may also call or defease additional bonds, if any, in order to stabilize the I&S tax rate or the total tax rate.
- 2. Increases** – When required, tax rate increases associated with the issuance of new bonds will be implemented in the current and succeeding fiscal year.

COMPLIANCE

The College District will comply with all statutory regulations in the issuance and structuring of debt obligations.

FEDERAL ARBITRAGE
AND REBATE
COMPLIANCE

The arbitrage rules are statutory rules set forth in the Internal Revenue Code of 1986, as interpreted from time to time by regulations promulgated by the U. S. Treasury Department and rulings by the Internal Revenue Service. Generally, the rules fall into two broad categories, investment rules and rebate rules. The investment rules limit the amount that can be earned by investing bond-related money. The rebate rules are designed to require the local governmental issuer to pay to the United States certain amounts of "arbitrage profit" that may be earned under the investment rules. Both sets of rules require compliance. The College District will take all necessary steps to comply with the requirements that "rebate arbitrage earnings" on the investment of "gross proceeds" of bonds, within the meaning of section 148(f) of the Code be rebated to the federal government. Specifically, the College District will (a) maintain records regarding the investment of the "gross proceeds" of bonds as may be required to calculate such "rebateable arbitrage earnings" separately from records of amounts on deposit in the funds and accounts of the College District which are allocable to other bond issues of the College District, (b) calculate at such intervals as may be required by applicable Regulations, the amount of "rebateable arbitrage earnings," earned from the investment of "gross proceeds" of bonds and (c), pay, not less often than every fifth anniversary date of the delivery of bonds and within 60 days following the final maturity of bonds, or on such other dates required or permitted by applicable Regulations, all amounts required to be rebated to the federal government. The College District will maintain a copy of any such calculations, and all documentation necessary to produce such calculations or necessary to establish qualification for an exemption from the need to produce such calculations, for at least six years after the close of the final calendar year during which any bond is outstanding. In addition to bond counsel, the College District has contracted with a third-party arbitrage firm to insure that the College District maintains compliance with arbitrage rules.

APPROPRIATIONS AND REVENUE SOURCES
DEBT MANAGEMENT

CAD
(LOCAL)

ANNUAL
DISCLOSURES

Issuers of municipal bonds with an aggregate of \$10 million or more in outstanding debt are required by SEC Rule 15c2-12 as amended, to annually disclose certain operating data as well as audited financial statements. The required secondary market or ongoing disclosure documents are due to the state information depository (SID) and each nationally recognized municipal securities information repository (NRMSIR) within six months of the fiscal year end. The deadline is February 28th following the fiscal year end of August 31st. Accurate and timely filing of ongoing disclosure information is important as it relates to the liquidity of the College District's bonds and insures that the College District has the best results when accessing the capital markets.

~~There shall be appropriated biennially from money in the state treasury not otherwise appropriated an amount sufficient to supplement local funds for the proper support, maintenance, operation, and improvement of those public junior colleges of Texas that meet the standards prescribed by Education Code Chapter 130. The sum shall be allocated on the basis of contact hours within categories developed, reviewed, and updated by the Coordinating Board. *Education Code 130.003(a)*~~

REPORTING TO
COMMITTEE/BOARD

The Chief Financial Officer and the Financial Advisor will provide summary debt management reports to the Board Finance Committee at a minimum annually or with every bond sale. The Debt Management Policy will be reviewed on an annual basis and updated and approved by the Board.

APPROPRIATIONS AND REVENUE SOURCES
AD VALOREM TAXES

CAI
(LOCAL)

NO DISCOUNTS OR
SPLIT PAYMENTS

Discount or split payment options shall not be provided for the payment of property taxes in the College District. [See CAI(LLEGAL)]

TASB MODEL POLICY

The College District shall have its taxes assessed by Harris County Tax Appraisal District and collected by Harris County Tax Assessor-Collector.

TASB MODEL POLICY

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

INVESTMENT
AUTHORITY

The ~~Chancellor [G head of district/college/ESC, initial upper case]~~ or other person designated by Board resolution shall serve as the investment officer of the College District and shall invest College District funds as directed by the Board and in accordance with the College District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be executed on a delivery versus payment basis.

APPROVED
INVESTMENT
INSTRUMENTS

From those investments authorized by law and described further in CAK(LEGAL), the Board shall permit investment of College District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load money market mutual funds and no-load mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

SAFETY AND
INVESTMENT
MANAGEMENT

The main goal of the investment program is to ensure its safety and maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

LIQUIDITY AND
MATURITY

Any internally created pool fund group of the College District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the College District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The College District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

DIVERSITY

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

MONITORING MARKET
PRICES

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant declines in the market value of the College District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds. Monitoring shall be done ~~[C089]~~ at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices or benchmarks for the type of investment.

MONITORING RATING
CHANGES

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

FUNDS / STRATEGIES

Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below.

OPERATING FUNDS

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

AGENCY FUNDS

Investment strategies for agency funds shall have as their objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

DEBT SERVICE
FUNDS

Investment strategies for debt service funds shall have as their objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

CAPITAL PROJECTS	Investment strategies for capital project funds shall have as their objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
SAFEKEEPING AND CUSTODY	The College District shall retain clearly marked receipts providing proof of the College District's ownership. The College District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with College District funds by the investment pool.
BROKERS / DEALERS	Prior to handling investments on behalf of the College District, brokers/dealers must submit required written documents in accordance with law. [See SELLERS OF INVESTMENTS, CAK(LEGAL)] Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).
SOLICITING BIDS FOR CD'S	In order to get the best return on its investments, the College District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
INTEREST RATE RISK	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.</p> <p>The College District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
INTERNAL CONTROLS	<p>A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College District. Controls deemed most important shall include:</p> <ol style="list-style-type: none">1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.2. Avoidance of collusion.3. Custodial safekeeping.4. Clear delegation of authority.5. Written confirmation of telephone transactions.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the College District's independent auditing firm.

PORTFOLIO REPORT

In addition to the quarterly report required by law and signed by the College District's investment officer, a comprehensive report on the investment program and activity shall be presented annually to the Board.

TASB MODEL POLICY

The Board delegates to the Chancellor~~[G head of district/college/ESC, initial upper case]~~ the authority to negotiate the lease of College District property or office space to another political subdivision or an agency of a state or federal government in accordance with state law.

The Chancellor ~~[G head of district/college/ESC, initial upper case]~~ shall report the terms of any new lease to the Board at the next regular Board meeting.

TASB MODEL POLICY

RESOURCE
DEVELOPMENT

Applications and requests for funding from external sources shall:

1. Provide support for educational program needs that cannot be met through operational funds;
2. Be consistent with the College District's mission, vision, goals and priorities; and
3. Be submitted with the approval of the Chancellor.

INDIRECT COSTS

The College District shall renew and maintain a federal indirect cost rate. College District personnel are encouraged to seek the maximum allowed indirect costs for all grants and contracts.

DEFINITION

Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general obligation of the organization and the conduct of activities it performs. Examples of indirect costs are:

1. Maintenance of shared facilities;
2. Depreciation of shared buildings and equipment;
3. Campus-wide or College-wide accounting services;
4. Human Resources;
5. Financial and accounting services;
6. Campus-wide or College-wide library and computing services; and
7. Utilities of shared facilities.

GIFTS GRANT
APPLICATIONS

All grant proposals submitted shall be in compliance with College District policies and procedures, based on identified needs of the colleges, and in alignment and support of the College District's institutional goals and strategic plan.

All College District federal applications will designate the Office of Innovation, Planning, and Institutional Analytics with its address as the point of contact for grant documents, negotiations, correspondence, and project operations. Non-governmental applications made by an individual College will designate a contact for project operations and negotiations on all grant documents and correspondence. All bequests of property for the benefit of the College District shall vest the property in the Board. When not specified by the grantor, funds or other property donated, or the income therefrom, may be expended in any manner authorized by statute. The Chancellor [G head of district/college/ESC, initial upper case] shall

GIFTS

CERTIFICATE OF
RECOGNITION
MONETARY DONATIONS
FROM PRIVATE
SOURCES

~~make recommendations to the Board regarding the acceptance of gifts and donations including donor, value, form, and restrictions. The authority to accept gifts shall be vested solely with the Board.~~

~~Upon review of the General Counsel, the Chancellor, or in his/her absence, the Deputy Chancellor Senior Vice Chancellor, Finance and Administration shall sign all governmental contracts on behalf of the Board.~~

~~The Board shall not accept gifts that discriminate against any person on the grounds of sex, race, color, religion, national origin, or disability.~~

~~All bequests of property for the benefit of the College District shall vest the property in the Board. When not specified by the grantor, funds or other property donated, or the income therefrom, may be expended in any manner authorized by statute. The Chancellor shall make recommendations to the Board regarding the acceptance of gifts and donations including donor, value, form, and restrictions. The authority to accept gifts shall be vested solely with the Board. The Chancellor shall make recommendations to the Board regarding the acceptance of gifts and donations. The Board may delegate acceptance of gifts to the Chancellor.~~

~~The Board shall not accept gifts that discriminate against any person on the grounds of sex, race, color, religion, national origin, or disability.~~

~~Monetary donations received from private sources shall be processed through the HCC Foundation (the "Foundation") and shall follow the Foundation's policies and procedures.~~

~~The Foundation exclusively supports the philanthropic income and investments of the College. The Foundation serves as a Texas nonprofit corporation and is exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).~~

~~The Foundation is a fiscal and organizational independent entity from the College District and receives governance through its own Board of Directors. The Foundation Board is made up of business, corporate and community leaders who reside and/or conduct professional endeavors within the boundaries of the College District. College District Board members may serve as ex officio members of the Foundation's Board.~~

~~Philanthropic gifts vested in the Foundation require that the donor:~~

- ~~1. Constitutes a public or private funding source;~~

2. Possesses the intent to make a charitable contribution;
3. Invests the gift irrevocably; and
4. Does not receive any goods or services in exchange for the gift.

~~Any bequests, gifts, or donations made by a donor totaling at least \$10,000 within the calendar year shall be acknowledged with a certificate of recognition.~~

TASB MODEL POLICY

All College District funds shall be deposited in FDIC depository banks in accordance with the College District's depository agreement, investment policy and state law.

ALLOWABLE
COLLATERAL

Eligible securities for collateralization of deposits are those defined as "eligible securities" by the Public Funds Collateral Act.

MONITORING
COLLATERAL
ADEQUACY

The College District shall require monthly reports with market values of pledged securities from all financial institutions with which the College District has collateralized deposits. The investment officers shall monitor adequacy of collateralization levels to verify market values and total collateral positions.

RELEASE OF
PLEGGED
SECURITIES

The investment officer or designee must approve in writing the release or substitution of any securities pledged to the College District that are being held by any organization.

TASB MODEL POLICY

ANNUAL OPERATING BUDGET

CC
(LOCAL)

BUDGET PLANNING Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the College District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

BUDGET PREPARATION The budget shall conform to Texas Higher Education Coordinating Board requirements and meet the standards of the Commission on Colleges of the Southern Association of Colleges and Schools. The Chancellor or designee shall supervise the development of the budget calendar and the specific plan for budget preparation that ensures appropriate input from all locations and levels of operation within the College District.

BUDGET MEETING The annual public meeting to discuss the proposed budget shall be conducted as follows:

1. The Board President shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget sign up on the sheet provided.
2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.
3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.
4. No officer or employee of the College District shall be required to respond to questions from speakers at the meeting.

BUDGET ADOPTION The Board shall adopt a budget on or before August 31 of every other fiscal year. The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College District's approved purchasing procedures. The expenditure of funds shall be under the direction of the ~~College President~~Chancellor or designee who shall ensure that funds are expended in accordance with the adopted budget.

BUDGET AVAILABILITY After the proposed budget is presented to the Board and prior to its adoption, a copy of the proposed budget shall be available for inspection at the College District's administrative offices during regular business hours.

BUDGET AMENDMENTS The Board may amend the budget at any time during the fiscal year. The College District shall develop procedures for budget amendments.

ACCOUNTING

CD
(LOCAL)

- FINANCIAL STABILITY The College District shall maintain a fund balance of nine (9) to eleven (11) percent of general fund revenue as of August 31 of each year. The Board may modify the fund balance standard as necessary to achieve College District priorities and address unforeseen contingencies.
- ACCOUNTING All accounting procedures must be in accordance and comply with Generally Accepted Accounting Principles (GAAP) and other applicable accounting standards, including but not limited to Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), National Association of College and University Business Officers (NACUBO), Texas Higher Education Coordinating Board (THECB), the American Institute of Certified Public Accountants (AICPA), the State of Texas Audit Office (SAO), and other relevant accounting standards.
- The accounting department shall prepare accurate annual financial statements reflecting the financial position of the College District. Financial transactions shall be approved in accordance with Board policy and College District procedures.
- PETTY CASH FUNDS Petty cash funds may be established only with the approval of the Chancellor and shall be used only to make reimbursements for small purchases of less than \$100.00.
- The authorized signatory must approve all disbursements from the petty cash fund. Any improper disbursement from the petty cash fund shall be the responsibility of the disbursing individual.
- AGENCY FUNDS Agency funds are monies held by the College District, acting as a custodian or fiscal agent on behalf of a student/staff/faculty organization or on behalf of an individual student that cannot be deposited elsewhere. These accounts are not credited with interest; any interest that may accrue on these accounts shall be retained by the College District to offset the administrative costs associated with maintaining them. The monies are deposited with the College District for safekeeping, to be used or withdrawn by the organizations at will. Individual organizations are prohibited from establishing a bank account in the College District's name.
- State and federal appropriated dollars generated from operating dollars cannot be deposited in an agency fund.
- SMALL BUSINESS
PARTICIPATION The College District is committed to fostering small business development and will establish a percentage goal of participation annually. The College District shall establish an outreach program to ensure effectiveness of this initiative.

Houston Community College
101506

ACCOUNTING

CD
(LOCAL)

STUDENT PAYMENTS

The College District shall establish a payment policy for students to make tuition and other payments.

CASHIERS

All collections of College District funds will be the responsibility of the officially designated cashier and shall be safeguarded and deposited in the time prescribed by applicable law and College District procedures.

Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all District funds and District accounts. These financial and budget progress reports shall indicate all receipts and their sources for the period, expenditures and their classification for the period, and the various fund balances at the beginning and the end of the period.

Annual financial reports shall be prepared in accordance with the Annual Financial Reporting requirements for Texas Public Community and Junior Colleges issued by the Texas Higher Education Coordinating Board. In addition, it shall conform, where applicable, to the following requirements:

1. General Accepted Accounting Principles (GAAP)
2. Governmental Accounting Standards Board (GASB)
3. Financial Accounting Standards Board (FASB)
4. State of Texas Audit Office (SAO)

TASB MODEL POLICY
An annual audited financial report shall be approved by the Board in the time prescribed by law.

BOARD AUDIT
COMMITTEE

The Board may form an audit committee to assist the Board in exercising its oversight responsibilities for fair presentation of the College District's annual financial statement audit and other audit engagements.

EXTERNAL AUDITOR

The Board shall select an auditing firm for a designated period through a Request for Proposal (RFP) or an engagement letter that outlines the Board's expectations for the annual audit and ensures that the audit firm follows the guidelines and standards of the American Institute of Certified Public Accountants (AICPA) and the Governmental Accounting Standards Board (GASB).

The annual audit of all funds shall be made to determine:

1. The adequacy of the Board's fiscal policies.
2. The execution of those fiscal policies.
3. A check and review of the College District's fiscal actions for the preceding year.

The External Auditor shall be an independent and objective party to provide advice to the Board. The External Auditor shall be ~~ap-~~~~pointed~~approved by the Board, upon the recommendation of the Chancellor and shall report directly to the Board with access to the Chancellor. The Board will periodically evaluate the performance of the External Auditor and may dismiss or assign a new External Auditor at any time with or without cause. All engagement letters with the External Auditor shall be signed by the Board Chairperson. The Board shall select an auditing firm for a designated period, not to exceed five (5) years, and shall rotate External Auditors every five (5) years.

1. An auditing firm selected by the Board as External Auditor is not eligible to submit a proposal immediately following any period during which it was engaged by the Board as External Auditor. The selected External Auditor may not serve simultaneously as the Internal Auditor.

2. The Board shall outline its expectations regarding the annual financial statement audit and performance audit, if requested, and as may be directed by the Board. The Board also may arrange for self-requested audits to perform specific audit services. The External Auditor shall evaluate all financial operations of the College and prepare reports to the Board. Among the duties of the External Auditor are:

- a) to perform audit activities necessary to assure that College District resources are being properly managed and accounted for, that the College District has effective and ade-

quate internal controls, and that internal operating controls are reliable.

b) to assure that the College District is complying with approved policies and statutory requirements.

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

d) to perform all duties in accordance with the Standards for the Professional Practice of Internal Auditing, the Code of Ethics, the Statements on Internal Auditing Standards, and the Statement of Responsibilities of Internal Auditing, each as established by the Institute of Internal Auditors.

e) to meet regularly with the Board to review audits performed, audits in progress, and future audits, as requested by the Board.

ANNUAL AUDIT
REPORT

A comprehensive audit report of all funds and accounts of the College District, including a management letter, shall be submitted annually to the Board. A copy of the independent audit shall become a part of the Board's official minutes and shall be available to the public for inspection during regular office hours. The Board must approve an annual audit report for the fiscal year. This report shall be filed with the Texas Higher Education Coordinating Board prior to January 1 next following the close of the fiscal year for which the audit was made. Three copies of the audit shall be submitted to the Coordinating Board and required copies submitted to other governmental agencies.

Periodically, the Chancellor shall submit reports to the Board evaluating the work of the College District's external auditor.

INTERNAL AUDITS

All College District accounts shall be subject to internal audit as deemed appropriate. The objective of internal accounting control is to provide reasonable assurance as to the safeguarding of assets against loss from unauthorized use or disposition and to evaluate the reliability of financial records for preparing financial statements and maintaining accountability for assets. Findings of such audits shall be reported to the Board.

The Internal Auditor shall provide advice to the Chancellor and the Board, and shall work under the day to day supervision of the Chancellor. The Internal Auditor shall be selected by the Board from candidates approved and provided by the Chancellor. The Chancellor shall recommend three (3) names to the Board as the finalists, each with a minimum of ten (10) years of experience as a full-time Auditor. The Internal Auditor shall be evaluated by the

Chancellor after consultation with the Audit Committee and may only be dismissed by the Chancellor after obtaining approval of the Board. Duties of the Internal Auditor are to:

1. Coordinate audit efforts with those of the External Auditor.
2. Perform all duties in accordance with the Standards for the Professional Practice of Internal Auditing, the Code of Ethics, the Statements on Internal Auditing Standards, and the Statement of Responsibilities of Internal Auditing, each as established by the Institute of Internal Auditors.
3. Meet regularly with the Board and the Audit Committee to review audits performed, audits in progress, and future audits.
4. Conduct independent, protective and constructive audits so as to review effectiveness of controls, financial records, and operations.
5. Analyze data obtained for evidence of deficiencies in controls, duplication of effort, or lack of compliance with College District policies and procedures.
6. Prepare reports and make recommendations on findings to the Chancellor and the Board.
7. Provide audit education and Internal Control training.
8. Offer advisory services, Control Self-Assessment (CSA) services, and workshops.

INVESTIGATION
RESPONSIBILITIES

The internal audit department is responsible for the initial factual investigation of College District audit issues and shall promptly notify the General Counsel and the Chancellor within 24 hours of the initiation of the review. The Chancellor shall immediately notify the Chairperson of the Board. If any person who would otherwise be notified is a fact witness in the investigation, he or she shall not be involved in the administrative oversight or reporting of the investigation. Once a factual investigation establishes fraud, or a violation of law, the General Counsel shall communicate it to the Chancellor, and the Chancellor, in turn, shall immediately communicate the findings to the Board. The Board will determine whether to initiate an external investigation.

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

NON-RETALIATION

Any employee or student who reports suspected fraudulent activity, in good faith, shall be protected against any retaliation for making such a report. The reporting member of the campus community shall refrain from confrontation with the suspect, further examination of the incident, or further discussion of the incident with anyone other than the employee's or student's supervisor or others involved in the resulting review or investigation. Persons found to be making frivolous claims under this policy will be disciplined, up to and including discharge of employment for an employee, or expulsion for a student.

CONFIDENTIALITY

The Director of Internal Audit may accept and initiate an investigation, on a confidential basis, from a College District employee or student who suspects dishonest or fraudulent activity. Results of investigations conducted by the internal audit department shall be disclosed to and discussed with only the Board, the Chancellor, and those persons associated with the College District who have a legitimate need to know based on the performance of their job duties and responsibilities.

FRAUD

The College District prohibits fraud and financial impropriety in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the College District.

TASB MODEL POLICY

Paydays will be established by the Chancellor. If the payday falls on a weekend, holiday, or other non-business day, the payday shall be the prior business day.

STATE EMPLOYEE
CHARITABLE
CONTRIBUTION
PROGRAM

By April 1 of each year the Board shall decide whether to participate in the state employee charitable contribution (SECC) program for the following fiscal year.

ADDITIONAL
AMOUNTS

In addition to legally required deductions, the Board has determined it to serve a public purpose and benefit employees to permit voluntary deductions for:

1. Approved insurance programs;
2. Annuities/deferred compensation programs;
3. College District cafeteria plan options authorized by the Internal Revenue Service;
4. Area credit unions as specified in administrative procedures; and
5. Charitable organizations as approved by the Board. If the Board participates in the SECC program, an employee may choose not to participate in the program and may authorize a deduction(s) for charitable organizations approved by the Board.

To qualify for a deduction listed above, the employee must submit a request in writing, specifying the category of the deduction, the amount to be deducted, and the entity to which the deducted amount is to be transferred, in accordance with administrative procedures. The procedures must address:

1. Enrollment periods, if any; and
2. Any administrative fee to cover the cost of making a deduction.

EXCESS LEAVE

Deductions shall be made for unauthorized leave or leave taken in excess of earned leave. [See DEC]

As public servants, all College District employees are required to maintain the highest ethical standards and shall perform their duties in accordance with College District finance policies and state and federal law. College District employees are prohibited from engaging in any activities that constitute the offenses of bribery, corruption, corrupt influence, perjury, abuse of office, and other offenses that violate state or federal law.

All College District funds and resources shall be used for institutional purposes. Improper use of institutional funds and resources, including, but not limited to, unauthorized or personal use or abuse of timekeeping and time entry, shall not be tolerated. Violators will be prosecuted to the fullest extent of the law; employees shall also be subject to disciplinary action, up to and including termination.

All Board members, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the College District's financial transactions shall act with integrity and diligence in duties involving the College District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

TASB MODEL POLICY

- Code of ethics:
for Board members—BBF
for employees—DH
- Financial conflicts of interest:
for public officials—BBFA
for all employees—DBD
- Systems for monitoring the College District's investment program: CAK
- Budget planning and evaluation: CC
- Compliance with accounting regulations: CDC
- Criminal history record information for employees: DC
- Disciplinary action for fraud by employees: DCC and DM series

FRAUD AND
FINANCIAL
IMPROPRIETY

The College District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the College District.

DEFINITION

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the College District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other College District assets, including employee time.
4. Impropriety in the handling of money or reporting of College District financial transactions.
5. Profiteering as a result of insider knowledge of College District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the College District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the College District, except as otherwise permitted by law or College District policy. [See DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failing to provide financial records required by state or local entities.
11. Failure to disclose conflicts of interest as required by law or College District policy.
12. Any other dishonest act regarding the finances of the College District.

FINANCIAL CONTROLS
AND OVERSIGHT

Each employee who supervises or prepares College District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

FRAUD PREVENTION

The Chancellor ~~[C head of district/college/ESC, initial upper case]~~ or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the College District.

REPORTS

Any person who suspects fraud or financial impropriety in the College District shall report the suspicions immediately to any supervi-

	<p>sor, the <u>Chancellor</u> [G head of district/college/ESC, initial upper case] or designee, the Board President, or local law enforcement.</p> <p>Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.</p>
PROTECTION FROM RETALIATION	<p>Neither the Board nor any College District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]</p>
FRAUD INVESTIGATIONS	<p>In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the <u>Chancellor</u> [G head of district/college/ESC, initial upper case], Board <u>Chairperson President</u>, or a designee shall promptly investigate reports of potential fraud or financial impropriety.</p>
RESPONSE	<p>If an investigation substantiates a report of fraud or financial impropriety, the <u>Chancellor</u> [G head of district/college/ESC, initial upper case] or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.</p> <p>If an employee is found to have committed fraud or financial impropriety, the <u>Chancellor</u> [G head of district/college/ESC, initial upper case] or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the College District shall take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.</p> <p>When circumstances warrant, the Board, <u>Chancellor</u> [G head of district/college/ESC, initial upper case], or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.</p> <p>The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.</p>
ANALYSIS OF FRAUD	<p>After any investigation substantiates a report of fraud or financial impropriety, the <u>Chancellor</u> [G head of district/college/ESC, initial upper case] or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The <u>Chancellor</u> [G head of district/college/ESC, initial upper case] or</p>

designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

TASB MODEL POLICY

PURCHASING
AUTHORITY

The Board delegates to the Chancellor~~[G head of district/college/ESC, initial upper case]~~ or designee the authority to determine the method of purchasing, in accordance with CF(LEGAL), and to authorize any purchase necessary and appropriate for the ongoing operations of the College District in accordance with Board policy, state law and the College District budget to make budgeted purchases. Any purchases not included in the budget shall be taken to the Board for approval.

The Chancellor shall establish effective and efficient purchasing procedures in the HCC Procurement Procedures Manual.

Regardless of the transactional form of the purchase, each purchase must be approved in advance by the appropriate budget manager or authorized designee, and funds must be available in the appropriate budget.

The following types of contracts require the approval of the Board:

1. Employment contracts;
2. Purchases or sales of real property;
3. Leases with a term exceeding one year (including options to renew) that have a cumulative expenditure of \$100,000 or more over the contract term;
4. Revenue leases and revenue rental agreements exceeding a term of five years (including options to renew);
5. Contracts involving the sale of intellectual property or technology transfer;
6. Purchase contracts to include any expenditure made by the College District valued at \$100,000 and above, excluding legal services; and
7. Cooperative, interlocal, and job order contracts valued at \$500,000 and above.

Any contracts requiring approval of the Board may be required to be reviewed and approved in advance by Board Counsel, as determined by the Board Chair in consultation with the Board.

SIGNATORY
AUTHORITY

The Board grants the Chancellor authority to initiate and execute contracts valued at up to \$100,000.00. The Chancellor shall have the discretion to delegate to Vice Chancellor's and College Presidents signature authority to initiate and execute contracts valued up to \$25,000. All contracts shall be executed in accordance with College District policy and procedures. The Chancellor shall enact a procedure to delegate this authority.

