



## **AGENDA**

### **SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**October 8, 2015  
3:00 p.m.**

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



## **Strategic Plan 2012-2015**

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

### **Mission**

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

### **Vision**

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

### **Strategic Initiatives**

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

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

**October 8, 2015**

Notice is hereby given that the Board of Trustees of Houston Community College will hold a Special Meeting on Thursday, the eighth (8<sup>th</sup>) day of October 2015, at 3:00 p.m., or after, and from day to day as required, at 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 in open session and vice versa as permitted by law. The Board may take final action with regard to items listed in this Notice without further action at a Regular Board Meeting.

**I. Call to Order**

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

- A. Approve the 2015 Tax Rate for Maintenance & Operations and Debt Service.

**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.

**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

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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 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

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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**

**Certificate of Posting or Giving of Notice**

On this the 5<sup>th</sup> day of October 2015, 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) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; (2) the Harris County's Criminal Justice Center, 1201 Franklin, Houston, Texas 77002; (3) the Fort Bend County Courthouse, 401 Jackson, Richmond, Texas 77469; and (4) the Houston Community College System's website, [www.hccs.edu](http://www.hccs.edu). The Houston Community College's Fort Bend County public meeting notices may be viewed after hours (i.e. between the hours of 5:30 p.m. and 7:30 a.m.) on the kiosk located on the west side of the new Fort Bend County Courthouse (the "William B. Travis Building"), located at 309 South Fourth Street, Richmond, Texas 77469.

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Melinda Davila, Executive Secretary  
Board Services

# ACTION ITEM

Meeting Date: October 8, 2015

<b>ITEM NO.</b>	<b>ITEM TITLE</b>	<b>PRESENTER</b>
<b>A</b>	<b>Approve the 2015 Tax Rate for Maintenance &amp; Operations and Debt Service</b>	<b>Dr. Cesar Maldonado Teri Zamora</b>

## RECOMMENDATION

Approve the attached resolution to adopt the tax rate of \$0.075631 per \$100 assessed valuation as the tax rate for Maintenance & Operations Tax for year 2015.

Approve the attached resolution to adopt the tax rate of \$0.026311 per \$100 assessed valuation as the tax rate for the Debt Service Tax for year 2015.

The combined rate for Maintenance & Operations and Debt Service approved is \$0.101942 and the percentage by which this rate exceeds the effective tax rate is 2.36%.

## COMPELLING REASON/RATIONALE

A taxing unit must calculate and publish its effective and rollback tax rates before adopting an actual rate. The purpose of the law is to make taxpayers aware of the tax rate proposed and to allow taxpayers, in certain cases, to rollback or limit a tax increase.

## DESCRIPTION OR BACKGROUND

The proposed tax rate compares to previous tax year as follows:

<b>Tax Rate</b>	<b>Proposed 2015 Tax Rate</b>	<b>Actual 2014 Tax Rate</b>	<b>Difference</b>
M&O	0.075631	0.077055	(0.001424)
Debt	0.026311	0.029835	(0.003524)
<b>Total Rate</b>	<b>0.101942</b>	<b>0.106890</b>	<b>(0.004948)</b>

Board discussed potential tax rates for 2015, proposed a rate for the public's consideration, and scheduled two public hearings. The effective and rollback tax rates were posted on the HCC website and published in the Houston Chronicle on Friday, September 4, 2015 in order to comply with the Truth-in-Taxation, Property Tax Code, Chapter 26.

The two public hearings were held:

- The first public hearing was held on Tuesday, September 22, 2015 at 3:30 p.m. at the HCC Administration Building, 3100 Main Street, 2<sup>nd</sup> Floor Auditorium.
- The second public hearing was held on Thursday, October 1, 2015 at 3:30 p.m. at the HCC Administration Building, 3100 Main Street, 2<sup>nd</sup> Floor Auditorium.

## FISCAL IMPACT

The Maintenance and Operations tax rate for 2015 is \$0.075631 per \$100 assessed valuation. The debt service tax rate is \$0.026311 per \$100 assessed valuation.

## LEGAL REQUIREMENT

Chapter 26 of the Property Tax code requires taxing units to comply with the Truth-in-Taxation statutes in adopting their tax rates.

