



AGENDA

COMMITTEE OF THE WHOLE OF THE BOARD OF TRUSTEES

April 14, 2016

4:00 PM

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

**NOTICE OF A MEETING OF THE
Committee of the Whole
OF THE BOARD OF TRUSTEES**

HOUSTON COMMUNITY COLLEGE

April 14, 2016

Notice is hereby given that a Meeting of the Committee of the Whole of the Board of Trustees of Houston Community College will be held on Thursday, April 14, 2016 at 4:00 PM, 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 bylaw. 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. Chairman's Report:

- A. Marketing Report
- B. Trustees District Reports

III. Topics For Discussion and/or Action:

- A. Report on Real Estate Study
- B. Report on Bond Capital Improvement Plan (CIP) Related Matters
- C. Authorization to Negotiate and Execute Settlements with Woodridge Plaza Tenants
- D. Report on HCC Foundation
- E. Report on Community College Funding
- F. Report on Use of College Auxiliary Revenues
- G. Approve Tuition and Fee Optional Exemptions and Waivers for Fiscal Year 2016-2017
- H. Body Interact Table Medical Simulator
- I. Internet Service Provider and SIP Trunking Services (Project No. 16-27)
- J. Real Estate Broker & Consulting Services (Project No. 16-19)
- K. Investment Report for the Month of January 2016
- L. Investment Report for the Month of February 2016
- M. Monthly Financial Statement and Budget Review for January 2016
- N. Monthly Financial Statement and Budget Review for February 2016

IV. Report Items from Appointed and Ad Hoc Committee(s):

A. Academic Affairs / Student Services

1. HCC Honorary Degrees for 2016
2. Tuition and Fees for Non-Credit Classes
3. Report on Student Success
4. Report on Annual Licensure/Certification
5. Report on Athletics and Recreational Sports
6. Report on HCC Library Services Plan
7. Report on Current College Organizational Structure

B. Audit

1. Report on Search for Director of Internal Auditing

C. Board Governance

1. Report on Proposed Revisions to TASB Policies: Section D Personnel
2. Proposed Revisions to Board Bylaws

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

A. Legal Matters

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

1. Discussion of Trustee Wilson's Request for Reimbursement of Legal Fees from Insurance Company United Educators
2. First Amendment Analysis of Bylaws Media Contact Provision

B. Personnel Matters

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

1. Update on TCOLE Certification
2. Discussion of Trustee Wilson Complaint #1 Against Trustee Capo
3. Discussion of Trustee Wilson Complaint # 2 Against Trustee Capo
4. Discussion of Trustee Tamez Self-Report Complaint

C. Real Estate Matters

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

1. Authorization to Negotiate and Execute Settlements with Woodridge Plaza Tenants
2. Conceptual discussion of Land transaction near the Stafford Campus

VI. Additional Closed or Executive Session Authority:

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

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

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

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

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

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

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

Section 551.084 - For the purpose of excluding a witness or witnesses in an

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

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

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

VII. Reconvene in Open Meeting

VIII. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **11th day of April 2016**, this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002 and (2) the Houston Community College's website: www.hccs.edu.

Posted By:

Sharon R. Wright
Director, Board Services

REPORT ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
A.	Report on Real Estate Study	Dr. Cesar Maldonado Charles Smith Page Southerland Page, Inc.

DISCUSSION

Report on findings of the Real Estate Study conducted by Page Southerland Page.

DESCRIPTION OR BACKGROUND

The Administration began a comprehensive real estate review during October 2014 with a review of appraisal district records in Harris and Fort Bend counties. This then proceeded to the creation of a master property map and a property book containing details on each parcel.

As the next step, HCC engaged planning professionals Page Southerland Page to assess HCC's property holdings within the larger context of system operations and the metropolitan area. Completed over a period of five months, the study is a comprehensive document intended to inform discussion regarding strategic real estate concepts and to serve as a guide for future decision making on real estate matters.

FISCAL IMPACT

Funding for the study was provided in the 2016 Unrestricted Operating Budget.

STRATEGIC ALIGNMENT

III. PERFORMANCE EXCELLENCE

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

This item is applicable to the following:

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

REPORT ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
B.	Report 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

III. PERFORMANCE EXCELLENCE

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

ATTACHMENTS:

Description	Upload Date	Type
CIP Update Report	4/8/2016	Attachment
CIP Project Detail Summary	4/8/2016	Attachment

This item is applicable to the following:

Central, Coleman, Northeast, Northwest, Southeast, Southwest



HOUSTON COMMUNITY COLLEGE 2013 Capital Improvements Program

Project Budget Summary (March 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 ⁷	10,703	2,235	1,092	0	14,029	850	13,014	165			5,248	40%
B	NW	West Houston Institute⁵	33,493	6,336	4,460	1,461	45,750	21,504	20,479	3,767			9,685	51%
C	SW	West Loop Parking & Multi-Use Facility^{2,5}	12,381	2,261	443	8,564	23,650	533	22,717	399			2,324	16%
D	SW	Brays Oaks Workforce Building⁵	9,554	1,734	1,137	0	12,425	5,238	5,743	1,444			2,610	45%
E	SW	Stafford New Workforce Building⁵	18,998	4,693	2,559	0	26,250	5,133	17,543	3,574			5,693	32%
F	SW	Missouri City Center^{3,5}	12,409	3,366	2,033	3,693	21,500	868	6,451	14,181			517	19%
G	SE	Eastside Workforce & Student Center^{4,5}	12,974	3,440	1,217	13,720	31,350	8,073	21,797	1,480			1,815	22%
H	SE	Felix Fraga STEM Facility⁵	10,143	2,282	2,325	1,150	15,900	5,511	7,881	2,508			2,963	44%
I	NE	Northline Multiuse Building & Parking⁵	21,853	3,229	743	0	25,825	1,204	12,554	12,067			6,228	50%
J	NE	North Forest Workforce	27,962	6,021	1,764	8,102	43,850	18,198	15,691	9,961			3,560	47%
K	NE	Acres Homes Campus⁵	8,614	1,841	696	2,270	13,420	4,697	8,215	508			3,060	51%
L	CE	Central Campus Renovations & Upgrades	10,798	3,313	769	14,149	29,030	751	15,600	12,680			419	29%
M	CE	Central South Campus Workforce Building⁵	18,822	3,154	2,275	0	24,250	12,006	10,670	1,575			1,556	15%
N	CO	Coleman College Education Facility Exp.^{5,6}	59,873	13,757	10,512	13,629	97,771	2,694	28,947	66,130			3,886	25%
Grand Total			268,576	57,661	32,024	66,738	425,000	87,261	207,301	130,439	0	0	49,563	35%

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 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.
- 7 Project Substantially complete.

**2013 Capital Improvements Program
Project Detail Summary
(March 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														
<i>Land</i>	\$ -	\$ 1,461	\$ 8,564	\$ -	\$ -	\$ 3,693	\$ 13,720	\$ 1,150	\$ -	\$ 8,102	\$ 2,270	\$ 14,149	\$ -	\$ 13,629
<i>Direct Construction</i>	\$ 10,703	\$ 33,493	\$ 12,369	\$ 9,522	\$ 18,925	\$ 12,408	\$ 12,861	\$ 10,113	\$ 21,853	\$ 27,916	\$ 8,580	\$ 10,775	\$ 18,480	\$ 59,691
<i>Site Infrastructure</i>	\$ -	\$ -	\$ 12	\$ 9	\$ 46	\$ 0	\$ 82	\$ 6	\$ -	\$ 46	\$ 33	\$ 1	\$ 340	\$ 34
<i>Construction Contingency</i>	\$ -	\$ -	\$ -	\$ 23	\$ 27	\$ -	\$ 32	\$ 25	\$ -	\$ -	\$ -	\$ 22	\$ 2	\$ 148
<i>Architect and Engineering</i>	\$ 745	\$ 3,095	\$ 867	\$ 798	\$ 1,704	\$ 1,809	\$ 1,194	\$ 944	\$ 1,356	\$ 2,923	\$ 820	\$ 848	\$ 1,348	\$ 6,013
<i>Material Testing</i>	\$ 29	\$ 241	\$ 96	\$ 133	\$ 128	\$ 155	\$ 180	\$ 128	\$ 142	\$ 552	\$ 226	\$ 168	\$ 226	\$ 892
<i>Surveying</i>	\$ -	\$ 78	\$ 63	\$ 51	\$ 73	\$ 141	\$ 173	\$ 119	\$ 68	\$ 18	\$ 22	\$ 70	\$ 67	\$ 893
<i>Project Management</i>	\$ 270	\$ 1,397	\$ 488	\$ 325	\$ 732	\$ 583	\$ 479	\$ 413	\$ 848	\$ 1,143	\$ 349	\$ 331	\$ 742	\$ 2,872
<i>Soft Cost Contingency</i>	\$ 748	\$ 82	\$ -	\$ 34	\$ 1,228	\$ -	\$ 424	\$ 176	\$ -	\$ -	\$ -	\$ 980	\$ 5	\$ -
<i>IT Infrastructure</i>	\$ 145	\$ 1,461	\$ 443	\$ 414	\$ 931	\$ 741	\$ 374	\$ 853	\$ 400	\$ 501	\$ 305	\$ 110	\$ 721	\$ 3,210
<i>FF&E</i>	\$ 947	\$ 2,999	\$ -	\$ 724	\$ 1,628	\$ 1,292	\$ 843	\$ 1,472	\$ 343	\$ 1,263	\$ 391	\$ 659	\$ 1,554	\$ 7,302
<i>Other Admin Services</i>	\$ 180	\$ 588	\$ 304	\$ 160	\$ 337	\$ 276	\$ 403	\$ 204	\$ 332	\$ 563	\$ 172	\$ 373	\$ 312	\$ 1,256
<i>Program Management</i>	\$ 263	\$ 856	\$ 443	\$ 233	\$ 491	\$ 402	\$ 587	\$ 298	\$ 483	\$ 821	\$ 251	\$ 543	\$ 454	\$ 1,830
	\$ 14,029	\$ 45,750	\$ 23,650	\$ 12,425	\$ 26,250	\$ 21,500	\$ 31,350	\$ 15,900	\$ 25,825	\$ 43,850	\$ 13,420	\$ 29,030	\$ 24,250	\$ 97,771

ACTION ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
C.	Authorization to Negotiate and Execute Settlements with Woodridge Plaza Tenants	Dr. Cesar Maldonado E. Ashley Smith Rogers Morris & Grover, LLP

RECOMMENDATION

Delegate authority to the Chancellor to negotiate and execute settlement agreements for compensation and/or amended lease terms with current and former tenants of the Woodridge Plaza shopping center

COMPELLING REASON/RATIONALE

HCC has an eminent domain lawsuit pending against the previous landowner, as well as current and former tenants of the Woodridge Plaza shopping center located at 6969 Gulf Freeway. It is in the best interest of HCC to negotiate settlement agreements with tenants, as needed, in order to better serve the short and long term needs of HCC.

DESCRIPTION OR BACKGROUND

HCC initiated eminent domain proceedings in January 2014 to acquire the Woodridge Plaza shopping center for future facilities needs of the College. In May 2015, an administrative hearing was held before special commissioners, for the purpose of determining the amount of money HCC would have to pay to compensate any tenants who would be damaged as a result of HCC's premature termination of their leases. As a result of the hearing before special commissioners, HCC deposited \$427,100 into the registry of the court to cover any compensation payments due to the tenants. HCC has since been cooperating with the tenants to avoid interruption of their businesses and early termination of their leases. To this end, the administration is working with the tenants to negotiate settlement agreements to provide amended lease terms and/or compensation payments. Such settlements will accelerate final resolution of this matter, and position HCC for future development of the shopping center with minimal interruption to the existing leases.

FISCAL IMPACT

Not to exceed \$427,100. To be funded or reimbursed from funds already deposited into the Registry of the Court by HCC.

LEGAL REQUIREMENT

Not to exceed \$427,100, as previously deposited in the registry of the court.

STRATEGIC ALIGNMENT

II. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

This item is applicable to the following: Southeast

REPORT ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
D.	Report on HCC Foundation	Dr. Cesar Maldonado Carne Williams

DISCUSSION

Report on HCC Foundation current financials through February 2016 and scholarships awarded through March 2016.

DESCRIPTION OR BACKGROUND

HCC Foundation provides student scholarships and enhances students' educational experience.

STRATEGIC ALIGNMENT

I. STUDENT SUCCESS

B. Improve the student experience, C. Increase student completion

ATTACHMENTS:

Description	Upload Date	Type
HCC Foundation Presentation	4/11/2016	Presentation

This item is applicable to the following: District



Houston Community College FOUNDATION

Quarterly Report

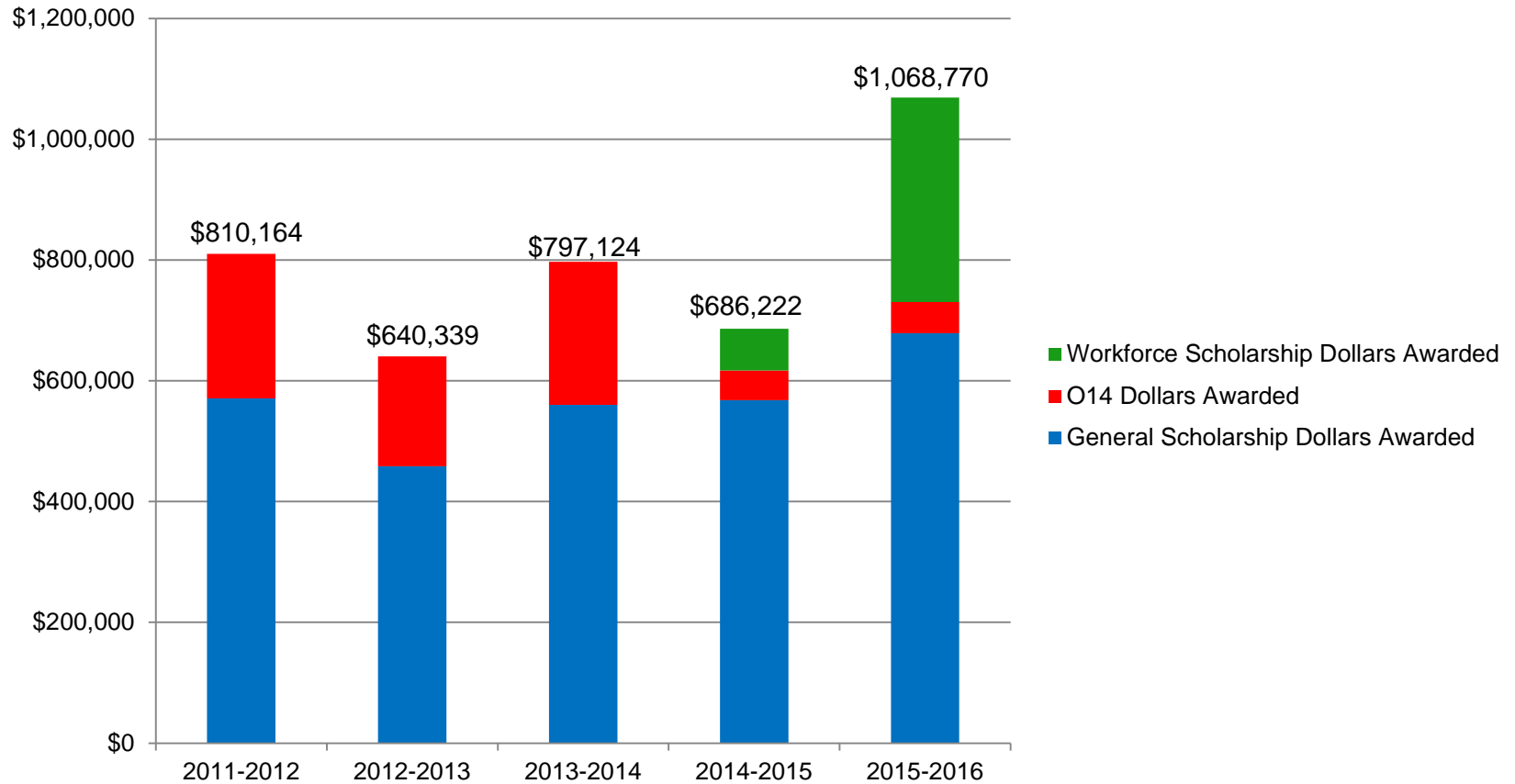
Revenue as of February 2016

\$1,006,259

Net Asset Balances

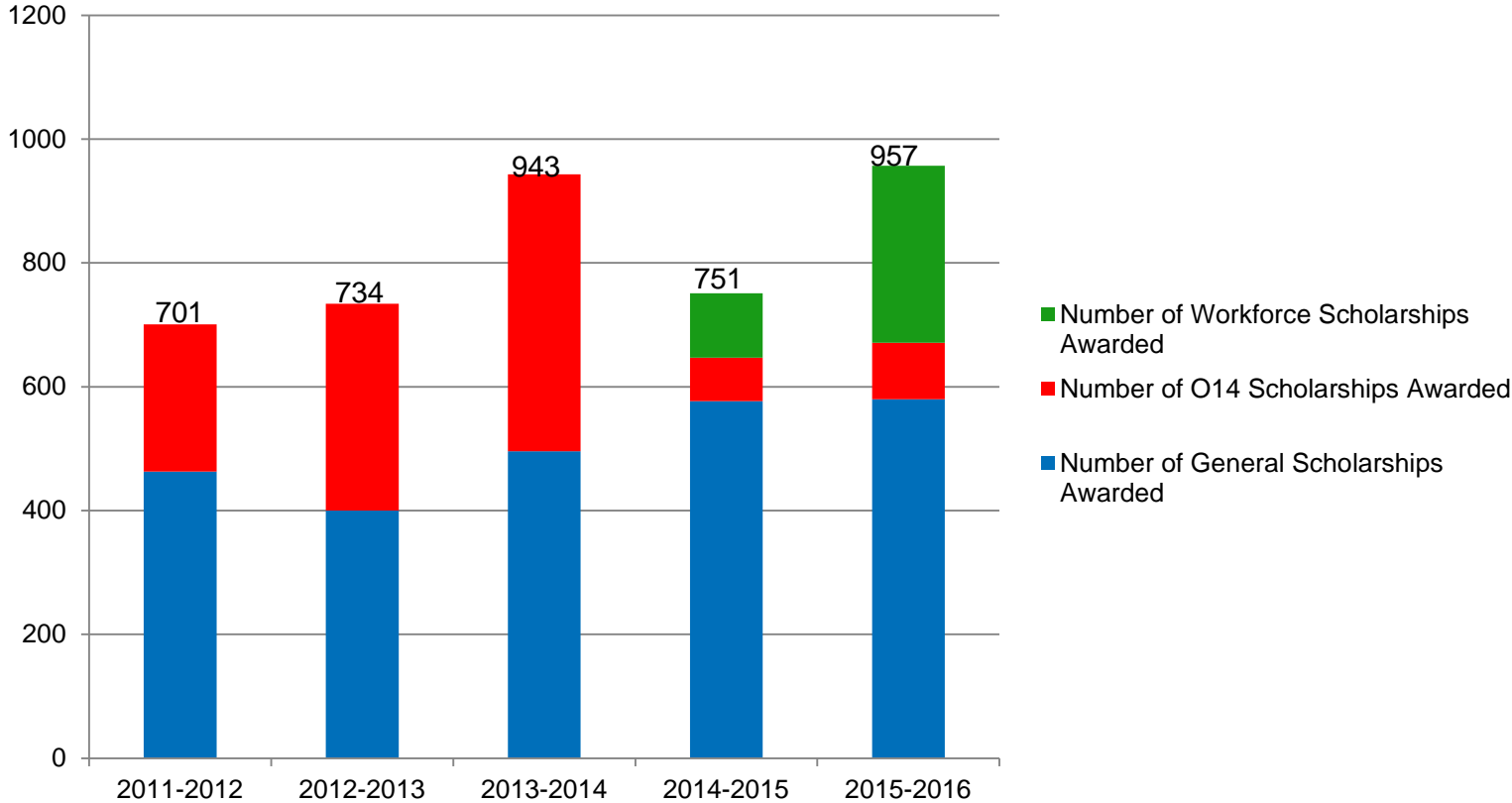
Unrestricted	\$ 530,404
Temporarily Restricted	4,698,088
Permanently Restricted	<u>9,811,954</u>
Total Assets	15,040,446

Scholarship Dollars Awarded



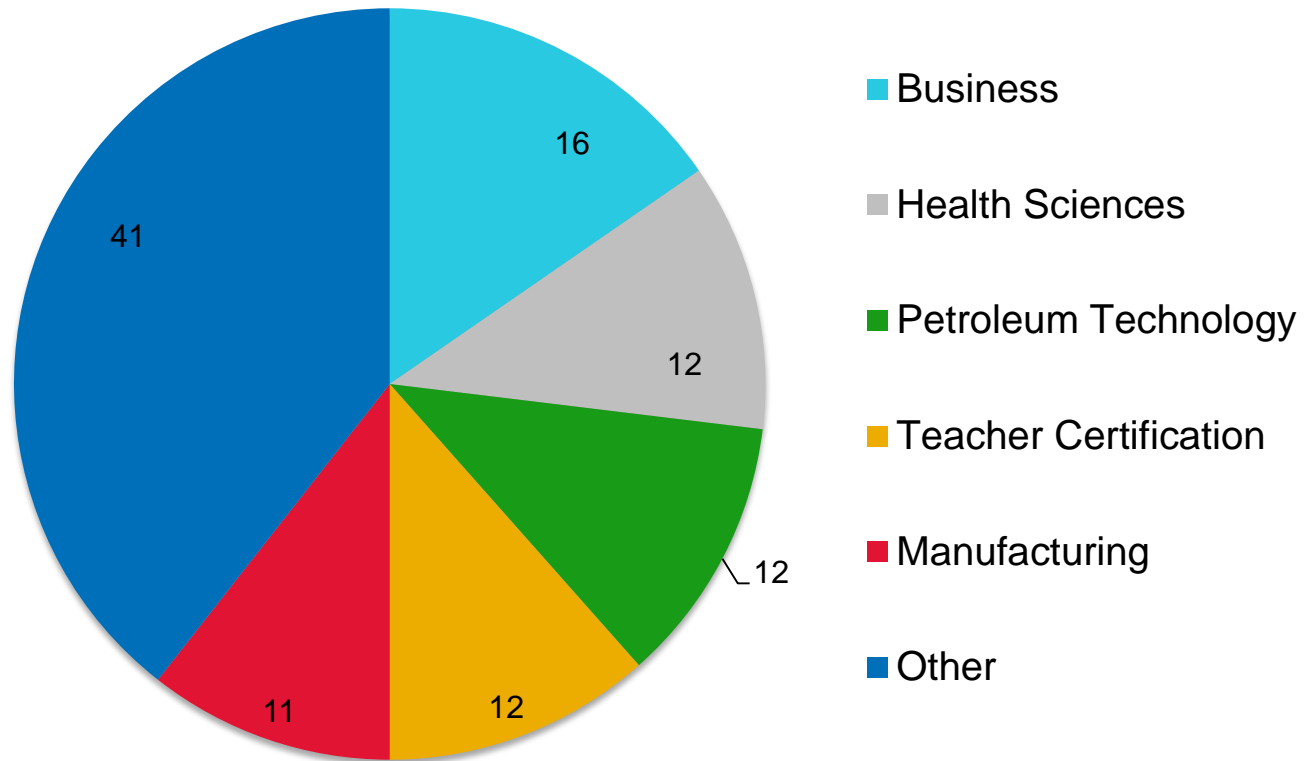
* Numbers as of March 24, 2016

Number of Scholarships Awarded

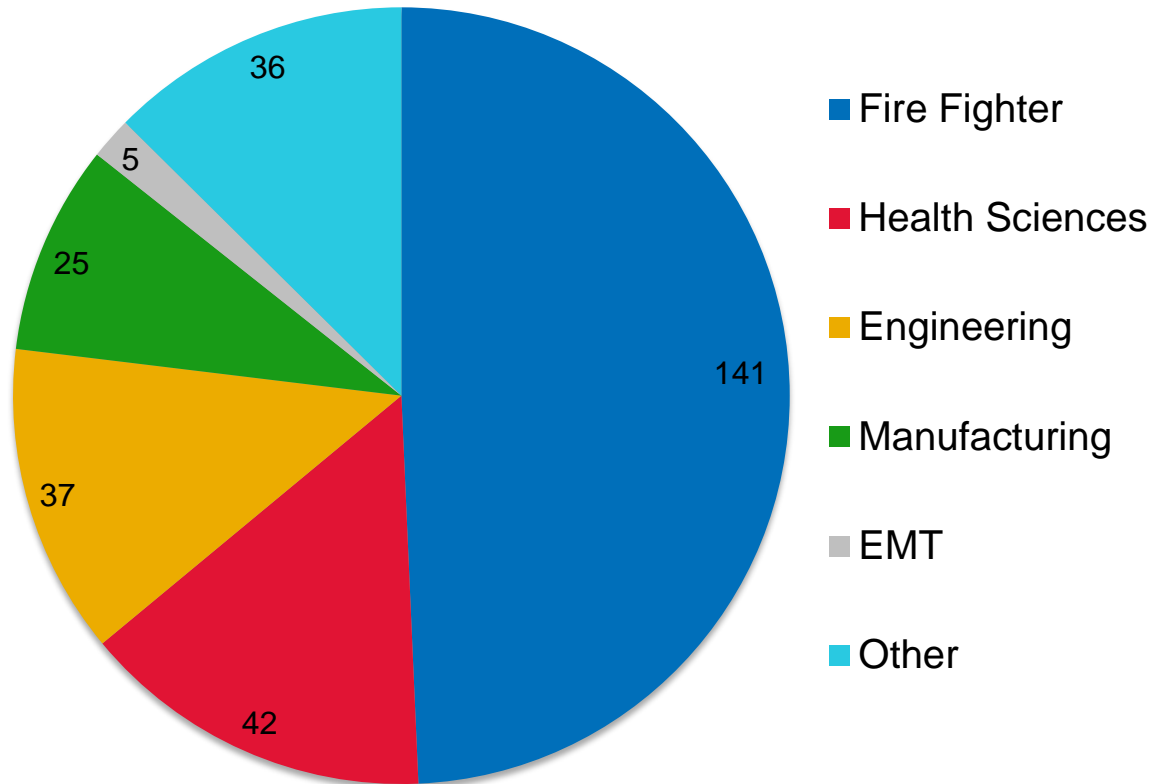


* Numbers as of March 24, 2016

2014-2015 Workforce Scholarships Awarded



2015-2016 Workforce Scholarships Awarded



REPORT ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
E.	Report on Community College Funding	Dr. Cesar Maldonado Teri Zamora

DISCUSSION

Discussion regarding the funding for community colleges in Texas.