~~The Chancellor has the authority to negotiate, execute, and administer contracts, legal documents and instruments for and on behalf of the College District subject to Board approval, where required.~~

~~No employee or agent of the College District has the authority to enter into any contract on behalf of the College District, except as otherwise expressly provided by this Policy. If a College District employee signs a contract without authority, or falsely represents to a third party that he or she has authority to sign a contract, the employee may be held personally responsible to the third party under Texas law. An agreement that is not expressed in writing and approved and executed in accordance with this Policy shall not be binding on or enforceable against the College District.~~

~~Any employee who signs a contract or seeks to bind the College District to an agreement in violation of this Policy may be subject to discipline, up to and including discharge of employment.~~

DEFINITIONS

CONTRACTS

~~Contract is defined as an agreement between two or more parties that is intended to have legal effect to bind the College District. Contracts may include but is not limited to goods and services agreements, memoranda of understanding, letters of intent, leases, rental agreements, grant awards, purchase orders, sole source contracts, cooperative contracts, interlocal contracts and job order contracts.~~

PURCHASE CONTRACTS

~~Purchase contracts are any contracts that require an expenditure of College District funds regardless of the funding source.~~

PURCHASE ORDER

~~A purchase order is a contract that legally binds the College District to purchase goods and services and authorizes a purchase transaction. When accepted by the seller, it becomes a contract binding on both parties. A purchase order sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, and other associated terms and conditions.~~

COMPETITIVE BIDDING

If competitive bidding is chosen as the purchasing method, the ~~Chancellor~~^{G head of district/college/ESC, initial upper case} or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with ~~Board-adopted~~

~~rules~~administrative regulations. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The College District may reject any and all bids.

COMPETITIVE SEALED PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the ~~Chancellor~~G head of district/college/ESC, initial upper case or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with ~~Board-adopted rules~~administrative regulations. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The College District may reject any and all proposals.

ELECTRONIC BIDS OR PROPOSALS

Bids or proposals that the College District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

RESPONSIBILITY FOR DEBTS

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC] All vendors are charged with the responsibility to confirm an individual or an organization's authority before any purchase, contract or debt is incurred. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts. Personal use of College District funds is strictly prohibited. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASE COMMITMENTS

All purchase commitments shall be made by the ~~Chancellor~~G head of district/college/ESC, initial upper case or designee, in ac-

PERSONAL PURCHASES	<p>cordance with administrative procedures, including the <u>College District's purchasing HCC Procurement Procedures Manual</u>.</p> <p>College District employees shall not be permitted to make purchases for personal use through the College District's business office.</p>
<u>CONTRACTS AND PURCHASE ORDERS</u>	<p><u>Contracting procedures are to be developed by the General Counsel. The procedures shall define appropriate channels for review and approval of formal agreements or contracts between the College District and another party, including the authorization to sign. Any individual wishing to enter into negotiations for contracts must fully comply with the Contract Review Procedure.</u></p> <p><u>All College District purchases shall be made through and supported by a purchase order, contract, procurement card, or direct payment, subject to budget availability. Purchase orders may not extend beyond the duration of the fiscal year unless approved by the Chancellor. Complete records of contracts and agreements for which College District funds are expended will be maintained in the appropriate office. The purchasing office is the central repository of all purchase orders.</u></p> <p><u>Employees who exercise discretion in the procurement process shall recuse themselves from any matter involving an entity in which the employee or a person to whom the College District employee is related within the first degree of consanguinity or the first degree of affinity holds a substantial interest. For the purposes of this policy, "substantial interest" is defined as that term is defined by state conflict of interest laws.</u></p>
<u>RESPONSIBILITY OF COLLEGE DISTRICT EMPLOYEES</u>	<p><u>All College District employees engaged in the purchasing processes are to conduct themselves fairly, objectively, and will observe the confidentiality of the decision-making and award processes so as to serve the best interests of the College District.</u></p>
<u>VENDOR RELATIONS</u>	<p><u>Vendors shall be paid in a timely manner according to state law and College District guidelines. The Texas Ethics Commission has adopted a conflict of interest questionnaire that requires a vendor to disclose the vendors' business relationships and certain gifts or income provided to local government officers and/or their family members.</u></p> <p><u>The College District records administrator shall maintain a list of local government officers of the entity and shall make that list available to the public and any vendor who may be required to file</u></p>

a conflict of interest questionnaire.

These completed questionnaires are subject to the Texas Public Information Act and shall also be made available on the College District's website.

DELINQUENT
FRANCHISE TAXES

Each corporation contracting with the College District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.

TASB MODEL POLICY

SAFETY PROGRAM

CG
(LOCAL)

COMPREHENSIVE
SAFETY PROGRAM

The College District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting a comprehensive safety program.

The general areas of responsibility include, but are not limited to, the following:

EMERGENCY
STRATEGIES

1. Guidelines and procedures for responding effectively and efficiently to emergencies and any potential threats.

LOSS PREVENTION
STRATEGIES

2. Program activities intended to reduce the frequency of accident and injury, including:

- a. Inspecting work areas and equipment.
- b. Training frontline and supervisory staff.

c. Establishing safe work procedures and regulations and training employees in safe work practices.

d. Prohibiting smoking outside of designated areas.

e. Establishing safety rules for all instructional programs.

f. Providing for appropriate fire escapes and evacuation procedures for each building.

d.g. Reporting, investigating, and reviewing accidents.

e.h. Promoting responsibility for District property on the part of students, employees, and the community.

LOSS CONTROL
STRATEGIES

3. Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.

LOSS FINANCING
STRATEGIES

4. Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.

VEHICULAR SAFETY
STRATEGIES

5. Driver education programs, when available.

6. Vehicle safety programs.

7. Traffic safety programs and studies related to employees, students, and the community.

7.8. Prohibiting smoking in College District vehicles.

INFORMATION
MANAGEMENT

The Chancellor or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data



SAFETY PROGRAM

CG
(LOCAL)

required to develop sound procedures for implementation and operation of the comprehensive safety program.

TASB MODEL POLICY

SAFETY PROGRAM
EMERGENCY PLANS AND ALERTS

CGC
(LOCAL)

EMERGENCY
OPERATIONS PLAN

In accordance with state requirements, the College District shall maintain a multihazard emergency operations plan that provides for appropriate employee training, coordination with state and local entities, and implementation of a safety and security audit. The Chancellor is authorized to take any needed action to ensure the safety and well-being of employees, students, and the public during emergency events, natural disasters or man-made catastrophic events to include facility closures and expenditures of funds above signature authority. When such emergency expenditures occur, they will be presented for ratification at the next regular Board meeting.

EMERGENCY
RESPONSE AND
EVACUATION
PROCEDURES

In accordance with federal law, the College District shall maintain effective emergency response and evacuation procedures that can be implemented on short notice and that will ensure optimum safety for students and personnel.

EMERGENCY ALERT
SYSTEM

In accordance with state requirements, the College District shall maintain an emergency alert system that provides for timely notification to students, faculty, and staff of emergencies affecting the College District or its students and employees.

TASB MODEL POLICY

SITE MANAGEMENT
SECURITY

CHA
(LOCAL)

COLLEGE DISTRICT
POLICE DEPARTMENT

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers to provide a safe and orderly environment for all who utilize the facilities of the College District, to protect the rights of such individuals, and to preserve the peace by enforcing federal, state, and local laws.

JURISDICTION

The primary jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District. Outside of his or her primary jurisdiction, a College District police officer is vested with all powers, privileges, and immunities of peace officers and may arrest any person who violates the laws of the state.

OFFICERS

The College District shall employ commissioned peace officers to enforce laws applicable to the College District. All police officers employed by the College District shall be licensed by the Texas Commission on Law Enforcement (TCOLE) and shall possess a valid Texas driver's license. Officers shall comply with all rules and procedures applicable to other College District employees, except to the extent of any conflict with this policy. In the event of such conflict, this policy controls. The Chief of Police is authorized to establish the schedule of work for all police department personnel under the control of the College District.

GENERAL ORDERS

The Chief of Police shall develop General Orders that will be approved by the Chancellor. These orders shall provide the College District police officers with the operational instructions needed to perform their duties at the College District. These General Orders will include disciplinary actions for failure to follow or comply with all rules and procedures applicable to other College District employees as well as their own specific rules, statutes, laws and obligations as sworn officers.

POLICE AUTHORITY

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. College District peace officers shall ~~have the authority to devote their on-duty time to performing administrative or law enforcement duties related to College District business, including, but not limited to, the safety and welfare of students and others and the protection of property.~~ College District peace officers shall:

SITE MANAGEMENT
SECURITY

CHA
(LOCAL)

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies on College District property or at College District functions.
6. Investigate violations of College District policy, rules, and regulations as requested by the Chancellor[G head of district/college/ESC, initial upper case] and participate in administrative hearings concerning the alleged violations.
7. Carry weapons as directed by the Chief of Ppolice and approved by the Chancellor[G head of district/college/ESC, initial upper case].
8. Carry out all other duties as directed by the Chief of Ppolice or Chancellor[G head of district/college/ESC, initial upper case].

TEMPORARY
ASSIGNMENT

College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.

LIMITATIONS ON
OUTSIDE
EMPLOYMENT

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the Chief of Ppolice and Chancellor[G head of district/college/ESC, initial upper case] or designee. College District police officers, with the exception of the Chief of Police, may obtain secondary employment in any lawful capacity, so long as the outside employment does not interfere with the officers' duties and responsibilities to the College District and such outside employ-

	<p><u>ment does not occur during the time at which the officer is scheduled to work for the College District. Any secondary employment of the Chief of Police shall be approved by the Chancellor. No officer shall work a secondary job that creates a conflict of interest or would discredit the College District. College District police officers are prohibited from wearing the official Houston Community College District police uniform while engaged in outside employment.</u></p>
RELATIONSHIP WITH OUTSIDE AGENCIES	<p>The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The Cchief of Ppolice and the Chancellor[G head of district/college/ESC, initial upper case] or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.</p>
USE OF FORCE	<p>The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual<u>General Orders. The use of excessive force is expressly forbidden.</u></p>
HIGH-SPEED PURSUIT	<p>Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual<u>General Orders. College District police officers will make every reasonable effort to apprehend a fleeing suspect who has committed a felony and to respond to emergency calls quickly and safely. The pursuit or call response should never be carried to such an extent as to endanger the lives of the general public, suspect, or the officer. No pursuit shall be initiated or continued on or off property owned or under the control of the College District unless a police supervisor approves such pursuit. Pursuits shall not be initiated for minor traffic violations or non-felonious crimes against property.</u></p>
VIDEO MONITORING	<p>Video equipment shall be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.</p>
ACCESS TO RECORDINGS	<p>Recordings shall be considered law enforcement records, shall remain in the custody of the Cchief of Ppolice, and shall be maintained as required by the department regulations manual and law.</p>
OFFICER TRAINING	<p>All College District officers shall receive at least the minimum amount of continuing education required by the Texas Commission on Law Enforcement (TCOLE).</p>

SITE MANAGEMENT
SECURITY

CHA
(LOCAL)

DEPARTMENT
REGULATIONS
MANUAL

To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The Chief of Police and the Chancellor ~~[G head of district/college/ESC, initial upper case]~~ or designee shall review the manual annually and make any appropriate revisions.

RACIAL PROFILING

The Chief of Police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin. Pursuant to the Texas Code of Criminal Procedure, racial or ethnic profiling by College District peace officers is strictly prohibited.

COMPLAINTS

Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See COMPLAINTS AGAINST PEACE OFFICER at CHA(LEGAL)]

Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.

DISCIPLINARY ACTION

Individuals employed by the College District as police officers are subject to College District policy. Any police officer who violates College District policy or department rules or regulations is subject to disciplinary action, including, but not limited to, suspension with or without pay, reprimand, or termination.

SITE MANAGEMENT
TRAFFIC AND PARKING CONTROLS

CHC
(LOCAL)

TRAFFIC AND
PARKING

The operation of a motor vehicle or bicycle on the property of the College District is a privilege granted by the College District and is not an inherent right of any employee, student, or visitor. The College District shall adopt rules and regulations regarding the operation and parking of vehicles on the grounds, streets, driveways, alleys, and any other property under the control of the College District.

College District police shall be responsible for enforcing parking and traffic regulations.

SITE MANAGEMENT
MAIL AND DELIVERY

CHE
(LOCAL)

USE OF INTERNAL
MAIL SYSTEM

The College District mail system for delivering items between College District buildings shall not be available for use other than official school business. With the permission of the Chancellor ~~{G head of district/college/ESC, initial upper case}~~ or designee, internal mailboxes at an individual campus may be used by campus employees and school-sponsored or school support groups affiliated with that campus. [See also GF]

All mail and parcel services sent or received shall be administered through the HCC Mail Center.

TASB MODEL POLICY

EQUIPMENT AND SUPPLIES MANAGEMENT

CI
(LOCAL)

PROPERTY
MANAGEMENT

The College District shall ensure management controls are placed on all property, as appropriate, based on its value and nature. The Chancellor shall define the control levels and procedures in accordance with generally accepted accounting principles and relevant law.

The College District shall establish a records management program in accordance with the requirements of the Local Government Code, the related policies and standards of the State Library and Archives Commission, and accepted records management procedures. The Chancellor is the official custodian of records for the College District and may designate records managers, as necessary, to perform records management duties.

The Chancellor ~~[G head of district/college/ESC, initial upper case]~~ or designee shall oversee the performance of records management functions prescribed by state and federal law:

- Records Management Officer, as prescribed by Local Government Code 203.023
- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CFE]
- Officer for Public Information, as prescribed by Government Code 552.201–.205 [See GAB]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

DOCUMENT
DESTRUCTION
PRACTICES

TASB MODEL POLICY
The records management program shall include all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the College District. Records shall be created, used, maintained, stored, or disposed of in accordance with the records management program and applicable law.

The College District shall follow its records management program regarding document destruction. However, the College District shall preserve documents, including electronically stored information, and suspend routine record destruction practices as applicable according to procedures developed by the records management officer:

1. In the event of pending or reasonably anticipated litigation;
2. In the event of an investigation by a federal agency or department or any bankruptcy case; or
3. In the event of a public information request.

Notification shall be given to appropriate staff of any applicable obligations to suspend routine record destruction practices.

RECORDS CUSTODIAN

A custodian of records shall be designated for each department. The custodians of records shall perform their duties in accordance with state law and the policies and procedures of the College Dis-

EQUIPMENT AND SUPPLIES MANAGEMENT
RECORDS MANAGEMENT

CIA
(LOCAL)

WEBSITE POSTINGS

trict's records management program. Responsibilities of the custodians of records include the preservation, destruction, or other disposition of records, in accordance with the program.

The College District's records management program shall address the length of time documents will be posted on the College District's website when the law does not specify a posting period.

TASB MODEL POLICY

EQUIPMENT AND SUPPLIES MANAGEMENT
DISPOSAL OF PROPERTY

CIB
(LOCAL)

DISPOSAL OF
ABANDONED OR
UNCLAIMED
PERSONAL
PROPERTY

The ~~C authorized administrator~~ chief facilities officer is authorized to dispose of abandoned and unclaimed personal property in accordance with College District regulations. These regulations shall address, but not be limited to, the following topics:

Comment [v1]: Confirm who this would be

1. Notices of lost and found locations posted at appropriate places or described in College District publications and that include procedures for reclaiming lost articles and time frames for the College District to dispose of unclaimed property.
2. A range of options for locating owners of abandoned property that is not turned in to a lost and found location. These options may address such items as abandoned cars or other large items.
3. Disposal procedures including donations to charity or student organizations, sales, and auctions.

Any monies realized from disposal of unclaimed or abandoned personal property shall be deposited in the College District's general fund.

[For the applicability of the abandoned property procedures under Property Code Chapter 76, see CD]

TASB MODEL POLICY

DISPOSAL OF
COLLEGE DISTRICT
OWNED PROPERTY

Only the Chancellor shall have the authority to dispose of College District owned property. The Chancellor shall develop procedures to ensure that disposal of College District owned property is made in the manner that provides the best value to the College.

Any unauthorized disposal of College District owned property constitutes a violation of policy.

RETIREMENT OR SALE
OF SURPLUS
PROPERTY

The College District may dispose of surplus property by sale or trade-in providing that such goods are disposed of in accordance with applicable federal, state and local laws.

EQUIPMENT AND SUPPLIES MANAGEMENT
USE OF COLLEGE DISTRICT OWNED EQUIPMENT

CIBA
(LOCAL)

PERMITTED
EMPLOYEE USE OF
COLLEGE DISTRICT
OWNED EQUIPMENT

College District owned equipment may occasionally be released to an employee to be used away from the primary work area. Procedures and guidelines shall be developed and implemented by the Chancellor and must be followed to ensure that use of College District equipment is authorized.

1. Equipment shall be used for designated and authorized College District purposes only;
2. Equipment may not be removed from the premises on a permanent basis, but may be used for specific designated project purposes; and
3. Individuals shall be responsible for the safe and proper care of any equipment, taking the same level of professional care as expected on the job site.

Supervisors' permission must be obtained for each separate removal of equipment from the job site, and the approving supervisor shall be responsible for maintaining and verifying that any off-site equipment has been inventoried, and is being properly used.

THEFT, DAMAGE OF
PROPERTY OR
EQUIPMENT

Each College District employee shall be responsible for immediately reporting any discovery of loss or damage to College District equipment or property. Such reports shall be made to the College District Police Department within 24 hours of discovery of loss.

ADOPTED:

1 of 1

The College District shall design and maintain a fixed asset management program to meet the following objectives:

1. Comply with generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board
2. Comply with federal and state grant regulations
3. Maintain appropriate stewardship of the location and value of fixed assets
4. Maintain preventive maintenance records and warranty information
5. Maintain records for risk management concerns
6. Plan for asset replacement or enhancement in the capital budgeting process
7. Avoid unnecessary purchases by identifying assets that can be shared or utilized by other departments; and
8. Coordinate the disposal of fixed assets which are obsolete, depleted, or no longer meet the needs and requirements of the College.

AUTHORIZED FIXED
ASSET OFFICER

The Chancellor or his or her designee shall serve as the fixed asset coordinator for the College District. He/she shall be responsible for designing and maintaining the fixed asset management program.

TRANSPORTATION MANAGEMENT

CJ
(LOCAL)

MODES OF
TRANSPORTATION

Modes of transportation used for student travel shall include, but are not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.

DRIVER
REQUIREMENTS

A driver who is transporting students in College District-owned or -leased vehicles must:

1. Be an employee of the College District.
2. Hold a valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.
3. Have an acceptable driving record.

SAFETY STANDARDS

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.

DRIVER FATIGUE

A driver shall not drive for more than [C098] consecutive hours without taking a [C099]-minute break or relief from driving.

Comment [v1]: How many?

Comment [v2]: How long? Consult with Risk Management or Fleet Management for safety/industry standards.

USE OF COLLEGE
DISTRICT OWNED
VEHICLES

College District owned vehicles shall not be used by any employee for personal trips, and the motor vehicle insurance purchased by the College District shall not cover such use. College District owned vehicles may be available for official travel by employees or student organizations provided the driver of the vehicle is authorized under the approved list of drivers covered under the motor vehicle insurance purchased by the College District. The Chancellor shall develop guidelines regarding use of College District owned vehicles.

TRANSPORTATION MANAGEMENT
MAINTENANCE OF VEHICLES

CJA
(LOCAL)

RECORD OF ANNUAL
INSPECTION

Each College District location shall maintain records evidencing the annual inspection of its vehicle fleet according to the standards as set forth by the uniform act regulating traffic on the highways. These records shall be maintained at each location, as well as with the Risk Management department for the College District.

INSURANCE AND ANNUITIES MANAGEMENT

CK
(LOCAL)

PROPERTY/CASUALTY
INSURANCE
PROGRAM

The College District's property/casualty insurance program shall be designed to insure College District property, equipment and other contents of buildings, including cash, and to provide coverage for special perils that are unique to the operation of the College District. The risk management department shall, in consultation with an appropriate insurance agent and/or consultant, ensure appropriate and adequate insurance coverage. The risk management department shall develop and maintain procedures for reporting damage, losses, and other acts covered by the insurance program.

The College District shall purchase insurance and pay the cost of any deductible owed under such insurance, to protect itself and Board members or officers, including but not limited to the Chancellor and General Counsel, from the cost and expense of defending litigation brought against them individually for acts or omissions committed by them in the good faith discharge of their official duties.

The College District may purchase insurance and pay the cost of any deductible owed under such insurance to protect itself and its employees from the cost and expense of defending litigation brought against them individually for acts or omissions committed by them in the good faith discharge of their official duties.

Any insurance purchased by the College District under the foregoing provisions may indemnify its Board members, officers and employees from awards of damages only where the College District was or might have been held liable for the same damages. The College District may not purchase insurance to indemnify its Board members, officers or employees in situations where it is not itself exposed, actually or potentially, to a similar liability.

Payments made under the provisions of this policy may be paid from any funds of the College District.

"Officers" for the purpose of this policy shall mean any corporate officer of the College District whether or not an employee, and any president, chancellor, vice chancellor, general counsel or other comparable executive administrator of the College District.

WORKER'S
COMPENSATION
OFFSET

The College District shall provide workers' compensation coverage as required by the Texas Workers' Compensation Act. Any employee who experiences an on-the job injury shall report the injury in accordance with established procedures.

The Board has adopted the offset option provided by law, whereby an employee absent because of a job-related illness or injury may choose to:

- 1.Receive workers' compensation wage benefits only; or
- 2.Use available paid leave in proportional amounts to supplement workers' compensation wage benefits, up to the regular pre-injury weekly wage.

The employee shall indicate if he or she chooses to use available paid leave in this circumstance and, if so, may choose to discontinue use at any time. An employee who chooses to use paid leave during a workers' compensation absence may be required to endorse workers' compensation payments to "HCC Risk Management," in order to facilitate processing of payroll.

If a workers' compensation absence extends beyond the employee's Family and Medical Leave (FMLA), if applicable, the College District may fill the employee's position.

MODIFIED DUTY
PROGRAM

The College District is committed to maintaining a Modified Duty Program for employees who have been injured during the course and scope of employment or who have experienced on-the job injury.

The Modified Duty Program for on-the-job injuries will be administered through Human Resources. The Modified Duty Program shall provide for:

- 1.Modifying the employee's regular assignment on a temporary basis, to the extent practicable, so that the physical demands are consistent with the restrictions imposed by the physician; or
- 2.Depending upon the availability of appropriate positions, assigning the employee other duties consistent with the physician's restrictions.

INSURANCE AND ANNUITIES MANAGEMENT
WORKER'S COMPENSATION

CKE
(LOCAL)

Modified duty shall be granted according to procedures established by the College District. Such procedures shall require the employee to submit written documentation from a licensed physician that expressly describes the employee's abilities and limitations.

INSURANCE AND ANNUITIES MANAGEMENT
UNEMPLOYMENT INSURANCE

CKF
(LOCAL)

LETTERS OF
REASONABLE
ASSURANCE

The College District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year.

TASB MODEL POLICY

MAINTENANCE AND OPERATIONS

The College District shall ensure that its facilities are safe, comfortable, and hygienic for students, faculty, employees, and the general public.

The College District shall establish a facilities maintenance program that will ensure a safe, clean, and comfortable environment that is conducive to learning. Consistent maintenance standards shall be employed throughout the College District. Periodic assessments of the condition of College District facilities shall be conducted.

FACILITIES PLANNING AND RENOVATION

The College District shall operate a continuing Capital Improvement Program based on the needs of the College District, taking into account enrollment, operations, and acquisition of property. Facility planning will be inclusive of program needs and facilities standards in a manner consistent with the master plan. The master plan shall be continually reviewed and shall be revised based on College District needs or at least every five years.

OVERVIEW

Recognizing the importance of community and corporate involvement in education, the Board encourages donations to support the construction, renovation, or acquisition of District-owned property and other non-tangible items as defined in this policy. The Board, at its discretion, may consider naming new or existing property after major donors, provided such naming serves to advance, and is not in conflict with, the College District's mission of educating students. This policy sets forth general parameters to be utilized with respect to term limit and permanent naming at the College District.

Without limitation, this policy shall apply to the "naming of items" including buildings, facilities, open spaces, or portions thereof or items therein; educational departments or titled positions such as chairs and professorships; scholarships and programs; and any other item where the naming thereof is believed to advance the educational or financial objectives of the College District.

NAMING
OPPORTUNITY
GENERALLY

All naming requests should support that the honoree or donor meets the highest values and societal standards. -Naming is usually appropriate only when a gift of significant financial value is received for the benefit of the College District, directly or through the HCC Foundation. Significance is to be measured relative to the value and nature of the thing to be named. All permanently named facilities and programs should be reviewed by the Chancellor and approved by the Board, upon the recommendation of the College Foundation, where appropriate, and subject to the approval requirements listed within this policy.

HONORIFIC NAMING

In appropriate circumstances, to be determined by a majority vote of the Board, the naming of items may occur in the absence of a significant financial gift in order to honor persons or entities who have made extraordinary contributions to College District or the communities it serves and if such naming is deemed to advance the educational and financial objectives of the College District. The merits of naming in the absence of financial contribution should weigh the contributions of the proposed honoree against the nature and value of the thing to be named.

HONOREES

Donors or honorees may be individuals, corporations, foundations, or any other legal entity. In all instances, the appropriateness of naming should be considered in light of the reputation, community standing, and public actions of the individual, family, or entity whose name is to be utilized, and whether such naming will both bring honor to and be consistent with the mission of the College District.

TERM LIMIT

The naming of items implies a promise to the donor or honoree that the naming shall be maintained so long as the item named remains in existence or in the service of the College District. When and if that condition ceases to exist, an appropriate alternative means of continuing the recognition of the donor or honoree will be determined.

RECORD KEEPING

The HCC Foundation, College District and each college are responsible for maintaining a record of named rooms, buildings, ground and other spaces. The HCC Foundation is responsible for maintaining a record of endowed funds.

PROCEDURES AND GUIDELINES

The general naming procedures and guidelines must be approved by the Chancellor and must be followed system wide.

CONFIDENTIALITY

Any proposed naming should remain confidential, unless otherwise disclosed by law, during the review and approval process. There should be minimal communication about the proposed prior to final approval. Such communications should be limited to those necessary to the evaluation and approval process.

LEGAL

Each gift and naming commitment must be reviewed by the Office of General Counsel carefully for compliance with applicable laws and ethical principles, especially where there is some direct or indirect business or other continuing relationship between the College District, its officers, trustees, or employees, and the donor or proposed honoree. Questions regarding the applicability of state or federal law, issues of conflict of interest or other ethical considerations should be referred to Office of General Counsel during the approval process. Guidance should also be sought in the national guidelines of CASE (Council for Advancement and Support of Education) with regard to questions about definitions of philanthropy, gifts or grants.