## STRATEGIC GOAL ALIGNMENT

*Strategic Initiative:* Support Innovation

Attachment Title(s): **Resolution**

This item is applicable to the following:

Central     Coleman     Northeast     Northwest     Southeast     Southwest     3100

## **HOUSTON COMMUNITY COLLEGE SYSTEM**

### **HOUSTON, HARRIS COUNTY, TEXAS**

RESOLUTION AND ORDINANCE FIXING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE HOUSTON COMMUNITY COLLEGE SYSTEM FOR DEBT SERVICES FOR THE YEAR 2015.

WHEREAS, The Board of Trustees of the Houston Community College System is authorized, by a majority of the electors that voted in the election, to levy and pledge annual ad Valorem taxes sufficient to pay the principal and interest on negotiable coupon bonds as the same come due in the year 2015 at 0.026311 for the Houston Community College System on the One Hundred Dollars (\$100.00) of assessed taxable property value during the current year.

THEREFORE, BE IT RESOLVED AND ORDAINED BY THE BOARD OF TRUSTEES OF THE HOUSTON COMMUNITY COLLEGE SYSTEM THAT:

1. The above paragraph is incorporated and made a part of the Resolution and Ordinance; and
2. The College Tax rate for the Houston Community College System year 2015 shall be, and the rate is hereby fixed at 0.026311 for the debt service obligation of the Houston Community College System, on each One Hundred Dollars (\$100.00) of assessed value of taxable property, such Ad Valorem taxes to be levied on all taxable property situated in the College District for the purpose of satisfying the District's general obligation debt, during the year 2015 and the Assessor and Collector of Taxes of the College District is hereby authorized and directed to assess property and collect District taxes on the basis of this rate for the year 2015, and



**HOUSTON COMMUNITY COLLEGE SYSTEM**

**HOUSTON, HARRIS COUNTY, TEXAS**

3. The assessed value of taxable property shall be based upon the current assessment ratio of ONE HUNDRED PERCENT (100%) of market value; and tax rolls for 2015 and all prior years are approved.
4. This Resolution and Ordinance shall become effective from its passage.

On motion of Trustee \_\_\_\_\_ Seconded by  
Trustee \_\_\_\_\_ and the above Resolution and  
Ordinance fixing the Houston Community College System tax rate and levying ad  
Valorem taxes for the year 2015 was adopted and it was so ordered.

By: \_\_\_\_\_  
Robert Glaser, Vice Chair  
Board of Trustees  
Houston Community College System

ATTEST:

By: \_\_\_\_\_  
Dr. Adriana Tamez, Secretary  
Board of Trustees  
Houston Community College System

## **HOUSTON COMMUNITY COLLEGE SYSTEM**

### **HOUSTON, HARRIS COUNTY, TEXAS**

RESOLUTION AND ORDINANCE FIXING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE HOUSTON COMMUNITY COLLEGE SYSTEM FOR MAINTENANCE AND OPERATION FOR THE YEAR 2015.

WHEREAS, The Board of Trustees of the Houston Community College System finds that after reviewing all sources of revenue, it is necessary that the Board fix the tax rate for all purposes at 0.075631 for the Houston Community College System on One Hundred Dollars (\$100.00) of assessed taxable property value to operate the College during the current year.

WHEREAS, The maintenance and operations tax levy for 2015 to fund maintenance and operations expenditures is greater than the tax levy for 2014.

WHEREAS, Houston Community College System will fix the maintenance and operations tax rate of 0.075631 for 2015 and this rate is greater than the 2015 calculated effective maintenance and operations tax rate of 0.071627.

WHEREAS, the 2015 maintenance and operations tax rate of 0.075631 will raise more taxes for maintenance and operations than the 2014 tax rate of 0.077055, which is a 1.85%. increase from 2014. The tax rate will decrease taxes for maintenance and operations on a \$100,000 home by approximately \$1.43.

THEREFORE BE IT RESOLVED AND ORDAINED BY THE BOARD OF TRUSTEES OF THE HOUSTON COMMUNITY COLLEGE SYSTEM THAT:

1. The above paragraph is incorporated and made a part of this Resolution and Ordinance; and
2. The College tax rate for the Houston Community College System year 2015 shall be, and the rate is hereby fixed at \$0.075631 for maintenance

## **HOUSTON COMMUNITY COLLEGE SYSTEM**

### **HOUSTON, HARRIS COUNTY, TEXAS**

and operations expenses of the Houston Community College System, on each One Hundred Dollars (\$100.00) of assessed value of taxable property, such ad valorem taxes will be levied on all taxable property situated in the College District for all purposes, during the year -2015 and the Assessor and Collector of Taxes of the College District is hereby authorized and directed to assess property and collect College District taxes on the basis of this rate for the year 2015; and

3. The assessed value of taxable property shall be based upon the current assessment ratio of ONE HUNDRED PERCENT (100%) of market value; and tax rolls for 2015 and all prior years are approved; and
4. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.; and
5. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 2.36% AND WILL LOWER TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$1.43; and
6. This Resolution and Ordinance shall become effective from its passage.