DESCRIPTION OR BACKGROUND

The funding for community colleges from State Appropriations has decreased as a proportion of college budgets over the last two decades, while the proportion of students attending community colleges in Texas has risen.

FISCAL IMPACT

For Houston Community College, funding from State Appropriations has decreased from 46% of the operating revenue budget in 1995, to 23% in 2015.

STRATEGIC ALIGNMENT

II. ORGANIZATIONAL STEWARDSHIP

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

ATTACHMENTS:

Description	Upload Date	Type
Texas Higher Education Investments	3/26/2016	Presentation

This item is applicable to the following: District



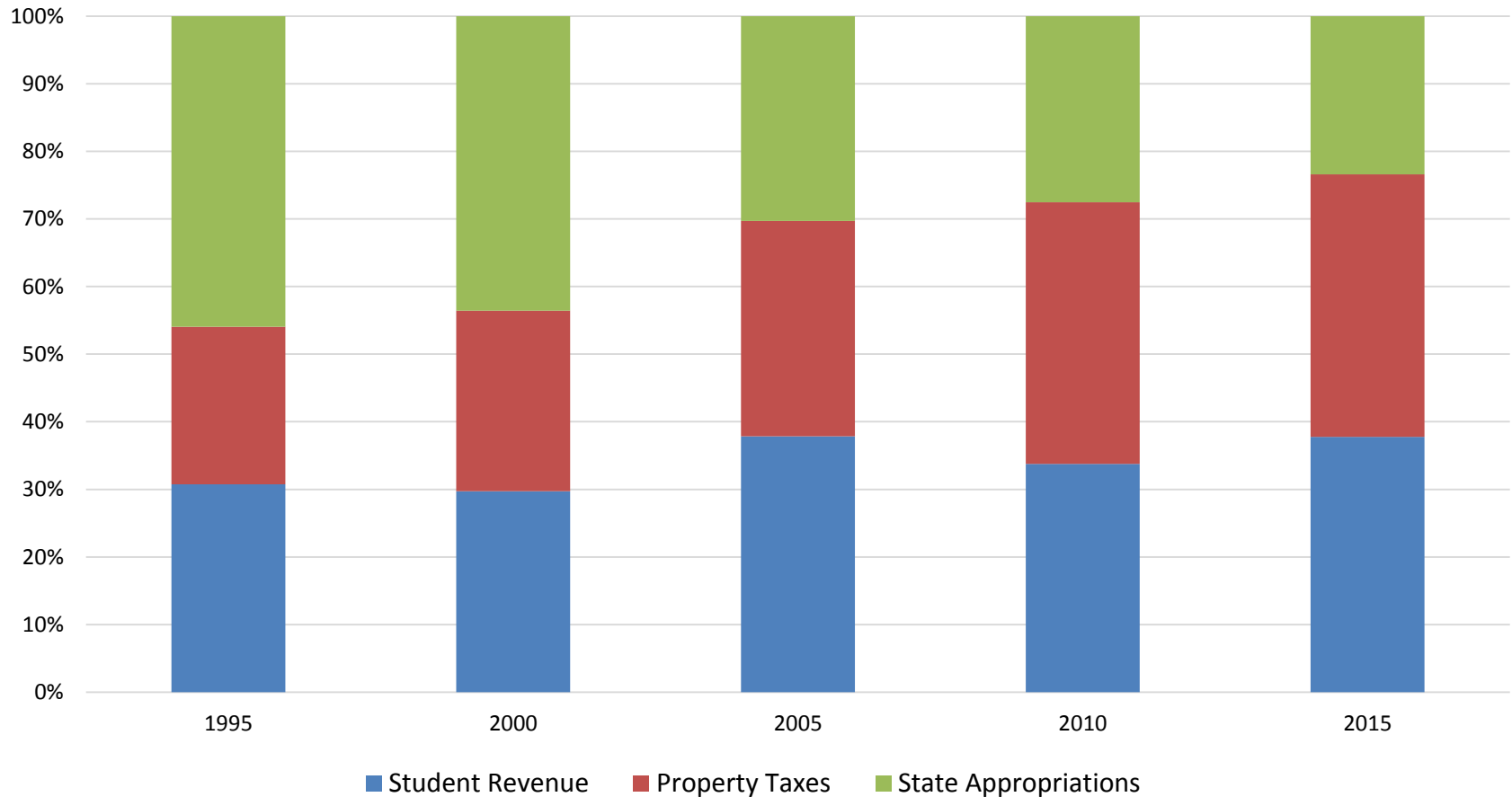
HOUSTON COMMUNITY COLLEGE

Texas Higher Education Investments

Teri Zamora, Sr. Vice Chancellor
Finance & Administration
April 14, 2016

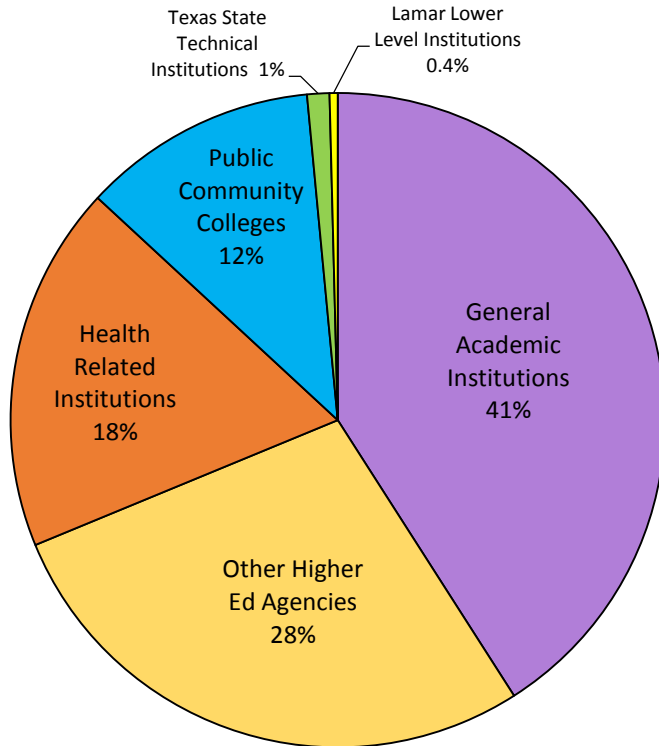
HCC Revenue Sources

Revenue Sources Shifting from State to Students and Local Taxpayers

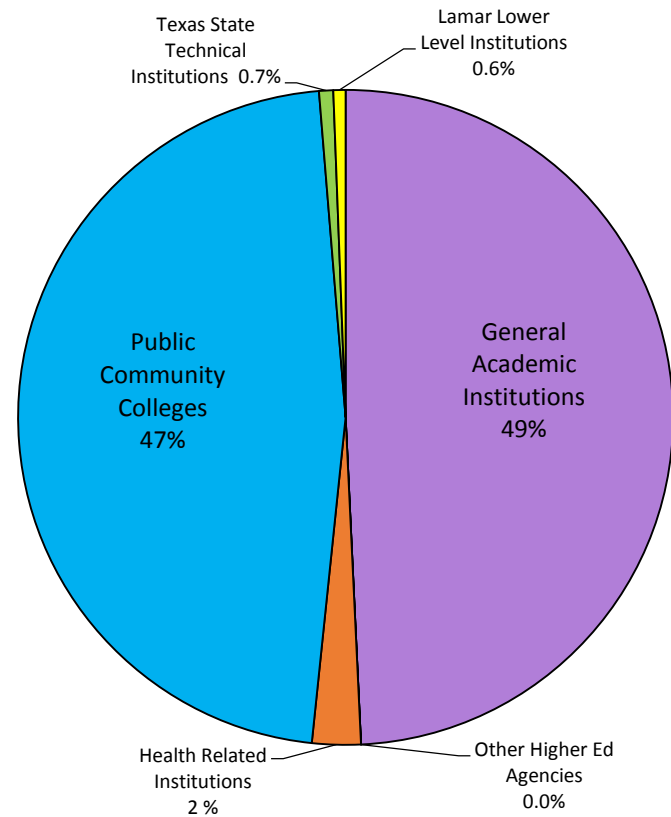


Texas State Investments Compared to Enrollment Vary Greatly by Higher Education Institution

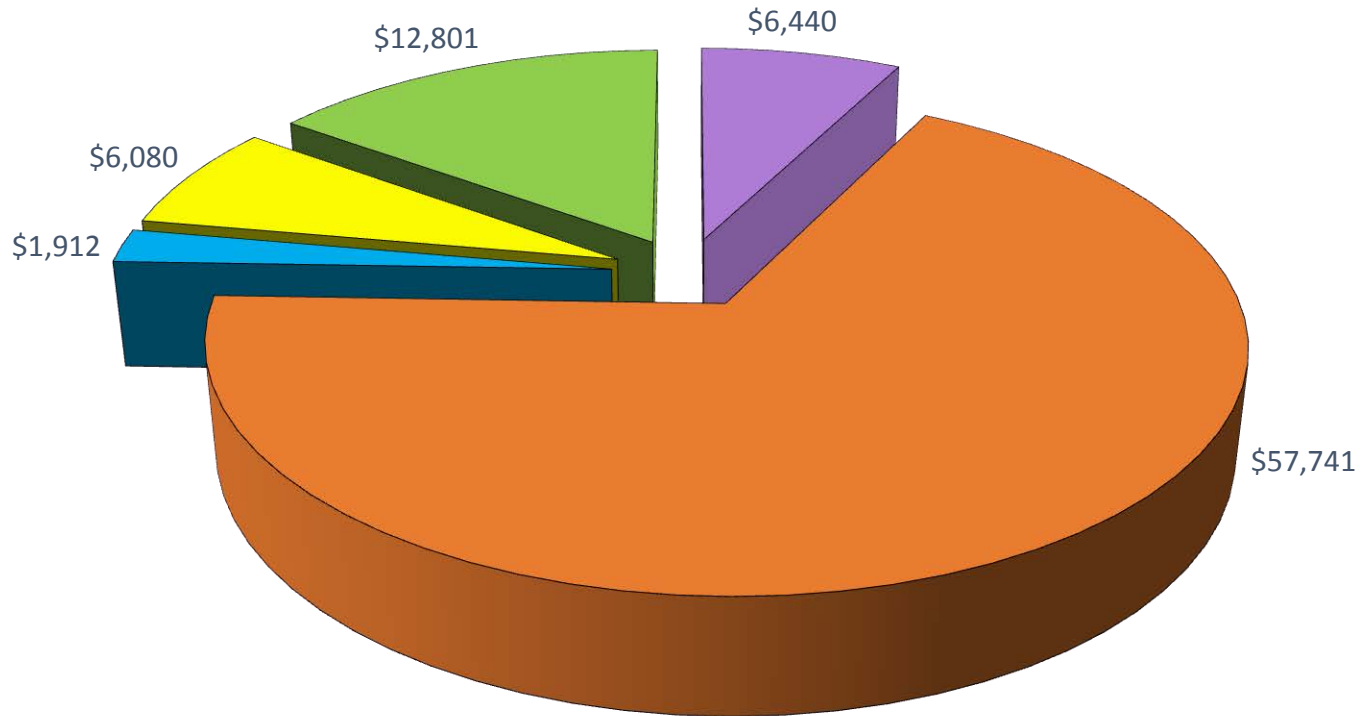
Where the State Funds Go All Funds Appropriated 2014-2015



Where the Students Go FTSE FY 13/14



Annual State Cost per FTSE for Higher Education Institutions Varies Greatly

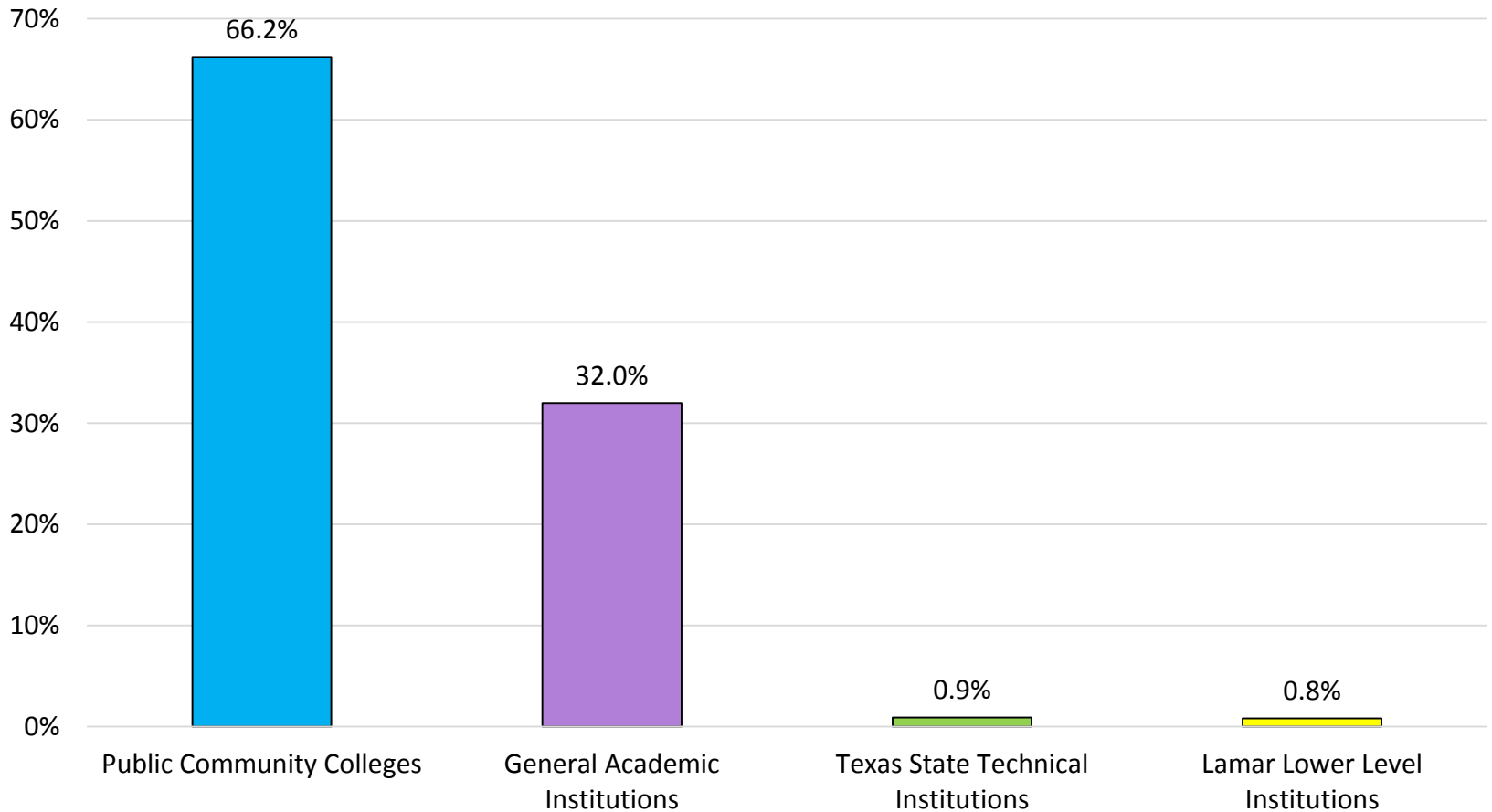


- General Academic Institutions
- Public Community Colleges
- Texas State Technical Institutions

- Health Related Institutions
- Lamar Lower Level Institutions

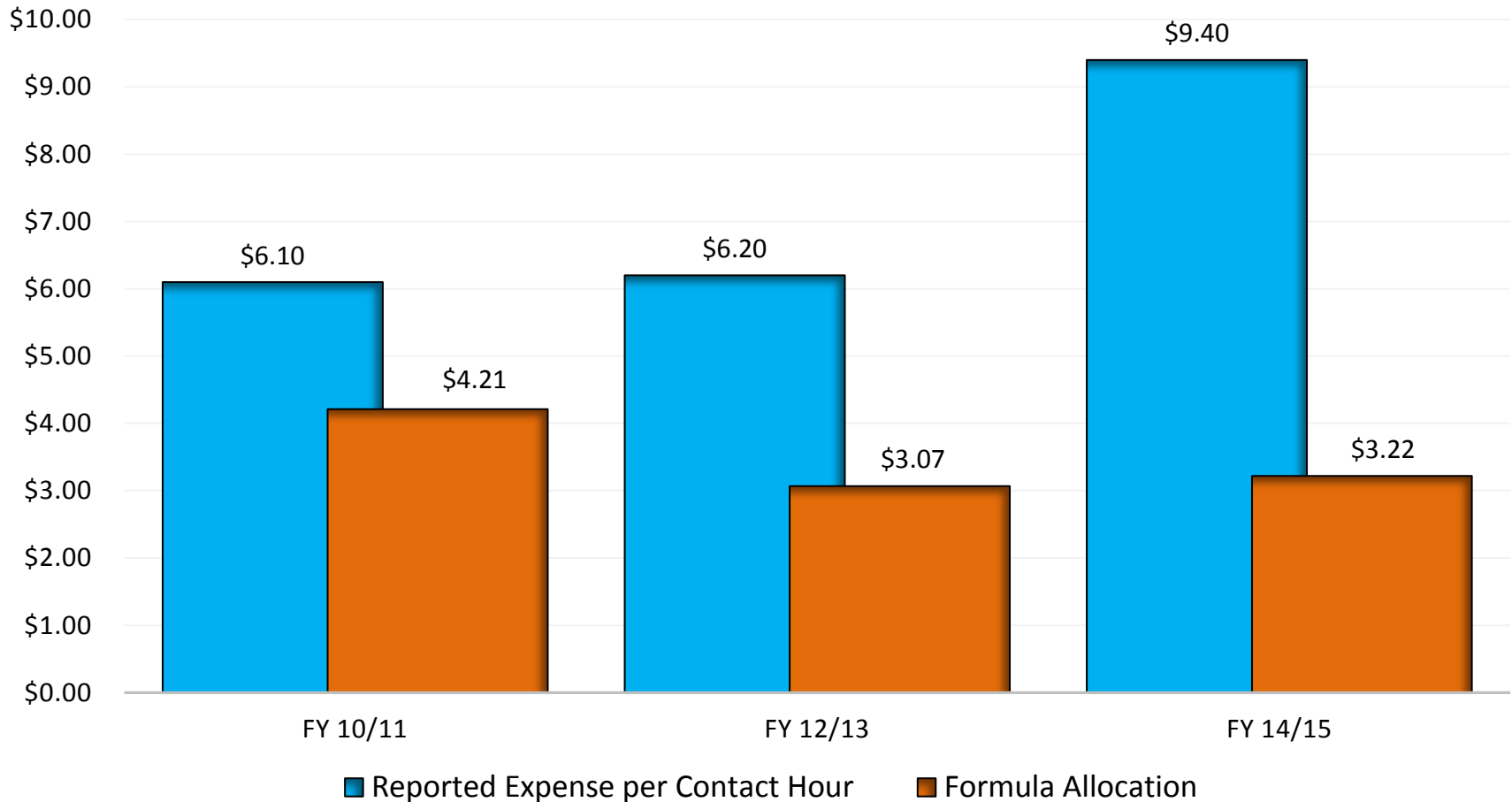
Students First Two Years: Majority of Enrollment at Public Community Colleges