AGREEMENTS

A written agreement shall be signed by the donor, HCC, and HCC Foundation, for all naming opportunities and commitments. The agreement shall include at a minimum the terms of revocation, the length of time of naming, and the location of the feature named and its description. If a written agreement is impossible to obtain, a copy of this policy will be given to the donor, contributor, or the parties concerned.

TERMS FOR
CANCELLATION

In certain circumstances, HCC reserves the right to revoke and terminate its obligations regarding a naming, with no financial responsibility for returning any received contributions to the donor. These actions, and the circumstances that prompt them, may apply to a naming commitment that has not yet been acted upon or to a conferred naming:

- a. If the donor or honoree's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the College's standards, or otherwise be contrary to the best interest of HCC as determined by HCC, the naming may be revoked.
- b. If the donor fails to maintain payments on a commitment upon which the naming was bestowed, the naming may be revoked.
- c. If the planned gift upon which the naming was bestowed does not result in the value agreed upon, the naming may be revoked.
- d. In the event of an Act of God or other event destroys the physical features or renders it unusable.
- e. The donor requests the College remove a name. If the request to cease using the naming is in relation to the naming of a building, the request must be approved by the Board. The donor will assume 100% of the cost of any change to signage. The HCC Foundation reserves the right to review, revise, or decline the proposed change.

TYPES OF GIFTS FOR
NAMING
COMMITMENTS

Any combinations of gifts, pledges, and irrevocable deferred gift arrangements may be considered for naming commitments. With respect to deferred gifts, while the naming commitment may be immediate, the value of the gift appropriate to the naming of a specific thing should be set at a higher level commensurate with the extent of delay involved in acquiring access to the gift.

All gifts must be paid in full prior to the official naming opportunity to take effect, unless otherwise decided by a majority vote of the Board.

NAMING OF
PROGRAMS OR
OTHER INTANGIBLE
ITEMS

In order to name a center, institute, program or academic unit, the amount of money should be proportional to the amount of endowment (principal x 4% annual payout) that would be necessary to sustain the program on a permanent basis. In order to permanently name most distinguished programs, a gift commitment of at least \$2.5 million in generating \$ 125, 0000 annually for expenditures is typically required.

Exceptions may be considered where an academic program is being named for someone of unparalleled scholarly distinction and the naming will bring great honor to the program so that the naming enhancement adds value to the program, and serves to attract additional financial resources.

From time to time, minimum gift commitments and other monetary standards to be followed with respect to the naming of programs, departments, institutes, chairs and professorships, and other intangible items may be modified. Actions in this regard shall be commensurate with the letter and spirit of this policy.

NAMING OF PHYSICAL
FACILITIES

Buildings, campus grounds, or other campus facilities will generally not be named for individuals currently employed by the College District, unless a donor(s) provides a sufficient gift in honor of that individual.

When the person to be honored is living and no financial gift is being provided, at least three years should pass since any formal association with the College District. Such affiliation includes time spent as a student; as a compensated member of the faculty or staff; or as a member of the Board of Trustees.

Naming a building, wing, room, or lecture hall can be difficult, depending on size, age, prestige, location, original cost, etc. However, general rules of thumb are:

1. Older existing facilities (more than 10 years old) funded with public money should be named only in exchange for gift commitments of at least 20 percent of the building's current value or replacement cost. Total costs include: architectural, planning, and construction; fees; site clearance and landscaping; furnishing; and equipment.
2. Newer existing facilities (less than 10 years old) funded with public money should be named only in exchange for gift commitments of at least 25 percent of the building's current value or replacement cost. Total costs include: architectural, planning, and construction; fees; site clearance and landscaping; furnishing; and equipment.

3. Unscheduled or unplanned facilities that a donor wishes to have constructed will require a 100 percent gift commitment, plus an endowed maintenance fund.
4. The minimum gift for a "naming commitment" should be approximately \$25,000 for small physical spaces such as classrooms, offices and seminar rooms.

FACILITIES CONSTRUCTION

CM
(LOCAL)

COMPLIANCE WITH
LAW

The ~~Chancellor~~ ~~[G head of district/college/ESC, initial upper case]~~ or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

CONSTRUCTION
CONTRACTS

No construction, with the exception of routine maintenance, shall be initiated without Board or Chancellor approval, as appropriate.

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the ~~[G head of district/college/ESC, initial upper case]~~Chancellor shall recommend the project delivery/contract award method that he or she determines provides the best value to the College District. [See CM series]

For construction contracts valued at or above ~~\$100,000~~~~[C value of construction contract]~~, the ~~[G head of district/college/ESC, initial upper case]~~Chancellor shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the ~~[G head of district/college/ESC, initial upper case]~~Chancellor and consistent with law and policy. [See also CF]

CHANGE ORDERS

Change orders permitted by law shall be approved prior to executing any changes in the approved plans or in the actual construction of the facility.

Change orders valued at or above ~~[C change order amt]~~the Chancellor's signature authority shall require Board approval prior to executing any changes in plans, construction, or cost of the facility. The ~~[G head of district/college/ESC, initial upper case]~~Chancellor shall be authorized to approve change orders of a lesser amount. The Chancellor shall report to the Board quarterly regarding change orders approved within his or her authority.

Retainage on all construction contracts shall be at least five percent (5%) of the cost of work.

ALTERATIONS/
MODIFICATIONS

No College District facility shall be altered or modified in any way without prior approval of the Chancellor. For purposes of this policy, modifications and alterations include but are not limited to moving walls, electrical outlets, doors, and etc.

PROJECT
ADMINISTRATION

All construction projects shall be administered by the ~~[G head of district/college/ESC, initial upper case]~~Chancellor or designee.

FACILITIES CONSTRUCTION

CM
(LOCAL)

| The ~~[G head of district/college/ESC, initial upper case]~~ Chancellor or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.

FINAL PAYMENT

The College District shall not make final payments for construction or the supervision of construction until the work has been completed and the College District has accepted the work.

TASB MODEL POLICY

FACILITIES CONSTRUCTION
COMPETITIVE BIDDING

CMA
(LOCAL)

SPECIFICATIONS	The [G head of district/college/ESC, initial upper case] Chancellor or designee shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.
BID PROCESS	All bids shall be submitted in sealed envelopes, plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.
SAFETY RECORD	If the College District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be defined as a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

TASB MODEL POLICY

FACILITIES CONSTRUCTION
COMPETITIVE SEALED PROPOSALS

CMB
(LOCAL)

SPECIFICATIONS	The [G head of district/college/ESC, initial upper case] Chancellor or designee shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.
PROCESS	All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposal and the time of the deadline for submission. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.
WITHDRAWAL AND LATE PROPOSALS	Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.
PROPOSAL ACCEPTANCE	The College District may reject any and all proposals.
SAFETY RECORD	If the safety record of offerors is considered in selecting a proposal, the record shall be defined as an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.

TASB MODEL POLICY

AUXILIARY ENTERPRISES

Auxiliary enterprises may be established with the intent of being self-supporting activities, primarily to provide non-instructional services for sale to students, faculty, and staff. Fees are charged for the product or services provided. The general public may be incidentally served by the auxiliary enterprises. Auxiliary enterprises include, but are not limited to, such activities as bookstores, food courts, copy centers, television stations, childcare centers, health/fitness centers, facilities rental, activity and conference areas, student housing, and other similar operations.

All activities established within the Auxiliary Enterprise fund are designed to assist in the financial stability of the institution and will operate in a fiscally responsible and solvent manner.

PROVISION OF SERVICES

The College District is expected to provide its students and community with services appropriate to the performance of its mission as established by its founding charter or as directed by the Coordinating Board.

SALES OF SERVICES

The College District may provide services to its campus communities provided that:

1. The services satisfy educationally related needs such as campus newspapers, bookstores, cafeterias, fitness centers or other similar services.
2. The services satisfy educationally related needs such as campus newspapers, bookstores, cafeterias, fitness centers or other similar services.

The College District shall not provide services or goods to persons other than members of the campus community unless:

1. It fulfills the College's public service mission; or
2. It is incidental to the performance of the College District's educational activities (e.g., concerts, theater performances or similar activities); or
3. It consists of recreational, cultural, and athletic events; public service radio and TV broadcasting; events or functions which have as their principal purpose the improvement of relations between the College District and the public; or
4. It is an authorized fundraising activity.

TASB MODEL POLICY

Note: For Board member use of College District technology resources, see BBI.

For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment.

AVAILABILITY OF
ACCESS

The College District acquires, develops, and maintains computers, computer systems, networks, and other electronic communications resources. These computing and communications resources are reserved for College District related purposes, including direct and indirect support of the College District's instruction, research, and service missions; of administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the College District community and between the College District and the wider local, national, and world communities. The Chancellor shall establish procedures and regulations for Information Technology and the use of IT resources. Access to the College District's technology resources, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

LIMITED PERSONAL
USE

Limited personal use of the College District's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the College District;
2. Does not unduly burden the College District's technology resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

USE BY MEMBERS
OF THE PUBLIC

Access to the College District's technology resources, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the College District; and
2. Does not unduly burden the College District's technology resources.

ACCEPTABLE USE

The Chancellor [~~G-head of district/college/ESC, initial upper case~~] or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the College District and with law and policy.

Access to the College District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and

understanding of all administrative regulations governing use of the College District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with College District policies. [See DH, FL series, and FM series] Violations of law may result in criminal prosecution as well as disciplinary action by the College District.

Compliance with this policy and College District procedures shall be strictly enforced. Violations may result in disciplinary action, up to and including, termination. The Chancellor may appoint a committee to investigate and address violation of this policy or related procedures, guidelines, or user agreements.

MONITORED USE

Electronic mail transmissions and other use of the College District's technology resources by students, employees, and members of the public shall not be considered private. Designated College District staff shall be authorized to monitor the College District's technology resources at any time to ensure appropriate use.

DISCLAIMER OF LIABILITY

The College District shall not be liable for users' inappropriate use of the College District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The College District shall not be responsible for ensuring the availability of the College District's technology resources or the accuracy, appropriateness, or usability of any information found on the Internet.

RECORD RETENTION

A College District employee shall retain electronic records, whether created or maintained using the College District's technology resources or using personal technology resources, in accordance with the College District's record management program. [See CIA]

INFORMATION
SECURITY PROGRAM

The ~~Chancellor [G-head-of-district/college/ESC, initial upper case]~~ shall approve an information security program designed to address the security of the College District's information resources against unauthorized or accidental modification, destruction, or disclosure. This program shall also address accessibility, privacy, and security of the College District's Web site, information resources, associated processes, systems and networks.

The College District recognizes that its sensitive personal information, information resources and the associated processes, systems and networks are valuable assets and that their effective management has important implications not only for the College District, but for its clients, as well. It is the policy of the College District to protect the security and privacy of its sensitive personal information, information resources, and to make information accessible as required by law. The College District shall maintain the confidentiality, integrity and availability of sensitive personal information and information resources by complying with applicable federal and state laws, policies, and procedures. The Chancellor shall establish procedures and regulations for the security of sensitive personal information (including students, faculty and staff) and information resources.

TASB MODEL POLICY

PURPOSE

The College District's sensitive personal information and information resources are vital academic and administrative assets which require appropriate safeguards. Computer systems, networks, and data are vulnerable to a variety of threats. These threats have the potential to compromise the integrity, availability, and confidentiality of the information used by the college to conduct its day-to-day business.

Effective security management programs must be employed to eliminate or mitigate the risks posed by potential threats to the College District's sensitive personal information and information resources. Measures must be taken to protect these resources against unauthorized access, disclosure, modification or destruction whether accidental or deliberate.

RESPONSIBILITIES

Chancellor has designated the Office of Security for Administration and Technology (OSAT) to be responsible for enforcing this policy.

SANCTIONS FOR
VIOLATION/ENFORCE
MENT

Compliance with this policy and applicable procedures shall be strictly enforced. Violations may result in disciplinary action, up to and including termination.

SECURITY BREACH
NOTIFICATION

The Chancellor may appoint a committee to investigate and address violation of this policy or related procedures, guidelines, or user agreements.

Upon discovering or receiving notification of a breach of system security, the College District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's Web site.
4. Publication through broadcast media.

ACCESS BY
INDIVIDUALS WITH
DISABILITIES

The Chancellor ~~[G head of district/college/ESC, initial upper case]~~ or designee shall develop procedures to ensure that individuals with disabilities have access to the College District's electronic and information resources similar to individuals without disabilities.

INTELLECTUAL PROPERTY

CT
(LOCAL)

INTELLECTUAL
PROPERTY

All copyrights, trademarks, and other intellectual property rights shall remain with the College District at all times.

Intellectual property not considered instructional material that is conceived, created, or developed or that results from research supported by a grant or contract with an external agency or by private gift to the College District shall be deemed the property of the College District unless applicable laws or governmental regulations specifically provide otherwise.

STUDENTS

A student shall retain all rights to work created as part of instruction or using College District technology resources.

EMPLOYEES
COLLEGE
DISTRICT
OWNERSHIP

As an agent of the College District, an employee, including a student employee, shall not have rights to work he or she creates on College District time or using College District technology resources. The College District shall own any work or work product created by a College District employee in the course and scope of his or her employment, including the right to obtain copyrights.

EMPLOYEE
OWNERSHIP

If the employee obtains a patent for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, College District wide license to the College District for use of the patented work. A College District employee shall own any work or work product produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.

PERMISSION

A College District employee may apply to the [Chancellor](#)~~[G head of district/college/ESC, initial upper case]~~ or designee to use College District materials and equipment in his or her creative projects, provided the employee agrees either to grant to the College District a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to use the work, or permits the College District to be listed as co-author or co-inventor if the College District contribution to the work is substantial. College District materials do not include student work, all rights to which are retained by the student.

WORKS FOR HIRE

The College District may hire an independent contractor for specially commissioned work(s) under a written works-made-for-hire agreement that provides that the College District shall own the work product created under the agreement, as permitted by copyright law. Independent contractors shall comply with copyright law in all works commissioned.

INTELLECTUAL PROPERTY

CT
(LOCAL)

RETURN OF
INTELLECTUAL
PROPERTY

Upon the termination of any person's association with the College District, all permission to possess, receive, or modify the College District's intellectual property shall also immediately terminate. All such persons shall return to the College District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.

COPYRIGHT

Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the ~~Chancellor~~~~[G-head of district/college/ESC, initial upper case]~~ or designee, the College District shall require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

TECHNOLOGY USE

All persons are prohibited from using College District technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with College District technology resources. No person shall use the College District's technology resources to post, publicize, or duplicate information in violation of copyright law. The Board shall direct the ~~Chancellor~~~~[G-head of district/college/ESC, initial upper case]~~ or designee to employ all reasonable measures to prevent the use of College District technology resources in violation of the law. All persons using College District technology resources in violation of law shall lose user privileges in addition to other sanctions. [See BBI and CR]

ELECTRONIC MEDIA

Unless a license or permission is obtained, electronic media in the classroom, including motion pictures and other audiovisual works, must be used in the course of face-to-face teaching activities as defined by law.

DESIGNATED
AGENT

The College District shall designate an agent to receive notification of alleged online copyright infringement and shall notify the U.S. Copyright Office of the designated agent's identity. The College District shall include on its Web site information on how to contact the College District's designated agent and a copy of the College District's copyright policy. Upon notification, the College District's designated agent shall take all actions necessary to remedy any violation. The College District shall provide the designated agent appropriate training and resources necessary to protect the College District.

If a content owner reasonably believes that the College District's technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.

INTELLECTUAL PROPERTY

CT
(LOCAL)

TRADEMARK

The College District protects all College District and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.

COLLEGE
DISTRICT-RELATED
USE

The College District grants permission to students, student organizations, parent organizations, and other College District-affiliated college-support organizations to use, without charge, College District and campus trademarks to promote a group of students, an activity or event, a campus, or the College District, if the use is in furtherance of College District-related business or activity. The Chancellor~~[G head of district/college/ESC, initial upper case]~~ or designee shall determine what constitutes use in furtherance of College District-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.

PUBLIC USE

Members of the general public, outside organizations, vendors, commercial manufacturers, wholesalers, and retailers shall not use College District trademarks without the written permission of the Chancellor~~[G head of district/college/ESC, initial upper case]~~ or designee. Any production of merchandise with College District trademarks for sale or distribution must be pursuant to a trademark licensing agreement and may be subject to the payment of royalties.

Any individual, organization, or business that uses College District trademarks without appropriate authorization shall be subject to legal action.

TASB MODEL POLICY

REPORT ITEM

Meeting Date: February 16, 2016

Committee: *Audit*

ITEM NO.	ITEM TITLE	PRESENTER
C	Update on Internal Audit Personnel	Dr. Cesar Maldonado

DISCUSSION

Provide an update to the Board on the Internal Audit department personnel.

DESCRIPTION OR BACKGROUND

Due to a combination of retirement and resignations, vacancies exist in the Internal Audit department.

FISCAL IMPACT

Positions are budgeted in the approved 2016 Operating Budget.

STRATEGIC ALIGNMENT

2.B.3.: Create and sustain viable communication and feedback loops for stakeholders

Attachment Title(s):

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/9/2016 10:10 AM



AGENDA

BOARD GOVERNANCE COMMITTEE OF THE BOARD OF TRUSTEES

Committee Members

Trustee Zeph Capo, Chair

Trustee Robert Glaser

Trustee Eva Loreda

Alternate Member

Trustee John P. Hansen

February 16, 2016

3:00 p.m.

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**

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

BOARD GOVERNANCE COMMITTEE

February 16, 2016

Notice is hereby given that a Meeting of the Board Governance Committee of the Board of Trustees of Houston Community College will be held on Tuesday, the sixteenth (16th) day of February, 2016 at 3:00 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

II. Topics for Discussion and/or Action:

- A. Adopt Revisions to HCC Policy: Board Approval and Signature Authority.
- B. Proposed Revisions to TASB Policies: Section A, Section B, & Section C.
- C. Adopt Revisions to HCC Naming Opportunity Policy.
- D. Adopt Revisions to Board Bylaws.

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

A. Legal Matters

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

B. Personnel Matters

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

Houston Community College
Board Governance Committee – February 16, 2016

C. Real Estate Matters

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

IV. Additional Closed or Executive Session Authority

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

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

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

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

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

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

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

Houston Community College
Board Governance Committee – February 16, 2016

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

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

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

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

V. Reconvene in Open Meeting

VI. Adjournment

Certificate of Posting or Giving of Notice

On this 10th day of February, 2016, at or before 3:00 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) Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; and (2) the Houston Community College website, www.hccs.edu.

Rose Sarzoza-Pena
Manager, Board Services

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
A	Adopt Revisions to HCC Policy: Board Approval and Signature Authority	Dr. Cesar Maldonado Jarvis Hollingsworth

RECOMMENDATION

Approve proposed revisions to current HCC Board Policies B.1.7.8 Board Approval and B.1.5.4 Signature Authority.

COMPELLING REASON/RATIONALE

The purposes for the revisions are to clarify the contracts subject to Board approval and amend the Chancellor's signature authority.

DESCRIPTION OR BACKGROUND

As a fiduciary body, the Board has a legal responsibility for fiscal management of HCC funds, to the extent this responsibility and authority has not been delegated to the Chancellor by policy. Under current HCC Policy B.1.5.4 Signature Authority, the Board granted the Chancellor authority to initiate and execute contracts valued up to \$75,000 and College Presidents the authority to initiate and execute contracts valued up to \$25,000. However, the Board retained authority for approving certain types of contracts, notwithstanding the \$75,000 threshold delegated to the Chancellor, under separate policy.

The amended Signature Authority policy (B.1.5.4) will increase the Chancellor's authority to initiate and execute contracts valued up to \$100,000. Similarly, the amended threshold amount to \$100,000 is reflected in the revisions to B.1.7.8 Board Approval, which enumerates the types of contracts requiring board approval. As a fiduciary for HCC, the Board shall maintain approval authority for specific contracts as defined in the revised Board Approval policy. The revisions to B.1.7.8 Board Approval do not revoke or disturb the authority previously granted to the Chancellor under B.1.5.4 Signature Authority, but are solely intended to further define the types of contracts that require board approval and promote consistency within the policies.

FISCAL IMPACT

None.

LEGAL REQUIREMENT

Texas Education Code 51.352(e); Texas Government Code 2269.403

STRATEGIC ALIGNMENT

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

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

Attachment Title(s): **1. Revisions to HCC Policy B.1.7.8 Board Approval**
2. Revisions to HCC Policy B.1.5.4

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/10/2016 8:38 AM

**B:1.5 Finance and Operations
Accounting, Reporting and Payroll**

Responsible Department: Accounting

Date Approved/Amended: ~~December 2, 2010~~

B:1.5.4 Signature Authority

The Board grants the Chancellor authority to initiate and execute contracts valued at up to ~~\$50,000.00~~ \$100,000. ~~College presidents are authorized to initiate and execute contracts valued up to \$25,000.~~ All contracts shall be executed in accordance with HCC policy and procedures.

B:1.7 Finance and Operations Purchasing and Acquisition

Responsible Department: Procurement

Date Approved/Amended: ~~December 2, 2010~~

B:1.7.8 Board Approval

The following types of contracts require the approval of the Board:

1. Employment contracts;
2. Purchases or sales of real property;
3. ~~Contracts, excluding legal services, and leases with a term exceeding one year (including options to renew) that have a cumulative expenditure of \$100,000~~75,000 or more over the contract term; Leases with a term exceeding one year (including options to renew) that have a cumulative expenditure of \$100,000 or more over the contract term;
4. Revenue leases and revenue rental agreements exceeding a term of five years (including options to renew); and
45. Contracts involving the sale of intellectual property or technology transfer;
6. Purchase contracts to include any expenditure made by the valued at \$75,000~~\$100,000 and above, excluding legal services; and~~
7. Cooperative, interlocal, and job order contracts valued at \$500,000 and above.

Any contract requiring approval of the Board may be required to be reviewed and approved in advance by Board Counsel, as determined by the Board Chair in consultation with the Board.

REPORT ITEM

Meeting Date: February 16, 2016

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
B	Proposed Revisions to TASB Policies: Section A, Section B, & Section C	Dr. Cesar Maldonado E. Ashley Smith Jarvis Hollingsworth

DISCUSSION

The HCC Board of Trustees must regularly review and update its policies to ensure they conform and comply with applicable law, best practices, and the Board's vision, mission, values, and goals. Additionally, Board policies establish clear and written guidelines for the administration to follow when carrying out operations.

HCC Board and General Counsel are presenting proposed revisions to the TASB Policies **Section A: Basic District Foundations**, **Section B: Local Governance**, and **Section C: Business & Support Services** for the Board's review, and find the proposed policies (which include model TASB policies and current HCC policies, additions, and/or deletions) are appropriate and necessary to ensure that HCC's policies are current and compliant with the law and best practices. Upon Board review of Section A, Section B, and Section C TASB policies, the HCC Compliance Officer and Board Counsel will work with TASB to complete the localization and codification of policies for the district and the HCC Compliance Officer will collaborate with policy stakeholders to incorporate policy changes.

DESCRIPTION OR BACKGROUND

In support of HCC's objectives to define a system-wide compliance plan, the Chancellor and Compliance Officer reported to the Board in April 2015, plans to redevelop board policies and supporting procedures in order to implement a centralized compliance program.

The proposed TASB Local Policy Manual, when completed and finalized by Spring 2016, will not only align with the college's transformation goals to increase accountability at all levels of the organization, but also meet the college's commitment to a compliance program to further promote operational efficiency. Specifically, the policy framework will: 1) clearly define board intent or requirements in accordance with the law, 2) reduce potential legal risk by mandating consistent practices across the district, 3) be easily accessible and searchable online via TASB Policy Online, 4) allow for training and enforcement mechanisms; 5) and routinely be updated in response to changes in the law.

FISCAL IMPACT

N/A

STRATEGIC ALIGNMENT

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

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

Attachment Title(s): **Proposed TASB Policies Section A, Section B, Section C**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
C	Adopt Revisions to HCC Naming Opportunity Policy	Dr. Cesar Maldonado

RECOMMENDATION

Approve proposed revisions to current HCC Board Policy B.2.10 Naming Opportunity.

COMPELLING REASON/RATIONALE

New resources would be attracted to the College with clearer guidelines in the policy. With the opportunity for major naming donations increasing at this time, there is need for more clarity to guide the naming opportunity process.

DESCRIPTION OR BACKGROUND

The charge for the Houston Community College Foundation is to build and nurture relationships in the community to inspire donations and partnership contributions in support of HCC and its mission. Significant donations in support of HCC offer an opportunity to name an HCC item (i.e. facility, building, room, program) in recognition of the donation or donor. HCC seeks to continue recognizing outstanding donors by naming an HCC item in the donor's honor under a more definitive standard and policy. All recognitions will be balanced with the College's need to attract external funding.

FISCAL IMPACT

The revised Naming Opportunity policy will continue to enable Houston Community College and the Houston Community College Foundation to solicit opportunities which will continue to enhance college resources and connect HCC more closely to the communities served.

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

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

Attachment Title(s): **Revised B.2.10 Naming Opportunity Policy**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

B:2.10 Finance and Operations Naming Opportunity

Responsible Department: HCC

Foundation Date Approved/Amended: June 16,

2011 _____

Summary

Recognizing the importance of community and corporate involvement in education, the Board encourages donations to support the construction, renovation, or acquisition of HCC-owned property and other non-tangible items as defined in this policy. The Board, at its discretion, may consider naming new or existing property or items after major donors, provided such naming serves to advance, and is not in conflict with, HCC's mission of educating students. This policy sets forth general parameters to be utilized with respect to term limit and permanent naming at Houston Community College.

Without limitation, this policy shall apply to the "naming of items" including buildings, facilities, open spaces, or portions thereof or items therein; educational departments or titled positions such as chairs and professorships; scholarships and programs; and any other entity thing item where the naming thereof is believed to advance the educational or financial objectives of HCC.

A. Naming Opportunity Policy

1. Generally. All naming requests should support that the honoree or donor meets the highest values and societal standards. Naming is usually appropriate only when a gift of significant financial value is received for the benefit of HCC, directly or through the HCC Foundation. Significance is to be judged-measured relative to the value and nature of the thing-entity item to be named. All permanently named facilities and programs should be reviewed by the Chancellor and approved by the Board, upon the recommendation of the College Foundation, where appropriate, and subject to the approval requirements listed within this policy.