**HOUSTON COMMUNITY COLLEGE SYSTEM**

**HOUSTON, HARRIS COUNTY, TEXAS**

On motion of Trustee \_\_\_\_\_ Seconded by

Trustee \_\_\_\_\_ and the above

Resolution and Ordinance fixing the Houston Community College System tax rate and levying ad valorem taxes for the year 2015 was adopted, and it was so ordered.

By: \_\_\_\_\_

Robert Glaser, Vice Chair  
Board of Trustees  
Houston Community College System

ATTEST:

By: \_\_\_\_\_

Dr. Adriana Tamez, Secretary  
Board of Trustees  
Houston Community College System

**HOUSTON COMMUNITY COLLEGE SYSTEM**

**HOUSTON, HARRIS COUNTY, TEXAS**

STATE OF TEXAS  
§  
COUNTY OF HARRIS

VERIFICATION

BEFORE ME, the undersigned Notary Public, on this day personally appeared \_\_\_\_\_. Who is duly authorized to make this verification in their representative capacity. Being duly sworn under oath, \_\_\_\_\_ stated that he/she is the person appearing and the facts contained therein are within his/her personal knowledge are true and correct.

\_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS 8<sup>TH</sup> DAY OF OCTOBER, 2015.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE  
STATE OF TEXAS  
MY COMMISSION EXPIRES:\_\_\_\_\_

VERIFICATION

BEFORE ME, the undersigned Notary Public, on this day personally appeared \_\_\_\_\_. Who is duly authorized to make this verification in their representative capacity. Being duly sworn under oath, \_\_\_\_\_ stated that he/she is the person appearing and the facts contained therein are within his/her personal knowledge are true and correct.

\_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS 8<sup>TH</sup> DAY OF OCTOBER, 2015.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE  
STATE OF TEXAS  
MY COMMISSION EXPIRES:\_\_\_\_\_

# APPENDIX



## **Strategic Plan 2012-2015**

Creating Opportunities for Our Shared Future

*Approved by the HCC Board of Trustees, June 2012*

### **Mission:**

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

### **Vision:**

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

### **Guiding Principles:**

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

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

## **Strategic Initiative #1 - Increase Student Completion**

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

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

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

## **Strategic Initiative #2 – Respond to Business and Industry**

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

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

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



### **Strategic Initiative #3 – Develop 21<sup>st</sup> Century Learners**

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

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

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

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

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

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

- Action 4.1:** Develop a system-wide strategy to encourage leadership development for students
- Action 4.2:** Develop a system-wide strategy for ongoing professional and leadership development for faculty

- Action 4.3:** Develop a system-wide strategy for provision of professional and leadership development for HCC personnel at all levels and functions of the organization

## **Strategic Initiative #5 - Support Innovation**

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

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

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

## **Strategic Initiative #6 – Support Entrepreneurialism**

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

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

- Action 6.1:** Encourage an entrepreneurial culture among all members of the HCC family
- Action 6.2:** Develop and implement promising practices that nurture and reward a spirit of entrepreneurialism throughout the institution

**Action 6.3:** Strengthen HCC assessment and institutional effectiveness (IE) processes and activities

## **Strategic Initiative #7 – Leverage Partnerships**

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

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

According to an American Council on Higher Education Blue Ribbon Panel on Global Engagement (November, 2011), "It is important that college graduates, whatever their location, be not only globally competitive but also globally competent, understanding their roles as citizens and workers in an international context. While identifying common problems, we might also discover common solutions (p.6)."<sup>1</sup>

**Action 7.1:** Identify and secure new local partnerships capable of improving the institution's capacity, performance, and resilience

**Action 7.2:** Identify and secure new regional and state partnerships capable of improving the institution's capacity, performance, and resilience

**Action 7.3:** Identify and secure new international partnerships capable of improving the institutions' capacity, performance, and resilience