FTSE FY 13/14



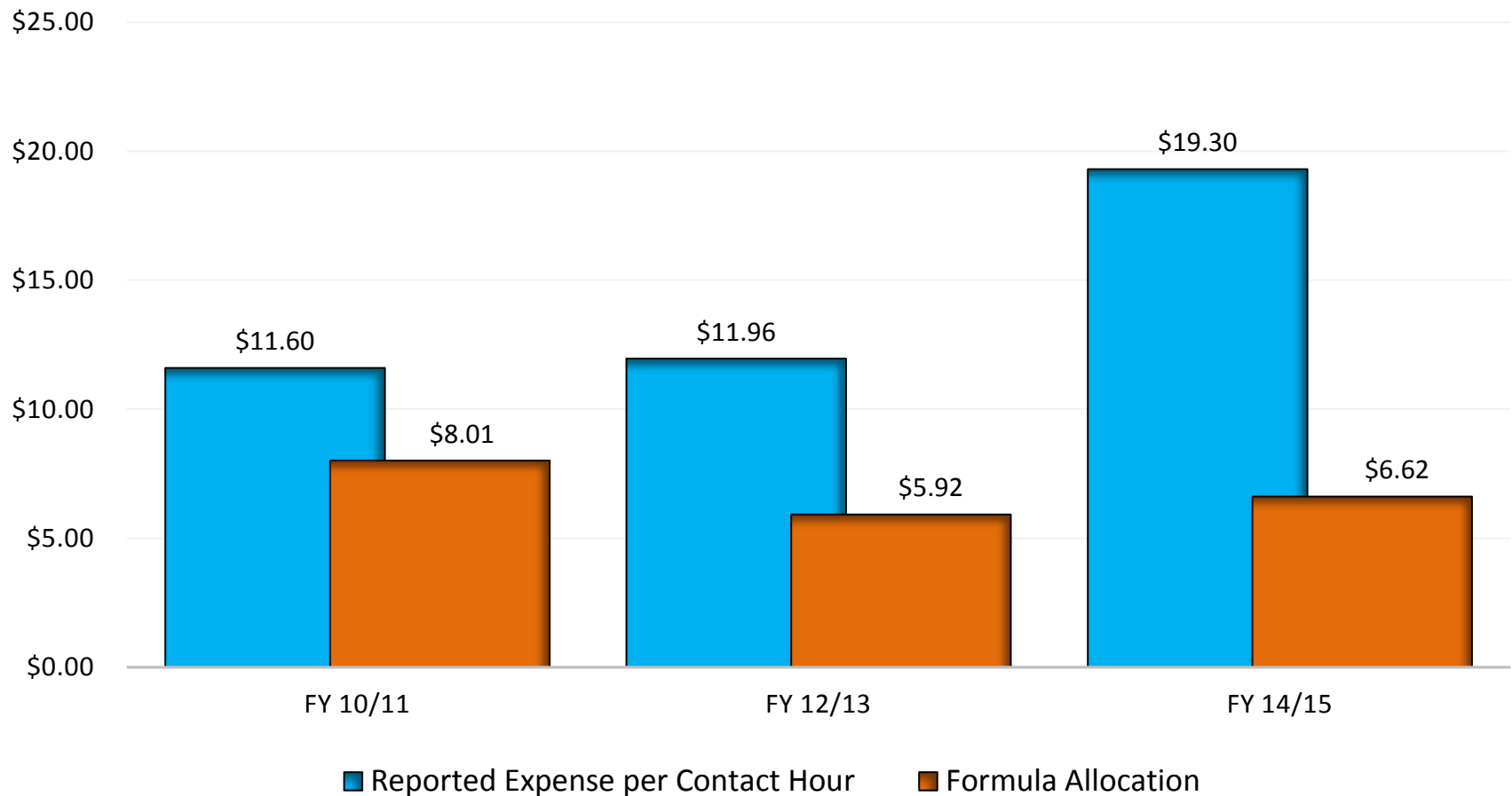
Expenses Compared to Formula Allocation for Selected Disciplines: Gap Widening

Welding Technology



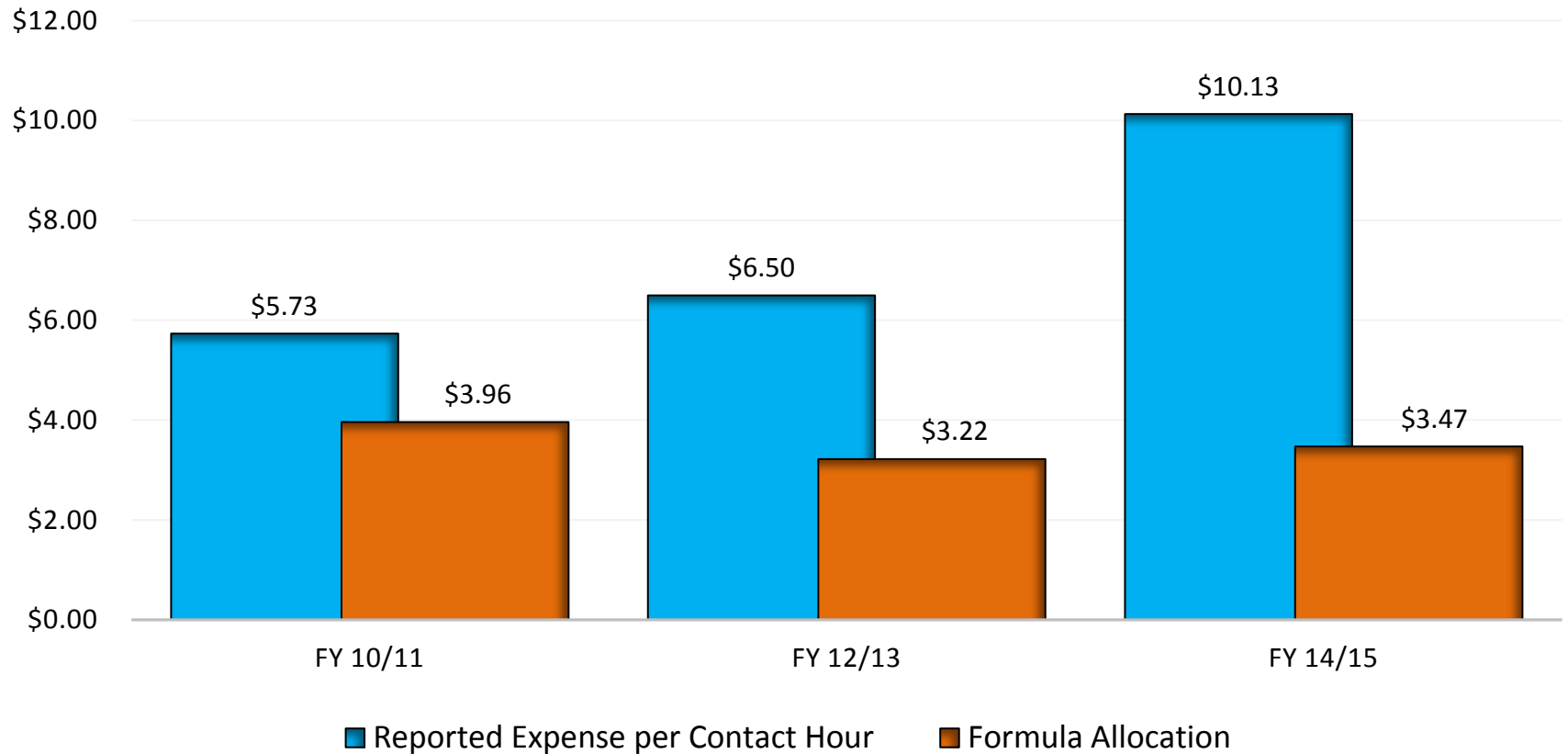
Expenses Compared to Formula Allocation for Selected Disciplines: Gap Widening

Dental Hygiene



Expenses Compared to Formula Allocation for Selected Disciplines: Gap Widening

Physical Therapist Assistant



Questions

REPORT ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
F.	Report on Use of College Auxiliary Revenues	Dr. Cesar Maldonado Teri Zamora

DISCUSSION

Discussion regarding the use of funds generated by auxiliary activities.

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

For fiscal year 2016, the college has budgeted to generate \$11.6M in auxiliary revenues and expend \$11.0M. The fund balance in the Auxiliary Fund as of August 31, 2015 was \$7.7M.

STRATEGIC ALIGNMENT

II. ORGANIZATIONAL STEWARDSHIP

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

ATTACHMENTS:

Description	Upload Date	Type
Auxiliary Funds Presentation	3/28/2016	Presentation
FY2016 Auxiliary Budget	3/28/2016	Attachment

This item is applicable to the following: District



HOUSTON COMMUNITY COLLEGE

HCC Auxiliary Funds

Teri Zamora, Sr. Vice Chancellor
Finance & Administration
April 14, 2016

Auxiliary Funds in Higher Education

- Auxiliary enterprise: Definition from NACUBO
 - exists predominantly to furnish goods or services to students, faculty or staff
 - charges a fee directly related to, although not necessarily related to, the cost of goods and services
 - general public may be served incidentally by some auxiliary services
- Expectations of Auxiliary Fund Balances
 - maintain adequate but not excessive reserves
 - satisfy expectations of ongoing fiscal solvency
 - use a portion of resources for broader purposes of the institution
- Budgeting and Reporting to the State
- Pledged Auxiliary Funds

HCC Auxiliary Sub-Funds

- Uncommitted Funds
- International Funds
- Committed Funds

Summary of HCC Auxiliary Funds – 2016 Budget

	Uncommitted Auxiliary Funds	International Auxiliary Funds	Committed Auxiliary Funds	Total Auxiliary Funds
Fund balance 8/31/2015 - Actual	3,391,564	1,818,386	2,489,234	7,699,184
Budgeted FY2016 Revenues	9,348,000	66,000	2,200,000	11,614,000
Less: Budgeted FY2016 Expenses	<u>(9,063,052)</u>	<u>(135,200)</u>	<u>(1,827,978)</u>	<u>(11,026,230)</u>
	284,948	(69,200)	372,022	587,770
Fund balance 8/31/2016 - Projected	3,676,512	1,749,186	2,861,256	8,286,954

Summary of HCC Auxiliary Uncommitted Funds – 2016 Budget

Units Generating Funds - Auxiliary Enterprises

Leasing (net)	3,477,605
Bookstore	2,600,000
Café Club NEO (net)	<u>(58,763)</u>
	6,018,842

Units Using Funds - Broader Purposes of College

Scholarships	1,500,000
Foundation	209,070
Marketing	2,200,000
Services to International Students	461,296
Miscellaneous	<u>1,363,528</u>
	5,733,894

Budgeted Net Revenues	284,948
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Fund balance 8/31/2015 - Actual	3,391,564
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Fund balance 8/31/2016 - Projected	3,676,512
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Summary of HCC Auxiliary Uncommitted Funds – Specific Uses

Units Using Funds - Broader Purposes of College

Scholarships

Impact Scholarships	1,150,000
Honors College Scholarships	100,000
Chancellor's Scholarships	250,000

Foundation

Salaries and Benefits	122,570
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Supplies, Travel, Contract Services	86,500
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Marketing

Media Purchases	2,200,000
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Services to International Students

Salaries and Benefits	420,696
Supplies, Travel, Other	40,600

Miscellaneous Support

Mailroom	374,112
Minority Mail Initiative	298,363
Government Relations	200,000
Child Care Dev Lab	142,866
Mobile Go Center	67,995
Administrative, Other	280,192

Total Budgeted Uses	<u>5,733,894</u>
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Summary of HCC Auxiliary International Funds – 2016 Budget

Units Generating Funds	
Saigon (net)	30,800
	<u>30,800</u>
Units Using Funds - Broader Purposes of College	
International Student Travel	100,000
	<u>100,000</u>
Budgeted Net Revenues	(69,200)
Fund balance 8/31/2015 - Actual	1,818,386
Fund balance 8/31/2016 - Projected	1,749,186

Summary of HCC Auxiliary Committed Funds – 2016 Budget

	Vending Commission	Student Activity Fee	Student Recreation Fee
Revenues	150,000	1,100,000	950,000
	<u>150,000</u>	<u>1,100,000</u>	<u>950,000</u>
Expenses			
Salaries and Benefits	0	45,555	283,180
Supplies, Other	150,000	798,316	550,927
	<u>150,000</u>	<u>843,871</u>	<u>834,107</u>
Budgeted Net Revenues	0	256,129	115,893
Fund balance 8/31/2015 - Actual	324,132	1,005,688	1,159,414
Fund balance 8/31/2016 - Projected	324,132	1,261,817	1,275,307

Questions

**HOUSTON COMMUNITY COLLEGE
PROPOSED AUXILIARY BUDGET
FISCAL YEAR 2016**

	Uncommitted Portion							International Portion		Committed Portion			Auxiliary Total	
	Scholarships	Main Leasing	Misc Auxiliary*	Foundation	Marketing - Media Purchases	Bookstore Commission	International Student Services	Café Club NEO	Saigon Tech	International Student Travel	Vending Commission**	Student Activity Fee**	Student Recreation Fee**	Total
Revenues	0	5,600,000	628,000	0	0	2,600,000	0	520,000	66,000	0	150,000	1,100,000	950,000	11,614,000
Expenses														
Salaries & Benefits	0	383,116	892,409	122,570	0	0	420,696	321,688	1,800	0	0	45,555	283,180	2,471,014
Supplies/Gen/Other	0	49,875	122,742	30,500	0	0	24,600	224,805	20,100	0	150,000	798,316	550,927	1,971,865
Travel	0	600	34,784	6,000	0	0	15,000	0	13,300	100,000	0	0	0	169,684
Rentals/Leases	0	5,344	38,175	0	0	0	0	3,900	0	0	0	0	0	47,419
Scholarships	1,500,000	0	0	0	0	0	0	0	0	0	0	0	0	1,500,000
Contract Services	0	1,059,994	472,800	50,000	2,200,000	0	0	4,937	0	0	0	0	0	3,787,731
Utilities	0	555,000	0	0	0	0	0	7,558	0	0	0	0	0	562,558
Departmental Expenses	0	2,100	387,799	0	0	0	0	0	0	0	0	0	0	389,899
Other	0	66,366	42,819	0	0	0	1,000	15,875	0	0	0	0	0	126,060
Total Expenses	1,500,000	2,122,395	1,991,528	209,070	2,200,000	0	461,296	578,763	35,200	100,000	150,000	843,871	834,107	11,026,230
Net Revenues - FY2016 Budget	(1,500,000)	3,477,605	(1,363,528)	(209,070)	(2,200,000)	2,600,000	(461,296)	(58,763)	30,800	(100,000)	0	256,129	115,893	587,770
Net Revenues Portion Subtotal								284,948		(69,200)			372,022	587,770
Anticipated Fund Balance 8/31/15								2,900,000		2,000,000			2,500,000	7,400,000
Anticipated Fund Balance 8/31/16								3,184,948		1,930,800			2,872,022	7,987,770

* Expenditures include mailroom, child day care, Minority Male Initiative, Government Relations, Miscellaneous Administrative costs, Mobile Go, etc.

** Funds are committed to specified services related to students

ACTION ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
G.	Approve Tuition and Fee Optional Exemptions and Waivers for Fiscal Year 2016- 2017	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the attached list of optional student tuition and fee exemptions and waivers for fiscal year 2016-2017.

COMPELLING REASON/RATIONALE

The Texas Legislature authorizes certain exemptions and waivers of tuition and fees. Some exemptions and waivers are mandatory. Others are optional and must be approved by the Board of Trustees to be in effect. A chart of optional exemptions and waivers is attached for the Board's approval. A chart of the mandatory exemptions and waivers is attached for the Board's awareness.

DESCRIPTION OR BACKGROUND

Exemptions and waivers are intended to encourage targeted populations to persist and complete college coursework.

FISCAL IMPACT

The actual amount of revenues waived for Fiscal Year 2014-2015 for the optional exemptions and waivers was \$7,077,033. The estimated amount of revenues to be waived for Fiscal Year 2016-2017 is \$7,900,000. The majority of the related instructional delivery occurs away from HCC premises at a lower cost per unit, with a high matriculation rate of students into the normal college operations.

LEGAL REQUIREMENT

Statutory references are cited on the attached worksheets.

STRATEGIC ALIGNMENT

I. STUDENT SUCCESS

A. Improve student preparedness, readiness and alignment

ATTACHMENTS:

Description	Upload Date	Type
HCC Exemptions and Waivers - Optional	3/23/2016	Attachment
HCC Exemptions and Waivers - Mandatory	3/23/2016	Attachment

This item is applicable to the following:

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

**HOUSTON COMMUNITY COLLEGE
EXEMPTIONS AND WAIVERS
Optional**

HCC WAIVER CODE	DESCRIPTION / TARGET POPULATION	CHARGES WAIVED	STATUTE & TYPE	FINANCIAL AID GPA REQUIREMENT	FY 2015 Amount
W003	Highest Graduate Exemption -Valedictorians of each accredited Texas High School.	Tuition	State Optional TEC 54.301 (Previously 54.201)	GPA requirement	\$ 1,805
W004	Good Neighbor Waiver - Students from other nations of the Western Hemisphere (other than Cuba)	Tuition	State Optional TEC 54.331 (Previously 54.207)	GPA requirement	
W007	Employee Exemption - Full time employees, spouse and children, part time instructors, counselors and librarians actively employed	General Fees for Semester Hour; 50% not to exceed \$100 for specified continuing education courses	State Optional TEC 130.0851	Exempt	61,121
W018	Competitive Scholarship Waiver - Nonresident or foreign students receive competitive scholarships at least \$1,000 awarded by their institution	Tuition Out of State and General fee Out of State	State Optional TEC 54.213 (Previously 54.064)	Exempt	8,558
W019	Senior Citizen Exemption -55 years and older	\$10 per semester hr., \$10 per CEU course & \$10 per non-credit course	State Optional TEC 54.263	Exempt	13,668
W020	Dept. of Corrections Exemption -Persons incarcerated in the Harris County Jail	Tuition & Fees	HCC Board Approved	Exempt	1,946,863
W045	Dual Credit Exemption - Public High School Students, Private School and Home School Students taking college level courses while still in high school. In-district only through Summer 2016. In-district and out-of-district beginning Fall 2016.	Tuition & Fees	State Optional TEC 130.008	Exempt	3,562,408
W084	Early College High School Program Exemption - Enrollment in a course for which student is entitled to simultaneously receive credit towards HS and college degree. In-district only through Summer 2016. In-district and out-of-district beginning Fall 2016.	Tuition & Fees	State Optional TEC 130.008	Exempt	1,482,610
W086	ABE - NCR Class Waiver - Students who are incarcerated, homeless, cash welfare recipients, disabled veterans and refugees enrolled in traditional Adult Education courses	Registration fee	HCC Board Approved	Exempt	

Total \$ 7,077,033.40

**HOUSTON COMMUNITY COLLEGE
EXEMPTIONS AND WAIVERS
Mandatory**

HCC WAIVER CODE	DESCRIPTION / TARGET POPULATION	CHARGES WAIVED	STATUTE & TYPE	FINANCIAL AID GPA REQUIREMENT	FY 2015 Amount Waived
W001	Hazlewood Exemption -Veterans who were Texans when they entered the service: served at least 180 days of active military duty (excluding training)	Tuition & Fees	State Mandatory TEC 54.341 (Previously 54.203)	GPA requirement will apply to veterans, the children and spouses of disabled veterans, and Legacy students. Exempt only for children and spouses of member of the military who were killed in action, died while in service, are missing in action.	\$ 942,773
W005	Deaf or Blind Exemption	Tuition & Fees	State Mandatory TEC 54.364 (Previously 54.205)	GPA requirement	190,174
W006	Children of Disabled Fireman / Peace Officers Exemption	Tuition & Fees	State Mandatory TEC 54.351 (Previously 54.204)	GPA requirement	7,264
W009	Fireman Exemption- Persons employed as fire fighters enrolled in courses offered as a part of a Fire Science curriculum	Tuition & Lab Fees	State Mandatory TEC 54.353 (Previously 54.208)	GPA requirement	12,870
W010	Children of POW's/MIA's Exemption - Student must be 21 or younger, or 25 or younger and receiving most of his/her support from a parent.	Tuition & Fees	State Mandatory TEC 54.343 (Previously 54.209)	GPA requirement	
W012	Military Waiver-Military personnel is assigned duty in Texas, their spouse and children	Tuition Out of State and General fee Out of State	State Mandatory TEC 54.241 (Previously 54.058)	Exempt	
W013	College Faculty Waiver - Person employed at least half time as a professor, their spouse and children	Tuition Out of State and General fee Out of State	State Mandatory TEC 54.211 (Previously 54.059)	Exempt	
W016	Teaching or Research Assistant Waiver - Teaching or Research Assistants, spouse and children	Tuition Out of State and General fee Out of State	State Mandatory TEC 54.212 (Previously 54.063)	Exempt	6,363
W054	Concurrent Enrollment Exemption - Students enrolled concurrently in more than one public institution of higher education	Minimum Tuition	State Mandatory TEC 54.011 (Previously 54.062)	GPA requirement	
W065	Economic Development Waiver -Students whose families transferred to Texas as a part of the state's plan for economic development	Tuition Out of State and General fee Out of State	State Mandatory TEC 54.222 (Previously 54.066)	Exempt	
W066	Foster Care/TX Dept. of Family and Protective Services Exemption -Students in Foster Care when they turned 18 years of age.	Tuition & Fees	State Mandatory TEC 54.366 (Previously 54.211)	Exempt	247,117
W076	Dependents of Deceased Public Servants Exemption - Surviving Spouse and Dependent Children of Certain Deceased Public Servants killed in the line of duty	Tuition & Fees	State Mandatory TEC 54.354 (Previously 615.0225)	GPA requirement	
W079	Texas Tomorrow Fund Contract Waiver - Beneficiaries of Prepaid Tuition Contract established by the Prepaid Higher Education Board in the office of the Controller (TX Tomorrow Fund)	Tuition Out of State and General fee Out of State	State Mandatory TEC 54.621c	Exempt	6,076

HCC WAIVER CODE	DESCRIPTION / TARGET POPULATION	CHARGES WAIVED	STATUTE & TYPE	FINANCIAL AID GPA REQUIREMENT	FY 2015 Amount Waived
W080	Children of Nurse Faculty Exemption - Children of person employed as Nursing faculty in the same institution and term as the student is enrolled and 25 yrs. of age or younger.	Tuition up to 10 semesters	State Mandatory TEC 54.355 (Previously 54.221)	GPA requirement	
W081	Ex-Prisoners of War Exemption - Persons identified by Dept. of Defense as POW on or after 1/1/1999; enrolled for at least 12 hours per semester until BA or 120 hrs.	Tuition & Fees	State Mandatory TEC 54.342 (Previously 54.219)	Exempt	
W082	Preceptors and/or their Children Exemption - Preceptor must be registered nurse serving under written preceptor agreement with an undergraduate professional nursing program as a clinical preceptor at time of enrollment	Tuition up to \$500 per term for 10 terms	State Mandatory TEC 54.356 (Previously 54.222)	GPA requirement	
W083	Peace Officer Exemption- Persons employed as Peace Officers enrolled in a specific classes that are designated by the institution leading to a law enforcement or criminal justice certificate or degree. No general education courses. No more than 20% of a class's capacity may be receiving the exemption	Tuition & Lab Fees	State Mandatory TEC 54.2081 TEC 54.3531 (Previously 54.208)	GPA requirement	3,867
W085	Adopted Student Exemption - Students who were formerly in Foster or Other Residential Care and have been adopted.	Tuition & Fees	State Mandatory TEC 54.367 (Previously 54.211)	GPA requirement	91,719

Total \$ 1,508,223

ACTION ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
H.	Body Interact Table Medical Simulator	Dr. Cesar Maldonado Dr. Phillip Nicotera Rogelio Anasagasti

RECOMMENDATION

Authorize the purchase of two Body Interact digital medical simulators from Education Management Solutions, LLC to be used for instructional purposes at Coleman College.

COMPELLING REASON/RATIONALE

Education Management Solutions is the exclusive distributor of the required equipment within the United States.

The Body Interact Table is an advanced 3D medical simulator which combines dynamic simulation with problem based learning. It helps to accelerate critical thinking and clinical decision making skills for improved acute and chronic care. The Body Interact solution is ideally suited to bridge the gap between classroom instruction and high fidelity medical simulators for student learners.

DESCRIPTION OR BACKGROUND

Working together with the Respiratory Therapy Program faculty, a turnkey solution was developed to include the Body Interact digital medical simulator. Onsite installation and training of HCC staff in addition to a 1-year extended warranty on the hardware and software maintenance and support is included.