~~1.—~~

2. Honoric Naming. In appropriate circumstances, to be determined by a majority vote of the HCC Board of Trustees, the naming of items may occur in the absence of a significant financial gift in order to honor persons or entities who have made extraordinary contributions to HCC or the communities it serves and if such naming is deemed to advance the educational and financial objectives of HCC. The merits of naming in the absence of financial contribution should weigh the contributions of the proposed honoree against the nature and value of the thing to be named. ~~Where the proposed honoree has served the College as either staff or community volunteer, the merits of naming should also be determined by carefully weighing the proposed honoree's significant scholarship, devotion, or distinguished service to the College against the test of time.~~ Donors or honorees may be individuals, corporations, foundations, or any other legal entity. In all instances, the appropriateness of naming should be considered in light of the reputation, community standing, and public actions of the individual, family, or entity whose name is to be utilized, and whether such naming will both bring honor to and be consistent with the mission of HCC.

2.3. Term Limit. The naming of items implies a promise to the donor or honoree that the naming shall be maintained so long as the thing entity item named remains in existence or in the service of the College. When and if that condition ceases to exist, an appropriate alternative means of continuing the recognition of the donor or honoree will be founddetermined.

3.4. Record Keeping. ~~The HCC Foundation, HCC and E~~each college ~~is responsible~~are responsible for maintaining a record of named rooms, buildings, ground and other spaces. The HCC Foundation is responsible for maintaining a record of endowed funds.

~~4.—Combinations of gifts, pledges, and irrevocable deferred gifts arrangements are acceptable for naming commitments.~~

~~5.—Upon request of a president and in order to address specific needs and circumstances of a given campus, the chancellor, after informing the HCC Board of Trustees in writing, may approve naming procedures/guidelines for such campus, differing in whole or part from general HCC naming procedures/guidelines, so long as such action is consistent with the purposes and spirit of this policy document.~~

B. General Principles

1. Procedures and Guidelines. The general naming procedures and guidelines must be approved by the Chancellor and must be followed system wide.
- ~~1. The administrative level of approval required with respect to all naming of items whether physical facilities (e.g.; buildings, grounds, rooms) or non-physical items (e.g., programs, institutes) shall depend upon the amount of the gift and/or the value of the thing entity to be named, as follows:~~
 - ~~a. if the value of the related gift or thing entity to be named exceeds \$500,000, by the Board of Trustees;~~
 - ~~b. if the value of the related gift or thing entity to be named is or less between \$ 100,000 and \$500,000, by the Chancellor;~~
2. Confidentiality. Any proposed naming should ~~be held in close confidence~~ remain confidential, unless otherwise disclosed by law, during the review and approval process. There should be ~~a minimum of minimal~~ communication about the proposed naming ~~on a campus before~~ prior to final approval ~~has been given~~. Such communications should be limited to those necessary to the evaluation and approval process.
3. Legal Review. Each gift and naming commitment ~~should~~ must be reviewed by the Office of General Counsel carefully for ~~full~~ compliance with applicable laws and ethical principles, especially where there is some direct or indirect business or other continuing relationship between HCC, its officers, trustees, or employees, and the donor or proposed honoree. Questions regarding the applicability of state or federal law, issues of conflict of interest or other ethical considerations should be referred to HCC ~~general~~ General ~~e~~ Counsel during the approval process. Guidance should also be sought in the national guidelines of CASE (~~Council for Aid to Education~~ Council for Advancement and Support of Education) with regard to questions about definitions of philanthropy, gifts or grants.
4. Agreements. A written agreement shall be signed by the donor, HCC, and HCC Foundation, for all naming opportunities and commitments. The agreement shall include at a minimum the terms of revocation, the length of time of naming, and the location of the feature named and its description. If a written agreement is impossible to obtain, In the absence of a written agreement, a copy of this policy will be given to the donor, contributor, or the parties concerned.
5. Terms for Cancellation. In certain circumstances, HCC reserves the right to revoke and terminate its obligations regarding a naming, with no financial

responsibility for returning any received contributions to the donor. These actions, and the circumstances that prompt them, may apply to a naming commitment that has not yet been acted upon or to a conferred naming:

~~3.—~~

- ~~a. If the donor or honoree's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the College's standards, or otherwise be contrary to the best interest of HCC as determined by HCC, the naming may be revoked.~~
- ~~b. If the donor fails to maintain payments on a commitment upon which the naming was bestowed, the naming may be revoked.~~
- ~~c. If the planned gift upon which the naming was bestowed does not result in the value agreed upon, the naming may be revoked.~~
- ~~d. In the event of an Act of God or other event destroys the physical features or renders it unusable.~~
- ~~e. The donor requests the College remove a name. If the request to cease using the naming is in relation to the naming of a building, the request must be approved by the Board. The donor will assume 100% of the cost of any change to signage. -The HCC Foundation reserves the right to review, revise, or decline the proposed change.~~

~~4.— If a campus or college desires to implement a different or supplemented set of guidelines, a proposal must be submitted to the Chancellor for review and approval by the HCC Board of Trustees.~~

C. Types of Gifts for Naming Commitments

~~1. All Any combinations of gifts, pledges, and irrevocable deferred gift arrangements are acceptable may be considered~~ for naming commitments. With respect to deferred gifts, while the naming commitment may be immediate, the value of the gift appropriate to the naming of a specific thing should be set at a higher level commensurate with the extent of delay involved in acquiring access to the gift.

~~1.2. All gifts must be paid in full prior to the official naming opportunity to take effect, unless otherwise decided by a majority vote of the Board.~~

D. Guidelines for Naming Academic Programs or Other Intangible Items

1. In order to name a center, institute, program or academic unit, the amount of money should be proportional to the amount of endowment (principal x ~~54~~ % annual payout) that would be necessary to sustain the program on a permanent basis. ~~Typically, In order to permanently name most distinguished programs, would require a gift commitment of at least \$2.5 million in order to generate generating \$125,000 annually for expenditures annually is typically required.~~

2. Exceptions may be ~~made~~ considered where an academic program is being named for someone of unparalleled scholarly distinction and the naming will bring great honor ~~as well as “promise”~~ to the program so that the naming enhancement adds value to the program, and serves to attract additional financial resources. ~~is a “value added” act of good will and thoughtfulness, as well as a “magnet” for additional financial resources.~~
3. From time to time, minimum gift commitments and other monetary standards to be followed with respect to the naming of programs, departments, institutes, chairs and professorships, and other intangible items may be modified. Actions in this regard shall be commensurate with the letter and spirit of ~~the HCC Naming Opportunity Policy and the provisions of this document~~ policy.

E. Naming of Physical Facilities

1. Buildings, campus grounds, or other campus facilities will generally not be named for individuals currently employed by HCC, unless a donor(s) provides a sufficient gift in honor of that individual. When the person to be honored is living and no financial gift is being provided, at least three years should pass since any formal association with HCC. Such affiliation includes time spent either as a student, a compensated member of the faculty or staff or, as a member of the Board of Trustees. Naming a building, wing, room, or lecture hall can be difficult, depending on size, age, prestige, location, original cost, etc. However, the following factors shall be considered:

- i. Older existing facilities (more than 10 years old) funded with public money should be named only in exchange for gift commitments of at least 20 percent of the building’s current value or replacement cost. Total costs include: architectural, planning, and construction; fees; site clearance and landscaping; furnishing; maintenance; and equipment.
- ii. Newer existing facilities (less than 10 years old) funded with public money should be named only in exchange for gift commitments of at least 25 percent of the building’s current value or replacement cost. Total costs include: architectural, planning, and construction; fees; site clearance and landscaping; furnishing; maintenance; and equipment.
- iii. Unscheduled or unplanned facilities that a donor wishes to have constructed will require a 100 percent gift commitment, plus an endowed maintenance fund.
- iv. The minimum gift for a “naming commitment” should be

approximately \$25,000 for small physical spaces such as classrooms, offices and seminar rooms.

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
D	Adopt Revisions to Board Bylaws	Jarvis Hollingsworth

RECOMMENDATION

Approve revisions to Board Bylaws.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

The revisions to the Board Bylaws will provide greater clarity on Board processes and procedures, including the approval required for the Board's retention of legal counsel, external auditor and financial advisors.

FISCAL IMPACT

N/A

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

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

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

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

BYLAWS OF THE BOARD OF TRUSTEES OF THE HOUSTON COMMUNITY COLLEGE

Adopted January 1, 2010

Amended June 29, 2010

Amended September 23, 2010

Amended December 2, 2010

Amended November 17, 2011

Amended December 15, 2011

Amended June 21, 2012

Amended June 24, 2014

Amended November 18, 2014

Amended February 27, 2015

Amended April 16, 2015

Amended January 21, 2016

Amended February 25, 2016

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1. EXTERNAL AUDITOR AND INTERNAL AUDITOR.

External Auditor. The External Auditor shall be an independent and objective party to provide advice to the Board. The External Auditor shall be ~~appointed~~approved by the Board, and shall report directly to the Board, with access to the Chancellor. The Board will periodically evaluate the performance of the External Auditor and may dismiss or assign a new External Auditor at any time with or without cause. All engagement letters with the External Auditor shall be signed by the Board Chair. The Board shall select an auditing firm for a designated period, not to exceed five (5) years, and shall rotate External Auditors every five (5) years.

- a. An auditing firm selected by the Board as External Auditor is not eligible to submit a proposal immediately following any period during which it was engaged by the Board as External Auditor. The selected External Auditor may not serve simultaneously as the Internal Auditor.
- b. The Board shall outline its expectations regarding the annual financial statement audit and performance audit, if requested, and as may be directed by the Board. The Board also may arrange for self-requested audits to perform specific audit services. The External Auditor shall evaluate all financial operations of the College and prepare reports to the Board. Among the duties of the External Auditor are:
 - 1) to perform audit activities necessary to assure that College resources are being properly managed and accounted for, that the College has effective and adequate internal controls, and that internal operating colleges are reliable.
 - 2) to assure that the College is complying with approved policies and statutory requirements.
 - 3) to develop an annual audit plan for the College's financial audit which shall be presented to the Chancellor and the Audit Committee of the Board.
 - 4) to meet with the Board as requested and to report the results of the audit to the Board.

The External Auditor is prohibited from providing non-audit services to HCC.

Internal Auditor. The Internal Auditor shall report administratively to the Chancellor, and shall report functionally to the Board Audit Committee. The Internal Auditor shall be selected by the Board from candidates approved and provided by the Chancellor. The Chancellor shall recommend three (3) names to the Board as the finalists, each with a minimum of 10 years of experience as a full-time Auditor. The Internal Auditor shall be evaluated by the Chancellor after consultation with the Audit Committee and may only be dismissed by the Chancellor after obtaining approval of the Board. Duties of the Internal Auditor are to:

- a. Coordinate audit efforts with those of the External Auditor.
- b. Perform all duties in accordance with the Standards for the Professional Practice of Internal Auditing, the Code of Ethics, the Statements on Internal Auditing Standards, and the Statement of Responsibilities of Internal Auditing, each as established by the Institute of Internal Auditors.
- c. Meet regularly with the Board and the Audit Committee to review audits performed, audits in progress, and future audits.
- d. Conduct independent, protective and constructive audits so as to review effectiveness of controls, financial records, and operations.
- e. Analyze data obtained for evidence of deficiencies in controls, duplication of effort, or lack of compliance with College policies and procedures.
- f. Prepare reports and make recommendations on findings to the Chancellor and the Board.
- g. Provide audit education and Internal Control training.
- h. Offer advisory services, Control Self-Assessment (CSA) services, and workshops.

2. BOARD COUNSEL AND GENERAL COUNSEL.

Board Counsel. The Board Counsel shall provide legal advice to the Board. The Board Counsel shall be appointed by the Board, shall report directly to the Board (with access to the Chancellor), and may be dismissed or reassigned by the Board without cause. The Board Counsel shall represent the College in all assigned legal matters. The Board Counsel shall attend all Board and Board committee meetings. Duties of the Board Counsel include:

- a. Provide advice and counsel to the Board.
- b. Maintain the Board bylaws and certain Board policies and procedures, and recommend amendments, as needed.
- c. Handle assigned legal matters for or on behalf of the College, such as preparation of legal opinions as requested by the Board or the Chancellor.
- d. Render legal services in connection with assigned legal matters.
- e. Perform any other legal services as may be required by the Board or requested by the Chancellor.

Upon recommendation of the Chancellor, or on its own motion, the Board may employ other outside counsel to address legal matters in special situations. The outside counsel shall report directly to the Board, with access to the Chancellor. All Board retention of counsel shall be subject to approval of the Board. If the Board Chair is required to

retain legal services prior to obtaining approval of the Board, such retention must be approved by the Board at the next meeting.

General Counsel. The General Counsel shall provide legal advice to the Chancellor. The General Counsel shall be appointed by the Board, upon recommendation of the Chancellor, and shall report directly to the Chancellor, with access to the Board. The General Counsel shall attend all Board and Board committee meetings. Duties of the General Counsel include:

- a. Provide legal advice and counsel to the Chancellor, administration and faculty.
- b. Maintain the College's policies and recommend amendments, as needed.
- c. Handle routine legal matters for or on behalf of the College.
- d. Perform other legal services as may be required by the Board or assigned by the Chancellor.

3. FINANCIAL ADVISOR. The Financial Advisor shall be ~~appointed~~approved by the Board, shall report directly to the Board, with access to the Chancellor, and may be dismissed or reassigned by the Board without cause. The Financial Advisor shall offer guidance to the Board in all financial matters. Duties of the Financial Advisor include:

- a. Evaluating College indebtedness.
- b. Recommending asset allocation.
- c. Evaluating investment strategies.
- d. Evaluating acquisition strategies.
- e. Evaluating long and short term financial planning.

The Board shall select the Financial Advisor for a designated period, not to exceed five (5) years, and shall rotate Financial Advisors every five (5) years.



AGENDA

COMMITTEE OF THE WHOLE OF THE BOARD OF TRUSTEES

**February 16, 2016
4:15 p.m.**

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**

NOTICE OF MEETING OF THE BOARD OF TRUSTEES

HOUSTON COMMUNITY COLLEGE

MEETING AS A COMMITTEE OF THE WHOLE

February 16, 2016

Notice is hereby given that the Board of Trustees of Houston Community College will meet as a Committee of the Whole on Tuesday, the sixteenth (16th) day of February, 2016 at 4:15 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002. 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 may be discussed and/or approved in open session and vice versa as permitted by law. Action Items approved by the Committee of the Whole will be listed on the Consent Agenda at a Regular Board Meeting.

I. Call to Order

II. Topics for Discussion and/or Action:

A. Facilities

1. Update on Bond Capital Improvement Plan (CIP) Related Matters.

B. Finance

2. Approval of the Official HCC Schedule of Tuition and Fees.
3. Approval of Amendment to Ground Lease between HCC and TMC.
4. Adoption of Resolution for TexPool Participation.
5. Stafford Workforce Campus Manufacturing Center of Excellence Equipment Purchase (Cooperative Purchase).
6. HAAS CNC Lathes, Mills and Simulators-Stafford Campus (Project No. 16-14).
7. Bridgeport Series 1 Milling Machine HCC Stafford Campus (Project No. 16-12).
8. Standard Modern Lathes for Stafford and South Campuses.
9. Bookstore and Related Service (Project No. 16-23).
10. Reroofing at HCC's Katy Campus (Project No. 16-04).

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11. HCC Administration Building Eyebrow Reroofing at 3100 Main (Project No. 16-05).
12. Physical Therapy Anatomage Table for Coleman College.
13. Investment Report for the Month of December 2015.
14. Monthly Financial Statement and Budget Review for December 2015.
15. Approval of Lease Agreement for 5505 West Loop South Houston, Texas.

III. Reports from Appointed and Ad Hoc Committee(s):

A. Academic Affairs/Student Services

1. Student Success in Courses.
2. Graduation Update.
3. Nursing Update.
4. Enrollment Update.

B. Audit

5. Internal Audit Quarterly Report.
6. Quarterly Control and Compliance Attestation.
7. Update on Internal Audit Personnel.

C. Board Governance

8. Adopt Revisions to HCC Policy: Board Approval and Signature Authority.
9. Proposed Revisions to TASB Polices: Section A, Section B and Section C.
10. Adopt Revisions to HCC Naming Opportunity Policy.
11. Adopt Revisions to Board Bylaws.

D. Chancellor Evaluation

12. Quarterly Progress Report on Chancellor's 2016 Goals.

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

A. Legal Matters

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

B. Personnel Matters

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

C. Real Estate Matters

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

V. Additional Closed or Executive Session Authority

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

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

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

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

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

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

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

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

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

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

VI. Reconvene in Open Meeting

VII. Adjournment

Certificate of Posting or Giving of Notice

On this 10th day of February, 2016, at or before 4:15 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 Administration Building of the Houston Community College System, 3100 Main, First Floor, Houston, Texas 77002; and (2) the Houston Community College website, www.hccs.edu.

Rose Sarzoza-Pena
Manager, Board Services

REPORT ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
1	Update on Bond Capital Improvement Plan (CIP) Related Matters	Dr. Cesar Maldonado Charles Smith

DISCUSSION

Provide an update on the Bond Capital Improvement Plan (CIP) related matters.

DESCRIPTION OR BACKGROUND

Monthly updates to the CIP Bond program are provided to keep the Board of Trustees apprised of the expenditures and project status.

FISCAL IMPACT

As budgeted and financed from the 2013 bond issuance.

STRATEGIC ALIGNMENT

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

Attachment Title(s): **1. CIP Update Report**
2. CIP Project Detail Summary

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



HOUSTON COMMUNITY COLLEGE 2013 Capital Improvements Program

Project Budget Summary (January 2016 Estimated Close in \$1,000s)

Ref	C	Project Budget Including Program Level Costs (Bold type indicates project in construction)	Construction	Soft Cost Allowances	Land	Grand Total	Committed	Paid	Balance	CO	Projected Over (Under)	SBE/HUB	
												Paid	% Total Paid ¹
A	NW	Alief Campus Improvements ⁵	10,703	1,619	1,707	14,029	2,016	11,833	180			5,296	45%
B	NW	West Houston Institute ⁵	33,493	6,336	4,460	45,750	20,526	8,334	16,890			1,371	20%
C	SW	West Loop Parking & Multi-Use Facility ^{2,5}	12,381	2,261	443	23,650	3,484	19,754	413			2,253	20%
D	SW	Brays Oaks Workforce Building ⁵	9,552	1,735	1,137	12,425	7,374	3,592	1,459			2,171	60%
E	SW	Stafford New Workforce Building ⁵	18,998	4,693	2,559	26,250	8,963	13,396	3,891			5,137	38%
F	SW	Missouri City Center ³	12,409	3,366	2,037	21,500	1,037	6,250	14,214			736	29%
G	SE	Eastside Workforce & Student Center ^{4,5}	12,974	3,452	1,217	31,350	11,161	18,658	1,530			1,396	28%
H	SE	Felix Fraga STEM Facility ⁵	10,143	2,282	2,325	15,900	8,776	4,599	2,525			2,179	63%
I	NE	Northline Multiuse Building & Parking ⁵	21,671	2,972	1,182	25,825	3,502	9,910	12,413			5,983	60%
J	NE	North Forest Workforce	28,012	5,658	2,077	43,850	1,054	14,155	28,641			3,273	54%
K	NE	Acres Homes Campus ⁵	8,614	1,810	727	13,420	7,994	4,844	582			1,341	52%
L	CE	Central Campus Renovations & Upgrades	10,798	3,072	1,011	29,030	886	15,342	12,802			351	29%
M	CE	Central South Campus Workforce Building ⁵	18,864	3,111	2,275	24,250	15,146	7,424	1,681			1,830	25%
N	CO	Coleman College Education Facility Exp. ^{5,6}	59,873	13,757	10,512	97,771	4,166	23,187	70,418			3,143	33%
Grand Total			268,485	56,123	33,668	425,000	96,085	161,276	167,639	0	0	36,460	39%

Construction Costs - All Hard Construction Costs including Permitting, Abatement, Insurance Fees and CMAR Preconstruction Fees

Soft Costs - Professional Fees, Procurement Related Fees, Owner Overhead, and Owner Project Contingency

Allowances - Allowances for Phasing (Relocation Related Costs) and FF&E (All Furniture, Fixtures and Equipment Including AV / I.T. / Security)

Land Acquisition - Land Purchase and Related Costs

Committed - Unpaid Open Purchase Orders

NOTES

- 1 Completed land purchases are excluded in the calculation of SBE/HUB (Small/Historically Underutilized Business) as a percentage of total amounts paid.
- 2 Includes funds for land approved by BOT on 16 Oct 14 as temporary transfer from Coleman Project. To be reimbursed from Project Savings or Fund Balance.
- 3 CIP Portion of revised project only. Balance to come from Sale of Sienna Plantation assets.
- 4 Actual amount encumbered for land is \$13,708k. Awaiting reconciliation.
- 5 Building Permit Received.
- 6 Excludes funds loaned to other projects, to be reimbursed by a combination of sale of land, savings from other projects, and fund balance.

2013 Capital Improvements Program
Project Detail Summary
(January 2016 Preliminary Close, \$000's)

Projects	A		B		C		D		E		F		G		H		I		J		K		L		M		N		
	Alief Hayes Road		West Houston Institute		West Loop Campus		Brays Oaks Campus		Stafford Campus		Missouri City Campus		Eastside Campus		Felix Fraga Campus		Northline Campus		North Forest Campus		Acres Homes Campus		Central Campus Culinary		Central South Campus		Coleman Campus		
Project Costs																													
Land	\$ -	\$ -	\$ 1,461	\$ 8,564	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,689	\$ 13,708	\$ 1,150	\$ -	\$ -	\$ 8,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,270	\$ 14,149	\$ -	\$ -	\$ 13,629	\$ -	\$ -	\$ -	\$ -
Direct Construction	\$ 10,703	\$ 33,493	\$ 33,493	\$ 12,369	\$ 9,522	\$ 12,408	\$ 12,861	\$ 18,925	\$ 18,925	\$ 12,408	\$ 12,861	\$ 10,113	\$ 12,861	\$ 12,861	\$ 27,916	\$ 21,671	\$ 21,671	\$ 27,916	\$ 27,916	\$ 8,580	\$ 10,775	\$ 18,480	\$ 18,480	\$ 59,691	\$ 18,480	\$ 18,480	\$ 18,480	\$ 59,691	
Site Infrastructure	\$ -	\$ -	\$ -	\$ 12	\$ 7	\$ 0	\$ 46	\$ 46	\$ 46	\$ 0	\$ 81	\$ 32	\$ 81	\$ 81	\$ 46	\$ -	\$ -	\$ 46	\$ 46	\$ 33	\$ 1	\$ 340	\$ 340	\$ 32	\$ 32	\$ 32	\$ 32	\$ 32	
Construction Contingency	\$ -	\$ -	\$ -	\$ -	\$ 23	\$ -	\$ 23	\$ 23	\$ 23	\$ -	\$ 32	\$ 32	\$ 32	\$ 32	\$ 23	\$ -	\$ -	\$ 23	\$ 23	\$ -	\$ -	\$ -	\$ 22	\$ 44	\$ 150	\$ 44	\$ 150	\$ 150	
Architect and Engineering	\$ 745	\$ 3,095	\$ 3,095	\$ 867	\$ 798	\$ 1,704	\$ 1,704	\$ 1,704	\$ 1,704	\$ 1,809	\$ 1,194	\$ 1,194	\$ 1,194	\$ 1,194	\$ 944	\$ 1,356	\$ 1,356	\$ 2,700	\$ 2,700	\$ 820	\$ 848	\$ 1,348	\$ 848	\$ 6,013	\$ 1,348	\$ 6,013	\$ 6,013	\$ 6,013	
Material Testing	\$ 29	\$ 241	\$ 241	\$ 96	\$ 133	\$ 160	\$ 128	\$ 128	\$ 128	\$ 160	\$ 180	\$ 180	\$ 180	\$ 180	\$ 128	\$ 142	\$ 142	\$ 552	\$ 552	\$ 226	\$ 168	\$ 226	\$ 168	\$ 892	\$ 226	\$ 892	\$ 892	\$ 892	
Surveying	\$ -	\$ 78	\$ 78	\$ 63	\$ 51	\$ 135	\$ 173	\$ 73	\$ 73	\$ 135	\$ 173	\$ 173	\$ 173	\$ 173	\$ 119	\$ 65	\$ 65	\$ 18	\$ 18	\$ 22	\$ 70	\$ 70	\$ 70	\$ 67	\$ 67	\$ 67	\$ 67	\$ 893	
Project Management	\$ 270	\$ 1,397	\$ 1,397	\$ 488	\$ 325	\$ 583	\$ 732	\$ 732	\$ 732	\$ 583	\$ 479	\$ 479	\$ 479	\$ 479	\$ 413	\$ 542	\$ 542	\$ 796	\$ 796	\$ 289	\$ 244	\$ 662	\$ 244	\$ 662	\$ 662	\$ 662	\$ 662	\$ 2,872	
Soft Cost Contingency	\$ 132	\$ 82	\$ 82	\$ -	\$ 36	\$ -	\$ 36	\$ 36	\$ 36	\$ -	\$ 436	\$ 436	\$ 436	\$ 436	\$ 176	\$ 52	\$ 52	\$ 208	\$ 208	\$ 28	\$ 826	\$ 43	\$ 826	\$ 43	\$ 43	\$ 43	\$ 43	\$ -	
IT Infrastructure	\$ 761	\$ 1,461	\$ 1,461	\$ 443	\$ 414	\$ 741	\$ 931	\$ 931	\$ 931	\$ 741	\$ 374	\$ 374	\$ 374	\$ 374	\$ 853	\$ 582	\$ 582	\$ 384	\$ 384	\$ 305	\$ 351	\$ 721	\$ 351	\$ 721	\$ 721	\$ 721	\$ 721	\$ 2,552	
FF&E	\$ 947	\$ 2,999	\$ 2,999	\$ -	\$ 724	\$ 1,295	\$ 1,628	\$ 1,628	\$ 1,628	\$ 1,295	\$ 843	\$ 843	\$ 843	\$ 843	\$ 1,472	\$ 600	\$ 600	\$ 1,693	\$ 1,693	\$ 422	\$ 659	\$ 1,554	\$ 659	\$ 1,554	\$ 1,554	\$ 1,554	\$ 1,554	\$ 7,959	
Other Admin Services	\$ 180	\$ 588	\$ 588	\$ 304	\$ 160	\$ 276	\$ 337	\$ 337	\$ 337	\$ 276	\$ 403	\$ 403	\$ 403	\$ 403	\$ 204	\$ 332	\$ 332	\$ 563	\$ 563	\$ 172	\$ 373	\$ 312	\$ 373	\$ 312	\$ 312	\$ 312	\$ 312	\$ 1,256	
Program Management	\$ 263	\$ 856	\$ 856	\$ 443	\$ 233	\$ 402	\$ 491	\$ 491	\$ 491	\$ 402	\$ 587	\$ 587	\$ 587	\$ 587	\$ 298	\$ 483	\$ 483	\$ 821	\$ 821	\$ 251	\$ 543	\$ 454	\$ 543	\$ 454	\$ 454	\$ 454	\$ 454	\$ 1,830	
	\$ 14,029	\$ 45,750	\$ 45,750	\$ 23,650	\$ 12,425	\$ 21,500	\$ 26,250	\$ 26,250	\$ 26,250	\$ 21,500	\$ 31,350	\$ 15,900	\$ 31,350	\$ 31,350	\$ 15,900	\$ 25,825	\$ 25,825	\$ 43,850	\$ 43,850	\$ 13,420	\$ 29,030	\$ 24,250	\$ 29,030	\$ 24,250	\$ 24,250	\$ 24,250	\$ 24,250	\$ 97,771	

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
2	Approval of the Official HCC Schedule of Tuition and Fees	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve HCC's official Schedule of Tuition and Fees and eliminate the Diploma Fee and English 1301 Course Material Fee, hold steady the Technology Fee, and change the naming convention for Out-of-District and Out-of-State tuition and fees as noted on the schedule.