Key features of the proposed solution include:

- Realistic user experience with a life-like virtual patient, complete with dynamic monitoring, dialoguing, test orders, scans, drugs, intervention options, and performance debriefing.
- Configurable and adaptable across dozens of medical case study scenarios including cardiology, respiratory, infectious disease, stroke, and diabetes.
- Totally configurable for hosted web access (24/7), multi-touch tabletops, large venue projector screens, and iPads/tablets through an app for mobile users.

The Body Interact offers interactive life like patient based experience, real time patient health

conditions and realistic feedback according guidelines that will enhance instruction and learning. Education Management Solutions was confirmed to be the exclusive distributor of the required equipment within the United States.

FISCAL IMPACT

The total cost for the purchase of the equipment is \$132,700. Funding is under a Carl Perkins Grant.

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

I. STUDENT SUCCESS

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

This item is applicable to the following: Coleman

ACTION ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
I.	Internet Service Provider and SIP Trunking Services (Project No. 16-27)	Dr. Cesar Maldonado Dr. William Carter Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Level 3 Communications, Inc., to provide on-network Internet Service and Session Initiation Protocol (SIP) Trunking in accordance with RFP 16-27.

COMPELLING REASON/RATIONALE

Houston Community College issued a request for proposal for the purchase of Internet Service and SIP Trunking services to be used systemwide in support of the Information Technology Department.

The proposed service contract will consolidate HCC's traditional telephony services to the Internet backbone, replacing legacy Primary Rate Interface (PRI) connectivity provided at the 3100 Main location. The new services will also provide Internet based call paths to both the 3100 Main and 2811 Hayes Road data centers.

The following includes some of the benefits of migrating to SIP Trunking:

- Reduced long distance and telephony costs by transitioning traffic to the Internet;
- Increased call capacity during peak registration, along with future scalability as HCC grows;
- Enhanced redundancy and high availability, balanced across each Data Center;
- Additional Tier 1 Internet bandwidth dedicated to collaboration traffic;
- Migration of voice services off legacy network equipment with limited support; and
- Enhanced integrations with new voice, video and mobile applications to support student learning and faculty and staff collaboration.

With the increased use of number portability, HCC's long distance usage continues to grow; migrating to SIP Trunking will allow HCC to nearly eliminate the traditional cost of long distance services.

DESCRIPTION OR BACKGROUND

The Request for Proposal (RFP 16-27) was issued on January 25, 2016. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to four hundred seventy-nine (479) firms.

Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with RFP 16-27, a pre-proposal conference was held on February 9, 2016 and a question and answer period was allowed through February 16, 2016. Three (3) proposals were received by the solicitation due date of February 24, 2016 at 2:00 p.m. All proposals received were evaluated in accordance with RFP 16-27.

FISCAL IMPACT

The projected annual cost, based on historical usage, is approximately \$90,313 or \$451,565 for the 5-year term.

This represents an estimated cost reduction of \$195,000 per year or \$975,000 for the 5-year term as compared to current annual cost for existing legacy services which is \$285,403.

The proposed solution will also increase HCC's Internet capacity by 30% at a net zero cost, helping to provide increased bandwidth to students and the ever growing number of wireless devices on our network.

The funding source is HCC Operations Budget.

LEGAL REQUIREMENT

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 16-27 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

I. STUDENT SUCCESS

B. Improve the student experience, C. Increase student completion

III. PERFORMANCE EXCELLENCE

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

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement	3/23/2016	Attachment
Summary Composite Score Sheet	3/23/2016	Attachment

This item is applicable to the following: District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Internet Service Provider & Session Initiation Protocol (SIP) Trunking Services

PROJECT NO.: 16-27

PROCUREMENT METHOD: Request for Proposals (Overall Best Value)

PROJECT MANAGER: Kyle Cooper, Director, Network & Telecommunications

NAME OF BUYER: Marilyn Vega, Buyer

PURPOSE: Houston Community College issued a request for proposal for the purchase of Internet Service and SIP Trunking services to be used systemwide in support of the Information Technology Department.

This recommendation to the Board of Trustees is in accordance with RFP 16-27 and Chapter 44.031(a) of the Texas Education Code.

RECOMMENDED VENDOR: Level 3 Communications, 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 16-27 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 16-27, the recommended vendor will be providing the services locally.

PROJECTED VALUE: The projected annual cost, based on historical usage, is approximately \$90,313 or \$451,565 for the 5-year term.

This represents an estimated cost reduction of \$195,000 per year or \$975,000 for the 5-year term as compared to current annual cost for existing legacy services which is \$285,403.

The proposed solution will also increase HCC's Internet capacity by 30% at a net zero cost, helping to provide increased bandwidth to students and the ever growing number of wireless devices on our network.

The funding source is HCC Operations Budget.

CONTRACT TERM: 5 years.

ADVERTISEMENT: This procurement was advertised in the following newspapers:

- The Houston Chronicle: January 24 & 31, 2016
- African American: Week of January 25 & February 1, 2016
- La Informacion: Week of January 24 & 31, 2016
- Voice of Asia: Week of January 24 & 31, 2016

**PROCUREMENT
NOTICE:**

A notice of the procurement was distributed to following on January 25, 2016

- 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 16-27) was issued on January 25, 2016. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to four hundred seventy-nine (479) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with RFP 16-27, a pre-proposal conference was held on February 9, 2016 and a question and answer period was allowed through February 16, 2016. Three (3) proposals were received by the solicitation due date of February 24, 2016 at 2:00 p.m. All proposals received were evaluated in accordance with RFP 16-27.

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	10
Demonstrated qualifications of personnel and team	10
Proposed approach & methodology	15
Past performance & references	10
Price proposal	40
<u>Small business practices</u>	<u>15</u>
Total 100	

**EVALUATION
COMMITTEE**

QUALIFICATIONS:

Evaluator 1 – Represents the Information Technology Department's Network & Telecommunications group; is business owner who will manage the work effort following contract award and has in-depth understanding of the commodity and service requirements.

Evaluator 2 – Represents the Information Technology Department's Contracts group and has in-depth understanding of the commodity and service requirements.

Evaluator 3 – Represents the Information Technology Department's Unified Communications group; is a technical user that will work to support the solution following contract award and has in-depth understanding of the commodity and service requirements.

**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 as best effort – Small Business participation goal. The recommended firm will initially self-perform the work and has indicated they will work with HCC in identifying viable small business subcontracting opportunities during the contract period.

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RFP 16-27 Internet Service Provider

Summary Composite Score Sheet

Firm	Evaluation Criteria						Total
	Firm's Qualifications and Experience	Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Price Proposal	Small Business Practices	
<i>Available Points</i>	10	10	15	10	40	15	100
Level 3	9.33	8.67	15.00	8.33	40.00	6.33	87.66
Windstream	4.33	6.00	6.50	5.00	26.24	5.00	53.07
Comcast	3.00	4.00	2.50	4.33	0.00	7.00	20.83

ACTION ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
J.	Real Estate Broker & Consulting Services (Project No. 16-19)	Dr. Cesar Maldonado Charles Smith Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with the following firms: 1) CBRE, Inc., 2) Pollan Hausman Real Estate Services, and 3) Transwestern Property Company SW GP, to provide commercial real estate broker services on an as needed basis in accordance with RFQ 16-19.

COMPELLING REASON/RATIONALE

Houston Community College utilizes licensed commercial real estate brokerage services, throughout the HCC district, on an "as needed basis" for the acquisition, lease and sale of surplus properties. When there is a need for brokerage services, staff will select one of the recommended firms that will be placed on a pre-qualified list for a specific project. To the maximum extent practical, staff will select firms on a rotational basis. The licensed commercial real estate broker will provide assistance to HCC staff in the acquisition and sales of HCC owned property. The recommended firms may also assist HCC on property lease related matters.

DESCRIPTION OR BACKGROUND

The Request for Qualifications (RFQ 16-19) was issued on November 30, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to one-hundred thirty (130) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with RFQ 16-19, a pre-proposal conference was held on December 10, 2015 and a question and answer period was allowed through December 18, 2015. Six (6) proposals were received by the solicitation due date of January 7, 2016 at 2:00 p.m., all responses received were evaluated in accordance with RFQ 16-19.

FISCAL IMPACT

Fee schedule shall be negotiated by the Procurement Department prior to contract award.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is being made to the most highly qualified firms on the basis of demonstrated competence and qualifications in accordance with

Chapter 2254.004 of the Texas Government Code.

Pursuant to the published RFQ 16-19 document and in accordance with Chapter 2254 of the Texas Government Code, the Evaluation Committee has selected the offerors that submitted a statement of qualifications demonstrating the most highly qualified firms on the basis of demonstrated competence and qualifications based on the published selection criteria and as evidenced in the final evaluation ranking.

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

STRATEGIC ALIGNMENT

I. STUDENT SUCCESS

B. Improve the student experience

III. PERFORMANCE EXCELLENCE

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

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement	3/23/2016	Attachment
Summary Composite Score Sheet	3/23/2016	Attachment

This item is applicable to the following: District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Real Estate Broker & Consulting Services

PROJECT NO.: RFQ 16-19

PROCUREMENT METHOD: Request for Qualifications (Overall Most Qualified)

PROJECT MANAGER: Jackie Swindle, Director of Building Operations & Auxiliary Facilities Services

NAME OF BUYER: Art Lopez, Senior Buyer

PURPOSE: Houston Community College issued a request for qualifications that will provide real estate broker services. The recommended firms will provide assistance to HCC staff in the acquisition and sales of HCC owned property. The recommended firms may also assist HCC on property lease related matters.

This recommendation to the Board of Trustees is in accordance with RFQ 16-19 and Chapter 2254.003 of the Texas Government Code.

**RECOMMENDED
VENDOR:**

CB Richard Ellis
700 Louisiana
Houston, Texas 77002

Pollan Hausman Real Estate Services
602 Sawyer Street, Suite 100
Houston, Texas 77007

Transwestern Property Company SW GP
1900 W. Loop South, Suite 1300
Houston, Texas 77027

PROPOSED

SUB-CONTRACTOR:	<i>CB Richard Ellis</i>	---	Flores Capital
	<i>Pollan Hausman Real Estate Services</i>	---	ITRA/Customized Real Estate Services Flores Capital
	<i>Transwestern Property Company SW GP</i>	---	The Guess Group

LEGAL**REQUIREMENTS:**

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

Pursuant to the published RFQ 16-19 document and in accordance with Chapter 2254 of the Texas Government Code, the Evaluation Committee has selected the offerors that submitted a statement of qualifications demonstrating the most highly qualified firms on the basis of demonstrated competence and qualifications based on the published selection criteria and as evidenced in the final evaluation ranking.

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

LOCATION**INFORMATION:**

In performing the work under RFQ 16-19, the recommended firms will be working from their Houston office.

PROJECTED VALUE:

Fee schedule shall be negotiated by the Procurement Department prior to contract award.

CONTRACT TERM:

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

ADVERTISEMENT:

This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 29 & December 6, 2015
- African American: Week of December 7 & 14, 2015
- La Informacion: Week of December 7 & 14, 2015
- Voice of Asia: Week of December 7 & 14, 2015

PROCUREMENT**NOTICE:**

A notice of the procurement was distributed to following on November 29, 2015

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

SOLICITATION**INFORMATION:**

The Request for Qualifications (RFQ 16-19) was issued on November 30, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to one-hundred thirty (130) firms. Additionally, the solicitation was duly posted on the Electronic State

Business Daily (ESBD) website. In accordance with RFQ 16-19, a pre-proposal conference was held on December 10, 2015 and a question and answer period was allowed through December 18, 2015. Six (6) proposals were received by the solicitation due date of January 7, 2016 at 2:00 p.m., all responses received were evaluated in accordance with RFQ 16-19.

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	20
Demonstrated qualifications of personnel and team	25
Proposed approach & methodology	20
Past performance & references	20
<u>Small business practices</u>	<u>15</u>
Total 100	

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – Represents the Real Estate instructional area and has in-depth understanding of the commodity and service requirements.

Evaluator 2 – Represents the Real Estate instructional area and has in-depth understanding of the commodity and service requirements.

Evaluator 3 – Represents the Real Estate instructional area and has in-depth understanding of the commodity and service requirements.

Evaluator 4 – Represents the Real Estate instructional area and has in-depth understanding of the commodity and service requirements.

Evaluator 5 – Represents the Facilities Department; is the business owner who will manage the work effort following contract award and has in-depth understanding of the commodity and service requirements.

**PRIOR HCC
EXPERIENCE:**

CB Richard Ellis – Yes

Pollan Hausman Real Estate Services – Yes

Transwestern Property Company SW GP – 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 twenty-five percent (25%) – Small Business participation goal. The recommended firms met the advertised goal with a 25% Small Business participation commitment.

RFQ 16-19 Real Estate Broker & Consulting 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 & References	Small Business Practices	
<i>Available Points</i>	20	25	20	20	15	100
CB Richard Ellis	17.60	20.50	19.20	18.00	15.00	90.30
Pollan Hausman Real Estate Services	16.00	20.50	17.60	18.40	15.00	87.50
Transwestern	16.80	21.00	16.80	17.20	15.00	86.80
Jones, Lang & LaSalle	18.80	23.00	18.00	18.40	0.00	78.20
Upscale Properties	13.20	17.50	13.60	12.80	15.00	72.10
Collier's International	17.60	22.00	12.80	16.40	0.00	68.80

ACTION ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
K.	Investment Report for the Month of January 2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Investment Report for the month of January 2016.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

This report provides information related to the various investments of the college, including book values and market values.

FISCAL IMPACT

The interest income earned and earnings credit for the month totaled \$252,729 and the interest income earned and earnings credit for the fiscal year totaled \$1,127,815. The weighted average interest rate (WAR) at January 31, 2016 is .48%.

The Investment Report attached identifies HCC's investment holdings for the month ending January, 2016. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 65% 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

II. ORGANIZATIONAL STEWARDSHIP

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

ATTACHMENTS:

Description	Upload Date	Type
Investment Report - January 2016	3/21/2016	Attachment

This item is applicable to the following: District

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

Beginning Book Value (JANUARY 1, 2016)	\$	451,553,620
Beginning Market Value (JANUARY 1, 2016)	\$	451,139,431
Additions/subtractions (Book value - Net)	\$	83,333,406 *
Change in Market value	\$	398,348
Ending Book value (JANUARY 31, 2016)	\$	534,887,025
Ending Market value (JANUARY 31, 2016)	\$	534,884,476
Unrealized Gain/(Loss)	\$	(2,549)
WAM (67% 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	93,429,114
* Net amount provided/used for CIP/Others	<u>(10,095,708)</u>
	83,333,406

EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
January 31, 2016

	<u>Ending Book Value</u>	<u>Ending Market Value</u>	<u>Unrealized Gain (Loss)</u>
US Treasuries	18,986,800	18,969,962	(16,838)
US Agencies	169,075,057	169,089,346	14,289
Local government pools	106,648,302	106,648,302	-
Money market funds	86,643,093	86,643,093	-
High yield savings	742,545	742,545	-
Certificates of deposit	145,250,000	145,250,000	-
Interest bearing checking	7,541,228	7,541,228	-
Total	<u>534,887,025</u>	<u>534,884,476</u>	<u>(2,549)</u>

WAR (weighted average interest rate)	<u>0.48%</u>
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INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
As of **JANUARY 31, 2016**

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchased (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	2.48%	02/22/05	05/01/33	50,447	53,407	52,106	(251)	51,855	53,198	48	1,343
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	43,961	47,022	50,502	(682)	49,819	46,360	(27)	(3,459)
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	1,924,696	2,000,000	0	2,000,000	1,972,460	47,764	(27,540)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	996,278	1,000,000	0	1,000,000	1,002,422	6,144	2,422
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	01/23/15	01/22/16	2,000,000	2,000,116	1,999,720	(1,999,720)	-	-	-	-
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.27%	08/19/15	02/22/16	1,000,000	999,660	998,598	0	998,598	999,848	188	1,251
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.33%	08/24/15	04/20/16	10,000,000	9,989,600	9,978,667	0	9,978,667	9,992,100	2,500	13,433
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.37%	12/02/15	04/20/16	624,000	623,351	623,102	0	623,102	623,507	-	405
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.36%	12/02/15	04/25/16	4,376,000	4,371,235	4,369,655	0	4,369,655	4,372,324	-	2,669
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.45%	12/16/15	04/08/16	5,000,000	4,995,380	4,992,875	0	4,992,875	4,996,650	-	3,775
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.50%	01/06/16	08/01/16	5,000,000	-	-	4,985,556	4,985,556	4,987,865	-	2,309
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	01/11/16	06/30/16	5,000,000	-	-	5,000,000	5,000,000	5,000,850	-	850
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	01/22/16	08/29/16	2,000,000	-	-	1,993,889	1,993,889	1,994,400	-	511
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.41%	01/22/16	06/17/16	5,000,000	-	-	4,991,629	4,991,629	4,992,180	-	551
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.37%	01/15/16	04/15/16	5,000,000	-	-	4,995,387	4,995,387	4,996,300	-	913
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	1,028,461	1,080,000	0	1,080,000	1,080,000	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	1,586,520	1,600,000	0	1,600,000	1,599,938	13,418	(62)
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	2,602,328	2,675,000	0	2,675,000	2,659,814	57,486	(15,186)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.00%	04/11/13	04/11/18	10,000,000	9,923,650	10,000,000	0	10,000,000	9,989,070	65,420	(10,930)
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	0.80%	06/13/13	06/13/18	10,000,000	9,983,520	10,000,000	0	10,000,000	10,001,380	17,860	1,380
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	07/10/14	06/30/16	4,000,000	3,999,064	4,001,250	0	4,001,250	4,000,232	1,168	(1,018)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	02/02/15	01/26/16	5,000,000	5,000,335	5,000,000	(5,000,000)	-	-	-	-
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,999,350	4,998,425	0	4,998,425	4,999,400	50	975
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,999,350	4,998,425	0	4,998,425	4,999,400	50	975
Federal Home Loan Bank US Domestic series 000 unsecured	Bank of America	0.75%	04/13/15	04/13/17	2,775,000	2,775,369	2,775,000	0	2,775,000	2,776,890	1,521	1,890
Freddie Mac Global Unsecured Bond	Bank of America	0.70%	05/21/15	01/27/17	5,000,000	4,979,880	4,994,550	0	4,994,550	4,990,335	10,455	(4,215)
Federal Home Loan Bank GLOBAL Unsecured	Bank of America	0.75%	11/25/15	07/14/17	5,000,000	4,972,850	4,992,500	0	4,992,500	4,998,730	25,880	6,230
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/21/15	04/29/16	5,000,000	4,996,945	4,998,850	0	4,998,850	4,997,965	1,020	(885)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	03/31/17	5,000,000	4,977,150	4,995,300	0	4,995,300	4,989,260	12,110	(6,040)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	10/31/16	5,000,000	4,984,570	4,996,500	0	4,996,500	4,992,190	7,620	(4,310)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.22%	05/21/15	03/27/17	5,000,000	4,979,760	4,993,550	0	4,993,550	4,997,740	17,980	4,190
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	04/30/17	5,000,000	4,973,830	4,993,750	0	4,993,750	4,988,280	14,450	(5,470)

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 Bank US Domestic Unsecured	Bank of America	0.25%	05/26/15	05/26/16	5,000,000	4,995,295	4,996,500	0	4,996,500	4,996,975	1,680	475
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.70%	05/29/15	08/25/17	10,000,000	9,969,080	10,000,000	0	10,000,000	10,003,230	34,150	3,230
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.60%	06/17/15	11/28/16	5,000,000	5,000,480	5,000,000	0	5,000,000	5,001,445	965	1,445
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	10/28/15	04/29/16	5,000,000	4,994,360	4,994,889	0	4,994,889	4,995,600	1,240	711
Federal Home Loan Dicount note US Domestic	Bank of America	0.20%	09/25/15	02/12/16	10,000,000	9,997,290	9,992,222	0	9,992,222	9,999,210	1,920	6,988
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.18%	10/01/15	02/25/16	10,000,000	9,996,390	9,992,854	0	9,992,854	9,998,270	1,880	5,416
Federal Home Loan Dicount note US Domestic	Bank of America	0.19%	10/02/15	02/29/16	10,000,000	9,996,110	9,992,083	0	9,992,083	9,997,980	1,870	5,897
Fed Home LN Discount Note US Domestic Unsecured	Bank of America	0.58%	01/12/16	07/29/16	5,000,000	-	-	4,983,969	4,983,969	4,989,310	-	5,341
Freddie Mac US Domestic Unsecured Bond	Bank of America	0.50%	01/26/16	08/26/16	5,000,000	-	-	4,985,208	4,985,208	4,986,200	-	992
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	01/01/16			66,534	66,534	18	66,552	66,552	0	0
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.11%	01/01/16			465,128	465,128	128	465,256	465,256	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	01/01/16			360,587	360,587	1,485,565	1,846,152	1,846,152	0	0
Checking Acoount- 10010-7306-2006 Jr. lien	Bank Of America	0.33%	01/01/16			229	229	0	229	229	0	0
LTD2013 Tax Bond Grneral Checking A/C (10090)	Bank Of America	0.33%	01/01/16			2,845,969	2,845,969	382,922	3,228,891	3,228,891	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.33%	01/01/16			1,932,198	1,932,198	532	1,932,730	1,932,730	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	01/01/16			1,417	1,417	0	1,417	1,417	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.15%	01/01/16			456,016	456,016	117	456,133	456,133	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank	0.18%	01/01/16			58,693,653	58,693,653	(15,447,827)	43,245,826	43,245,826	0	0
Public Fund Money Market_Premier (185913820)- fund 1110	Regions Bank	0.15%	01/01/16			67,478,509	67,478,509	(24,537,374)	42,941,134	42,941,134	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.06%	01/01/16			214,166	214,166	9	214,175	214,175	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.06%	01/01/16			528,346	528,346	23	528,370	528,370	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	0.42%	01/01/16			1,599,584	1,599,584	16,601,288	18,200,871	18,200,871	0	0
Tex Pool	State Street Bank	0.28%	01/01/16			8,534,412	8,534,412	79,913,018	88,447,431	88,447,431	0	0
TOTAL						451,139,431	451,553,620	83,333,406	534,887,025	534,884,476	398,348	(2,549)

ACTION ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
L.	Investment Report for the Month of February 2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Investment Report for the month of February 2016.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

This report provides information related to the various investments of the college, including book values and market values.

FISCAL IMPACT

The interest income earned and earnings credit for the month totaled \$233,202 and the interest income earned and earnings credit for the fiscal year totaled \$1,361,017. The weighted average interest rate (WAR) at February 29, 2016 is .52%.

The Investment Report attached identifies HCC's investment holdings for the month ending February, 2016. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 69% of the assets invested in local government pools, money markets funds, short-term certificates of deposit and interest bearing checking accounts. All pools and money market funds are rated at the highest level. Certificates of deposit, high yield savings and other bank deposits are secured with U.S. Treasuries/agencies. The balance of the portfolio is invested in U.S. Treasuries and government-sponsored entities/agencies with "AAA" credit ratings. Interest rates have remained historically low.

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

II. ORGANIZATIONAL STEWARDSHIP

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

ATTACHMENTS:

Description	Upload Date	Type
Investment Report - February 2016	3/24/2016	Attachment

This item is applicable to the following: District

HOUSTON COMMUNITY COLLEGE SYSTEM
INVESTMENT PORTFOLIO COMPOSITION
As of FEBRUARY 29, 2016

Beginning Book Value (FEBRUARY 1, 2016)	\$	534,887,026
Beginning Market Value (FEBRUARY 1, 2016)	\$	534,884,477
Additions/subtractions (Book value - Net)	\$	(2,983,141) *
Change in Market value	\$	22,848
Ending Book value (FEBRUARY 29, 2016)	\$	531,903,885
Ending Market value (FEBRUARY 29, 2016)	\$	531,899,201
Unrealized Gain/(Loss)	\$	(4,684)
WAM (70% 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	30,584,610
* Net amount provided/used for CIP/Others	<u>(33,567,751)</u>
	(2,983,141)

EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
February 29, 2016

	<u>Ending Book Value</u>	<u>Ending Market Value</u>	<u>Unrealized Gain (Loss)</u>
US Treasuries	18,986,800	18,968,750	(18,050)
US Agencies	151,409,125	151,422,491	13,366
Local government pools	113,680,313	113,680,313	-
Money market funds	96,839,437	96,839,437	-
High yield savings	742,595	742,595	-
Certificates of deposit	145,250,000	145,250,000	-
Interest bearing checking	4,995,614	4,995,614	-
Total	<u>531,903,885</u>	<u>531,899,201</u>	<u>(4,684)</u>

WAR (weighted average interest rate)	<u>0.52%</u>
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INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
As of **FEBRUARY 29, 2016**

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchased (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	2.48%	02/22/05	05/01/33	50,225	53,198	51,855	(192)	51,664	52,951	(51)	1,287
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	43,816	46,360	49,819	(145)	49,675	46,115	(111)	(3,560)
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	1,972,460	2,000,000	0	2,000,000	1,988,812	16,352	(11,188)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	1,002,422	1,000,000	0	1,000,000	1,001,577	(845)	1,577
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.27%	08/19/15	02/22/16	1,000,000	999,848	998,598	(998,598)	-	-	-	-
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.33%	08/24/15	04/20/16	10,000,000	9,992,100	9,978,667	0	9,978,667	9,995,490	3,390	16,823
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.37%	12/02/15	04/20/16	624,000	623,507	623,102	0	623,102	623,719	212	616
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.36%	12/02/15	04/25/16	4,376,000	4,372,324	4,369,655	0	4,369,655	4,373,825	1,501	4,170
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.45%	12/16/15	04/08/16	5,000,000	4,996,650	4,992,875	0	4,992,875	4,998,285	1,635	5,410
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.50%	01/06/16	08/01/16	5,000,000	4,987,865	4,985,556	0	4,985,556	4,991,075	3,210	5,519
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	01/11/16	06/30/16	5,000,000	5,000,850	5,000,000	0	5,000,000	5,001,075	225	1,075
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	01/22/16	08/29/16	2,000,000	1,994,400	1,993,889	0	1,993,889	1,995,776	1,376	1,887
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.41%	01/22/16	06/17/16	5,000,000	4,992,180	4,991,629	0	4,991,629	4,994,450	2,270	2,821
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.37%	01/15/16	04/15/16	5,000,000	4,996,300	4,995,387	0	4,995,387	4,997,970	1,670	2,583
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.44%	02/08/16	07/18/16	5,000,000	-	-	4,990,161	4,990,161	4,992,665	-	2,504
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.75%	02/26/16	08/26/19	2,000,000	-	-	2,000,000	2,000,000	1,998,036	-	(1,964)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.63%	02/24/16	08/24/18	2,000,000	-	-	2,000,000	2,000,000	1,998,562	-	(1,438)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.25%	02/26/16	02/26/19	5,000,000	-	-	5,000,000	5,000,000	4,994,425	-	(5,575)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	02/24/16	02/26/19	445,000	-	-	445,000	445,000	445,217	-	217
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	1,080,000	1,080,000	(1,080,000)	-	-	-	-
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	1,599,938	1,600,000	(1,600,000)	-	-	-	-
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	02/26/16	02/26/19	1,555,000	-	-	1,555,000	1,555,000	1,555,757	-	757
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	2,659,814	2,675,000	0	2,675,000	2,671,250	11,436	(3,750)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.00%	04/11/13	04/11/18	10,000,000	9,989,070	10,000,000	0	10,000,000	9,985,270	(3,800)	(14,730)
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	0.80%	06/13/13	06/13/18	10,000,000	10,001,380	10,000,000	0	10,000,000	9,984,440	(16,940)	(15,560)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	07/10/14	06/30/16	4,000,000	4,000,232	4,001,250	0	4,001,250	4,000,780	548	(470)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,999,400	4,998,425	0	4,998,425	5,000,040	640	1,615
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,999,400	4,998,425	0	4,998,425	5,000,040	640	1,615
Federal Home Loan Bank US Domestic series 000 unsecured	Bank of America	0.75%	04/13/15	04/13/17	2,775,000	2,776,890	2,775,000	0	2,775,000	2,776,091	(799)	1,091
Freddie Mac Global Unsecured Bond	Bank of America	0.70%	05/21/15	01/27/17	5,000,000	4,990,335	4,994,550	0	4,994,550	4,990,950	615	(3,600)
Federal Home Loan Bank GLOBAL Unsecured	Bank of America	0.75%	11/25/15	07/14/17	5,000,000	4,998,730	4,992,500	0	4,992,500	4,997,385	(1,345)	4,885
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/21/15	04/29/16	5,000,000	4,997,965	4,998,850	0	4,998,850	4,999,500	1,535	650

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)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	03/31/17	5,000,000	4,989,260	4,995,300	0	4,995,300	4,988,475	(785)	(6,825)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	10/31/16	5,000,000	4,992,190	4,996,500	0	4,996,500	4,992,775	585	(3,725)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.22%	05/21/15	03/27/17	5,000,000	4,997,740	4,993,550	0	4,993,550	4,997,720	(20)	4,170
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	04/30/17	5,000,000	4,988,280	4,993,750	0	4,993,750	4,986,720	(1,560)	(7,030)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/26/15	05/26/16	5,000,000	4,996,975	4,996,500	0	4,996,500	4,998,185	1,210	1,685
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.70%	05/29/15	08/25/17	10,000,000	10,003,230	10,000,000	0	10,000,000	10,002,290	(940)	2,290
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.60%	06/17/15	11/28/16	5,000,000	5,001,445	5,000,000	0	5,000,000	4,994,515	(6,930)	(5,485)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	10/28/15	04/29/16	5,000,000	4,995,600	4,994,889	0	4,994,889	4,997,335	1,735	2,446
Federal Home Loan Dicount note US Domestic	Bank of America	0.20%	09/25/15	02/12/16	10,000,000	9,999,210	9,992,222	(9,992,222)	-	-	-	-
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.18%	10/01/15	02/25/16	10,000,000	9,998,270	9,992,854	(9,992,854)	0	-	-	(0)
Federal Home Loan Dicount note US Domestic	Bank of America	0.19%	10/02/15	02/29/16	10,000,000	9,997,980	9,992,083	(9,992,083)	-	-	-	-
Fed Home LN Discount Note US Domestic Unsecured	Bank of America	0.58%	01/12/16	07/29/16	5,000,000	4,989,310	4,983,969	0	4,983,969	4,992,085	2,775	8,116
Freddie Mac US Domesticl Unsecured Bond	Bank of America	0.50%	01/26/16	08/26/16	5,000,000	4,986,200	4,985,208	0	4,985,208	4,989,615	3,415	4,407
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	02/01/16			66,552	66,552	19	66,571	66,571	0	0
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.11%	02/01/16			465,256	465,256	1,152,184	1,617,440	1,617,440	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	02/01/16			1,846,152	1,846,152	(1,019,158)	826,994	826,994	0	0
Checking Acoount- 10010-7306-2006 Jr. lien	Bank Of America	0.33%	02/01/16			229	229	0	229	229	0	0
LTD2013 Tax Bond Grneral Checking A/C (10090)	Bank Of America	0.33%	02/01/16			3,228,891	3,228,891	(2,679,196)	549,695	549,695	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.33%	02/01/16			1,932,730	1,932,730	539	1,933,269	1,933,269	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	02/01/16			1,417	1,417	0	1,417	1,417	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.15%	02/01/16			456,134	456,134	63,059,062	63,515,196	63,515,196	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank	0.18%	02/01/16			43,245,826	43,245,826	(9,922,555)	33,323,271	33,323,271	0	0
Public Fund Money Market_Premier (185913820)- fund 1110	Regions Bank	0.15%	02/01/16			42,941,134	42,941,134	(42,940,165)	969	969	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.08%	02/01/16			214,175	214,175	15	214,190	214,190	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.08%	02/01/16			528,370	528,370	36	528,406	528,406	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	0.46%	02/01/16			18,200,871	18,200,871	15,010,922	33,211,794	33,211,794	0	0
Tex Pool	State Street Bank	0.30%	02/01/16			88,447,431	88,447,431	(7,978,911)	80,468,520	80,468,520	0	0
TOTAL						534,884,477	534,887,026	(2,983,141)	531,903,885	531,899,201	22,848	(4,684)

ACTION ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
M.	Monthly Financial Statement and Budget Review for January 2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Financial Statement for the month of January 2016.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

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

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

II. ORGANIZATIONAL STEWARDSHIP

C. Increase diversity, inclusion and engagement throughout the institution

ATTACHMENTS:

Description	Upload Date	Type
Financial Statement - January 2016	3/23/2016	Attachment

This item is applicable to the following: District



Summary Operating Statements

For the Period
September 1, 2015 - January 31, 2016
For the Meeting of the Board of Trustees - April 14, 2016

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

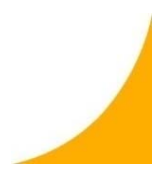


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For the Period September 1, 2015 - January 31, 2016

Houston Community College System

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

In the Unrestricted Fund as of January 31, 2016, total revenue received is \$198 million. This represents 61% of budgeted annual revenues of \$324.6 million. Expenses total \$123.3 million to date; which is 38% of the total expense budget of \$324.6 million. Compared with the same time last year, revenue shows a 2.2% increase, and expenses are 9.9% higher than the prior year. Actual net revenue is \$74.7 million to-date. That translates into a like amount increase in fund balance.

Salaries increased 5.7%. 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 January 31, 2016

	Unrestricted ¹	Restricted	Auxiliary	Loan & Endowments	Scholarship	Agency	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Public Facility Corp.	Grand Total
Fund Balance as of 9/1/2015, Audited	\$ 45,130,654	\$ 4,540,237	\$ 7,699,183	\$ 509,932	\$ (29,805)	\$ -	\$ 27,332	\$ 5,660,509	\$ 52,039,009	\$ 251,542,378	\$ (2,701,008)	\$ 364,418,421
Revenues	198,039,597	13,969,423	4,689,446	-	45,265,188	-	1,472,386	-	30,348,287	-	54	293,784,381
Expenses												
Salaries	77,088,441	2,077,090	738,388	-	821,259	-	115,995	-	-	-	-	80,841,172
Employee Benefits	9,831,557	5,702,473	258,966	-	-	-	26,740	-	-	-	-	15,819,737
Supplies & General Exp	1,603,507	62,610	415,342	-	-	-	523	10,141	-	-	-	2,092,123
Travel	285,872	40,887	85,070	-	-	-	434	-	-	-	-	412,263
Marketing Costs	196,773	4,931	199,952	-	-	-	-	-	-	-	-	401,656
Rentals & Leases	828,472	69,733	25,019	-	-	-	2,577	-	-	-	-	925,802
Insurance/Risk Mgmt	4,549,648	2,758	1,971	-	-	-	-	-	-	-	-	4,554,376
Contracted Services	7,518,343	1,846,383	813,212	-	-	-	56,924	26,125	212,229	-	-	10,473,216
Utilities	2,960,330	-	234,304	-	-	-	-	-	-	-	-	3,194,633
Other Departmental Expenses	731,192	23,894	911,251	-	-	-	-	-	-	-	-	1,666,337
Instructional and Other Materials	4,219,011	88,240	88,080	-	-	-	134,438	-	-	-	-	4,529,769
Maintenance and Repair	267,113	159,264	2,737	-	72,375	-	-	51,875	-	-	-	553,364
Transfers (In)/Out ²	12,265,365	4,000,000	-	-	(1,778,606)	-	500,000	(9,000,000)	(5,986,759)	-	-	0
Debt	73,020	-	-	-	-	-	-	-	10,596,016	-	338,553	11,007,589
Capital Outlay	910,002	485,505	29,359	-	-	-	33,303,708	881,702	-	-	109,395	35,719,671
Depreciation	-	-	-	-	-	-	-	-	-	9,089,627	-	9,089,627
Scholarship Distribution	-	-	-	-	46,120,356	-	-	-	-	-	-	46,120,356
Total Expenses	123,328,645	14,563,769	3,803,651	-	45,235,384	-	34,141,340	(8,030,158)	4,821,487	9,089,627	447,948	227,401,693
NET REVENUE/(EXPENSES)	74,710,952	(594,346)	885,795	-	29,805	-	(32,668,954)	8,030,158	25,526,801	(9,089,627)	(447,894)	66,382,687
Fund Balance Entries	(9,895)	-	-	-	-	-	33,014,396	489,966	-	9,470,255	(79,327)	42,885,394
Fund Balance as of 1/31/2016	\$ 119,831,711	\$ 3,945,891	\$ 8,584,978	\$ 509,932	\$ (1)	\$ -	\$ 372,774	\$ 14,180,633	\$ 77,565,810	\$ 251,923,005	\$ (3,228,229)	\$ 473,686,503

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 January 31, 2016
41.7% of Year Expended

HCCS CURRENT UNRESTRICTED

	Year-to-Date Actuals		Actuals as a %	Year-to-Date Actuals		Increase (Decrease)		% Increase
	Thru January 31, 2016	FY2016 Budget	of Budget	Thru January 31, 2016	Thru January 31, 2015	FY2016 Compared to FY2015		(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	74,714,359	136,000,000	54.9%	74,714,359	69,646,820	5,067,539		7.3%
Tuition, Net	34,243,590	40,925,000	83.7%	34,243,590	34,079,099	164,491		0.5%
Fees	52,227,974	65,325,000	80.0%	52,227,974	53,075,057	(847,083)		-1.6%
Other Local Income	1,085,663	2,250,000	48.3%	1,085,663	962,963	122,700		12.7%
Tuition & Fee, Net	5,440,310	9,500,000	57.3%	5,440,310	5,949,054	(508,744)		-8.6%
-- Extended Learning								
Indirect Cost Revenues, Grant	205,842	620,000	33.2%	205,842	259,022	(53,180)		-20.5%
Total Revenues	198,039,597	324,615,427	61.0%	198,039,597	193,706,056	4,333,542		2.2%
EXPENSES								
Salaries	77,088,441	189,521,747	40.7%	77,088,441	72,960,483	4,127,957		5.7%
Employee Benefits	9,831,557	21,210,175	46.4%	9,831,557	8,126,193	1,705,364		21.0%
Supplies Gen Exp	1,603,507	5,632,086	28.5%	1,603,507	1,582,789	20,719		1.3%
Travel	285,872	1,904,039	15.0%	285,872	268,261	17,611		6.6%
Marketing Costs	196,773	1,027,000	19.2%	196,773	453,037	(256,265)		-56.6%
Rental & Leases	828,472	2,535,032	32.7%	828,472	1,160,710	(332,238)		-28.6%
Insurance/Risk Mgmt	4,549,648	5,551,431	82.0%	4,549,648	6,390,220	(1,840,572)		-28.8%
Contract Services	7,518,343	24,644,648	30.5%	7,518,343	8,307,608	(789,265)		-9.5%
Utilities	2,960,330	10,246,651	28.9%	2,960,330	3,216,236	(255,906)		-8.0%
Other Departmental Expenses	731,192	2,403,154	30.4%	731,192	508,186	223,006		43.9%
Instructional & Other Materials	4,219,011	9,728,376	43.4%	4,219,011	3,918,706	300,305		7.7%
Maintenance & Repair	267,113	1,229,864	21.7%	267,113	318,835	(51,722)		-16.2%
Transfers/Debt	12,338,384	40,723,903	30.3%	12,338,384	4,045,571	8,292,813		205.0%
Contingency	-	4,768,372	0.0%	-	-	-		0.0%
Capital Outlay	910,002	3,488,948	26.1%	910,002	926,194	(16,192)		-1.7%
Total Expenses	\$ 123,328,645	\$ 324,615,427	38.0%	\$ 123,328,645	\$ 112,183,029	11,145,617		9.9%
NET REVENUE/(EXPENSES)	\$ 74,710,952	\$ 0	0.0%	\$ 74,710,952	\$ 81,523,027	\$ (6,812,075)		-8.4%

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund as of January 31, 2016

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Foundation	Marketing	Bookstore Commission	International Student Services	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
Fund Balance – September 1, 2015 (Audited)									\$ 3,391,564
FY2016									
Revenue	2,431,683	327,757	-	-	580,341	-	183,247	-	<u>3,523,028</u>
Salaries	108,631	216,724	45,623	-	-	127,058	101,277	-	599,313
Benefits	27,623	139,112	10,633	-	-	31,013	23,955	-	232,336
Supplies Gen Exp	22,367	28,756	2,303	-	-	-	2,359	-	55,785
Travel	-	10,321	2,370	-	-	-	-	-	12,690
Marketing Costs	-	374	-	199,578	-	-	-	-	199,952
Rental & Leases	1,595	18,875	-	-	-	-	-	-	20,470
Contract Services	660,863	39,000	12,685	-	-	-	1,313	-	713,861
Utilities	234,304	-	-	-	-	-	-	-	234,304
Departmental Expenses	300	136,294	-	752,745	-	5,830	-	-	895,169
Instructional & Other Materials	600	2,177	-	-	-	-	85,128	-	87,905
Maintenance & Repair	-	16	-	-	-	-	2,721	-	2,737
Insurance/Risk Mgmt	-	-	-	-	-	-	-	-	-
Exemptions and Waivers	-	-	-	-	-	-	-	469,865	469,865
Transfer/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	27,463	-	-	-	-	-	-	-	27,463
Total Expense	<u>1,083,745</u>	<u>591,650</u>	<u>73,613</u>	<u>952,323</u>	<u>-</u>	<u>163,902</u>	<u>216,753</u>	<u>469,865</u>	<u>3,551,850</u>
Contribution to Fund Balance	<u>1,347,938</u>	<u>(263,893)</u>	<u>(73,613)</u>	<u>(952,323)</u>	<u>580,341</u>	<u>(163,902)</u>	<u>(33,506)</u>	<u>(469,865)</u>	<u>(28,822)</u>
Auxiliary Fund Balance - Uncommitted Portion									<u><u>\$ 3,362,742</u></u>

* Expenditures in this category include mailroom, child day care, Minority Male Initiative, Govt. Relation, Mobile Go, etc.

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund

as of January 31, 2016

Auxiliary Funds - International and Committed Portions

	International			Committed					Total
	Saigon Tech	Other International Initiatives	Subtotal International	Minority Business Development Agency	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
Fund Balance – September 1, 2015 (Audited) FY2016			\$ 1,818,386	\$ -	\$ 324,132	\$ 1,005,688	\$ 1,159,414	\$ 2,489,233	\$ 7,699,183
Revenue	23,333	-	23,333	6,029	52,500	892,193	665,935	1,616,657	5,163,018
Salaries	-	-	-	-	3,500	38,737	96,837	139,075	738,388
Benefits	-	-	-	-	-	3,537	23,093	26,630	258,966
Supplies Gen Exp	222	-	222	-	29,553	249,020	80,761	359,334	415,342
Travel	2,142	26,004	28,146	-	-	10,653	33,581	44,234	85,070
Marketing Costs	-	-	-	-	-	-	-	-	199,952
Rental & Leases	-	-	-	-	-	-	4,549	4,549	25,019
Contract Services	-	-	-	-	-	37,794	61,557	99,351	813,212
Utilities	-	-	-	-	-	-	-	-	234,304
Departmental Expenses	-	-	-	-	500	4,967	10,615	16,082	911,251
Instructional & Other Materials	-	-	-	-	-	-	176	176	88,080
Maintenance & Repair	-	-	-	-	-	-	-	-	2,737
Insurance/Risk Mgmt	-	-	-	-	-	112	1,859	1,971	1,971
Exemptions and Waivers	-	-	-	-	-	3,707	-	3,707	473,572
Transfer	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	1,896	-	1,896	29,359
Total Expense	2,365	26,004	28,369	-	33,553	350,423	313,028	697,004	4,277,223
Contribution to Fund Balance	20,968	(26,004)	(5,036)	6,029	18,947	541,769	352,907	919,653	885,795
Auxiliary Fund Balance - Intl, Committed, Total			<u>\$ 1,813,350</u>	<u>\$ 6,029</u>	<u>\$ 343,079</u>	<u>\$ 1,547,457</u>	<u>\$ 1,512,321</u>	<u>\$ 3,408,886</u>	<u>\$ 8,584,978</u>

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

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	ACADEMIC INSTRUCTION
Salary	\$ 9,431,288	\$ 8,834,226	\$ 11,619,593	\$ 10,365,344	\$ 5,595,656	\$ 12,591,305	\$ 11,654,759	\$ 54,666,129
Employee Benefits	-	-	-	-	-	-	-	-
Supplies & Gen	239,531	232,183	233,167	323,381	259,625	302,038	187,453	308,354
Travel	37,000	75,276	27,980	39,586	39,780	127,647	85,414	155,513
Marketing Costs	13,645	39,207	56,019	26,182	83,295	12,500	286,057	6,356
Rentals & Leases	5,270	57,971	931,494	503,206	61,221	517,054	28,243	24,210
Insurance/Risk Mgmt	-	-	-	-	-	126	-	511
Contracted Services	287,161	263,798	68,719	12,936	70,302	211,414	141,102	398,778
Utilities	5,125	-	4,600	1,826	-	-	-	-
Other Departmental Expenses	50,111	71,747	29,749	29,220	46,834	100,387	54,714	71,074
Instructional And Other Materials	296,307	54,253	189,396	114,968	72,676	253,029	857,775	1,226,336
Maintenance and Repair	138,855	38,966	125,699	11,815	27,926	70,318	121,311	41,366
Transfers/Debt	-	-	1,186	-	-	-	-	-
Contingency	479,432	546,982	258,472	302,367	122,241	489,118	226,794	-
Capital Outlay	444,822	177,842	116,013	209,074	103,055	102,411	128,968	331,795
Total	\$ 11,428,547	\$ 10,392,451	\$ 13,662,086	\$ 11,939,905	\$ 6,482,611	\$ 14,777,347	\$ 13,772,590	\$ 57,230,422

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

Budgeted Expenditures	CHANCELLOR	FINANCE & ADMIN.	SUSTAINABILITY	INSTRUCTIONAL SERVICES	STUDENT SERVICES	SYSTEM	Grand Total
Salary	\$ 6,074,355	\$ 31,059,668	\$ 3,175,323	\$ 17,564,510	\$ 5,047,105	\$ 1,842,486	\$ 189,521,747
Employee Benefits	-	-	-	-	-	21,210,175	21,210,175
Supplies & Gen	697,980	952,557	151,848	276,938	167,031	1,300,000	5,632,086
Travel	180,675	250,401	68,733	767,508	48,526	-	1,904,039
Marketing Costs	238,000	258,739	5,000	2,000	-	-	1,027,000
Rentals & Leases	87,100	248,115	61,429	4,319	5,400	-	2,535,032
Insurance/Risk Mgmt	5,550,000	-	-	794	-	-	5,551,431
Contracted Services	3,029,976	16,065,613	82,525	113,085	1,373,186	2,526,053	24,644,648
Utilities	-	1,752,227	-	94	-	8,482,779	10,246,651
Other Departmental Expenses	798,396	408,573	99,339	542,552	100,458	-	2,403,154
Instructional And Other Materials	63,015	5,611,369	52,373	591,797	345,082	-	9,728,376
Maintenance and Repair	15,446	632,146	4,688	444	884	-	1,229,864
Transfers/Debt	200,000	43,591	-	-	-	40,479,126	40,723,903
Contingency	150,000	246,064	258,801	82,500	32,869	1,572,732	4,768,372
Capital Outlay	101,700	1,538,843	191,790	26,786	15,850	-	3,488,948
Total	\$ 17,186,643	\$ 59,067,906	\$ 4,151,849	\$ 19,973,327	\$ 7,136,391	\$ 77,413,351	\$ 324,615,427