COMPELLING REASON/RATIONALE

The Diploma Fee of \$10 often presents a final stumbling block to students as they document their achievements, transfer to other institutions for further education, and move into the workforce. Removal of this fee will facilitate the student graduation process.

A course material fee of \$40 has been charged for ENGL 1301 courses taught at Northwest College only. Open source materials are now available at no charge, rendering that fee unnecessary.

The Student Technology Fee was increased in 2009, along with a prescribed series of annual increases through fiscal year 2017. The approved increase for fiscal year 2017 was predetermined to be \$0.10 per semester credit hour. It is recommended that this increase not be enacted, and the fee should remain at its current fiscal year 2016 level of \$10 per semester credit hour.

The method of billing students for the Out-of-District Tuition and General Fee and the Out-of-State Tuition and General Fee have been more complicated than needed, resulting in confusion, questions, and unnecessarily complex student billing statements.

The Out-of-District student is currently billed for In-District Tuition (\$31) plus an Out-of-District Tuition add-on (\$64). The proposal is to simply bill \$95 per semester credit hour for Out-of-District Tuition. Similarly the General Fee has been billed in two portions – In-District (\$25.50) plus an Out-of-District add-on (\$8.00). The proposal is to simply bill \$33.50 per semester credit hour for the Out-of-District General Fee.

The Out-of-State student is currently billed for In-District Tuition (\$31) plus the Out-of-State Tuition add-on (\$64). The proposal is to simply bill \$95 per semester credit hour for Out-of-State Tuition. Similarly the General Fee has been billed in two portions – In-District (\$25.50) plus the Out-of-State portion (\$24.50). The proposal is to simply bill \$50.00 per semester credit hour for Out-of-State General Fee.

HCC's last general tuition and fee increase was enacted in 2011. In alignment with the college's desire to keep education affordable for students, it is recommended that all other tuition and fee rates remain the same as those charged in fiscal year 2016.

DESCRIPTION OR BACKGROUND

HCC has periodically presented various changes to the Board of Trustees for tuition and fees, but has not annually presented the entire schedule for review and approval. This is a best practice, ensures timely

review, and increases transparency. Administration will begin bringing the Schedule of Tuition and Fees for review and approval by the Board of Trustees annually.

FISCAL IMPACT

Elimination of the Diploma Fee will decrease revenues annually by approximately \$52,000. Elimination of the Course Material Fee for ENGL 1301 will have no impact. The fees were used to purchase course materials. Free materials available online will be used instead.

LEGAL REQUIREMENT

Texas Education Code 130.084(b)

STRATEGIC ALIGNMENT

1.B.1.: Develop and implement an exemplary customer service model

Attachment Title(s): **1. HCC Tuition and Fee Schedule**
2. Community Colleges Tuition and Fee Chart

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

Schedule of Tuition and Fees
Effective Fall 2016

Semester Credit Tuition

Description	Spring 2016	Proposed Fall 2016	Change	Remarks
In District				
Tuition	\$31.00 per hour (\$50.00 minimum)	\$31.00 per hour (\$50.00 minimum)	0	
General Fee	\$25.50 per hour	\$25.50 per hour	0	
Out-of-District				
Tuition	\$31.00 per hour	\$95.00 per hour	0	Combined for simplification
Additional Out-of-District Tuition	\$64.00 per hour			
General Fee	\$25.50 per hour	\$33.50 per hour	0	Combined for simplification
Additional Out-of-District General Fee	\$8.00 per hour			
Out-of-State				
Tuition	\$31.00 per hour	\$95.00 per hour	0	Combined for simplification
Additional Out-of-State Tuition	\$64.00 per hour			
General Fee	\$25.50 per hour	\$50.00 per hour	0	Combined for simplification
Additional Out-of-State General Fee	\$24.50 per hour			

General Fees

Description	Spring 2016	Proposed Fall 2016	Change	Remarks
Technology Fee	\$10.00 per hour	\$10.00 per hour	0	Hold at current level
Student Activity Fee	\$1.00 per hour (\$12.00 maximum)	\$1.00 per hour (\$12.00 maximum)	0	
Recreation/Athletics Fee	\$6.00 per semester	\$6.00 per semester	0	

Other Fees

Description	Spring 2016	Proposed Fall 2016	Change	Remarks
Distance Education Fee	\$32.00 per DE course	\$32.00 per DE course	0	
Reinstatement Fee	\$75.00	\$75.00	0	
Repeater Fee	\$50.00 per hour	\$50.00 per hour	0	
International Student Application Fee	\$75.00	\$75.00	0	
International Student Orientation Fee	\$50.00	\$50.00	0	
Deferral/Reproduction Fee	\$50.00	\$50.00	0	
International Insurance Fee	based on Insurance Vendor pricing	based on Insurance Vendor pricing	0	
Installment Plan Enrollment Fee	\$30.00	\$30.00	0	
Installment Plan Late Fee	\$10.00	\$10.00	0	
Drop/Add Fee	\$15.00	\$15.00	0	
Returned Check Payment Fee	\$25.00	\$25.00	0	
Schedule Change Fee	\$15.00	\$15.00		
Stop Payment Fee	\$25.00	\$25.00	0	
Diploma/Certificate Fee	\$10.00	\$0.00	(\$10.00)	Eliminate fee 09/01/2016
Back-dated Diploma Fee	\$15.00	\$15.00	0	
Transcript Fee	\$5.00	\$5.00	0	
Transcript Fee through Service Provider	based on Service Provider price	based on Service Provider price	0	
Transcript Fee (Overnight Express or Fax)	\$15.00	\$15.00	0	
Advance Standing Examination for College Credit Fee	\$25.00 per course	\$25.00 per course	0	
Advance Standing Credit Evaluation	\$25.00 per evaluation	\$25.00 per evaluation	0	

Lab Fees

Description	Spring 2016	Proposed Fall 2016	Change	Remarks
A+ Lab Fee-CEU	\$12.00	\$12.00	0	

AC Lab Fee – CEU	\$6.00/\$12.00	\$6.00/\$12.00	0
AutoCAD Lab Fee-CEU	\$12.00	\$12.00	0
Certified Nurse Aid Lab Fee-CEU	\$11.00	\$11.00	0
Certified Nurse Aid Mat & Supplies	\$20.00	\$20.00	0
Cisco CWNA Lab Fee-CEU	\$12.00	\$12.00	0
Computer Trng Lab Fee-CEU	\$12.00	\$12.00	0
Grant & Contract Lab Fee CEC/NCR	\$32.00	\$32.00	0
Health Info Sp Lab Fee-CEU	\$24.00	\$24.00	0
Lab Fee-AERM-SCH	Varies from \$6.00 to \$357.00	Varies from \$6.00 to \$357.00	0
MCSE MCSA Lab Fee-CEU	\$12.00	\$12.00	0
Misc. Trades Lab Fee-CEU	\$6.00/\$12.00	\$6.00/\$12.00	0
Motorcycle Lab Fee NCR/CEC	\$50.00	\$50.00	0
Network Security Lab Fee-CEU	\$12.00	\$12.00	0
Office Tech Lab Fee-CEU	\$12.00	\$12.00	0
Phlebotomy Lab Fee-CEU	\$5.00/\$12.00	\$5.00/\$12.00	0
PipEqDes Lab Fee-CEU	\$12.00	\$12.00	0
Residential Wiring Lab Fee-CEU	\$6.00/\$12.00	\$6.00/\$12.00	0
SAP Lab Fee-CEU	\$12.00	\$12.00	0
Welding Lab Fee	\$6.00/\$12.00	\$6.00/\$12.00	0

Testing Fees

Description	Spring 2016	Proposed Fall 2016	Change	Remarks
TSI Assessment	\$29.00 - All sections \$10.00 - Re-test per section	\$29.00 - All sections \$10.00 - Re-test per section	0	
COMPAS ESL	\$29.00 - All sections \$10.00 - Re-test per section	\$29.00 - All sections \$10.00 - Re-test per section	0	
CLEP Test-Administrative Fee	\$12.00	\$12.00	0	
TEAS Test	\$86.00	\$86.00	0	
HESI	\$45.00	\$45.00	0	

Course Specific Fees

Description	Spring 2016	Proposed Fall 2016	Change	Remarks
Adult High School Materials Fee	\$10.00/\$20.00 (Art, BCIS, & BIM)	\$10.00/\$20.00 (Art, BCIS, & BIM)	0	
Alternative Teacher Certification Application Fee			0	
Alternative Teacher Cert. Clearing Acct CEC/NCR	\$975.00	\$975.00	0	
Cert Nursing Aid Liability Fee	\$12.00	\$12.00	0	
Computer Science Program Fee	\$24.00 - \$75.00	\$24.00 - \$75.00	0	
Commercial Music Fee	\$75.00	\$75.00	0	
Commercial Truck Clearing Acct.	\$225.00 - \$350.00	\$225.00 - \$350.00	0	
EMS AHA Card Fee	\$ 2.00 (CPR) \$12.00 (Advanced)	\$ 2.00 (CPR) \$12.00 (Advanced)	0	
EMS OR Fee	\$25.00 (Basic Students) \$40.00 (Adv. students)	\$25.00 (Basic Students) \$40.00 (Adv. students)	0	
EMT Testing Fee	\$29.00 - \$209.00	\$29.00 - \$209.00	0	
ENGL 1301-Course Material Fee	\$40.00 (Northwest College only)	\$0.00	(\$40.00)	Eliminate fee 09/01/2016
HS-Film Badge Fee	\$10.00 - \$25.00	\$10.00 - \$25.00	0	
HS-Liability Insurance Fee	\$10.00 - \$34.00	\$10.00 - \$34.00	0	
Massage Therapy Mat. And Supplies			0	
Medical Assistant Exam. Fee	\$125.00	\$125.00	0	
Music Fee	\$145.00	\$145.00	0	
NCLEX –RN Prep. Fee	\$23.00 - \$45.00	\$23.00 - \$45.00	0	
Phlebotomy Liability Fee	\$12.00	\$12.00	0	
Phlebotomy Materials and Supplies	\$10.00 - \$60.00	\$10.00 - \$60.00	0	
Police in Service Mat/Test Fee	\$50.00	\$50.00	0	
Registration Fee Literacy NCR	\$20.00	\$20.00	0	
Registration Fee Math & Reading	\$60.00	\$60.00	0	
Software Access Fee	\$60.00	\$60.00	0	
State Fire Exam. Fee	\$85.00	\$85.00	0	
Surgical Tech Exam. Fee	\$190.00	\$190.00	0	
VAST Office Mat/Supply NCR/CEC	\$5.00 - \$15.00	\$5.00 - \$15.00	0	

**Spring 2016 Tuition and Fees
Texas Public Community Colleges**

Texas Community Colleges

Tuition and Fee Totals calculated for a student enrolled for 12 semester credit hours

Sorted by relative cost per hour for In-District Residents

College District	In-District Resident				Out-of-District				Non-Resident			
	Tuition	Fees	Total	Total/ SCH	Tuition	Fees	Total	Total/ SCH	Tuition	Fees	Total	Total/ SCH
Collin	384	86	470	39	852	86	938	78	1,572	86	1,658	138
Dallas	708		708	59	1,332		1,332	111	2,088		2,088	174
Tarrant	708		708	59	1,272		1,272	106	2,460		2,460	205
San Jacinto	564	170	734	61	1,068	170	1,238	103	1,788	170	1,958	163
College of the Mainland	540	207	747	62	1,020	207	1,227	102	1,380	207	1,587	132
Kilgore	408	348	756	63	408	1,200	1,608	134	1,008	1,200	2,208	184
Alvin	540	227	767	64	1,080	227	1,307	109	1,680	227	1,907	159
Paris	600	174	774	65	1,032	174	1,206	101	1,596	174	1,770	148
Galveston	444	335	779	65	444	527	971	81	1,200	527	1,727	144
Lone Star	504	302	806	67	504	1,142	1,646	137	504	1,322	1,826	152
Houston	372	444	816	68	1,140	540	1,680	140	1,140	738	1,878	157
Lee	600	236	836	70	1,008	236	1,244	104	1,524	236	1,760	147
North Central Texas	600	240	840	70	1,104	312	1,416	118	2,088	312	2,400	200
Panola	300	576	876	73	300	1,152	1,452	121	300	1,524	1,824	152
Angelina	768	120	888	74	1,272	120	1,392	116	1,824	120	1,944	162
Navarro	480	413	893	74	540	893	1,433	119	1,140	893	2,033	169
Alamo	873	37	910	76	2,327	37	2,364	197	4,507	37	4,544	379
Central Texas	912		912	76	1,176		1,176	98	2,568		2,568	214
Grayson	588	336	924	77	1,044	336	1,380	115	1,596	336	1,932	161
Western Texas	624	324	948	79	1,044	360	1,404	117	1,488	360	1,848	154
Weatherford	960		960	80	1,488		1,488	124	2,112		2,112	176
Hill	804	157	961	80	804	457	1,261	105	1,004	457	1,461	122
Texarkana	576	400	976	81	576	988	1,564	130	576	1,552	2,128	177
Midland	696	288	984	82	1,296	288	1,584	132	1,776	288	2,064	172
Trinity Valley	432	552	984	82	432	1,296	1,728	144	1,416	552	1,968	164
Brazosport	744	258	1,002	84	1,152	258	1,410	118	1,800	258	2,058	172
Amarillo	528	477	1,005	84	528	993	1,521	127	1,296	993	2,289	191
Northeast Texas	432	575	1,007	84	1,140	575	1,715	143	1,709	575	2,284	190
Austin	804	216	1,020	85	804	2,880	3,684	307	4,320	216	4,536	378
Odessa	768	264	1,032	86	1,296	264	1,560	130	1,830	264	2,094	175
Ranger	600	455	1,055	88	1,116	455	1,571	131	1,560	455	2,015	168
Vernon	576	480	1,056	88	1,140	480	1,620	135	1,920	480	2,400	200
Victoria	552	504	1,056	88	552	1,068	1,620	135	1,356	504	1,860	155
Wharton	384	672	1,056	88	384	1,284	1,668	139	768	1,284	2,052	171
Coastal Bend	840	228	1,068	89	840	972	1,812	151	840	1,152	1,992	166
Temple	804	264	1,068	89	1,644	264	1,908	159	2,604	264	2,868	239
Howard	954	116	1,070	89	1,452	116	1,568	131	2,108	116	2,224	185
Tyler	360	718	1,078	90	360	1,318	1,678	140	636	1,318	1,954	163
Southwest Texas	684	411	1,095	91	684	1,143	1,827	152	1,860	411	2,271	189
South Plains	348	772	1,120	93	816	772	1,588	132	1,008	772	1,780	148
Blinn	576	552	1,128	94	1,404	552	1,956	163	2,400	552	2,952	246
Cisco	480	696	1,176	98	480	996	1,476	123	912	996	1,908	159
Del Mar	672	509	1,181	98	672	1,109	1,781	148	1,116	1,109	2,225	185
El Paso	1,008	180	1,188	99	1,008	180	1,188	99	1,836	180	2,016	168
Clarendon	564	648	1,212	101	564	924	1,488	124	936	924	1,860	155
Frank Phillips	516	719	1,235	103	816	719	1,535	128	912	719	1,631	136
South Texas	804	558	1,362	114	913	558	1,471	123	1,200	558	1,758	147
McLennan	1,272	108	1,380	115	1,488	108	1,596	133	2,172	108	2,280	190
Texas Southmost	600	999	1,599	133	1,200	999	2,199	183	1,800	999	2,799	233
Laredo	600	1,050	1,650	138	1,200	1,050	2,250	188	1,824	1,050	2,874	240

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
3	Approval of Amendment to Ground Lease between HCC and TMC	Dr. Cesar Maldonado Charles Smith Rogers, Morris & Grover, L.L.P.

RECOMMENDATION

Authorize Chancellor to negotiate and execute an amendment to the Ground Lease between Houston Community College and Texas Medical Center for the Coleman College expansion site.

COMPELLING REASON/RATIONALE

An amendment to the original Ground Lease is necessary to incorporate the final survey of the leased area, and to add certain easements necessary to accommodate construction of the Coleman College expansion project.

DESCRIPTION OR BACKGROUND

On November 1, 2013, HCC and TMC entered into a 99-year Ground Lease for \$1.00 per year, allowing HCC to lease approximately 1.25 acres across Pressler Street from the existing Coleman College campus in order to construct the Coleman expansion project. Since the date of the original lease, HCC and TMC have determined that an amendment to the Ground Lease is necessary to accomplish the following objectives:

1. update the legal description of the lease area to incorporate the final survey of the new campus site, incorporating changes requested by the Houston Fire Department;
2. provide a temporary construction workspace and access easement within the parking area adjacent the project site during the construction phase; and
3. memorialize TMC's approval for a stairway access encroachment to the adjacent TMC property (UT Brown Foundation Institute of Molecular Medicine).

FISCAL IMPACT

N/A

LEGAL REQUIREMENT

This action was reviewed by outside counsel and properly allows the College to bind the parties to necessary amendments to the original Ground Lease.

STRATEGIC ALIGNMENT

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

Attachment Title(s): **Drawing of Leased Area**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



HDR Architecture, Inc.
1000 West Street, Suite 1000, Houston, Texas 77002

AUTOARCH
ARCHITECTS

PROJECT
**HOUSTON
COMMUNITY
COLLEGE**

Coleman College for
Health Sciences
Building Expansion
Project

1900 Pressler St.
Houston, TX 77030

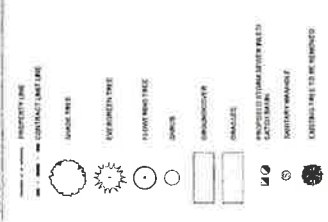


HOUSTON COMMUNITY COLLEGE

PLANTING NOTES

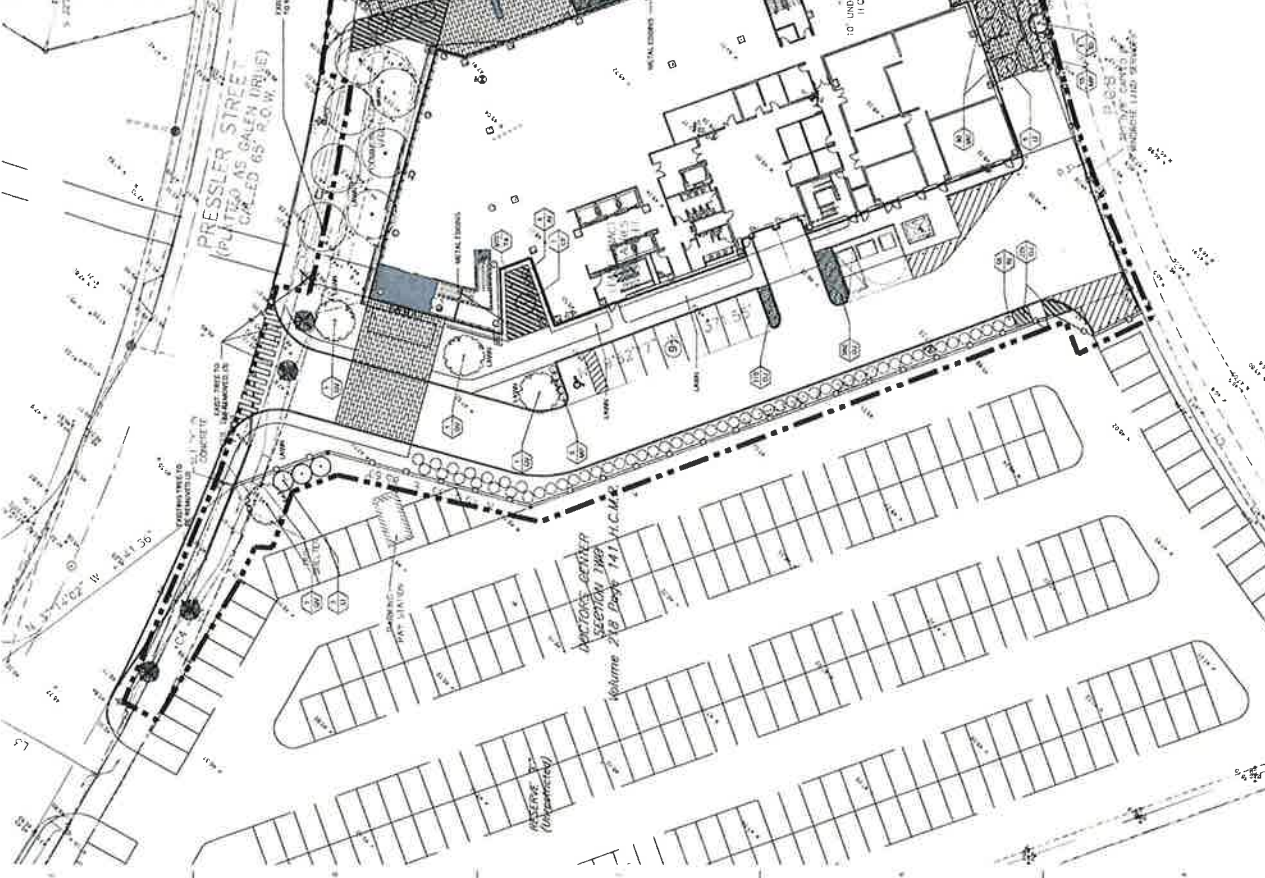
- THE FINAL LOCATION OF ALL PLANT MATERIAL SHALL BE TO THE RIGHT AND NOT TO THE LEFT OF THE CONTRACT LINE.
- SEE SPECIFICATIONS FOR ADDITIONAL PLANTING REQUIREMENTS.
- SEE PLANTING SCHEDULE FOR PLANTING DETAILS AND SPECIFICATIONS.
- THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING AND PROPOSED UTILITIES PRIOR TO THE START OF CONSTRUCTION. UTILITIES SHALL BE MARKED AND DEPTH SHALL BE VERIFIED.
- PROVIDE A 24 HOUR NOTIFICATION TO THE UTILITY COMPANY PRIOR TO ANY EXCAVATION WORK.
- PERFORM WORK IN ACCORDANCE WITH THE AMERICAN STANDARD FOR TREE REMOVAL AND STUMP REMOVAL.
- STAKING SHALL BE CALIBRATED ON A BASIS OF ONE (1) INCH TO ONE (1) FOOT.
- CONTRACTOR SHALL ALLOW FOR THE CHANGING OF THE PLANTING SCHEDULE TO ACCOMMODATE THE CHANGING OF THE PLANTING SCHEDULE.

LEGEND



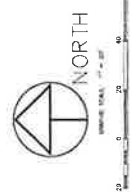
GENERAL LANDSCAPE SCHEDULE

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
1	Planting Schedule	1	Schedule	1000.00	1000.00
2	Planting Schedule	1	Schedule	1000.00	1000.00
3	Planting Schedule	1	Schedule	1000.00	1000.00
4	Planting Schedule	1	Schedule	1000.00	1000.00
5	Planting Schedule	1	Schedule	1000.00	1000.00
6	Planting Schedule	1	Schedule	1000.00	1000.00
7	Planting Schedule	1	Schedule	1000.00	1000.00
8	Planting Schedule	1	Schedule	1000.00	1000.00
9	Planting Schedule	1	Schedule	1000.00	1000.00
10	Planting Schedule	1	Schedule	1000.00	1000.00
11	Planting Schedule	1	Schedule	1000.00	1000.00
12	Planting Schedule	1	Schedule	1000.00	1000.00
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14	Planting Schedule	1	Schedule	1000.00	1000.00
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NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	11/15/14
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50	ISSUED FOR PERMIT	11/15/14

THIS DRAWING IS FOR REVIEW PURPOSES ONLY AND IS NOT TO BE USED FOR CONSTRUCTION. ROBERT F. CLINE, JR. TEXAS NO. 5488 DATE: 09/18/2015



LANDSCAPE PLAN

LP-1001

75% Construction Documents

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
4	Adoption of Resolution for TexPool Participation	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve a resolution authorizing participation in the Texas Local Government Investment Pool (TexPool) and TexPool Prime and designating authorized representatives.

COMPELLING REASON/RATIONALE

HCC currently has an account with TexPool, and would like to add a TexPool Prime account. This account typically produces a higher yield. In January 2016, TexPool Prime was offering interest rates 15 basis points higher than the traditional TexPool program.

DESCRIPTION OR BACKGROUND

The college's ability to invest in local government investment pools is stated in Section 7.1.3 of HCC's Investment Policy. Additionally, Section 6.1 of the same policy delegates the authority to invest HCC funds to the Sr. Vice Chancellor of Finance and Administration and the Treasurer as Primary Investment Officers, and to the Deputy Treasurer as a Secondary Investment Officer to serve in the absence of the Treasurer.

FISCAL IMPACT

N/A

LEGAL REQUIREMENT

The TexPool Participation Agreement requires a board resolution to add a TexPool Prime account.

STRATEGIC ALIGNMENT

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

Attachment Title(s): **1. Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives**
2. TexPool Investment Pools Participation Agreement

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives

WHEREAS, Houston Community College System

("Participant") is a local government or state agency of the State of Texas and is empowered to delegate to the public funds investment pools the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pools ("**TexPool/TexPool Prime**"), public funds investment pools, were created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That Participant shall enter into a Participation Agreement to establish an account in its name in **TexPool/TexPool Prime**, for the purpose of transmitting local funds for investment in **TexPool/TexPool Prime**.
- B. That the individuals, whose signatures appear in this Resolution, are authorized representatives of the Participant and are each hereby authorized to transmit funds for investment in **TexPool/TexPool Prime** and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

Authorized Representatives of the Participant

These individuals will be issued P.I.N. numbers to transact business via telephone with a Participant Service Representative.

1.			
	Signature		Telephone Number
	Ronald E. Defalco		
	Printed Name		Fax Number
	Treasurer		
	Title		Email
2.			
	Signature		Telephone Number
	Brian Malone		
	Printed Name		Fax Number
	Deputy Treasurer		
	Title		Email
3.			
	Signature		Telephone Number
	Teri Zamora		
	Printed Name		Fax Number
	Sr. Vice Chancellor, Finance & Administration		
	Title		Email
4.			
	Signature		Telephone Number
	Printed Name		Fax Number
	Title		Email

Authorized Representatives of the Participant (continued)

5.
Signature
Telephone Number

Printed Name
Fax Number

Title
Email

List the name of the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Printed Name

In addition and at the option of the Participant, one additional authorized representative can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

1.
Printed Name
Telephone Number

Title
Fax Number

C. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until **TexPool/TexPool Prime** receives a copy of any such amendment or revocation.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the ___ Day of _____, 20__.

Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Houston Community College System
Name of Participant

SIGNED:

Signature

Dr. Adriana Tamez
Printed Name

Chair, HCC Board of Trustees
Title

ATTEST:

Signature

Dr. Carolyn Evans-Shabazz
Printed Name

Secretary, HCC Board of Trustees
Title



TexPool Investment Pools Participation Agreement

Preamble

This participation agreement (the "Agreement") is made and entered into by and between the Comptroller of Public Accounts (the "Comptroller"), acting through the Texas Treasury Safekeeping Trust Company (the "Trust Company"), Trustee of the Texas Local Government Investment Pool (TexPool) and TexPool Prime, (collectively the "TexPool Investment Pools"), and Houston Community College System (the "Participant").

WHEREAS, the Interlocal Cooperation Act, TEX GOV'T CODE ANN, ch. 791 and the Public Funds Investment Act, TEX. GOV'T CODE ANN, ch. 2256 (the "Acts") provide for the creation of a public funds investment pool to which any local government or state agency may delegate, by contract, the authority to hold legal title as custodian and to make investments purchased with local funds;

WHEREAS, the Trust Company is a special purpose trust company authorized pursuant to TEX. GOV'T CODE ANN. § 404.103 to receive, transfer and disburse money and securities belonging to state agencies and local political subdivisions of the state and for which the Comptroller is the sole officer, director and shareholder;

WHEREAS, TexPool and TexPool Prime are public funds investment pools, which funds are invested in certain eligible investments as more fully described hereafter;

WHEREAS, the Participant has determined that it is authorized to invest in a public funds investment pool created under the Acts and to enter into this Agreement;

WHEREAS, the Participant acknowledges that the Trust Company is not responsible for independently verifying the Participant's authority to invest under the Acts or to enter this Agreement;

WHEREAS, the Participant acknowledges that the performance of TexPool Investment Pools is not guaranteed by the State of Texas, the Comptroller, or the Trust Company and that there is no secondary source of payment for the TexPool Investment Pools; and

WHEREAS, in an effort to ensure the continued availability of an investment pool as a vehicle for investment of local government funds and simultaneously provide for enhancement in services and potential decreases in management and administrative fees, Participant and Trust Company desire to provide in this Agreement that the Trust Company may obtain private professional investment management and related services.

NOW THEREFORE, for and in consideration of the mutual promises, covenants and agreements herein contained, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree with each other as follows:

Article I: Definitions

"Account" shall mean any account or accounts, established by the Participant in TexPool Investment Pools in accordance with this Agreement and the Operating Procedures (as defined herein), which Account represents an undivided beneficial ownership in TexPool Investment Pools.

"Authorized Investments" shall mean those investments which are authorized by the Investment Act (as herein defined) for investment of public funds.

"Authorized Representative(s) of the Participant" shall mean any individual who is authorized to execute documents and take such other necessary actions under this Agreement as evidenced by the duly enacted Resolution of the Participant.

"Authorized Representative(s) of the Trust Company" shall mean any employee of the Comptroller or Trust Company who is designated in writing by the Comptroller or the Trust Company's Chief Executive Officer to act as the authorized Trust Company representative for purposes of this Agreement and shall include employees of any private entity performing the obligations of the Comptroller under this Agreement.

"Board" shall mean the advisory board provided for in the Investment Act (as defined below).

"Investment Act" shall mean the Public Funds Investment Act, TEX. GOV'T CODE ANN. ch. 2256, as amended from time to time.

"Investment Policy" shall mean the written TexPool Investment Pools Investment Policies, as amended from time to time, relating to the investment and management of funds in TexPool Investment Pools as established by the Trust Company consistent with the Investment Act.

"Letter of Instruction" shall mean a written authorization and direction to the Trust Company signed by an Authorized Representative of the Participant.

"Operating Procedures" shall mean the written procedures established by the Trust Company describing the management and operation of TexPool Investment Pools, and providing for the establishment of, deposits to and withdrawals from the Accounts, as amended from time to time.

"Participant" shall mean any entity authorized by the Acts to participate in a public funds investment pool that has executed this Agreement pursuant to a Resolution.

"Resolution" shall mean the resolution adopted by the governing body of a local governmental entity authorizing the entity's participation in TexPool Investment Pools and designating persons to serve as Authorized Representatives of the Participant.

Article II: General Administration

Section 2.01. TexPool Investment Pools Defined.

- (a) TexPool Investment Pools are public funds investment pools created pursuant to the Acts.
- (b) Subject to Section 6.10, the Trust Company agrees to manage the Participant's Account(s) in accordance with the Investment Act and the Investment Policy.

Section 2.02. Board.

- (a) The Board is composed of members appointed pursuant to the requirements of the Investment Act.
- (b) The Board shall advise the Trust Company on the Investment Policy and on various other matters affecting TexPool Investment Pools, and shall approve fee increases.

Section 2.03. General Administration.

- (a) The Trust Company shall establish and maintain the Investment Policy specifically identifying the Authorized Investments consistent with the Investment Act and the general policy and investment goals for TexPool Investment Pools.
- (b) The Trust Company shall establish and maintain the Operating Procedures, describing the management and operation of TexPool Investment Pools and providing for procedures to be followed for the establishment of, deposits to, and withdrawals from the Accounts and such other matters as are necessary to carry out the intent of this Agreement.
- (c) The Trust Company shall have the power to take any action necessary to carry out the purposes of this Agreement, subject to applicable law and the terms of this Agreement.

Section 2.04. Ownership Interest. Each Participant shall own an undivided beneficial interest in the assets of TexPool Investment Pools in an amount proportional to the total amount of such Participant's Accounts relative to the total amount of all Participants' Accounts in TexPool Investment Pools, computed on a daily basis.

Section 2.05. Independent Audit. TexPool Investment Pools are subject to annual review by an independent auditor consistent with Ch. 2256, TEX GOV'T CODE ANN. In addition, reviews of TexPool Investment Pools may be conducted by the State Auditor's Office and the Comptroller's office. The Trust Company may obtain such legal, accounting, financial or other professional services as it deems necessary or appropriate to assist TexPool Investment Pools in meeting its goals and objectives.

Section 2.06. Liability. Any liability of the Comptroller, the Comptroller's office, the Trust Company, representatives or agents of the Trust Company, any Comptroller employee, Trust Company or any member of the Board for any loss, damage or claim, including losses from investments and transfers, to the Participant shall be limited to the full extent allowed by applicable laws. The Trust Company's responsibilities hereunder are limited to the management and investment of TexPool Investment Pools and the providing of reports and information herein required.

Article III: Participant Requirement

Section 3.01. The Participation Agreement. The Participant must execute this Agreement and provide a Resolution authorizing participation in TexPool Investment Pools and designating persons to serve as Authorized Representatives of the Participant and any other documents as are required under, and substantially in the form prescribed by, the Operating Procedures before depositing any funds into TexPool Investment Pools. The Participant must provide an updated Resolution designating Authorized Representatives within 5 business days of the departure of any Authorized Representative of the Participant.

Section 3.02. Operating Procedures

- (a) The Participant acknowledges receipt of a copy of the Operating Procedures. The Operating Procedures describe in detail the procedures required for the establishment of accounts, deposits to and withdrawals from TexPool Investment Pools, and related information.
- (b) The Operating Procedures may be modified by the Trust Company as appropriate to remain consistent with established banking practices and capabilities and when such modification is deemed necessary to improve the operation of TexPool Investment Pools.
- (c) The Participant hereby concurs with and agrees to abide by the Operating Procedures.

Article IV: Investments

Section 4.01. Investments. All monies held in TexPool Investment Pools shall be invested and reinvested by the Trust Company or Authorized Representatives of the Trust Company only in Authorized Investments in accordance with the Agreement, the Investment Policy and the Investment Act. Participant hereby concurs with any such investment so made by the Trust Company. Available funds of TexPool Investment Pools that are uninvested may be held at the Trust Company's account at the Federal Reserve Bank of Dallas, or any designated custodian account, or with a custodian selected by the Trust Company. All investment assets and collateral will be in the possession of the Trust Company and held in its book-entry safekeeping account at the Federal Reserve Bank, any designated custodian account, or with a custodian selected by the Trust Company.

Section 4.02. Failed Investment Transaction. In the extraordinary event that a purchase of securities results in a failed settlement, any resulting uninvested funds shall remain in the Trust Company's Federal Bank of Dallas account, any designated custodian account or with a custodian selected by the Trust Company. If an alternative investment can be secured after the failure of the trade to settle, TexPool Investment Pools will receive all the income earnings, including but not limited to, any compensation from the purchaser failing in the trade and the interest income from the alternative investment.

Section 4.03. Investment Earnings and Losses Allocation. All interest earnings in TexPool Investment Pools will be valued daily and credited to the Participant's Accounts monthly, on a pro rata allocation basis. All losses, if any, resulting from the investment of monies in TexPool shall also be allocated on a pro rata allocation basis. All earnings and losses will be allocated to the Participant's Accounts in accordance with generally accepted accounting procedures.

Section 4.04. Commingling of Accounts. Participant agrees that monies deposited in TexPool and TexPool Prime, may be commingled with all other monies held in TexPool and TexPool Prime, respectively for purposes of common investment and operational efficiency. However, each Participant will have separate Accounts on the books and records of TexPool Investment Pools, as further provided for in the Operating Procedures.

Article V: Fees, Expenses and Reports

Section 5.01. Fees and Expenses. The Participant agrees to pay the amount set forth in the fee schedule. Participant agrees that all fees shall be directly and automatically assessed and charged against the Participant's Accounts. The basic service fee shall be calculated as a reduction in the daily income earned, thus only the net income shall be credited to the Participant's Account. Fees for special services shall be charged to each Participant's account as they are incurred or performed. A schedule of fees shall be provided to the Participant annually. Each Participant will be notified thirty (30) days prior to the effective date of any change in the fee schedule.

Section 5.02. Reports. A monthly statement will be mailed to the Participant within the first five (5) business days of the succeeding month. The monthly statement shall include a detailed listing of the balance in the Participant's Accounts as of the date of the statement; all account activity, including deposits and withdrawals; the daily and monthly yield information; and any special fees and expenses charged. Additionally, copies of the Participant's reports in physical or computer form will be maintained for a minimum of three prior fiscal years. All records shall be available for inspection at all reasonable hours of the business day and under reasonable conditions.

Section 5.03. Confidentiality. The Trust Company and any private entity acting on behalf of the Trust Company for purposes of this Agreement will maintain the confidentiality of the Participant's Accounts, subject to the Public Information Act, TEX GOV'T CODE ANN. ch. 552, as amended.

Article VI: Miscellaneous

Section 6.01. Notices. Any notices, Letters of Instructions or other information required or permitted to be given hereunder shall be submitted in writing and shall be deemed duly given when deposited in the U.S. mail postage prepaid or successfully transmitted via facsimile addressed to the parties as follows:

To the **Participant**:

Houston Community College System
Participant
3100 Main
Address
Houston, TX 77002
City, State, Zip
Telephone
Fax

To **Trust Company** with respect to contractual matters or disputes under this Agreement:

Texas Treasury Safekeeping Trust Company
Attn: TexPool Investment Pools
Rusk State Office Building
208 East 10th Street
Austin, TX 78701
Telephone: (512) 463-3716
FAX No.: (512) 463-0823

To **TexPool Investment Pools** with respect to operational matters, including enrollment documents; changes to Authorized Representatives; Bank Information Sheets; initiation of deposits or withdrawals of funds; changes to addresses; audit confirmation requests; and account inquiry:

TexPool Participant Services
C/O Federated Investors Inc.
1001 Texas Ave., Suite 1400
Houston, TX 77002
Telephone: 1-866-839-7665 (1-866-TEX-POOL)
FAX No.: 1-866-839-3291 (1-866-TEX-FAX1)

The Participant and the Trust Company agree to notify the other of any change affecting this information and agree that unless and until so notified, the other party shall be entitled to rely on the last information provided.

Section 6.02. Taxpayer Identification Number. The Participant's taxpayer identification number assigned by the Internal Revenue Service is: _____ The Participant hereby agrees to notify the Trust Company of any change affecting this Taxpayer Identification number and agrees that unless and until so notifies, the Trust Company shall be entitled to rely on same in providing any and all reports or other information necessary or required by the Federal tax laws as amended from time to time.

Section 6.03. Severability. If any provision of this Agreement shall be held or deemed to be in fact illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatsoever.

Section 6.04. Execution of Counterparts. This Agreement may be simultaneously executed in several separate counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 6.05. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any dispute under this Agreement shall be in Travis County, Texas.

Article VI: Miscellaneous (continued)

Section 6.06. Captions. The captions or headings in this Agreement are for convenience only and in no way defined, limit or describe the scope or intent of any provisions, articles or sections of this Agreement.

Section 6.07. Amendments.

- (a) The Trust Company shall advise the Participant in writing of any amendments to this Agreement no less than 45 days prior to the effective date of such amendment. The Participant may ratify the proposed amendment of this Agreement by letter to the Trust Company. If the Participant elects not to ratify the amendment, the Participant may terminate this Agreement in accordance with Section 6.08. In the event the Participant fails to respond in writing to a notice of amendment prior to the effective date of such amendment, this Agreement shall be deemed amended.
- (b) The Trust Company may periodically revise the Operating Procedures from time to time as it deems necessary for the efficient operation of TexPool Investment Pools. The Participant will be bound by any amendment to the Operating Procedures with respect to any transaction occurring subsequent to the time such amendment takes effect, provided, however, that no such amendment shall affect the Participant's right to cease to be a Participant.

Section 6.08. Termination. This Agreement may be terminated by either party hereto, with or without cause, by tendering 30 days prior written notice in the manner set forth in Section 6.01 hereof.

Section 6.09. Term. Unless terminated in accordance with Section 6.08, this Agreement shall be automatically renewed on each anniversary date hereof.

Section 6.10. Assignment. The Trust Company may enter into an agreement with a third party investment manager to perform its obligations and service under this Agreement, provided that such third party investment manager shall manage TexPool Investment Pools according to the Investment Act, Investment Policy and in a manner consistent with that directed by the Trust Company. The Trust Company also shall have the right to assign its rights and obligations under the Agreement to a third party investment manager if the Trust Company determines that such assignment is in the best interest of the State and Participants. In the event a successor pool to TexPool or TexPool Prime is deemed by the Trust Company to be in the best interest of the State and the Participant, the Trust Company may take any action it deems necessary to assign its rights and benefits under any third party agreements and transfer the assets from TexPool Investment Pools to any successor pool.

In **Witness Whereof**, the parties hereto have caused this Agreement to be executed as of the dates set forth below, and the Agreement shall be effective as of the latest such date.

PARTICIPANT:

Signature
Ronald E. Defalco
Printed Name
Treasurer
Title
Date

**TEXAS TREASURY SAFEKEEPING TRUST COMPANY
COMPTROLLER OF PUBLIC ACCOUNTS**

Signature
Printed Name
Title
Date

CERTIFICATE OF INCUMBENCY:

The preceding signatory is a duly appointed, acting, and qualified officer of the Participant, who, in the capacity set forth above is authorized to execute this Agreement.

IN WITNESS WHEREOF, I have duly executed this certificate as of the ____ day of _____, 20__.

Signature
Dr. Carolyn Evans-Shabazz
Printed Name
Secretary, HCC Board of Trustees
Title

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
5	Stafford Workforce Campus Manufacturing Center of Excellence Equipment Purchase (Cooperative Purchase)	Dr. Cesar Maldonado Dr. Kimberly Beatty Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract award with Technical Laboratories Inc., to purchase various robotics and control devices, under cooperative contract, to be used at the new HCC Stafford Campus Workforce facility.

COMPELLING REASON/RATIONALE

In preparation for the new Stafford Campus Workforce facility, HCC was able to negotiate a group buy for instructional equipment available under the HCDE Cooperative Contract 14/034MP-14.

The purpose of purchasing the recommended Amatrol Allen Bradley Mechatronics and LR Mate 6-axis Robots is to ensure the continued quality of training programs as part of the national endeavor to build and maintain a globally competitive workforce while providing career opportunities to students. In addition, this equipment has been established as an HCC standard and an essential part of HCC students National Institute for Metalworking Skills (NIMS) certification. The NIMS model is a rigorous and highly disciplined developer of American National Standards for the nation's metalworking industry which HCC has subscribed to.

The proposed equipment is in alignment with existing instructional standards and is relevant equipment currently used in industry.

DESCRIPTION OR BACKGROUND

Based on price negotiations and delivery lead times as aligned with the anticipated project completion, orders in the amount of \$483,439 have been placed for various 3D printers and FANUC Robodrill.

Given the \$500,000 delegated authority limit for cooperative purchases (Action Item No. 4, Board approved August 20, 2015); Board approval is now required to place the final order with the recommended vendor for the Stafford Campus Workforce facility.

The required equipment pending purchase includes: eight (8) Amatrol Mechatronics/Modules and three (3) F.A.S.T. Program 6-axis Robots.

FISCAL IMPACT

The total negotiated cost for the purchase of equipment is \$310,492.50.

Funding is under the current Capital Improvement Bond.

LEGAL REQUIRMENTS

This recommendation to the Board of Trustees is in accordance with Chapter 44.031(a) of the Texas Education Code and Chapter 791 of the Government Code.

STRATEGIC ALIGNMENT

1.A.1.: Integrate 21st century skillsets as content across curriculum

1.D.2.: Align COEs with business and industry needs

Attachment Title(s):

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

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
6	HAAS CNC Lathes, Mills and Simulators-Stafford Campus (Project No. 16-14)	Dr. Cesar Maldonado Dr. Kimberly Beatty Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Champions Machine Tool Sales, Inc., to purchase HAAS CNC Lathes, Mills and Simulators at HCC Stafford Campus in accordance with RFP 16-14.

COMPELLING REASON/RATIONALE

Houston Community College issued a request for proposals for the purchase of six (6) HAAS Toolroom Lathe TL-1 and six (6) HAAS Toolroom Mill TM-1P to be used for instructional purposes in support of the existing programs being delivered to students which will soon be expanded into the new Stafford Campus Workforce facility.

The purpose of purchasing HAAS machines is to ensure the continued quality of training programs as part of the national endeavor to build and maintain a globally competitive workforce while providing career opportunities to students. In addition, the HAAS machines are an HCC standard and an essential part of HCC students National Institute for Metalworking Skills (NIMS) certification. The NIMS model is a rigorous and highly disciplined developer of American National Standards for the nation's metalworking industry which HCC has subscribed to.

The proposed equipment is in alignment with existing instructional standards and is relevant equipment currently used in industry.

DESCRIPTION OR BACKGROUND

The Request for Proposal (RFP 16-14) was issued on November 17, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to nineteen (19) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. One (1) proposal was received by the solicitation due date of December 15, 2015 at 2:00 p.m., the proposal was evaluated in accordance with RFP 16-14.

FISCAL IMPACT

The total proposed cost for the purchase of equipment is \$391,202. The proposed cost will be negotiated prior to final contract award.

Funding is under the current Capital Improvement Bond.

LEGAL REQUIRMENTS

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

Pursuant to the published RFP 16-14 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services provided.

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

STRATEGIC ALIGNMENT

- 1.A.1.: Integrate 21st century skillsets as content across curriculum
- 1.D.2.: Align COEs with business and industry needs

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: HAAS CNC Lathes, Mills and Simulators-Stafford Campus

PROJECT NO.: 16-14

PROCUREMENT METHOD: Request for Proposals (Overall Best Value)

PROJECT MANAGER: Paul Quinn, Senior Project Manager

NAME OF BUYER: Marilyn Vega, Buyer

PURPOSE: Houston Community College issued a request for proposals for the purchase of six (6) Haas Toolroom Lathe TL-1 and six (6) Haas Toolroom Mill TM-1P to be used for instructional purposes in support of the existing programs being delivered to students which will soon be expanded into the new Stafford Campus Workforce facility.

The purpose of purchasing HAAS machines is to ensure the continued quality of training programs as part of the national endeavor to build and maintain a globally competitive workforce while providing career opportunities to students. In addition, the HAAS machines are an HCC standard and an essential part of HCC students National Institute for Metalworking Skills (NIMS) certification. The NIMS model is a rigorous and highly disciplined developer of American National Standards for the nation's metalworking industry which HCC has subscribed to.

The proposed equipment is in alignment with existing instructional standards and is relevant equipment currently used in industry.

This recommendation to the Board of Trustees is in accordance with RFP 16-14 and Chapter 44.031(a) of the Texas Education Code.

RECOMMENDED VENDOR: Champions Machine Tool Sales, Inc.

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

Pursuant to the published RFP 16-14 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services provided.

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

LOCATION

INFORMATION:

In performing the work under RFP 16-14, the recommended vendor will be working from their local Houston office.

PROJECTED VALUE:

The total proposed cost is \$391,202; which will be negotiated prior to final contract award.

Funding is under the current Capital Improvement Bond.

CONTRACT TERM:

This is a one-time purchase for the equipment with one year warranty coverage.

ADVERTISEMENT:

This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 15 & 22, 2015
- African American: Week of November 16 & 23, 2015
- La Informacion: Week of November 16 & 23, 2015
- Voice of Asia: Week of November 16 & 23, 2015

PROCUREMENT

NOTICE:

A notice of the procurement was distributed to following on November 17, 2015

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

SOLICITATION

INFORMATION:

The Request for Proposal (RFP 16-14) was issued on November 17, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to nineteen (19) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. One (1) proposal was received by the solicitation due date of December 15, 2015 at 2:00 p.m., the proposal was evaluated in accordance with RFP 16-14.

COMPETITIVE:

Yes

PROPOSAL

EVALUATION:

Responses were evaluated by the Evaluation Committee which consisted of HCC representatives with relevant subject matter

understanding who evaluated and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Firm's qualification and experience	5
Demonstrated qualifications of personnel and team	5
Proposed approach & methodology	5
Past performance & references	5
Price proposal	75
<u>Small business practices</u>	<u>5</u>
Total 100	

**EVALUATION
COMMITTEE**

QUALIFICATIONS:

Evaluator 1 – represents the Facilities and Construction Department and is the business owner who will lead the work effort following contract award.

Evaluator 2 – represents the Facilities and Construction Department with understanding of the commodity.

Evaluator 3 – represents college operations with understanding of program needs and commodity.

**PRIOR HCC
EXPERIENCE:**

Yes

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a best effort – Small Business participation goal. The recommended firm will initially self-perform the work.

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RFP 16-14 HAAS CNC Lathes, Mills and Simulators-Stafford Campus

Summary Composite Score Sheet

Firm	Evaluation Criteria						Total
	Firm's Qualification and Experience	Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance and References	Price Proposal	Small Business Practices	
	5	5	5	5	75	5	100
Available Points	4.00	3.33	3.33	3.83	75.00	0.00	89.49
Champion Machines							

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
7	Bridgeport Series 1 Milling Machine - HCC Stafford Campus (Project No. 16-12)	Dr. Cesar Maldonado Dr. Kimberly Beatty Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Rex Supply Company to purchase Bridgeport Series 1 Milling Machines to be used at the new HCC Stafford Campus in accordance with RFP 16-12.

COMPELLING REASON/RATIONALE

Houston Community College issued a request for proposals for the purchase of six (6) Bridgeport Series 1 Milling Machines to be used for instructional purposes in support of the existing programs being delivered to students which will soon be expanded into the new Stafford Campus Workforce facility.

The purpose of purchasing Bridgeport machines is to ensure the continued quality of training programs as part of the national endeavor to build and maintain a globally competitive workforce while providing career opportunities to students. In addition, the Bridgeport machines are an HCC standard and an essential part of HCC students National Institute for Metalworking Skills (NIMS) certification. The NIMS model is a rigorous and highly disciplined developer of American National Standards for the nation's metalworking industry which HCC has subscribed to.

The proposed equipment is in alignment with existing instructional standards and is relevant equipment currently used in industry.

DESCRIPTION OR BACKGROUND

The Request for Proposal (RFP 16-12) was issued on November 17, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to fifty-one (51) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. Five (5) proposals were received by the solicitation due date of December 8, 2015 at 2:00 p.m., only two (2) proposals were deemed responsive in meeting the instructional programs equipment requirements.

FISCAL IMPACT

The total proposed cost for the purchase of equipment is \$105,282. The proposed cost will be negotiated prior to final contract award.

Funding is under the current Capital Improvement Bond.

LEGAL REQUIRMENTS

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

Pursuant to the published RFP 16-12 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services provided.

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

STRATEGIC ALIGNMENT

1.A.1.: Integrate 21st century skillsets as content across curriculum

1.D.2.: Align COEs with business and industry needs

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Bridgeport Series 1 Milling Machine – HCC Stafford Campus

PROJECT NO.: 16-12

PROCUREMENT METHOD: Request for Proposals (Overall Best Value)

PROJECT MANAGER: Paul Quinn, Senior Project Manager

NAME OF BUYER: Jennifer Chiu, Senior Buyer

PURPOSE: Houston Community College issued a request for proposals for the purchase of six (6) Bridgeport Series 1 Milling Machines to be used for instructional purposes in support of the existing programs being delivered to students which will soon be expanded into the new Stafford Campus Workforce facility.

The purpose of purchasing Bridgeport machines is to ensure the continued quality of training programs as part of the national endeavor to build and maintain a globally competitive workforce while providing career opportunities to students. In addition, the Bridgeport machines are an HCC standard and an essential part of HCC students National Institute for Metalworking Skills (NIMS) certification. The NIMS model is a rigorous and highly disciplined developer of American National Standards for the nation's metalworking industry which HCC has subscribed to.

The proposed equipment is in alignment with existing instructional standards and is relevant equipment currently used in industry.

This recommendation to the Board of Trustees is in accordance with RFP 16-12 and Chapter 44.031(a) of the Texas Education Code.

RECOMMENDED VENDOR: Rex Supply Company

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

Pursuant to the published RFP 16-12 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services provided.

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

LOCATION

INFORMATION:

In performing the work under RFP 16-12, the recommended vendor will be working from their local Houston office.

PROJECTED VALUE:

The total proposed cost is \$105,282. The proposed cost will be negotiated prior to final contract award.

Funding is under the current Capital Improvement Bond.

CONTRACT TERM:

This is a one-time purchase for the equipment with two years warranty coverage.