Houston Community College

Balance Sheet By Fund

For Month Ended January 31, 2016

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	Total All Funds
ASSETS			
Current Assets:			
Cash & cash equivalents	\$ 134,250,145	\$ 54,868,651	\$ 189,118,797
Restricted cash & cash equivalents	2,922,537	-	2,922,537
Short term Investments	-	-	-
Accounts/Other receivable (net)	40,899,727	3,353,278	44,253,005
Deferred charges	5,273	-	5,273
Prepays	1,970,236	1,346,598	3,316,833
Total Current Assets	<u>180,047,918</u>	<u>59,568,527</u>	<u>239,616,445</u>
Non-current Assets:			
Restricted cash & cash equivalents	-	156,525,036	156,525,036
Restricted long-term investments	-	142,128,404	142,128,404
Long-term Investments	45,930,906	-	45,930,906
Deferred Outflows of Resources: Pension	11,299,015	-	11,299,015
Capital Assets, net	-	975,984,608	975,984,608
Total Non-current Assets	<u>57,229,921</u>	<u>1,274,638,049</u>	<u>1,331,867,970</u>
Total Assets	<u><u>\$ 237,277,839</u></u>	<u><u>\$ 1,334,206,576</u></u>	<u><u>\$ 1,571,484,415</u></u>
LIABILITIES			
Current Liabilities:			
Accounts payable	11,999,328	1,686,077	13,685,405
Accrued liabilities	38,822	1,305,511	1,344,333
Compensated absences	2,526,083	-	2,526,083
Funds held for others	674,798	189,209	864,007
Deferred revenue	1,111,387	229,281	1,340,669
Notes payable-current portion	-	8,783,299	8,783,299
Bonds payable-current portion	-	24,520,000	24,520,000
Total Current Liabilities	<u>16,350,418</u>	<u>36,713,378</u>	<u>53,063,796</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	-	153,344,686	153,344,686
Bonds payable	-	752,257,231	752,257,231
Capital lease obligations	-	47,849,058	47,849,058
Total Non-current Liabilities	<u>88,054,911</u>	<u>953,450,976</u>	<u>1,041,505,887</u>
Total Liabilities	<u><u>\$ 104,405,329</u></u>	<u><u>\$ 990,164,354</u></u>	<u><u>\$ 1,094,569,683</u></u>
Fund Balance-			
August 31, 2015 Audited	57,850,201	309,269,229	367,119,430
Revenues Over Expenditures			
Unrestricted	75,586,851		75,586,851
Restricted	(564,543)		(564,543)
Net Investment in Plant		34,772,994	34,772,994
Total Fund Balances	<u><u>\$ 132,872,509</u></u>	<u><u>\$ 344,042,223</u></u>	<u><u>\$ 476,914,732</u></u>
Total Liabilities & Fund Balances	<u><u>\$ 237,277,839</u></u>	<u><u>\$ 1,334,206,576</u></u>	<u><u>\$ 1,571,484,415</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 January 31, 2016

Account	FY 2014-15		FY 2015-16
	End of Year Activity	Year-to-Date Activity thru 1/31/2015	Year-to-Date Activity thru 1/31/2016
Tuition			
Budget:			
Adjusted Budget FY 2015-16, Net			\$ 40,925,000
Revenues Received:			
Tuition	45,771,753	39,623,922	39,795,212
Waivers & Exemptions:			
Dual Credit & Early College HS	(5,045,017)	(4,243,951)	(4,387,620)
Other	(1,603,037)	(1,300,872)	(1,164,002)
Total Waivers & Exemptions	(6,648,054)	(5,544,823)	(5,551,622)
Total Tuition Revenue, Net	\$ 39,123,700	\$ 34,079,099	\$ 34,243,590

Tuition - Extended Learning			
Budget:			
Budget FY 2015-16, Net			\$ 9,500,000
Revenues Received:			
Tuition	8,931,465	6,844,695	6,093,742
Waivers & Exemptions:			
Department of Corrections	(2,021,386)	(895,641)	(653,432)
Total EL Tuition Revenue, Net	\$ 6,910,079	\$ 5,949,054	\$ 5,440,310

Exemptions & Waivers	FY 2014-15		FY 2015-16		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year Activity	Year-to-Date Activity thru 1/31/2015	Year-to-Date Activity thru 1/31/2016		
Dept of Corrections	\$ 1,946,863	\$ 895,641	\$ 653,432		-27.0%
Dual Credit & Early College HS Waiver	5,045,017	4,243,951	4,387,620		3.4%
Other:					
Employee Fee Exemptions	61,121	45,298	46,143		1.9%
Firemen	12,870	11,228	6,722		-40.1%
Hazelwood	942,773	774,907	634,157		-18.2%
Deaf & Blind	190,174	156,454	171,271		9.5%
High Ranking Hi SCH Grad	1,805	1,805	1,147		-36.5%
Child of Disabled Vet ETC	7,264	7,207	3,295		-54.3%
Emp of State Coll & Univ	-	-	2,027		0.0%
Nonres Teach/Research Asst	6,363	5,832	80		-98.6%
Nonres Competitive Scholar	8,558	7,593	24,851		227.3%
Senior Citizens	13,668	12,728	10,958		-13.9%
Scholarship Distribution	2,800	-	2,800		0.0%
A VISA Waiver (Non-Alien Waiver)	888	888	-		-100.0%
Foster Children-Resident	247,117	207,985	131,828		-36.6%
Undocumented Students	5,723	4,316	1,859		-56.9%
TX Tomorrow Waiver	6,076	2,788	1,792		-35.7%
Surviving Spouse/Children	-	-	2,942		0.0%
Peace Officer Exemption	3,868	2,541	1,173		-53.8%
Adopted Student Waiver	91,719	59,302	120,957		104.0%
Stipends	250	-	-		0.0%
Total Other Exemptions	1,603,037	1,300,872	1,164,002		-10.5%
Grand Total Exemptions & Waivers	\$ 8,594,917	\$ 6,440,464	\$ 6,205,054		-3.7%

ACTION ITEM

Meeting Date: April 14, 2016

Committee: Committee of the Whole

ITEM NO.	ITEM TITLE	PRESENTER
N.	Monthly Financial Statement and Budget Review for February 2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Financial Statement for the month of February 2016.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

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

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

II. ORGANIZATIONAL STEWARDSHIP

C. Increase diversity, inclusion and engagement throughout the institution

ATTACHMENTS:

Description	Upload Date	Type
Financial Statement - February 2016	3/26/2016	Attachment

This item is applicable to the following: District



Summary Operating Statements

For the Period
September 1, 2015 - February 29, 2016
For the Meeting of the Board of Trustees - April 14, 2016

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



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For the Period September 1, 2015 - February 29, 2016

Houston Community College System

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**Houston Community College System
Summary of Financial Statements
As of February 29, 2016**

In the Unrestricted Fund as of February 29, 2016, total revenue received is \$253.4 million. This represents 78.1% of budgeted annual revenues of \$324.6 million. Expenses total \$146.8 million to date; which is 45.2% of the total expense budget of \$324.6 million. Compared with the same time last year, revenue shows a 3.6% increase, and expenses are 10.6% higher than the prior year. Actual net revenue is \$106.7 million to-date. That translates into a like amount increase in fund balance.

Salaries increased 6%. This increase is due namely to the compensation study alignment and an across the board salary increase of 2% for full-time employees.

The expenses in Transfers & Debt show an increase of \$8.2 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 February 29, 2016

	Unrestricted ¹	Restricted	Auxiliary	Loan & Endowments	Scholarship	Agency	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Public Facility Corp.	Grand Total
Fund Balance as of 9/1/2015, Audited	\$ 45,130,654	\$ 4,540,237	\$ 7,699,183	\$ 509,932	\$ (29,805)	\$ -	\$ 27,332	\$ 5,660,509	\$ 52,039,009	\$ 251,542,378	\$ (2,701,008)	\$ 364,418,421
Revenues	253,415,248	15,892,006	5,243,286	-	70,240,009	-	4,142,924	-	48,852,658	-	54	397,786,184
Expenses												
Salaries	92,719,565	2,504,994	922,989	-	1,018,816	-	139,585	-	-	-	-	97,305,948
Employee Benefits	11,607,297	7,019,019	303,959	-	-	-	32,121	-	-	-	-	18,962,395
Supplies & General Exp	2,076,922	70,545	569,103	-	-	-	523	10,141	-	-	-	2,727,234
Travel	368,729	54,833	97,609	-	-	-	434	-	-	-	-	521,605
Marketing Costs	243,665	5,186	212,744	-	-	-	-	-	-	-	-	461,595
Rentals & Leases	1,072,617	77,329	29,164	-	-	-	3,757	-	-	-	-	1,182,866
Insurance/Risk Mgmt	4,539,661	4,921	2,489	-	-	-	-	-	-	-	-	4,547,071
Contracted Services	10,212,296	2,144,503	1,013,940	-	-	-	65,812	26,125	225,615	-	-	13,688,290
Utilities	3,878,099	-	249,724	-	-	-	-	-	-	-	-	4,127,822
Other Departmental Expenses	975,874	106,564	1,052,822	-	-	-	-	-	-	-	-	2,135,260
Instructional and Other Materials	4,788,143	115,854	103,068	-	-	-	134,438	-	-	-	-	5,141,503
Maintenance and Repair	361,961	189,974	3,597	-	98,806	-	-	52,138	-	-	-	706,476
Transfers (In)/Out ²	12,737,199	4,000,000	-	-	(2,250,440)	-	500,000	(9,000,000)	(5,986,759)	-	-	0
Debt	77,091	-	279	-	-	-	-	-	41,631,125	-	338,553	42,047,048
Capital Outlay	1,093,917	575,181	29,359	-	-	-	71,484,587	1,125,400	-	-	133,055	74,441,498
Depreciation	-	-	-	-	-	-	-	-	-	10,909,512	-	10,909,512
Scholarship Distribution	-	-	-	-	71,343,022	-	-	-	-	-	-	71,343,022
Total Expenses	146,753,034	16,868,902	4,590,845	-	70,210,204	-	72,361,256	(7,786,197)	35,869,982	10,909,512	471,608	350,249,145
NET REVENUE/(EXPENSES)	106,662,214	(976,897)	652,441	-	29,805	-	(68,218,332)	7,786,197	12,982,676	(10,909,512)	(471,555)	47,537,038
Fund Balance Entries	(9,895)	-	-	-	-	-	78,810,071	618,277	1,279,420	17,777,327	53,728	98,528,928
Fund Balance as of 2/29/2016	\$ 151,782,974	\$ 3,563,340	\$ 8,351,624	\$ 509,932	\$ 0	\$ -	\$ 10,619,071	\$ 14,064,983	\$ 66,301,105	\$ 258,410,193	\$ (3,118,835)	\$ 510,484,388

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 February 29, 2016
50% of Year Expended

HCCS CURRENT UNRESTRICTED

	Year-to-Date Actuals Thru February 29, 2016			FY2016 Budget	Actuals as a % of Budget	Year-to-Date Actuals Thru February 29, 2016	Year-to-Date Actuals Thru February 28, 2015	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		127,780,469		136,000,000	94.0%		127,780,469		118,444,773		9,335,695	7.9%
Tuition, Net		34,817,058		40,925,000	85.1%		34,817,058		34,705,997		111,061	0.3%
Fees		53,233,767		65,325,000	81.5%		53,233,767		54,128,158		(894,391)	-1.7%
Other Local Income		1,399,532		2,250,000	62.2%		1,399,532		1,102,950		296,582	26.9%
Tuition & Fee, Net -- Extended Learning		5,803,893		9,500,000	61.1%		5,803,893		6,274,942		(471,050)	-7.5%
Indirect Cost Revenues, Grant		258,669		620,000	41.7%		258,669		316,557		(57,888)	-18.3%
Total Revenues		253,415,248		324,615,427	78.1%		253,415,248		244,707,419		8,707,829	3.6%
EXPENSES												
Salaries		92,719,565		189,930,218	48.8%		92,719,565		87,465,230		5,254,334	6.0%
Employee Benefits		11,607,297		21,210,175	54.7%		11,607,297		9,813,469		1,793,828	18.3%
Supplies Gen Exp		2,076,922		5,704,018	36.4%		2,076,922		1,952,938		123,984	6.3%
Travel		368,729		1,895,693	19.5%		368,729		400,866		(32,137)	-8.0%
Marketing Costs		243,665		1,017,340	24.0%		243,665		587,480		(343,816)	-58.5%
Rental & Leases		1,072,617		2,535,027	42.3%		1,072,617		1,308,503		(235,887)	-18.0%
Insurance/Risk Mgmt		4,539,661		5,551,431	81.8%		4,539,661		6,390,220		(1,850,559)	-29.0%
Contract Services		10,212,296		24,887,600	41.0%		10,212,296		9,595,007		617,289	6.4%
Utilities		3,878,099		10,246,651	37.8%		3,878,099		4,055,206		(177,108)	-4.4%
Other Departmental Expenses		975,874		2,317,175	42.1%		975,874		589,296		386,578	65.6%
Instructional & Other Materials		4,788,143		9,712,085	49.3%		4,788,143		4,493,195		294,948	6.6%
Maintenance & Repair		361,961		1,232,618	29.4%		361,961		436,561		(74,600)	-17.1%
Transfers/Debt		12,814,289		40,723,903	31.5%		12,814,289		4,645,964		8,168,325	175.8%
Contingency		-		3,657,092	0.0%		-		-		-	0.0%
Capital Outlay		1,093,917		3,994,400	27.4%		1,093,917		1,010,436		83,482	8.3%
Total Expenses		\$ 146,753,034		\$ 324,615,427	45.2%		\$ 146,753,034		\$ 132,744,371		14,008,663	10.6%
NET REVENUE/(EXPENSES)		\$ 106,662,214		\$ 0	0.0%		\$ 106,662,214		\$ 111,963,047		\$ (5,300,833)	-4.7%

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund as of February 29, 2016

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Foundation	Marketing	Bookstore Commission	International Student Services	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
Fund Balance – September 1, 2015 (Audited)									\$ 3,391,564
FY2016									
Revenue	3,086,414	373,849	-	-	580,341	-	218,583	-	4,259,187
Salaries	130,867	290,624	54,747	-	-	153,568	121,274	-	751,080
Benefits	33,194	159,840	12,760	-	-	37,347	28,148	-	271,289
Supplies Gen Exp	22,809	54,506	2,562	-	-	-	4,148	-	84,024
Travel	-	12,530	2,394	-	-	-	-	-	14,924
Marketing Costs	-	374	-	212,370	-	-	-	-	212,744
Rental & Leases	2,340	22,275	-	-	-	-	-	-	24,615
Contract Services	800,003	53,740	15,445	-	-	-	1,313	-	870,501
Utilities	249,724	-	-	-	-	-	-	-	249,724
Departmental Expenses	300	167,271	-	842,470	-	6,450	-	-	1,016,491
Instructional & Other Materials	600	2,402	-	-	-	-	99,861	-	102,864
Maintenance & Repair	850	26	-	-	-	-	2,721	-	3,597
Insurance/Risk Mgmt	-	168	-	-	-	-	-	-	168
Exemptions and Waivers	-	-	-	-	-	-	-	680,446	680,446
Transfer/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	27,742	-	-	-	-	-	-	-	27,742
Total Expense	1,268,428	763,757	87,907	1,054,840	-	197,365	257,466	680,446	4,310,208
Contribution to Fund Balance	1,817,986	(389,908)	(87,907)	(1,054,840)	580,341	(197,365)	(38,883)	(680,446)	(51,021)
Auxiliary Fund Balance - Uncommitted Portion									\$ 3,340,543

* 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 February 29, 2016

Auxiliary Funds - International and Committed Portions

	International			Committed					Total
	Saigon Tech	Other International Initiatives	Subtotal International	Minority Business Development Agency	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
Fund Balance – September 1, 2015 (Audited) FY2016			\$ 1,818,386	\$ -	\$ 324,132	\$ 1,005,688	\$ 1,159,414	\$ 2,489,233	\$ 7,699,183
Revenue	23,333	-	23,333	6,880	52,500	909,210	683,933	1,652,523	5,935,043
Salaries	-	-	-	-	4,200	50,867	116,842	171,908	922,989
Benefits	-	-	-	-	-	4,721	27,949	32,670	303,959
Supplies Gen Exp	222	-	222	-	35,915	339,664	109,278	484,857	569,103
Travel	2,519	27,610	30,129	-	45	14,890	37,621	52,556	97,609
Marketing Costs	-	-	-	-	-	-	-	-	212,744
Rental & Leases	-	-	-	-	-	-	4,549	4,549	29,164
Contract Services	-	-	-	-	-	60,983	82,456	143,439	1,013,940
Utilities	-	-	-	-	-	-	-	-	249,724
Departmental Expenses	-	-	-	-	15,500	7,581	13,251	36,331	1,052,822
Instructional & Other Materials	-	-	-	-	-	-	205	205	103,068
Maintenance & Repair	-	-	-	-	-	-	-	-	3,597
Insurance/Risk Mgmt	-	-	-	-	-	462	1,859	2,321	2,489
Exemptions and Waivers	-	-	-	-	-	11,311	-	11,311	691,757
Transfer	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	1,896	-	1,896	29,638
Total Expense	2,741	27,610	30,351	-	55,660	492,374	394,008	942,042	5,282,602
Contribution to Fund Balance	20,592	(27,610)	(7,018)	6,880	(3,160)	416,837	289,924	710,481	652,441
Auxiliary Fund Balance - Intl, Committed, Total			\$ 1,811,368	\$ 6,880	\$ 320,972	\$ 1,422,524	\$ 1,449,338	\$ 3,199,714	\$ 8,351,624

HOUSTON COMMUNITY COLLEGE
FY 2015-16 Adjusted Budget by Divisions
as of February 29, 2016

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	ACADEMIC INSTRUCTION
Salary	\$ 9,367,360	\$ 8,833,575	\$ 11,631,934	\$ 10,303,357	\$ 5,607,247	\$ 12,510,389	\$ 11,630,750	\$ 56,291,630
Employee Benefits	-	-	-	-	-	-	-	-
Supplies & Gen	234,281	239,683	232,459	324,881	278,403	300,278	190,671	322,254
Travel	39,200	75,276	27,185	39,586	40,780	129,147	90,789	165,829
Marketing Costs	13,645	39,207	56,019	26,182	72,635	12,500	286,057	6,356
Rentals & Leases	5,270	59,271	931,494	503,206	60,566	517,054	28,243	23,560
Insurance/Risk Mgmt	-	-	-	-	-	126	-	511
Contracted Services	286,661	263,798	70,819	12,936	75,850	212,914	132,734	378,615
Utilities	5,125	-	4,600	1,826	-	-	-	-
Other Departmental Expenses	50,811	70,447	29,844	29,220	46,834	99,919	56,514	74,221
Instructional And Other Materials	301,157	54,253	194,499	114,968	72,905	251,829	856,695	1,210,336
Maintenance and Repair	138,855	38,966	125,799	11,815	28,380	70,318	123,511	41,366
Transfers/Debt	-	-	1,186	-	-	-	-	-
Contingency	479,432	540,868	129,003	300,867	59,343	482,618	226,794	-
Capital Outlay	442,822	183,762	232,518	209,074	150,230	103,979	124,568	333,895
Total	\$ 11,364,619	\$ 10,399,106	\$ 13,667,358	\$ 11,877,918	\$ 6,493,173	\$ 14,691,071	\$ 13,747,326	\$ 58,848,573

HOUSTON COMMUNITY COLLEGE
FY 2015-16 Adjusted Budget by Divisions
as of February 29, 2016

Budgeted Expenditures	CHANCELLOR	FINANCE & ADMIN.	SUSTAINABILITY	INSTRUCTIONAL SERVICES	STUDENT SERVICES	SYSTEM	Grand Total
Salary	\$ 5,956,014	\$ 31,143,316	\$ 3,193,091	\$ 17,799,201	\$ 5,011,405	\$ 650,949	\$ 189,930,218
Employee Benefits	-	-	-	-	-	21,210,175	21,210,175
Supplies & Gen	697,480	959,357	149,250	295,988	179,033	1,300,000	5,704,018
Travel	180,675	252,601	66,218	739,881	48,526	-	1,895,693
Marketing Costs	238,000	259,739	5,000	2,000	-	-	1,017,340
Rentals & Leases	87,100	248,115	61,429	4,319	5,400	-	2,535,027
Insurance/Risk Mgmt	5,550,000	-	-	794	-	-	5,551,431
Contracted Services	3,329,976	15,992,933	82,540	148,585	1,373,186	2,526,053	24,887,600
Utilities	-	1,752,227	-	94	-	8,482,779	10,246,651
Other Departmental Expenses	798,896	334,113	98,846	522,052	105,458	-	2,317,175
Instructional And Other Materials	63,015	5,611,369	50,180	585,797	345,082	-	9,712,085
Maintenance and Repair	15,446	632,146	4,688	444	884	-	1,232,618
Transfers/Debt	200,000	43,591	-	-	-	40,479,126	40,723,903
Contingency	150,000	246,064	252,937	72,200	12,869	704,097	3,657,092
Capital Outlay	101,700	1,844,152	195,438	56,413	15,850	-	3,994,400
Total	\$ 17,368,302	\$ 59,319,723	\$ 4,159,617	\$ 20,227,768	\$ 7,097,693	\$ 75,353,179	\$ 324,615,427

Houston Community College

Balance Sheet By Fund

For Month Ended February 29, 2016

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	Total All Funds
ASSETS			
Current Assets:			
Cash & cash equivalents	\$ 167,363,968	\$ 41,713,071	\$ 209,077,038
Restricted cash & cash equivalents	2,571,383	-	2,571,383
Short term Investments	-	-	-
Accounts/Other receivable (net)	23,872,914	3,474,075	27,346,989
Deferred charges	5,273	-	5,273
Prepays	<u>1,947,728</u>	<u>1,346,598</u>	<u>3,294,326</u>
Total Current Assets	195,761,266	46,533,743	242,295,009
Non-current Assets:			
Restricted cash & cash equivalents	-	152,902,397	152,902,397
Restricted long-term investments	-	111,000,285	111,000,285
Long-term Investments	59,390,958	-	59,390,958
Deferred Outflows of Resources: Pension	11,299,015	-	11,299,015
Capital Assets, net	<u>-</u>	<u>1,012,685,203</u>	<u>1,012,685,203</u>
Total Non-current Assets	70,689,973	1,276,587,885	1,347,277,857
Total Assets	<u>\$ 266,451,239</u>	<u>\$ 1,323,121,628</u>	<u>\$ 1,589,572,867</u>
LIABILITIES			
Current Liabilities:			
Accounts payable	10,110,709	3,524,065	13,634,774
Accrued liabilities	58,503	19,444	77,947
Compensated absences	2,526,083	-	2,526,083
Funds held for others	725,500	189,209	914,709
Deferred revenue	767,664	229,281	996,945
Notes payable-current portion	-	673,299	673,299
Bonds payable-current portion	<u>-</u>	<u>15,640,000</u>	<u>15,640,000</u>
Total Current Liabilities	14,188,459	20,275,299	34,463,758
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	-	153,344,687	153,344,687
Bonds payable	-	752,257,231	752,257,231
Capital lease obligations	<u>-</u>	<u>47,849,058</u>	<u>47,849,058</u>
Total Non-current Liabilities	88,054,911	953,450,975	1,041,505,886
Total Liabilities	<u>\$ 102,243,370</u>	<u>\$ 973,726,275</u>	<u>\$ 1,075,969,644</u>
Fund Balance-			
August 31, 2015 Audited	57,850,201	309,269,229	367,119,430
Revenues Over Expenditures			
Unrestricted	107,304,760		107,304,760
Restricted	(947,092)		(947,092)
Net Investment in Plant		40,126,125	40,126,125
Total Fund Balances	<u>\$ 164,207,870</u>	<u>\$ 349,395,353</u>	<u>\$ 513,603,223</u>
Total Liabilities & Fund Balances	<u>\$ 266,451,240</u>	<u>\$ 1,323,121,628</u>	<u>\$ 1,589,572,867</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 February 29, 2016

Account	FY 2014-15		FY 2015-16	
	End of Year Activity	Year-to-Date Activity thru 2/28/2015	Year-to-Date Activity thru 2/29/2016	
Tuition				
Budget:				
Adjusted Budget FY 2015-16, Net			\$	40,925,000
Revenues Received:				
Tuition	45,771,753	40,364,830		40,559,466
Waivers & Exemptions:				
Dual Credit & Early College HS	(5,045,017)	(4,283,931)		(4,524,566)
Other	(1,603,037)	(1,374,902)		(1,217,842)
Total Waivers & Exemptions	(6,648,054)	(5,658,833)		(5,742,408)
Total Tuition Revenue, Net	\$ 39,123,700	\$ 34,705,997	\$	\$ 34,817,058
Tuition - Extended Learning				
Budget:				
Budget FY 2015-16, Net			\$	9,500,000
Revenues Received:				
Tuition	8,931,465	7,348,783		6,577,250
Waivers & Exemptions:				
Department of Corrections	(2,021,386)	(1,073,841)		(773,357)
Total EL Tuition Revenue, Net	\$ 6,910,079	\$ 6,274,942	\$	\$ 5,803,893

Exemptions & Waivers	FY 2014-15		FY 2015-16		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year Activity	Year-to-Date Activity thru 2/28/2015	Year-to-Date Activity thru 2/29/2016		
Dept of Corrections	\$ 1,946,863	\$ 1,073,841	\$ 773,357		-28.0%
Dual Credit & Early College HS Waiver	5,045,017	4,283,931	4,524,566		5.6%
Other:					
Employee Fee Exemptions	61,121	47,168	47,526		0.8%
Firemen	12,870	11,314	7,310		-35.4%
Hazelwood	942,773	827,215	660,473		-20.2%
Deaf & Blind	190,174	159,781	177,401		11.0%
High Ranking Hi SCH Grad	1,805	1,805	1,519		-15.8%
Child of Disabled Vet ETC	7,264	7,207	3,295		-54.3%
Emp of State Coll & Univ	-	-	2,106		0.0%
Nonres Teach/Research Asst	6,363	6,098	80		-98.7%
Nonres Competitive Scholar	8,558	8,744	27,506		214.6%
Senior Citizens	13,668	12,722	11,054		-13.1%
Scholarship Distribution	2,800	-	2,800		0.0%
A VISA Waiver (Non-Alien Waiver)	888	888	-		-100.0%
Foster Children-Resident	247,117	214,037	136,610		-36.2%
Fire Academy Waiver	-	-	(15)		0.0%
Undocumented Students	5,723	4,316	1,859		-56.9%
TX Tomorrow Waiver	6,076	2,788	1,792		-35.7%
Surviving Spouse/Children	-	-	2,942		0.0%
Peace Officer Exemption	3,868	3,111	1,173		-62.3%
Adopted Student Waiver	91,719	67,708	132,411		95.6%
Stipends	250	-	-		0.0%
Total Other Exemptions	1,603,037	1,374,902	1,217,842		-11.4%
Grand Total Exemptions & Waivers	\$ 8,594,917	\$ 6,732,674	\$ 6,515,765		-3.2%

HCC Honorary Nominees for 2016:

1. Ponnu Pillai – nominated by Trustee Neeta Sane
2. Jesse Rodriguez – nominated by Trustee Eva Loredo
3. Gracie Saenz - nominated by Dr. Adriana Tamez
4. Linda Toyota – nominated by Trustee Zeph Capo

Ponnu Pillai

Email: PonnuPillai@yahoo.com, Phone: 281-261-4950

Public Service to Humanity and Community

Ms. Ponnu Pillai migrated to the U.S. in 1973 without much education or money or fluency in English. However, she worked hard to overcome all the obstacles and made a difference in her own life as well as in the lives of many others. She worked as a registered nurse for more than 30 years. She has three sons, one daughter-in-law and two grandchildren in Houston.

Ms. Pillai continues to be an outstanding community leader. She has received the following awards and recognitions:

- Women of the Year Awards from:
 - Malayalee Association (2006, 2010)
 - CAPS (2014)
 - Kudumban Association (2010)
 - FOKANA (2012)
 - Houston NSS (2010)
- Listed in the 2007 Who's Who Book

Ms. Pillai's public service to humanity and community is as follows -

1. 1980 - Started volunteering with the Kerala Hindu Society (currently Guruvayor Temple Society). Served as a committee member, food coordinator, and treasurer. Also involved in raising funds for several programs. Still actively involved in the temple's prayer groups; teaching the Bhagavad Gita.
2. 1996 -2008 - Indo American Nurses' Association (life member). Served as a committee member, vice-president, and treasurer. Participated in fund drives to provide nursing scholarships for students in Kerala.
3. 1995-2003 – Hindus of North American. Helped found the organization and served as president. Collected funds to help the poor in both Houston and Kerala.
4. 2010-2013 – Devine Charity. Served as vice-president. Conducted variety shows where all proceeds were used to aid 30 orphanages in Kerala.

5. 1996-2013 – Served on the Malayalee Association of Houston. Was a committee member, joint treasurer, program coordinator, treasurer, vice-president (elected 3 times), and president (elected in 2003). Established the Youth Forum, Women’s Forum, and the Kerala Seniors of Houston organization. Conducted door to door fund raising to purchase land and property for the organization.
6. 2004-2007 - World Malayalee Council. Participated in membership drives and conducted shows to raise funds for charity to aid the needy in Dallas, Houston and Kerala. Provided financial help to improve the labor rooms for government hospitals in Kerala; paid for new cribs and labor tables for women. Stated a clothes drive for the Ugandan poor and a food drive for the Star of Hope Food Bank.
7. Helped the Kerala Seniors Organization collect funds to assist Kannady, a charity organization started by Asianet.
8. 2008 – Served as coordinator for FOMA (Federation of Malayalee Associations).
9. Collected funds to provide scholarship aid to two nursing students in Kerala. Each individual was given \$1000 to assist in their nursing education.
10. Coordinated Ben Taub retirees reunions in 2006, 2010 and 2016.
11. 2012 – Served as FOKANA’s (Federation of Keralites in North America) Women’s Forum Chairman.
12. Currently serving as the president of the Houston Nair Service Society (NSS). Was also elected president in 2012 and 2015. During my tenure as president, I collected funds to assist a kidney transplant patient in Kerala. Also raised funds to endow medical scholarships in Kerala. Currently serving as treasurer of the National NSS Convention which is scheduled to be held in Houston in August, 2016.
13. 2010-2013 – Served in Pathanamthitta Association.
14. 2012-2016 – Served as vice-president of the Indian Overseas Congress.
15. Served as vice-president for community assisted outreach program. Helped conduct free medical checkups and, if necessary, referred patients to an Indian doctor’s charity clinic. Ran a blood drive in 2015 for the Gulf Coast Blood Bank.
16. 2016 – Elected vice-president of the Malayalam Society of Houston.

Jesse A. Rodriguez

Aka “Jumpin Jess”

Profile

Jesse Rodriguez is owner of J Latin Entertainment, Events and Etc. a one stop full service entertainment, production, marketing and promotional service company. Jesse Rodriguez is better known as DJ Jumpin Jess and is a lifelong resident of the East End. He has been in the artist promotion, entertainment, marketing, club and radio business for over 40 years. He has worked for companies such as the City of Houston Parks and Recreation, United Airlines, BSP Events, La Mafia, KQQK 106.5, Puro Tejano 104.9, BandidoRadio.com, AmigosRadio.com, the Island Club, Tequila’s Club, Club Rio, ZAZZ, Tejano Rodeo in Dallas and Fort Worth, Voltage Discos and Entertainment, Hollywood Records Latin owned by Disney, PlazAmericas and Latin Pointe. When DJ Jumpin Jess is not spinning the music or emceeing for a party or corporate event, he is promoting or coordinating special events and concerts in Houston or Las Vegas through email blasts, social media network, radio and street campaigning.

For his hard work, passion and dedication to the Tejano Music industry, Jesse was inducted into the Tejano Roots Hall of Fame in 2006. For his hard work and dedication to the Hispanic athletic community, Rodriguez has been inducted to the Rusk Athletic Club Hall of Fame. The Rusk AC is a Houston based, nonprofit organization dedicated to help our Hispanic youth through athletic endeavors. The organization hosts an International Men’s Fast Pitch Softball Tournament every year to raise money for scholarships. Jesse Rodriguez has served two terms as chairperson of the National Hispanic Professional Organization (NHPO) Houston chapter. He serves as the vice president for the Rusk Athletic Club and President of the PineValley Civic Association. He was recently elected Chairperson for the Talento Bilingue de Houston Board.

Jesse is also a graduate of the NHPO Leadership Institute. Since his graduation five years ago, Jesse has become more passionate about getting out the vote and working with community organizations.. He has been working with other community volunteers in promoting voter awareness and the importance of getting out the vote. His personal goal is to hold a political office, so he can better serve the community he lives in.

Hall of Fame Inductee: For Outstanding Service to the Community

Tejano Roots Hall of Fame - August 2006

Rusk Athletic Club – July 2010

As a Volunteer or Board Officer: Currently Serving

Talento Bilingue de Houston – Current Chairperson – 1 year -2016

Rusk Athletic Club – Vice President – Tournament Director - 45 Years

Shoes 4 Kids – 10 Years

Back to School - Backpack or School Supplies for Students – 8 Years

NHPO and NHPO Leadership Institute – Former Chair - 5 Years

Pine Valley Civic Association – President - 5 Years

Houston Media Source – Treasurer – Board member - City Appointment – 3 Years

Knights of Columbus 3077 – Recorder – 4 Years

Best Christmas Ever – ALCREJ – 4 Years

Denver Harbor Senior Citizens Inc. – Board member – 3 years

Texas Hispanic Council on Aging – Board member – 4 years

Hispanic Women in Leadership – Parliamentarian – 2 Years

Youth Soccer Coach – East End Cosaboom YMCA – 4 Years - Retired

Youth Fastpitch Boys Coach – 3 Years - Retired

Volunteer Radio Broadcaster – KPFT 90.1 – 12 Years - Retired



Saenz & Burkhardt P.L.L.C. ATTORNEYS AT LAW

Gracie Saenz was born and raised in the City of Houston. She is originally from the 5th Ward area of the City and is a shareholder in Saenz & Burkhardt, PLLC. Her practice focuses on Government Relations, business, commercial and international business transactions. She is a former city Council Member at Large (at the time, the first Hispanic in the City of Houston's history to be elected to an at large position on the City Council) and Mayor Pro Tem for the City of Houston, having served in office from January 1992 through December 1997. During her term in office, Ms. Saenz was a strong supporter and advocate for youth programs and inner city redevelopment, and did extensive work in the area of international relations for the City of Houston. She participated and chaired numerous activities and organizations such as Ethics Council Committee; Minority/Women-Owned Business Enterprise Council; Aviation Council; and the Business and Tourism Council.

She also chaired the NAFTA Task Force for the City that sought to lobby the legislature for the eventual passage of the North American Free Trade Alliance. She was also a member of the Houston-Taiwan Trade Delegation to Taipei in the fall of 1994 that focused on strengthening Houston's trade with Asia. Ms. Saenz was also the City's member to the World Energy Cities Partnership, which sought to strengthen the relationships between the energy capitals of the world and was instrumental in bringing in the city of Villa Hermosa, Tabasco, Mexico as a participating member.

After graduating from law school, Ms. Saenz worked as a Harris County Assistant District Attorney, which provided her with experience in many areas of the law including the areas of Juvenile Justice, Domestic Violence, Felony & Misdemeanor Prosecutions and Grand Jury service. In 1990, Mrs. Saenz formed Burkhardt & Saenz where she practiced criminal and general practice law until 1992. In 1994, Mrs. Saenz joined the law firm of Brocks, Baker & Lange, where she was a leader in the International law section concentrating on International Business Transactions.

In terms of community service, Ms. Saenz has served on many volunteer organizations and presently serves on the Board of Directors of Project GRAD; the Memorial Hermann Hospital – Community Relations Committee; the Advisory Board for the University of Houston Hobby Center for Public Policy; the Advisory Committee to the Dean of Liberal Arts at the U of H and just recently rolled off of the Boards for the American Leadership Forum; T.I.R.R., The Plaza Group and the Houston Hispanic Chamber of Commerce. She has also served on the DARE Corporation; the Covenant Community Capital Board; the Houston Small Business Development Corporation; the University of Houston Law Foundation; the University of St. Thomas; the College of Biblical Studies; the Memorial/Hermann Hospital System; the UT-Houston, Health Science Center Foundation Development Board; and the Advisory Committee for the Junior League of Houston. She has been the Managing Partner for the Hispanic Sports Group since 2000 and is also a member of the local LULAC Council 643.

Due to her extensive experience on non-profit and for-profit boards, Ms. Saenz has developed extensive experience in the areas of board governance including the knowledge of the Open Meetings Act and ethics compliance of board members. She had previously also assisted the Harris County Housing Authority with development of their Policies and Procedures as well as has been sought by other non profits to help organize, develop and implement their Conflicts of Interest Policies and Ethics compliance policies.

Ms. Saenz has held the position as outside General Counsel to the L.A.R.A. Board of Directors since 2009.

Ms. Saenz received her B.A. in Spanish from the University of Houston and her law degree from the University of Houston Law Center. She is fluent in both the English and Spanish languages. She is currently married to her childhood sweetheart, Al Castillo and is the grandmother of 14.

Linda Toyota
President, Asian Chamber of Commerce
March 2016

Linda connects people, ideas and organizations. She thrives in an environment that offers intellectual challenges and opportunities where she is able to discover, develop and present new ideas and concepts to help organizations grow. Linda has been incorporating diversity concepts and strategies throughout her life as she specializes in strategic fundraising, non profit management, community relations, and board development.

The importance of diversity stems back to her family heritage. Her U.S. born Japanese parents were evacuated and incarcerated during World War II after Pearl Harbor was bombed. Despite being placed in internment camps, Linda's father enlisted in the all Japanese American U.S. 442nd regimental combat team. After the war and until his passing a few years ago, Linda's father always purchased American made products to continue to show his loyalty. This exclusion experienced by her parents has influenced her and made diversity an important pillar for Linda throughout her life.

With more than 20 years experience in the non profit community, Linda has worked with a wide array of non-profit organizations including Holocaust Museum Houston, Houston Technology Center, Texas Heart Institute and the Houston Area Women's Center. Linda is the President of the Asian Chamber of Commerce.

The thread that ties her professional and volunteer experience together is her belief in people realizing their full potential. Linda brought together all the cardiovascular hospitals together for a citywide campaign called "Your Heart Can't Wait" which received national recognition, chaired the Holocaust Museum Human Race, and co-chaired HISD's Asian American Career and College Fair.

She was the first Asian woman to chair Leadership Houston and the Mayor's International Trade and Development Council-Asia/Australia. She also chaired the first Gulf Coast Diversity Council Young Woman's Leadership Program which brought together 8th grade girls from diverse backgrounds. She is an alumna of Leadership America, Project Blueprint, Leadership Houston, Center for Asian Pacific American Women and Center for Houston's Future. She was recognized as one of the Top 50 Women of Influence by Houston Woman Magazine, Minority Warrior of the Year, Minority Business Advocate of the Year and Outstanding Community Service Award by the Greater Houston Business Procurement Forum, Top 25 Women in Houston by The Steed Society and Comerica Bank, and the Gulf Coast Diversity Council DiversityFirst award.

She currently serves on the boards of the Better Business Bureau of Greater Houston and South Texas, Plaza Specialty Hospital and advisory board of LiftFund. She serves on the 2017 SuperBowl LI Host Committee and the U.S. Global Leadership Coalition Texas Advisory Council and serves on the Houston Livestock Show and Rodeo International Committee. Linda is a contributing columnist for [Smart Business Houston](#).

In 1983, President Reagan established the Minority Enterprise Development Week (MED Week) with a proclamation for the Nation to recognize and celebrate the success and achievement of minority-owned businesses and those that support minority enterprise development. The Asian Chamber of Commerce received the Houston Minority Chamber of the Year Award during the 2012 Minority Enterprise Development Week that celebrates the achievements of minority-owned businesses and advocates of minority businesses.

Linda Toyota
President, Asian Chamber of Commerce
March 2016

Providing balance to her life are her husband and daughter. To help keep her focused, Linda has been an avid long distance runner for more than twenty years having completed more than fifteen marathons and trail runs and is a yoga practitioner.

Linda holds a Masters Degree in Education from the University of Houston and a B.S. in Management. She received her Certificate in Non Profit Executive Management from the University of Houston Graduate School of Social Work. Her motto is “anything is possible”, “actions speak louder than words” and “people support what they help create.”

HCC Honorary Degree Recipient Listing

Commencement Year	Honorary Degree Recipient	Nominating Trustee
2015	Yolanda Black Navarro	Eva Loredó – District VIII
2015	Barry Morris (Posthumously)	Zeph Capo – District I
2015	Carmen Nuncio	Zeph Capo – District I
2015	Max Miller	Christopher Oliver – District IX
2015	James Dixon II	Carroll Robinson – District IV
2014	Eliza Contreras DeLeon	Eva Loredó
2014	Dr. Lee P. Brown	Carroll G. Robinson
2014	Rev. William A. Lawson	Carroll G. Robinson – District IV Adriana Tamez – District III
2013	Johnny Mata	Herlinda Garcia – District III
2013	Lupe Salinas	Yolanda Navarro Flores – District II
2013	Linda Scurlock	Christopher W. Oliver – District IX
2013	Munir Ibrahim	Neeta Sane – District VII
2012	Becky Edmondson	Christopher W. Oliver – District IX
2012	Dr. Thomas F. Freeman	Bruce Austin – District II
2012	Koshy Thomas	Neeta Sane – District VII
2011	Rogene Gee Calvert	Neeta Sane – District VII
2011	Olga Ramirez Gallegos	Eva Loredó – District VIII
2011	Pat Rosenberg	Richard Schechter – District V
2010	Diane Johnson	Richard Schechter – District V
2010	Bangar Reddy Aaloori	Neeta Sane – District VII
2009	Bruce Austin	Christopher Oliver – District IX

HCC Honorary Degree Recipient Listing

2009	Leonel Castillo	Yolanda Navarro Flores – District I
2009	Jessica Castillo-Hulsey	Able Davila – District VIII
2009	Crystle Stewart	Dr. Williams – District IV
2009	Martha Countee Whiting	Bruce Austin – District II
2008	Victor Trevino	Yolanda Navarro Flores – District I
2008	Edna McGowan Grovey Walker	Bruce Austin – District II
2008	Rita Woodward	Richard Schechter – District V
2008	Danny Nguyen	Neeta Sane – District VII
2007	Nellie Joyce Punch	Bruce Austin – District II
2007	Alfredo Blanco	Diane Olmos Guzman – District III
2007	Nancy Lomax	Richard Schechter – District V
2005	Alan Helfman	
2005	Jodie Lee Jiles	
2005	Gordon Quan	
2005	U. S. Attorney General Alberto Gonzales	
2003	Michael Dell	
2002	Jim Box	
2002	Johnny Mata	
1999	Robert "Steve" Hall	
1994	Felix (Janie) Tijerina	
1992	George Foreman	