ADVERTISEMENT:

This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 15 & 22, 2015
- African American: Week of November 16 & 23, 2015
- La Informacion: Week of November 16 & 23, 2015
- Voice of Asia: Week of November 16 & 23, 2015

PROCUREMENT

NOTICE:

A notice of the procurement was distributed to following on November 17, 2015

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

SOLICITATION

INFORMATION:

The Request for Proposal (RFP 16-12) was issued on November 17, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to fifty-one (51) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. Five (5) proposals were received by the solicitation due date of December 8, 2015 at 2:00 p.m., only two (2) proposals were deemed responsive in meeting the instructional programs equipment requirements.

COMPETITIVE:

Yes

**PROPOSAL
EVALUATION:**

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

Evaluation Criteria	Available Points
Firm's qualification and experience	5
Demonstrated qualifications of personnel and team	5
Proposed approach & methodology	5
Past performance & references	5
Price proposal	75
<u>Small business practices</u>	<u>5</u>
Total 100	

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – represents the Facilities and Construction Department and is the business owner who will lead the work effort following contract award.

Evaluator 2 – represents the Facilities and Construction Department with understanding of the commodity.

Evaluator 3 – represents college operations with understanding of program needs and commodity.

Evaluator 4 – represents the Center of Excellence with understanding of the commodity and industry.

Evaluator 5 – represents the Faculty for the Manufacturing Process program with understanding of the commodity and industry.

**PRIOR HCC
EXPERIENCE:**

Yes

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a best effort – Small Business participation goal. The recommended firm will initially self-perform the work.

RFP 16-12 Bridgeport Series 1 Milling Machine - HCC Stafford Campus

Summary Composite Score Sheet

Firm	Evaluation Criteria						Total
	Firm's Qualification and Experience	Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance and References	Price Proposal	Small Business Practices	
	5	5	5	5	75	5	100
Available Points							
Rex Supply Company	3.90	2.80	3.90	2.80	73.38	0.00	86.78
MSC Industrial Supply	2.60	2.50	2.60	2.60	75.00	0.00	85.30

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
8	Standard Modern Lathes for Stafford and South Campuses	Dr. Cesar Maldonado Dr. Kimberly Beatty Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Racer Machinery International to purchase 16 Standard Modern engine lathes and related equipment, to be used at the new HCC Stafford and South Campus Workforce facilities.

COMPELLING REASON/RATIONALE

In preparation for the new Stafford and South Campus Workforce facilities, HCC has standardized on the Standard Modern engine lathes and was able to negotiate a group buy for the required instructional equipment.

Racer Machinery International is the single supplier of the required equipment within the State of Texas.

The purpose of purchasing the recommended Standard Modern engine lathes is to ensure the continued quality of training programs as part of the national endeavor to build and maintain a globally competitive workforce while providing career opportunities to students. In addition, this equipment has been established as an HCC standard and an essential part of HCC students National Institute for Metalworking Skills (NIMS) certification. The NIMS model is a rigorous and highly disciplined developer of American National Standards for the nation's metalworking industry which HCC has subscribed to.

The proposed equipment is in alignment with existing instructional standards and is relevant equipment currently used in industry.

DESCRIPTION OR BACKGROUND

Working together with the Construction and Instructional groups within HCC, the Standard Modern engines lathes were chosen as an instructional standard based on industry demand and considering the existing program instruction materials and equipment.

It is anticipated that the related manufacturing equipment will be rolled into a maintenance program (to be completed as a separate solicitation) that will allow HCC to leverage its buying power with regards to the ongoing maintenance and support beyond the standard 2-year warranty that Racer is providing with this purchase.

Racer Machinery International was confirmed to be the sole distributor for such equipment within the State of Texas.

Through collaborative vendor negotiations a cost reduction of 8% was realized in addition to the vendor agreeing to waive all shipping and handling cost for a total negotiated cost reduction of \$38,584.

FISCAL IMPACT

The total negotiated cost for the purchase of equipment is \$386,162.57.

Funding is under the current Capital Improvement Bond.

LEGAL REQUIRMENTS

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

STRATEGIC ALIGNMENT

1.A.1.: Integrate 21st century skillsets as content across curriculum

1.D.2.: Align COEs with business and industry needs

Attachment Title(s):

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
9	Bookstore and Related Services (Project No. 16-23)	Dr. Cesar Maldonado Dr. Stephen Levey Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Barnes & Noble College Booksellers, LLC, to provide bookstore and related services in accordance with RFP 16-23.

COMPELLING REASON/RATIONALE

Houston Community College issued a request for proposals to obtain proposals from qualified firms interested in providing bookstore services for the college, with a focus on effective strategies to reduce the cost of textbooks and course materials for HCC students. Included in the RFP, were several strategies currently being used that HCC would like to expand on and/or innovate from to continue to improve the service offering and price points that students pay for textbooks.

The goal is to offer a combination of textbook related solutions including new, used, rental, digital, course packets and other innovative ways of delivering course materials and programs utilizing emerging technologies and creative solutions. The proposals would demonstrate which firm provides the best full scale bookstore retail services.

DESCRIPTION OR BACKGROUND

The Request for Proposal (RFP 16-23) was issued on December 18, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to twenty-seven (27) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with RFP 16-23, a pre-proposal conference was held on January 12, 2016 and a question and answer period was allowed through January 15, 2016. Four (4) proposals were received by the solicitation due date of February 3, 2016 at 2:00 p.m., four (4) proposals received were evaluated in accordance with RFP 16-23.

FISCAL IMPACT

The total projected five year revenue is \$14.2 million with guaranteed first year revenue of \$3 million. The proposed offer will be negotiated prior to final contract award.

LEGAL REQUIRMENTS

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

Pursuant to the published RFP 16-23 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services provided.

Chapter 44.031 of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district. Following the competitive procurement

2/9/2016 10:06 AM

process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

STRATEGIC ALIGNMENT

1.B.1.: Develop and implement an exemplary customer service model

1.C.3.: Provide greater resource and access to supplemental learning

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/9/2016 10:06 AM

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Bookstore and Related Services

PROJECT NO.: 16-23

PROCUREMENT METHOD: Request for Proposals (Overall Best Value)

PROJECT MANAGER: Stephen Levey, Associate Vice Chancellor of Academic Instruction

NAME OF BUYER: Jennifer Chiu, Senior Buyer

PURPOSE: Houston Community College issued a request for proposals to obtain proposals from qualified firms interested in working with HCC to create and implement effective strategies to reduce the cost of textbooks and course materials for HCC students.

Included in the RFP, were several strategies currently being used that HCC would like to expand on and or innovate from to continue to improve the service offering and price points that students pay for textbooks.

By offering a combination of textbook related solutions including new, used, rental, digital, course packets and other innovative ways of delivering course materials and programs utilizing emerging technologies and creative solutions. The proposals would demonstrate which firm provides the best full scale bookstore retail services.

This recommendation to the Board of Trustees is in accordance with RFP 16-23 and Chapter 44.031(a) of the Texas Education Code.

**RECOMMENDED
VENDOR:**

Barnes & Noble College Booksellers, LLC

**LEGAL
REQUIREMENTS:**

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

Pursuant to the published RFP 16-23 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services provided.

Chapter 44.031 of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district. Following the competitive procurement

process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

LOCATION

INFORMATION:

In performing the work under RFP 16-23, the recommended vendor will be working locally, the corporate offices are located in Basking Ridge, New Jersey.

PROJECTED VALUE:

The total projected 5 year revenue is \$14.2 million with guaranteed year 1 revenue of \$3 million. The proposed offer will be negotiated prior to final contract award.

CONTRACT TERM:

The term will be for five (5) years.

ADVERTISEMENT:

This procurement was advertised in the following newspapers:

- The Houston Chronicle: December 21 & 27, 2015
- African American: Week of December 21 & 27, 2015
- La Informacion: Week of December 21 & 27, 2015
- Voice of Asia: Week of December 21 & 27, 2015

PROCUREMENT

NOTICE:

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

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

SOLICITATION

INFORMATION:

The Request for Proposal (RFP 16-23) was issued on December 18, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to twenty-seven (27) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with RFP 16-23, a pre-proposal conference was held on January 12, 2016 and a question and answer period was allowed through January 15, 2016. Four (4) proposals were received by the solicitation due date of February 3, 2016 at 2:00 p.m., four (4) proposals received were evaluated in accordance with RFP 16-23.

COMPETITIVE:

Yes

PROPOSAL

EVALUATION:

Responses were evaluated by the Evaluation Committee which consisted of HCC representatives with relevant subject matter

understanding who evaluated and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Firm's qualifications and experience	15
Demonstrated qualifications of personnel and team	15
Proposed approach & methodology	15
Past performance & references	15
<u>Price proposal</u>	<u>40</u>
Total 100	

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – Represents Instructional Services and has in-depth understanding of the commodity and service requirements; is partial business owner who will lead the work effort following contract award.

Evaluator 2 – Represents Innovation Planning and Institutional Analytics and has in-depth understanding of the commodity and service requirements.

Evaluator 3 – Represents Construction and Facilities Services and has in-depth understanding of the commodity and service requirements; is partial business owner who will lead the work effort following contract award.

Evaluator 4 – Represents the Faculty Senate and has in-depth understanding of the commodity and service requirements.

Evaluator 5 – Represents the Faculty Senate and has in-depth understanding of the commodity and service requirements.

**PRIOR HCC
EXPERIENCE:**

Yes

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised Best Effort Good Faith Effort – Small Business participation goal. The recommended firm will be self-performing the work.

RFP 16-23 Bookstore & Related Services

Summary Composite Score Sheet

Firm	Evaluation Criteria					Total
	Firm's Qualifications and Experience	Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance and References	Price Proposal	
	15	15	15	15	40	100
Barnes & Noble College Booksellers	13.80	12.90	12.90	12.30	40.00	91.90
Follett Higher Education Group	12.90	12.60	11.70	12.00	38.95	88.15
eCampus.com/Virtual Bookstore Program	6.60	6.30	8.40	7.20	7.43	35.93
Nebraska Book Company	7.50	7.50	7.20	6.00	0.00	28.20

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
10	Reroofing at HCC's Katy Campus (Project No. 16-04)	Dr. Cesar Maldonado Charles Smith Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to execute a contract with CS Advantage USAA, Inc., the lowest responsible bidder meeting specifications to provide reroofing at the Katy Campus in accordance with IFB 16-04.

COMPELLING REASON/RATIONALE

Following a roofing survey that was completed to assess the existing roofing conditions at the Katy Campus, it was determined that HCC was best served by developing a new scope of work and issuing an Invitation for Bid for the reroofing project.

The resulting contract will provide Houston Community College with a contractor to furnish all labor, materials, tools, equipment, supervision and management for the reroofing at the Katy Campus.

DESCRIPTION OR BACKGROUND

Invitation for Bid (IFB 16-04) was issued on November 18, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to six hundred twenty-six (626) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with IFB 16-04, a pre-bid conference was held on December 3, 2015 and a question and answer period was allowed through December 5, 2015. Four (4) bids were received by the solicitation due date of December 15, 2015 at 2:00 p.m. and one bid was withdrawn by the bidder. The remaining three (3) bids were evaluated in accordance with IFB 16-04.

FISCAL IMPACT

The total bid price for the lowest responsible bid received is \$469,000.

The funding source is HCC Maintenance Budget.

LEGAL REQUIRMENTS

This recommendation to the Board of Trustees is being made to the lowest responsible bidder in accordance with Chapter 2269.101 of the Texas Government Code titled Subchapter C - Competitive Bidding Method.

Pursuant to the published IFB 16-04 document and in accordance with Chapter 2269.101 of the Texas Government Code, the lowest responsible bidder is being recommended for award.

STRATEGIC ALIGNMENT

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

Attachment Title(s): **1. Summary of Procurement**
2. Bid Tally - Invitation for Bid 16-04

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Reroofing at HCC's Katy Campus Services

PROJECT NO.: IFB16-04

PROCUREMENT METHOD: Invitation for Bid (Lowest Responsible Bidder)

PROJECT MANAGER: Cecil Martin, Manager Area Facilities, Maintenance

NAME OF BUYER: Jennifer Chiu, Senior Buyer

PURPOSE: Following a roofing survey that was completed to assess the existing roofing conditions at the Katy Campus, it was determined that HCC was best served by developing a new scope of work and issuing an Invitation for Bid for the reroofing project.

The resulting contract will provide Houston Community College with a contractor to furnish all labor, materials, tools, equipment, supervision and management for the reroofing at the Katy Campus.

This recommendation to the Board of Trustees is in accordance with IFB 16-04 and Chapter 2269.101 of the Texas Government Code.

RECOMMENDED VENDOR: CS Advantage USAA, Inc.

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the lowest responsible bidder in accordance with Chapter 2269.101 of the Texas Government Code titled Subchapter C - Competitive Bidding Method.

Pursuant to the published IFB 16-04 document and in accordance with Chapter 2269.101 of the Texas Government Code, the lowest responsible bidder is being recommended for award.

PROJECTED VALUE: The total bid price for the lowest responsible bid received is \$469,000.

The funding source is HCC Maintenance Budget.

CONTRACT TERM: The contract term will be through the successful project completion, including individual project close-out and warranty period.

ADVERTISEMENT: This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 22 & 29, 2015

- African American: Week of November 16 & 23, 2015
- La Informacion: Week of November 16 & 23, 2015
- Voice of Asia: Week of November 16 & 23, 2015

**PROCUREMENT
NOTICE:**

A notice of the procurement was distributed to following on November 18, 2015

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

**SOLICITATION
INFORMATION:**

Invitation for Bid (IFB 16-04) was issued on November 18, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to six hundred twenty-six (626) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with IFB 16-04, a pre-bid conference was held on December 3, 2015 and a question and answer period was allowed through December 5, 2015. Four (4) bids were received by the solicitation due date of December 15, 2015 at 2:00 p.m. and one bid was withdrawn by the bidder. The remaining three (3) bids were evaluated in accordance with IFB 16-04.

COMPETITIVE:

Yes

BID EVALUATION:

The lowest priced bid was reviewed for responsiveness by the Facilities Department who confirmed the bid as meeting the specifications of IFB 16-04.

**PRIOR HCC
EXPERIENCE:**

No

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 35% – Good Faith Effort – Small Business participation goal. The recommended firm provided written notice to 15 certified firms but was unable to secure any small business commitment and will self-perform the work. The vendor has indicated they will work with HCC in identifying viable small business subcontracting opportunities during the contract period.

IFB 16-04 Reroofing at HCC's Katy Campus

Bid Tally

Firm	Bid Response	
	Total Proposed Price	Project Duration (in calendar days)
CS Advantage USAA, Inc.	\$ 469,000.00	100
Atlas Universal, Inc.	\$ 538,834.00	90
PRC Roofing Co., Inc.	\$ 591,200.00	120

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
11	HCC Administration Building Eyebrow Reroofing at 3100 Main (Project No. 16-05)	Dr. Cesar Maldonado Charles Smith Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to execute a contract with CS Advantage USAA, Inc., the lowest responsible bidder meeting specifications to provide eyebrow reroofing at 3100 Main in accordance with IFB 16-05.

COMPELLING REASON/RATIONALE

Following a roofing survey that was completed to assess the existing roofing conditions at 3100 Main, it was determined that HCC was best served by developing a new scope of work and issuing an Invitation for Bid for the reroofing project.

The resulting contract will provide Houston Community College with a contractor to furnish all labor, materials, tools, equipment, supervision and management for the eyebrow reroofing at 3100 Main.

DESCRIPTION OR BACKGROUND

Invitation for Bid (IFB 16-05) was issued on November 18, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to five hundred & ninety-three (593) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with IFB 16-05, a pre-bid conference was held on December 2, 2015 and a question and answer period was allowed through December 5, 2015. Four (4) bids were received by the solicitation due date of December 15, 2015 at 2:00 p.m. All bids received were evaluated in accordance with IFB 16-05.

FISCAL IMPACT

The total bid price for the lowest responsible bid received is \$1,795,000.

The funding source is HCC Maintenance Budget.

LEGAL REQUIRMENTS

This recommendation to the Board of Trustees is being made to the lowest responsible bidder in accordance with Chapter 2269.101 of the Texas Government Code titled Subchapter C - Competitive Bidding Method.

Pursuant to the published IFB 16-05 document and in accordance with Chapter 2269.101 of the Texas Government Code, the lowest responsible bidder is being recommended for award.

STRATEGIC ALIGNMENT

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

Attachment Title(s): **1. Summary of Procurement**
2. Bid Tally - Invitation for Bid 16-05

This item is applicable to the following:
 Central Coleman Northeast Northwest Southeast Southwest 3100

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: HCC Administration Building Eyebrow Reroofing at 3100 Main

PROJECT NO.: IFB 16-05

PROCUREMENT METHOD: Invitation for Bid (Lowest Responsible Bidder)

PROJECT MANAGER: John Robertson, Manager Area Facilities, Maintenance

NAME OF BUYER: Arturo Lopez, Senior Buyer

PURPOSE: Following a roofing survey that was completed to assess the existing roofing conditions at 3100 Main, it was determined that HCC was best served by developing a new scope of work and issuing an Invitation for Bid for the reroofing project.

The resulting contract will provide Houston Community College with a contractor to furnish all labor, materials, tools, equipment, supervision and management for the reroofing at 3100 Main.

This recommendation to the Board of Trustees is in accordance with IFB 16-05 and Chapter 2269.101 of the Texas Government Code.

RECOMMENDED VENDOR: CS Advantage USAA, Inc.

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the lowest responsible bidder in accordance with Chapter 2269.101 of the Texas Government Code titled Subchapter C - Competitive Bidding Method.

Pursuant to the published IFB 16-05 document and in accordance with Chapter 2269.101 of the Texas Government Code, the lowest responsible bidder is being recommended for award.

PROJECTED VALUE: The total bid price for the lowest responsible bid received is \$1,795,000.

The funding source is HCC Maintenance Budget.

CONTRACT TERM: The contract term will be through the successful project completion, including individual project close-out and warranty period.

ADVERTISEMENT: This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 22 & 29, 2015
- African American: Week of November 16 & 23, 2015
- La Informacion: Week of November 16 & 23, 2015
- Voice of Asia: Week of November 16 & 23, 2015

**PROCUREMENT
NOTICE:**

A notice of the procurement was distributed to following on November 18, 2015

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

**SOLICITATION
INFORMATION:**

Invitation for Bid (IFB 16-05) was issued on November 18, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to five hundred & ninety-three (593) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with IFB 16-05, a pre-bid conference was held on December 2, 2015 and a question and answer period was allowed through December 5, 2015. Four (4) bids were received by the solicitation due date of December 15, 2015 at 2:00 p.m. All bids received were evaluated in accordance with IFB 16-05.

COMPETITIVE: Yes

BID EVALUATION: The lowest priced bid was reviewed for responsiveness by the Facilities Department who confirmed the bid as meeting the specifications of IFB 16-05.

**PRIOR HCC
EXPERIENCE:** No

REFERENCES: Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 35% – Good Faith Effort – Small Business participation goal. The recommended firm provided written notice to 11 certified firms but was unable to secure any small business commitment and will self-perform the work. The vendor has indicated they will work with HCC in identifying viable small business subcontracting opportunities during the contract period.

IFB 16-05 Eyebrow Reroofing at 3100 Main

Bid Tally

Firm	Bid Response	
	Total Proposed Price	Project Duration (in calendar days)
CS Advantage USAA, Inc.	\$ 1,795,000.00	365
Diversified Roofing	\$ 1,884,000.00	270
PRC Roofing Co., Inc.	\$ 2,592,000.00	365
Atlas Universal, Inc.	\$ 2,687,882.00	365

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
12	Physical Therapy Anatomage Table for Coleman College	Dr. Cesar Maldonado Dr. Phillip Nicotera Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Anatomage, Inc., for the turnkey purchase of a digital 3D imaging table, to be used for instructional purpose at Coleman College.

COMPELLING REASON/RATIONALE

Anatomage is the manufacturer and exclusive distributor of the required equipment within the United States.

The Anatomage table is an advanced instructional educational tool that combines powerful hardware and software to offer health science students unprecedented technology for medical education. The full size table allows for a laboratory type setting where students can view and work on high resolution human anatomy instruction thus increasing student's ability to understand and see the pathology of a human body in real time.

This tool will become a cornerstone for Coleman health science students, aiding them to achieve clinical skills competencies. It also offers a multipurpose education platform where other health sciences students in programs like Nursing, Radiography and Computed Tomography can benefit.

DESCRIPTION OR BACKGROUND

Working together with the Instructional group and vendor, a turnkey solution was developed to include the physical Anatomage Table and the InVivo5 3D imaging software that includes hundreds of lessons and clinical scenarios. Onsite installation and training of HCC staff in addition to a 3-year extended warranty on the hardware and software maintenance and support is also included for the duration of the contract term.

Anatomage was confirmed to be the manufacturer and exclusive distributor of the required equipment within the United States.

FISCAL IMPACT

The total negotiated cost for the purchase of equipment is \$84,450.

Funding is under a Carl Perkins Grant.

LEGAL REQUIREMENTS

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

STRATEGIC ALIGNMENT

1.A.1.: Integrate 21st century skillsets as content across curriculum

1.D.2.: Align COEs with business and industry needs

Attachment Title(s):

This item is applicable to the following:

Central

Coleman

Northeast

Northwest

Southeast

Southwest

3100

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
13	Investment Report for the Month of December 2015	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Investment Report for the month of December 2015.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

The interest income earned and earnings credit for the month totaled \$206,506 and the interest income earned and earnings credit for the fiscal year totaled \$875,086. The weighted average interest rate (WAR) at December 31, 2015 is .48%.

The Investment Report attached identifies HCC's investment holdings for the month ending December, 2015. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 64% of the assets invested in local government pools, money markets funds, short-term certificates of deposit and interest bearing checking accounts. All pools and money market funds are rated at the highest level. Certificates of deposit, high yield savings and other bank deposits are secured with U.S. Treasuries/agencies. The balance of the portfolio is invested in U.S. Treasuries and government-sponsored entities/agencies with "AAA" credit ratings. Interest rates have remained historically low.

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

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

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

HOUSTON COMMUNITY COLLEGE SYSTEM
INVESTMENT PORTFOLIO COMPOSITION
As of December 31, 2015

Beginning Book Value (December 1, 2015)	\$	471,205,205
Beginning Market Value (December 1, 2015)	\$	470,920,906
Additions/subtractions (Book value - Net)	\$	(19,651,585) *
Change in Market value	\$	(134,228)
Ending Book value (December 31, 2015)	\$	451,553,619
Ending Market value (December 31, 2015)	\$	451,139,430
Unrealized Gain/(Loss)	\$	(414,189)
WAM (73% of Portfolio's weighted average maturity - All Funds)		1

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

* Net amount provided/used for Operations	(6,443,101)
* Net amount provided/used for CIP /Others	(13,208,484)
	<u>(19,651,585)</u>

EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
December 31, 2015

	<u>Ending Book Value</u>	<u>Ending Market Value</u>	<u>Unrealized Gain (Loss)</u>
US Treasuries	18,986,800	18,934,614	(52,186)
US Agencies	144,140,072	143,778,069	(362,003)
Local government pools	10,133,996	10,133,996	-
Money market funds	126,628,177	126,628,177	-
High yield savings	742,512	742,512	-
Certificates of deposit	145,250,000	145,250,000	-
Interest bearing checking	5,672,062	5,672,062	-
Total	<u>451,553,619</u>	<u>451,139,430</u>	<u>(414,189)</u>

WAR (weighted average interest rate)	<u>0.48%</u>
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INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
As of December 31, 2015

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchased (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 7086686	Bank of America	2.48%	02/22/05	05/01/33	50,697	53,717	52,291	(185)	52,106	53,407	(1,301)	1,301
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	44,643	47,296	50,645	(143)	50,502	47,022	(140)	(3,479)
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	1,931,910	2,000,000	0	2,000,000	1,924,696	(7,214)	(75,304)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	998,178	1,000,000	0	1,000,000	996,278	(1,900)	(3,722)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	01/23/15	01/22/16	2,000,000	2,000,036	1,999,720	0	1,999,720	2,000,116	80	396
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.27%	08/19/15	02/22/16	1,000,000	999,539	998,598	0	998,598	999,660	121	1,063
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.33%	08/24/15	04/20/16	10,000,000	9,987,860	9,978,667	0	9,978,667	9,989,600	1,740	10,933
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.37%	12/02/15	04/20/16	624,000	-	-	623,102	623,102	623,351	-	249
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.36%	12/02/15	04/25/16	4,376,000	-	-	4,369,655	4,369,655	4,371,235	-	1,580
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.45%	12/16/15	04/08/16	5,000,000	-	-	4,992,875	4,992,875	4,995,380	-	2,505
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	1,032,508	1,080,000	0	1,080,000	1,028,461	(4,047)	(51,539)
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	1,603,267	1,600,000	0	1,600,000	1,586,520	(16,747)	(13,480)
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	2,612,820	2,675,000	0	2,675,000	2,602,328	(10,491)	(72,672)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.00%	04/11/13	04/11/18	10,000,000	10,001,030	10,000,000	0	10,000,000	9,923,650	(77,380)	(76,350)
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	0.80%	06/13/13	06/13/18	10,000,000	9,963,040	10,000,000	0	10,000,000	9,983,520	20,480	(16,480)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	07/10/14	06/30/16	4,000,000	4,000,468	4,001,250	0	4,001,250	3,999,064	(1,404)	(2,186)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	02/02/15	01/26/16	5,000,000	4,999,935	5,000,000	0	5,000,000	5,000,335	400	335
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,998,065	4,998,425	0	4,998,425	4,999,350	1,285	925
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,998,065	4,998,425	0	4,998,425	4,999,350	1,285	925
Federal Home Loan Bank US Domestic series 000 unsecured	Bank of America	0.75%	04/13/15	04/13/17	2,775,000	2,776,415	2,775,000	0	2,775,000	2,775,369	(1,046)	369
Freddie Mac Global Unsecured Bond	Bank of America	0.70%	05/21/15	01/27/17	5,000,000	4,983,730	4,994,550	0	4,994,550	4,979,880	(3,850)	(14,670)
Federal Home Loan Bank GLOBAL Unsecured	Bank of America	0.75%	11/25/15	07/14/217	5,000,000	4,986,900	4,992,500	0	4,992,500	4,972,850	(14,050)	(19,650)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/21/15	04/29/16	5,000,000	4,995,945	4,998,850	0	4,998,850	4,996,945	1,000	(1,905)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	03/31/17	5,000,000	4,980,665	4,995,300	0	4,995,300	4,977,150	(3,515)	(18,150)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	10/31/16	5,000,000	4,986,525	4,996,500	0	4,996,500	4,984,570	(1,955)	(11,930)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.22%	05/21/15	03/27/17	5,000,000	4,984,185	4,993,550	0	4,993,550	4,979,760	(4,425)	(13,790)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	04/30/17	5,000,000	4,977,735	4,993,750	0	4,993,750	4,973,830	(3,905)	(19,920)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/26/15	05/26/16	5,000,000	4,993,045	4,996,500	0	4,996,500	4,995,295	2,250	(1,205)
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.70%	05/29/15	08/25/17	10,000,000	9,982,860	10,000,000	0	10,000,000	9,969,080	(13,780)	(30,920)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.60%	06/17/15	11/28/16	5,000,000	5,001,830	5,000,000	0	5,000,000	5,000,480	(1,350)	480
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	10/28/15	04/29/16	5,000,000	4,993,540	4,994,889	0	4,994,889	4,994,360	820	(529)

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)
Federal Home Loan Discount note US Domestic	Bank of America	0.20%	09/25/15	02/12/16	10,000,000	9,995,940	9,992,222	0	9,992,222	9,997,290	1,350	5,068
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.18%	10/01/15	02/25/16	10,000,000	9,995,220	9,992,854	0	9,992,854	9,996,390	1,170	3,536
Federal Home Loan Discount note US Domestic	Bank of America	0.19%	10/02/15	02/29/16	10,000,000	9,995,000	9,992,083	0	9,992,083	9,996,110	1,110	4,027
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	12/01/15			66,524	66,524	10	66,534	66,534	0	0
Debt Service 2001A Bond Int-Checking (10080)	Bank Of America	0.11%	12/01/15			465,083	465,083	45	465,128	465,128	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	12/01/15			368,193	368,193	(7,606)	360,587	360,587	0	0
Checking Account- 10010-7306-2006 Jr. lien	Bank Of America	0.11%	12/01/15			229	229	0	229	229	0	0
LTD2013 Tax Bond General Checking A/C	Bank Of America	0.11%	12/01/15			3,496,900	3,496,900	(650,931)	2,845,969	2,845,969	0	0
(10090)	Bank Of America	0.11%	12/01/15			1,931,900	1,931,900	298	1,932,198	1,932,198	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.20%	12/01/15			1,417	1,417	0	1,417	1,417	0	0
Managed PFI Account-10100-1110	Bank Of America	0.04%	12/01/15			455,946	455,946	70	456,016	456,016	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.18%	12/01/15			71,251,409	71,251,409	(12,557,756)	58,693,653	58,693,653	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank											
Public Fund Money Market_Premier (185913820)- fund 1110	Regions Bank	0.15%	12/01/15			82,901,246	82,901,246	(15,422,737)	67,478,509	67,478,509	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.03%	12/01/15			214,160	214,160	5	214,166	214,166	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.03%	12/01/15			1,528,356	1,528,356	(1,000,010)	528,346	528,346	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.26%	06/09/15	06/09/16		100,000	100,000	0	100,000	100,000	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.25%	10/18/15	10/18/16		150,000	150,000	0	150,000	150,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	01/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.50%	04/03/13	04/03/16		40,000,000	40,000,000	0	40,000,000	40,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.69%	03/22/13	03/22/17		30,000,000	30,000,000	0	30,000,000	30,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/17		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.99%	03/23/13	03/21/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	0.98%	03/22/13	03/22/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	1.02%	04/03/13	04/03/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Corporate Overnight Fund	Lone Star	0.33%	12/01/15			1,599,211	1,599,211	373	1,599,584	1,599,584	0	0
Tex Pool	State Street Bank	0.23%	12/01/15			8,533,062	8,533,062	1,350	8,534,412	8,534,412	0	0
TOTAL						470,920,906	471,205,205	(19,651,585)	451,553,619	451,139,430	(134,228)	(414,189)

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
14	Monthly Financial Statement and Budget Review for December 2015	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Financial Statement for the month of December 2015.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

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

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

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

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/1/2016 8:55 AM



Summary Operating Statements

For the Period
September 1, 2015 - December 31, 2015
For the Meeting of the Board of Trustees - February 16, 2016

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



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For the Period September 1, 2015 - December 31, 2015

Houston Community College System

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**Houston Community College System
Summary of Financial Statements
As of December 31, 2015**

In the Unrestricted Fund as of December 31, 2015, total revenue received is \$124.1 million. This represents 38.2% of budgeted annual revenues of \$324.6 million. Expenses total \$104.6 million to date; which is 32.2% of the total expense budget of \$324.6 million. Compared with the same time last year, revenue shows a 7.5% decrease, and expenses are 11.6% higher than the prior year. Actual net revenue is \$19.5 million to-date. That translates into a like amount increase in fund balance.

Property tax revenues decreased by \$11 million as of December 31. Several large mortgage companies that remitted property taxes in December 2014 had not yet done so by December 31, 2015. Property tax collections are expected to meet budgeted projections.

Salaries increased 4.7%. This increase is due namely to the compensation study alignment and an across the board salary increase of 2% for full-time employees.

The expenses in Transfers & Debt show an increase of \$8.3 million namely due to the redemption of the PFC Westgate Bonds Series 2005A in the amount of \$8.1 million.

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

HOUSTON COMMUNITY COLLEGE SYSTEM
Unaudited Fund Balances and Activities - All Funds
as of December 31, 2015

	Unrestricted ¹	Restricted	Auxiliary	Loan & Endowments	Scholarship	Agency	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Public Facility Corp.	Grand Total
Fund Balance as of 9/1/2015, Audited	\$ 45,130,654	\$ 4,540,237	\$ 7,699,183	\$ 509,932	\$ (29,805)	\$ -	\$ 27,332	\$ 5,660,509	\$ 52,039,009	\$ 251,542,378	\$ (2,701,008)	\$ 364,418,421
Revenues	124,108,456	11,747,727	3,626,701	-	44,062,629	-	988,918	-	9,365,606	-	54	193,900,091
Expenses												
Salaries	64,097,718	1,717,149	583,948	-	645,928	-	92,872	-	-	-	-	67,137,615
Employee Benefits	7,966,697	4,495,752	177,837	-	-	-	21,398	-	-	-	-	12,661,684
Supplies & General Exp	1,173,527	51,230	311,125	-	-	-	142	6,366	-	-	-	1,542,391
Travel	206,224	36,352	51,522	-	-	-	434	-	-	-	-	294,531
Marketing Costs	126,150	4,891	90,106	-	-	-	-	-	-	-	-	221,147
Rentals & Leases	692,571	64,477	21,745	-	-	-	2,577	-	-	-	-	781,371
Insurance/Risk Mgmt	4,520,865	2,758	1,677	-	-	-	-	-	-	-	-	4,525,299
Contracted Services	6,314,919	1,339,379	732,105	-	-	-	255	26,125	124,806	-	-	8,537,590
Utilities	2,262,001	-	182,425	-	-	-	-	-	-	-	-	2,444,426
Other Departmental Expenses	574,914	18,489	872,274	-	-	-	-	-	-	-	-	1,465,677
Instructional and Other Materials	3,625,022	58,793	75,029	-	-	-	134,438	-	-	-	-	3,893,282
Maintenance and Repair	180,662	121,351	2,721	-	65,116	-	-	51,875	-	-	-	421,726
Transfers (In)/Out ²	12,198,727	4,000,000	-	-	(1,711,969)	-	500,000	(9,000,000)	(5,986,759)	-	-	(0)
Debt	30,240	-	-	-	-	-	-	-	10,596,016	-	338,553	10,964,809
Capital Outlay	591,807	295,864	29,359	-	-	-	22,905,066	483,869	-	7,266,107	109,395	24,415,359
Depreciation	-	-	-	-	-	-	-	-	-	-	-	7,266,107
Scholarship Distribution	-	-	-	-	45,042,034	-	-	-	-	-	-	45,042,034
Total Expenses	104,562,045	12,206,485	3,131,873	-	44,041,109	-	23,657,182	(8,431,765)	4,734,064	7,266,107	447,948	191,615,047
NET REVENUE/(EXPENSES)	19,546,411	(458,758)	494,828	-	21,520	-	(22,668,264)	8,431,765	4,631,542	(7,266,107)	(447,894)	2,285,044
Fund Balance Entries	(9,895)	-	-	-	-	-	22,619,713	445,287	-	8,846,958	(79,327)	31,822,735
Fund Balance as of 12/31/2015	\$ 64,667,170	\$ 4,081,479	\$ 8,194,011	\$ 509,932	\$ (8,286)	\$ -	(21,219)	\$ 14,537,562	\$ 56,670,552	\$ 253,123,229	\$ (3,228,229)	\$ 398,526,200

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

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

HOUSTON COMMUNITY COLLEGE SYSTEM
Comparison to Budget and Comparison to Previous Fiscal Year
as of December 31, 2015
33.3% of Year Expended

HCCS CURRENT UNRESTRICTED

	Year-to-Date Actuals Thru December 31, 2015	FY2016 Budget	Actuals as a % of Budget	Year-to-Date Actuals Thru December 31, 2015	Year-to-Date Actuals Thru December 31, 2014	Increase (Decrease) FY2016 Compared to FY2015	% Increase (Decrease)
REVENUES							
State Appropriations	\$ 30,121,860	\$ 69,995,427	43.0%	\$ 30,121,860	\$ 29,734,041	\$ 387,819	1.3%
Ad Valorem Taxes	16,609,240	136,000,000	12.2%	16,609,240	27,634,794	(11,025,554)	-39.9%
Tuition, Net	28,909,142	40,925,000	70.6%	28,909,142	27,963,931	945,211	3.4%
Fees	43,576,007	65,325,000	66.7%	43,576,007	43,683,416	(107,410)	-0.2%
Other Local Income	834,198	2,250,000	37.1%	834,198	756,476	77,722	10.3%
Tuition & Fee, Net	3,890,260	9,500,000	41.0%	3,890,260	4,102,884	(212,623)	-5.2%
-- Extended Learning							
Indirect Cost Revenues, Grant	167,749	620,000	27.1%	167,749	226,640	(58,891)	-26.0%
Total Revenues	124,108,456	324,615,427	38.2%	124,108,456	134,102,181	(9,993,726)	-7.5%

	Year-to-Date Actuals Thru December 31, 2015	FY2016 Budget	Actuals as a % of Budget	Year-to-Date Actuals Thru December 31, 2015	Year-to-Date Actuals Thru December 31, 2014	Increase (Decrease) FY2016 Compared to FY2015	% Increase (Decrease)
EXPENSES							
Salaries	64,097,718	190,409,639	33.7%	64,097,718	61,213,252	2,884,466	4.7%
Employee Benefits	7,966,697	21,210,175	37.6%	7,966,697	6,216,245	1,750,453	28.2%
Supplies Gen Exp	1,173,527	5,538,709	21.2%	1,173,527	1,205,532	(32,005)	-2.7%
Travel	206,224	1,913,059	10.8%	206,224	201,008	5,216	2.6%
Marketing Costs	126,150	1,052,750	12.0%	126,150	278,266	(152,117)	-54.7%
Rental & Leases	692,571	2,531,434	27.4%	692,571	681,981	10,591	1.6%
Insurance/Risk Mgmt	4,520,865	5,551,431	81.4%	4,520,865	6,376,119	(1,855,254)	-29.1%
Contract Services	6,314,919	24,303,119	26.0%	6,314,919	6,270,477	44,442	0.7%
Utilities	2,262,001	10,246,651	22.1%	2,262,001	2,287,771	(25,770)	-1.1%
Other Departmental Expenses	574,914	2,391,597	24.0%	574,914	395,671	179,243	45.3%
Instructional & Other Materials	3,625,022	9,687,055	37.4%	3,625,022	3,699,791	(74,769)	-2.0%
Maintenance & Repair	180,662	1,358,518	13.3%	180,662	157,544	23,119	14.7%
Transfers/Debt	12,228,967	40,713,014	30.0%	12,228,967	3,963,834	8,265,134	208.5%
Contingency	-	4,139,168	0.0%	-	-	-	0.0%
Capital Outlay	591,807	3,569,107	16.6%	591,807	775,828	(184,021)	-23.7%
Total Expenses	104,562,045	324,615,427	32.2%	104,562,045	93,723,319	10,838,726	11.6%
NET REVENUE/(EXPENSES)	19,546,411	0	0.0%	19,546,411	40,378,862	(20,832,452)	-51.6%

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund
as of December 31, 2015

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary*	Foundation	Marketing	Bookstore Commission	International Student Services	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
Fund Balance –									
September 1, 2015 (Audited)									
FY2016									
Revenue	1,884,270	283,077	-	413,643	-	151,962	-	-	2,732,952
Salaries	87,525	171,642	36,498	-	-	100,252	81,533	-	477,451
Benefits	22,111	81,615	8,506	-	-	24,656	19,790	-	156,678
Supplies Gen Exp	20,180	15,327	2,190	-	-	-	2,122	-	39,819
Travel	-	1,896	2,370	-	-	-	-	-	4,265
Marketing Costs	-	374	-	89,732	-	-	-	-	90,106
Rental & Leases	1,595	15,875	-	-	-	-	-	-	17,470
Contract Services	618,497	26,000	9,175	-	-	-	1,051	-	654,723
Utilities	182,425	-	-	-	-	-	-	-	182,425
Departmental Expenses	300	122,709	-	728,745	-	5,830	-	-	857,584
Instructional & Other	600	2,177	-	-	-	-	72,077	-	74,854
Materials	-	-	-	-	-	-	2,721	-	2,721
Maintenance & Repair	-	-	-	-	-	-	-	-	-
Insurance/Risk Mgmt	-	-	-	-	-	-	-	-	-
Exemptions and Waivers	-	-	-	-	-	-	-	457,919	457,919
Transfer/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	27,463	-	-	-	-	-	-	-	27,463
Total Expense	960,696	437,614	58,739	818,476	-	130,738	179,294	457,919	3,043,477
Contribution to Fund Balance	923,573	(154,537)	(58,739)	(818,476)	413,643	(130,738)	(27,332)	(457,919)	(310,525)
Auxiliary Fund Balance - Uncommitted Portion									\$ 3,391,564

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

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund
as of December 31, 2015

Auxiliary Funds - International and Committed Portions

	International			Committed				Total
	Saigon Tech	Other International Initiatives	Subtotal International	Minority Business Development Agency	Student Vending Commission	Student Activity Fee	Student Athletic Fee	
Fund Balance – September 1, 2015 (Audited) FY2016			\$ 1,818,386	\$ -	\$ 324,132	\$ 1,005,688	\$ 1,159,414	\$ 2,489,233
Revenue	23,333	-	23,333	5,504	31,500	744,076	550,187	1,331,267
Salaries	-	-	-	-	-	28,514	77,983	106,498
Benefits	-	-	-	-	-	2,367	18,792	21,159
Supplies Gen Exp	204	-	204	-	21,570	198,294	51,239	271,103
Travel	572	26,004	26,576	-	-	3,236	17,444	20,680
Marketing Costs	-	-	-	-	-	-	-	-
Rental & Leases	-	-	-	-	-	-	4,275	4,275
Contract Services	-	-	-	-	-	29,619	47,763	77,382
Utilities	-	-	-	-	-	-	-	-
Departmental Expenses	-	-	-	-	500	4,243	9,947	14,690
Instructional & Other Materials	-	-	-	-	-	-	176	176
Maintenance & Repair	-	-	-	-	-	-	-	-
Insurance/Risk Mgmt	-	-	-	-	-	112	1,565	1,677
Exemptions and Waivers	-	-	-	-	-	2,932	-	2,932
Transfer	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	1,896	-	1,896
Total Expense	776	26,004	26,780	-	22,070	271,213	229,185	522,468
Contribution to Fund Balance	22,557	(26,004)	(3,447)	5,504	9,430	472,863	321,003	808,799
Auxiliary Fund Balance - Intl, Committed, Total			\$ 1,814,939	\$ 5,504	\$ 333,562	\$ 1,478,551	\$ 1,480,416	\$ 3,298,033
								\$ 7,699,183
								4,087,553
								583,948
								177,837
								311,125
								51,522
								90,106
								21,745
								732,105
								182,425
								872,274
								75,029
								2,721
								1,677
								460,851
								29,359
								3,592,725
								494,828
								\$ 8,194,011

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

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	ACADEMIC INSTRUCTION							
									Salary	Employee Benefits	Supplies & Gen	Travel	Marketing Costs	Rentals & Leases	Insurance/Risk Mgmt
Salary	\$ 9,813,842	\$ 9,344,227	\$ 12,027,149	\$ 10,857,104	\$ 6,104,119	\$ 12,810,126	\$ 11,681,090	\$ 53,088,589							
Employee Benefits	-	-	-	-	-	-	-	-							
Supplies & Gen	237,731	232,917	222,333	313,978	227,210	302,336	184,702	305,354							
Travel	38,542	76,104	28,341	40,020	48,388	128,380	85,414	153,513							
Marketing Costs	13,645	39,207	56,019	26,182	93,045	12,500	286,057	6,356							
Rentals & Leases	5,270	57,971	934,619	484,749	77,305	517,054	26,718	24,510							
Insurance/Risk Mgmt	-	-	-	-	-	126	-	511							
Contracted Services	287,161	238,998	68,719	12,936	74,602	233,764	141,102	398,978							
Utilities	5,125	-	4,600	1,826	-	-	-	-							
Other Departmental Expenses	50,111	71,747	29,644	29,220	46,834	99,713	54,714	68,874							
Instructional And Other Materials	296,307	56,253	125,383	107,268	68,376	253,029	860,680	1,226,536							
Maintenance and Repair	138,855	38,966	125,124	11,815	10,926	69,918	121,311	41,366							
Transfers/Debt	-	-	1,186	-	-	-	-	-							
Contingency	479,432	554,296	410,268	371,822	160,076	496,627	237,500	-							
Capital Outlay	444,822	149,693	46,352	209,074	96,955	102,285	128,968	331,795							
Total	\$ 11,810,844	\$ 10,860,379	\$ 14,079,736	\$ 12,465,994	\$ 7,007,836	\$ 15,025,858	\$ 13,808,256	\$ 55,646,382							

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

Budgeted Expenditures	CHANCELLOR	FINANCE & ADMIN.	SUSTAINABILITY	INSTRUCTIONAL SERVICES	STUDENT SERVICES	SYSTEM	Grand Total
Salary	\$ 6,178,687	\$ 28,904,543	\$ 3,205,790	\$ 17,755,924	\$ 5,057,151	\$ 3,581,297	\$ 190,409,639
Employee Benefits	-	-	-	-	-	21,210,175	21,210,175
Supplies & Gen	668,351	954,605	149,888	274,138	165,166	1,300,000	5,538,709
Travel	178,675	245,465	66,263	776,928	47,026	-	1,913,059
Marketing Costs	254,000	258,739	5,000	2,000	-	-	1,052,750
Rentals & Leases	87,100	244,990	61,429	4,319	5,400	-	2,531,434
Insurance/Risk Mgmt	5,550,000	-	-	794	-	-	5,551,431
Contracted Services	3,029,547	15,721,963	82,525	112,085	1,374,686	2,526,053	24,303,119
Utilities	-	1,752,227	-	94	-	8,482,779	10,246,651
Other Departmental Expenses	798,396	406,573	97,829	538,132	99,810	-	2,391,597
Instructional And Other Materials	63,015	5,659,470	51,013	593,797	325,928	-	9,687,055
Maintenance and Repair	15,446	778,775	4,688	444	884	-	1,358,518
Transfers/Debt	200,000	43,591	-	-	-	40,468,237	40,713,014
Contingency	150,000	246,064	269,101	89,500	47,000	627,482	4,139,168
Capital Outlay	120,700	1,707,165	188,790	24,786	17,723	-	3,569,107
Total	\$ 17,293,917	\$ 56,924,171	\$ 4,182,316	\$ 20,172,941	\$ 7,140,774	\$ 78,196,023	\$ 324,615,427

Houston Community College
Balance Sheet By Fund
For Month Ended December 31, 2015

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	Total All Funds
ASSETS			
Current Assets:			
Cash & cash equivalents	\$ 104,754,523	\$ 33,966,823	\$ 138,721,346
Restricted cash & cash equivalents	-	-	-
Short term Investments	-	-	-
Accounts/Other receivable (net)	32,279,815	3,320,688	35,600,503
Deferred charges	5,273	-	5,273
Prepays	1,955,288	1,346,598	3,301,885
Total Current Assets	<u>138,994,899</u>	<u>38,634,108</u>	<u>177,629,007</u>
Non-current Assets:			
Restricted cash & cash equivalents	-	171,972,591	171,972,591
Restricted long-term investments	-	136,812,368	136,812,368
Long-term Investments	25,900,315	-	25,900,315
Deferred Outflows of Resources: Pension	11,299,015	-	11,299,015
Capital Assets, net	-	966,745,470	966,745,470
Total Non-current Assets	<u>37,199,330</u>	<u>1,275,530,430</u>	<u>1,312,729,759</u>
Total Assets	<u><u>\$ 176,194,228</u></u>	<u><u>\$ 1,314,164,538</u></u>	<u><u>\$ 1,490,358,766</u></u>
LIABILITIES			
Current Liabilities:			
Accounts payable	6,352,135	1,376,138	7,728,274
Accrued liabilities	38,822	1,305,511	1,344,333
Compensated absences	2,526,083	-	2,526,083
Funds held for others	657,852	189,209	847,061
Deferred revenue	1,120,119	229,281	1,349,400
Notes payable-current portion	-	8,783,299	8,783,299
Bonds payable-current portion	-	24,520,000	24,520,000
Total Current Liabilities	<u>10,695,011</u>	<u>36,403,439</u>	<u>47,098,450</u>
Non-current Liabilities:			
Deposits	-	-	-
Net Pension Liability	67,428,372	-	67,428,372
Deferred Inflows of Resources: Pension	20,626,539	-	20,626,539
Notes payable	-	152,671,388	152,671,388
Bonds payable	-	752,257,231	752,257,231
Capital lease obligations	-	48,522,357	48,522,357
Total Non-current Liabilities	<u>88,054,911</u>	<u>953,450,976</u>	<u>1,041,505,887</u>
Total Liabilities	<u><u>\$ 98,749,922</u></u>	<u><u>\$ 989,854,415</u></u>	<u><u>\$ 1,088,604,336</u></u>
Fund Balance-			
August 31, 2015 Audited	57,850,201	309,269,229	367,119,430
Revenues Over Expenditures			
Unrestricted	20,031,345	-	20,031,345
Restricted	(437,237)	-	(437,237)
Net Investment in Plant	-	15,040,895	15,040,895
Total Fund Balances	<u><u>\$ 77,444,309</u></u>	<u><u>\$ 324,310,123</u></u>	<u><u>\$ 401,754,432</u></u>
Total Liabilities & Fund Balances	<u><u>\$ 176,194,231</u></u>	<u><u>\$ 1,314,164,538</u></u>	<u><u>\$ 1,490,358,766</u></u>

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

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

Houston Community College

Exemptions & Waivers Through December 31, 2015

Account	FY 2014-15		FY 2015-16
	End of Year Activity	Year-to-Date Activity thru 12/31/2014	Year-to-Date Activity thru 12/31/2015
Tuition			
Budget:			
Adjusted Budget FY 2015-16, Net			\$ 40,925,000
Revenues Received:			
Tuition	45,771,753	32,490,664	33,083,656
Waivers & Exemptions:			
Dual Credit & Early College HS	(5,045,017)	(3,487,812)	(3,303,464)
Other	(1,603,037)	(1,038,921)	(871,050)
Total Waivers & Exemptions	(6,648,054)	(4,526,733)	(4,174,514)
Total Tuition Revenue, Net	\$ 39,123,700	\$ 27,963,931	\$ 28,909,142

Tuition - Extended Learning			
Budget:			
Budget FY 2015-16, Net			\$ 9,500,000
Revenues Received:			
Tuition	8,931,465	4,740,675	4,408,242
Waivers & Exemptions:			
Department of Corrections	(2,021,386)	(637,791)	(517,982)
Total EL Tuition Revenue, Net	\$ 6,910,079	\$ 4,102,884	\$ 3,890,260

Exemptions & Waivers	FY 2014-15		FY 2015-16	
	End of Year Activity	Year-to-Date Activity thru 12/31/2014	Year-to-Date Activity thru 12/31/2015	Actuals % Inc/(Dec)YTD vs. PriorYTD
Dept of Corrections	\$ 1,946,863	\$ 637,791	\$ 517,982	-18.8%
Dual Credit & Early College HS Waiver	5,045,017	3,487,812	3,303,464	-5.3%
Other:				
Employee Fee Exemptions	61,121	33,957	36,355	7.1%
Firemen	12,870	7,080	2,447	-65.4%
Hazelwood	942,773	624,972	449,098	-28.1%
Deaf & Blind	190,174	127,329	141,436	11.1%
High Ranking Hi SCH Grad	1,805	1,235	1,147	-7.1%
Child of Disabled Vet ETC	7,264	5,086	3,295	-35.2%
Emp of State Coll & Univ	-	-	2,027	0.0%
Nonres Teach/Research Asst	6,363	4,956	80	-98.4%
Nonres Competitive Scholar	8,558	6,248	16,629	166.1%
Senior Citizens	13,668	9,317	7,725	-17.1%
Scholarship Distribution	2,800	-	2,800	0.0%
A VISA Waiver (Non-Alien Waiver)	888	888	-	-100.0%
Foster Children-Resident	247,117	168,777	104,744	-37.9%
Undocumented Students	5,723	3,971	1,062	-73.3%
TX Tomorrow Waiver	6,076	2,788	1,792	-35.7%
Surviving Spouse/Children	-	-	3,360	0.0%
Peace Officer Exemption	3,868	471	615	30.6%
Adopted Student Waiver	91,719	41,846	96,438	130.5%
Stipends	250	-	-	0.0%
Total Other Exemptions	1,603,037	1,038,921	871,050	-16.2%
Grand Total Exemptions & Waivers	\$ 8,594,917	\$ 5,164,524	\$ 4,692,496	-9.1%

ACTION ITEM

Meeting Date: February 16, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
15	Approval of Lease Agreement for 5505 West Loop South Houston, Texas	Dr. Cesar Maldonado Charles Smith

RECOMMENDATION

Authorize the Chancellor to execute a lease agreement for the building at 5505 West Loop South on the West Loop campus.

COMPELLING REASON/RATIONALE

The leased space will be used as a business location for service to the general public.

DESCRIPTION OR BACKGROUND

This building was erected for investment purposes in 1999. It was leased by Conn's Appliances through September of 2014 and acquired by the College in March of 2015 through an amicable Purchase Sale Agreement. Leasing of the building is intended to defray the long term cost of acquisition.

FISCAL IMPACT

Income from the lease will defray the cost of acquisition, providing a long term benefit to the taxpayer.

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

1.D.1.: Expand partnerships with business, industry, and other higher education institutions

Attachment Title(s):

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/9/2016 4:57 PM