Division of Extended Learning

Price List By Content Area

2016-2017

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
ACP Teacher Certification									
ACP	1000	Accelerated Teacher Certificaton Pro	Accelerated Teacher Cert. Prog	54	\$975				
ACP	2000	Teacher Certification II	Teacher Certification II	54	\$975				
ACP	3000	Teacher Certification III	Teacher Certification III	54	\$975				
ACP	4000	Teacher Certification IV	Teacher Certification IV	54	\$975				
Business									
ACNT	1003	Introduction to Accounting	Introduction to Accounting I	48	\$208				
ACNT	1025	Principles of Accounting	Principles of Accounting I	48	\$208				
BMGT	1021	Project Management Fundamentals	Intro to Project Management	8	\$128				
BMGT	1091	PeopleSoft Applications, Introductio	ST/Busi. Admin. & Mgmt. Gen.	80	\$258				
BMGT	1091	Project Management Essentials and	ST/Busi. Admin. & Mgmt. Gen.	32	\$512				
BMGT	1091	Successful Project Management	ST/Busi. Admin. & Mgmt. Gen.	14	\$224				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
BMGT	1094	PeopleSoft Applications, Intermediate Human Resources	Spec.Top.Office Sup.& Mgmt.	80	\$258				
BMGT	1095	PeopleSoft Applications, Operations Management	S/T /Operat.Mgmt & Supervision	80	\$258				
BMGT	2006	Certified Associate in Project Management Exam Prep	General Business & Leadership	24	\$384				
BMGT	2006	Project Management Professional (PMP) Exam Prep	General Business & Leadership	35	\$560				
BMGT	2031	PeopleSoft Applications, Total Quality Management	Prin. of Quality Management	80	\$258				
BUSG	1008	Entrepreneurship & Economic Development	Small Business Management	30	\$325				
BUSG	1073	Entrepreneurship & Economic Development	Entrprnship. & Econ. Dev.	48	\$208				
BUSG	2009	Small Business Management	Small Business Mngt/Entrpship	48	\$208				
CDEC	1017	Child Development Associate Training I	Child Development Associate Training I	48	\$300				
CDEC	2022	Child Development Associate Training II	Child Development Associate Training II	48	\$300				
CDEC	2024	Child Development Associate Training III	Child Development Associate Training III	48	\$300				
HRPO	1091	Compensation and Benefits	ST/Human Resources Mgmt.	8	\$166				
HRPO	1091	Employee Relations	ST/Human Resources Mgmt.	8	\$166				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
HRPO	1091	Introduction to Human Resources	ST/Human Resources Mgmt.	8	\$166				
HRPO	1091	Organizational Development	ST/Human Resources Mgmt.	8	\$166				
HRPO	1091	Talent Management	ST/Human Resources Mgmt.	8	\$166				
HRPO	2001	Human Resources Management	Human Resources Management	48	\$208				
IBUS	1001	Principles of Exports	Principles of Exports	48	\$208				
IBUS	1005	Introduction to International Business Trade	Introduction to International	48	\$208				
IBUS	1054	International Marketing Management	International Marketing Manage	48	\$208				
IBUS	2041	Intercultural Management	Intercultural Management	48	\$208				
LGLA	1091	Introduction to Law	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Legal Research I	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Legal Research II	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Legal Research III	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Texas Civil Litigation I	ST Legal Assistant/Paralegal	16	\$135				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
LGLA	1091	Texas Civil Litigation II	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Texas Civil Litigation III	ST Legal Assistant/Paralegal	16	\$135				
MRKG	1011	Principles of Marketing	Principles of Marketing	48	\$208				
MUSB	1091	The Entertainment Industry	ST in Music Business	7	\$25				
RELE	1015	Property Management	IREM Property Management	32	\$340				
RELE	1091	Property Management Leadership	Special Topics/Real Estate	20	\$260				
RELE	1091	Property Management Software	Special Topics/Real Estate	16	\$240				
RELE	1091	Tenant Law	Special Topics/Real Estate	12	\$140				
RELE	2088	Property Management Internship	Property Mgmt.- Internship	64	\$280				
TRAI	1071	Fund. Of Theory & Practice of Translation & Interpretation	Fund. Of Theory & Practice of Translation & Interpretation	48	\$298				
TRAI	1072	Technology for Translation and Interpretation	Technology for Translation and Interpretation	48	\$298				
TRAI	1073	Terminology Management and Research	Terminology Management and Research	48	\$298				
TRAI	1074	Writing, Editing, and Revising for Translation	Writing, Editing, and Revising for Translation	48	\$298				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
TRAI	1075	Intercultural Communications	Intercultural Communications	48	\$298				
Commercial Truck Driving									
CEC	9121	Freight Broker Training	Freight Broker Training	8	\$50				
CVOP	1013	Professional Truck Driver I	Professional Truck Driver I	126	\$1,350				
CVOP	1040	Professional Truck Driver II	Professional Truck Driver II	160	\$2,150				
Computers									
ACNT	1092	SAP FICO Financial Training	ST/Accounting Technician	48	\$1,495				
BMGT	1091	SAP End User Applications	ST/Busi. Admin. & Mgmt. Gen.	48	\$1,495				
BMGT	1092	SAP Sales and Distribution	ST/PurchasProcure&ContractsMgm	48	\$1,495				
CPMT	1049	Network + Certification	Computer Networking Technology	64	\$600				
DFTG	1091	PDMS Basic and Functions	Special Topics/Drafting	16	\$455				
DFTG	1091	PDMS Drawing Production, Advance	Special Topics/Drafting	16	\$455				
DFTG	1091	PDMS Drawing Production, Basic	Special Topics/Drafting	24	\$650				
DFTG	1091	PDMS Equipment	Special Topics/Drafting	24	\$650				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
DFTG	1091	PDMS Piping	Special Topics/Drafting	24	\$650				
DFTG	1091	PDMS Structural, Advanced	Special Topics/Drafting	16	\$455				
DFTG	1091	PDMS Structural, Basic	Special Topics/Drafting	24	\$650				
HRPO	2005	SAP Human Capital Management (HCM)	Human Resources Information	48	\$1,495				
ITCC	1001	CCNA 1: Cisco Exploration 1-Network Fundamentals	Exploration-Network Fund.	80	\$605				
ITCC	1004	CCNA 2: Cisco Exploration 2-Routing Protocols and Concepts	Cisco Exp. 2 Rting Prot. Cncpt	80	\$605				
ITCC	2008	CCNA 3: Cisco Exploration 3-LAN Switching and Wireless	Cisco Exp. 3 LAN Switch & Wrls	80	\$605				
ITCC	2010	CCNA 4: Cisco Exploration 4-Accessing the WAN	Exp.4 - Accessing the WAN	80	\$605				
ITCC	2043	CompTIA Advanced Security Practitioner	CompTIA Advanced Security Prac	64	\$900				
ITCC	2054	CCNP-Route Implementing IP Routing	CCNP-Route Implementing IP Routing	112	\$1,017				
ITNW	1013	CompTIA Cloud+ Certification	Computer Virtualization	64	\$534				
ITNW	1053	Installing and Configuring Windows Server 2012	Install & Configure Window	64	\$700				
ITNW	1054	Administering Windows for Server 2012	Administering Windows for Server	64	\$700				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
ITNW	1092	Configuring Advanced Windows Serv er 2012 Services	ST/Compter Syst.Ntwk & Telecom	64	\$700				
ITSC	1003	C++ Programming, Introduction	Computer Control Language	40	\$486				
ITSC	1006	Microsoft Windows, Introduction	Introduction to Computer O.S.	24	\$161				
ITSC	1009	MS Office Suite, Professionals	Integrated Software App I	48	\$310				
ITSC	1010	STRATA-Introduction to Hardware a nd Software	IntroHardwareSoftwareSelectApp	24	\$212				
ITSC	1091	C#, Advanced	ST/Computer Info.Science	24	\$377				
ITSC	1091	C#, Intermediate	ST/Computer Info.Science	24	\$377				
ITSC	1091	C#, Introduction	ST/Computer Info.Science	24	\$377				
ITSC	2031	Microsoft Office Suite Professional, Advanced	Integrated Software App	48	\$448				
ITSC	2040	A+ Certification	Hardware & Software Appli.	72	\$600				
ITSE	1091	SAP Logistics with Materials Manage ment & Production Planning	ST in Computer Programming	48	\$1,495				
ITSY	1000	Security+ Certification	Fund of Infor. Security	48	\$641				
ITSY	2001	Enterprise Network Security	Firewalls and Network Security	72	\$1,012				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
POFT	1010	Keyboarding, Basic	Basic Keyboarding	24	\$160				
Construction Trades									
CBFM	1003	Stationary Engineering-3rd Grade License Review	Boiler Maintenance	80	\$320				
CBFM	1007	Stationary Engineering-2nd Grade License Review	Boiler Operation	80	\$320				
DFTG	1040	AutoCAD I	Intro. to Computer Aid Draft	48	\$589				
DFTG	2011	AutoCAD II	Specialized (CAD) Package	32	\$433				
ELPT	1011	Electrical I	Basic Electrical Theory	80	\$490				
ELPT	1029	Electrical II	Residential Wiring	80	\$490				
ELPT	1029	Residential Wiring, Bilingual	Residential Wiring	80	\$497				
HART	1005	Air Conditioning II	Air Conditioning II	80	\$490				
HART	1038	Air Conditioning I	Air Conditioning I	80	\$490				
HART	1041	Air Conditioning, Bilingual	Residential Air Conditioning	160	\$980				
HART	1093	Solar Energy Technology	ST in Solar Technology/Technician	40	\$572				
MCHN	1038	Basic Machining I	Basic Machine Shop I	72	\$480				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
MCHN	1041	Basic Machining II	Basic Machine Shop II	72	\$480				
PFPB	1003	Basic Plumbing	Basic Plumbing Skills	40	\$268				
PFPB	1008	Basic Pipefitting	Basic Pipefitting Skills	48	\$497				
PFPB	1013	Plumbing 2A	Intro. to the Plumbing Trade	72	\$320				
PFPB	1019	Plumbing 2B	Commercial Plumbing I	72	\$320				
PFPB	1021	Plumbing 1B	Plumbing Maintenance & Repair	72	\$320				
PFPB	1025	Plumbing 1A	Mechanics of Plumbing	72	\$320				
PFPB	1047	Plumbing 3A	Backflow Prevention	72	\$320				
PFPB	1053	Plumbing 3B	Commercial Plumbing II	72	\$320				
PFPB	1091	Plumbing 2B	ST/Plumber & Pipefitter	72	\$320				
PFPB	2036	Plumbing 4A	Comm. Const. & Fixture	72	\$320				
PFPB	2039	Plumbing 4B	Comm. & Indust. Sys. Start-up	72	\$320				
SEST	1041	Stationary Engineering-1st Grade License Review	Boilers-Operations: Installation & Maintenance	80	\$320				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
WLDG	1007	Welding Using Multiple Processes, Introduction	Introduction to Welding	160	\$1,500				
Global Energy Training Institute									
PTRT	1001	Introduction to Petroleum Industry	Introduction to Petroleum Indu	64	\$660				
PTRT	1091	Roustabout I	ST in Petroleum Technology	64	\$1,298				
PTRT	1091	Roustabout II	ST in Petroleum Technology	64	\$1,298				
Health									
CEC	1422	Test for Essential Academic Skills Pre	TEAS Prep Course	16	\$95				
CEC	1430	CPR Basic Life Support	CPR	4	\$40				
CEC	2084	Optician Certification Trainin	Optician Certification Trainin	150	\$300				
CVTT	1060	Electrocardiography (EKG) Clinical	Clinical-Cardiovascular Tech.	120	\$475				
CVTT	2000	Phlebotomy Update I	EKG Update	8	\$65				
ECRD	1011	Electrocardiography (EKG)	Electrocardiography	64	\$545				
ECRD	1091	ECG Rhythm Strip Analysis for the He	Special Topics in EKG	32	\$229				
ECRD	1091	EKG Lab 1, 12-Lead	Special Topics in EKG	32	\$315				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
ECRD	1091	EKG Lab 2, Stress Testing	Special Topics in EKG	24	\$150				
EMSP	1016	ECG 12-Lead Interpretation	Intro. 12-Lead Interpretation	24	\$150				
HITT	1003	Medical Terminology II	Medical Terminology II	32	\$225				
HITT	1005	Medical Terminology	Medical Terminology I	32	\$225				
HITT	1011	Health Information Systems	Health Information Systems	48	\$325				
HITT	1013	Basic Medical Coding	Insurance Coding	48	\$325				
HITT	2000	HIPAA Compliance	Prof.Dvlpmt: Med Records Tech	8	\$125				
HITT	2046	Advanced Medical Coding	Advanced Medical Coding	48	\$325				
MDCA	1052	Phlebotomy Skills Laboratory	Medical Assistan Laboratory	64	\$280				
NURA	1001	Certified Nurse Aide	Nurse Aide for Health Care	108	\$795				
NURA	2005	Certified Nurse Aide Review	Nurse Aide Skills	32	\$185				
PLAB	1023	Phlebotomy	Phlebotomy	96	\$825				
PLAB	1060	Phlebotomy Clinical	Phlebotomy Clinical	120	\$525				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
PLAB	1091	Phlebotomy for the Healthcare Professional	ST Phlebotomy/Phlebotomist	40	\$325				
PLAB	2000	Phlebotomy Update I	Phlebotomy Update I	8	\$65				
POFM	1017	Medical Administrative Support	Medical Administrative Support	48	\$325				
POFM	1027	Medical Billing	Medical Insurance	48	\$325				
POFM	2010	Intermediate Medical Coding	Intermediate Medical Coding	48	\$325				
RNSG	1003	Intravenous Therapy	Intravenous Therapy	24	\$295				
Health Professional Institute									
CEC	8005	Evidence-Based Nursing Practice	Evidence-Based Nursing Practice	3	\$40				
CEC	8006	Participatory Action Research	Participatory Action Research	5	\$50				
CEC	8007	Nursing for Aging Population-1	Nursing for Aging Population-1	3.5	\$50				
CEC	8008	Nursing for Aging Population-2	Nursing for Aging Population-2	3.5	\$50				
CEC	8009	Raising Literacy for CHWs	Raising Literacy for CHWs	5	\$50				
CEC	8010	Healthcare Interpreter Assess	Healthcare Interpreter Assess	5	\$60				
CEC	8012	Assessing Individual Readiness	Assessing Individual Readiness	5	\$50				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	8023	Developing Guidelines for CHW	Developing Guidelines for CHW	1	\$10				
CEC	8027	CHW-An Emerging Workforce	CHW-An Emerging Workforce	1	\$10				
CEC	8052	Fund. Of Billing, Collecting & Credentialing for Behavioral Health	Fund. Of Billing, Collecting & Credentialing for BH	6	\$85				
CEC	8053	Claims Denials-Behavioral Health	Claims Denials-Behavioral Health	6	\$85				
CEC	8054	Credentialing-Behavioral Health	Credentialing-Behavioral Health	8	\$85				
CEC	8055	Billing and Credentialing for Substance Services Billing and Credentialing for	Billing and Credentialing for Substance use Services Billing and Credentialing for	4	\$55				
CEC	8056	ICD-10 Behavioral Health	ICD-10 Behavioral Health	4	\$55				
CHLT	1091	CHW Cert Prep Advocacy Skill	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert Prep Organization Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert Prep: Communication Skill	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert. Prep. Capacity Building Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert. Prep. Interpersonal Relationship Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert. Prep. Knowledge Base on Specific Health Issues	ST Community Health Liaison	20	\$125				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CHLT	1091	CHW Cert. Prep. Service Coordination Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Instr. Cert. Prep: Teaching Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Instructor Cert. Prep Interpersonal Relation Skill	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Instructor Certification Prep	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Instructor Certification Prep: Organization Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Prep Knowledge Base on Specific Health Issues	ST Community Health Liaison	20	\$125				
DHYG	2000	Coronal Polishing	Prof Development: Dental Hygin	8	\$400				
DHYG	2000	Pit and Fissure Sealants	Prof Development: Dental Hygin	8	\$400				
HITT	1002	The Culture of Health Care	The Culture of Health Care	32	\$100				
HITT	1005	Medical Terminology I	Medical Terminology I	48	\$300				
HITT	1011	Health Information Systems	Health Information Systems	80	\$500				
HITT	1091	Claims Denials-Behavioral Health	ST Health Info. Technology	8	\$85				
HITT	1091	Fundamentals of Behavioral Health Billing and Coding	ST Health Info. Technology	16	\$150				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
HITT	1091	HITPro Exam Review	S/T Health Info. Technology	112	\$100				
HITT	1091	ICD-10 Coding for Coders and Billers	ST Health Info. Technology	28	\$400				
HITT	1091	Working with Health IT Systems	S/T Health Info. Technology	45	\$128				
HITT	2011	Configuring EHRs	Configuring EHRs	64	\$400				
HITT	2021	EHR Training Methods	EHR Training Methods	32	\$200				
HITT	2023	Health IT Leadership	Health IT Leadership	32	\$128				
HITT	2026	Project Management for HP	Project Management for HP	32	\$128				
HITT	2027	Vendor Specific HIT System	Vendor Specific HIT System	48	\$300				
HITT	2029	Installing & Maintenance of Health IT Systems	Installing & Maintenance of Health IT Systems	64	\$400				
HITT	2051	Networking & HIE	Networking & HIE	32	\$200				
HITT	2053	Workflow Analysis & Redesign	Workflow Analysis & Redesign	32	\$128				
HPRS	1091	Healthcare Interpreter Training	ST/Health Pro&Related Sciences	50	\$400				
MAMT	2037	Mammography Certification Training	Mammography Certification Training	40	\$995				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
MAMT	2064	Mammography Practicum	Mammography Technology/Technician	160	\$595				
MDCA	1054	Medical Assisting Credentialing Exam Review	Medical Assisting Credentialing	48	\$260				
NURA	1091	Hospice Certif. Prep Course for the Hospice Aide	Nursing Assistant/Aide	60	\$311				
PHRA	1091	Pharmacy IV admixture - CphT	Pharmacy Tech.Assistant	20	\$375				
RNSG	1093	Hospice Certif. Prep. for the Registered Nurse	ST/Nursing-Reg. Nurse Trng	112	\$311				
SCWK	1091	Child Adv. 1- Persp on Child Maltreatment & Child Abuse	ST/Social Work	48	\$200				
SCWK	1091	Child Adv. 3-Prof & Systemic Responses to Child Maltreatment	ST/Social Work	64	\$200				
SCWK	1091	Child Advocacy 2 - Global Child Advocacy Issues	ST/Social Work	48	\$200				
SCWK	1091	Introduction to Child Advocacy	ST/Social Work	12	\$155				
SRGT	1091	Professional Readiness	Surgical/Operating Room Tech	32	\$100				
VNSG	1091	Hospice Certif. Prep. Course for the Licensed Practical Nurse	S/T.Practical Nurse	92	\$311				
Languages									
CEC	2215	U.S. Citizenship Preparation	Citizen Preparation	60	\$260	\$460			
CEC	3469	Language Tutoring	Languages Tutoring	20	\$87	\$154			

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
COMG	1000	Basic English Language Skills	Basic English Language Skills	60	\$260	\$460			
COMG	1001	English Language Skills 1	English Language Skills 1	60	\$260	\$460			
COMG	1003	Listening & Speaking Skills, Foundati --	Comm. Skills for the Workplace	48	\$250	\$370			
COMG	1003	Reading & Writing Skills, Foundation	Comm. Skills for the Workplace	48	\$250	\$370			
COMG	1004	English Language Skills 2	English Language Skills 2	60	\$260	\$460			
COMG	1005	English Language Skills 3	English Language Skills 3	60	\$260	\$460			
COMG	1007	English Language Skills 4	English Language Skills 4	60	\$260	\$460			
COMG	1008	English Language Skills 5	English Language Skills 5	60	\$260	\$460			
COMG	1015	Pronunciation Skills Intermediate A	Pronunciation Skills	22	\$122	\$170			
COMG	1015	Pronunciation Skills Intermediate B	Pronunciation Skills	22	\$122	\$170			
COMG	1015	Pronunciation Skills Introductory A	Pronunciation Skills	22	\$122	\$170			
COMG	1015	Pronunciation Skills Introductory B	Pronunciation Skills	22	\$122	\$170			
COMG	1091	Grammar Skill Intermediate	ST/Communications, General	48	\$250	\$370			

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
COMG	1091	Grammar Skills Workshop 1	ST/Communications, General	48	\$250	\$370			
COMG	1091	Grammar Skills Workshop 2	ST/Communications, General	48	\$250	\$370			
COMG	1091	Listening and Speaking Skills-Advanced Level 1	ST/Communications, General	60	\$260	\$460			
COMG	1091	Listening and Speaking Skills-Advanced Level 2	ST/Communications, General	60	\$260	\$460			
COMG	1091	Listening and Speaking Skills-Intermediate	ST/Communications, General	70	\$250	\$593			
COMG	1091	Listening and Speaking Skills-Introduction	ST/Communications, General	70	\$250	\$593			
COMG	1091	Practical Language Application 1	ST/Communications, General	20	\$87	\$154			
COMG	1091	Practical Language Application 2	ST/Communications, General	20	\$87	\$154			
COMG	1091	Practical Language Application 3	ST/Communications, General	20	\$87	\$154			
COMG	1091	Practical Language Application 4	ST/Communications, General	20	\$87	\$154			
COMG	1091	Practical Language Application Basic	ST/Communications, General	20	\$87	\$154			
COMG	1091	Pronunciation Skills-Advanced	ST/Communications, General	48	\$250	\$370			
COMG	1091	Pronunciation Skills-Intermediate	ST/Communications, General	48	\$250	\$370			

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
COMG	1091	Reading and Writing Skills-Intermedi	ST/Communications, General	70	\$250	\$593			
COMG	1091	Reading and Writing Skills-Introduct	ST/Communications, General	70	\$250	\$593			
On-Line Continue Education									
CEC	40	Advanced ComTia A+ Certification Pr	Advanced ComTia A+ Certification Prep	24	\$125				
CEC	41	Introduction to Adobe InDesign CS	Introduction to InDesign	24	\$109				
CEC	43	Mac, iPhone and iPad	Mac, iPhone and iPad	24	\$109				
CEC	44	Photoshop Elements 4.0 for the Digit	Photoshop Elements Digital Pho	24	\$109				
CEC	45	ACT/SAT Test Review Part I	SAT/ACT Preparation - Part I	24	\$109				
CEC	46	Teaching Students with ADHD	Teaching Students with ADHD	24	\$109				
CEC	47	Travel Photography	Travel Photography	24	\$109				
CEC	48	Write and Publish Nonfiction	Write and Publish Nonfiction	24	\$109				
CEC	51	Individual Excellence	Individual Excellence	24	\$109				
CEC	52	Supply Cain Management Fundamen	Supply Cain Management Fundamentals	24	\$109				
CEC	923	Easy English I	Easy English I	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	1002	Administrative Professional with Microsoft Office	Admin Professional w/Microsoft	380	\$1,995				
CEC	1009	Microsoft Word, Introduction	Microsoft Word, Introduction	24	\$109				
CEC	1010	Microsoft Excel, Introduction	Microsoft Excel, Introduction	24	\$109				
CEC	1014	Photo Nature with Digital Camera	Photo Nature with Digital Camera	24	\$109				
CEC	1015	Real Estate Investing II	Real Estate Investing II	24	\$109				
CEC	1027	Teaching Smarter with SMART Board	Teaching Smarter with SMART Board	24	\$109				
CEC	1028	Chemical Plant Operations	Chemical Plant Operations	400	\$2,595				
CEC	1039	Easy English II	Easy English II	24	\$109				
CEC	1041	Diff Instruction & Response	Diff Instruction & Response	24	\$109				
CEC	1043	Easy English III	Easy English III	24	\$109				
CEC	1093	Small Business Marketing	Small Business Marketing	24	\$109				
CEC	1117	Sit-Down Forklift	Sit-Down Forklift	1	\$20				
CEC	1125	Introduction to OSHA & OSH Act	Introduction to OSHA & OSH Act	4	\$20				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	1140	Medical Billing and Coding	Medical Billing and Coding	240	\$1,795				
CEC	1152	Property and Casualty Insurance Pre	Property & Casualty Insurance	6	\$79				
CEC	1154	Eating Well for a Healthy Mouth	Eating Well for a Healthy Mouth	3	\$8				
CEC	1155	Texas Jurisprudence in Dentistry	Texas Jurisprudence in Dentistry	4	\$32				
CEC	1156	Texas Food Handler+ TABC Certificati	Texas Food Handler + TABC Cert	4	\$22				
CEC	1157	HAZWOPER 1st Responder Awarene	HAZWOPER 1st Responder Awa	4	\$75				
CEC	1220	Certificate in Holistic and Integrative	Cert. in Integrative Mental	50	\$475				
CEC	1257	Business Plan	Business Plan	24	\$109				
CEC	1308	Organic Gardening	Organic Gardening	24	\$109				
CEC	1312	Introduction to Interior Desig	Introduction to Interior Desig	24	\$109				
CEC	1313	Event Management and Design	Event Management and Design	300	\$1,995				
CEC	1314	Start a Business in Floristry	Start a Business in Floristry	310	\$2,795				
CEC	1333	Start Your Own Business in landscapi	Start a Landscaping Business	310	\$2,425				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	1413	GED Test Preparation	GED Test Preparation	24	\$109				
CEC	1504	Start Your Business in Bookkeeping Administration	Business in Bookkeeping Administration	440	\$2,725				
CEC	1552	Microsoft Office 2010 Master Certification Training	MS Office '10 Master Cert Training	300	\$1,695				
CEC	1605	Mastering Public Speaking	Mastering Public Speaking	24	\$109				
CEC	2005	Spanish for Banking	Spanish for Banking	16	\$165				
CEC	2006	Spanish for Construction	Spanish for Construction	16	\$165				
CEC	2007	Spanish for Educators	Spanish for Educators	16	\$165				
CEC	2008	Spanish for EMT & Paramedic	Spanish for EMTs & Paramedics	16	\$165				
CEC	2010	Spanish for Food Service	Spanish for Food Service	16	\$165				
CEC	2011	Spanish for Health Care	Spanish for Health Care	16	\$165				
CEC	2012	Spanish for Hospitality	Spanish for Hospitality	16	\$165				
CEC	2013	Spanish for Human Resources	Spanish for Human Resources	16	\$165				
CEC	2014	Spanish for Law Enforcement	Spanish for Law Enforcement	16	\$165				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	2015	Spanish for Manufacturing	Spanish for Manufacturing	16	\$165				
CEC	2017	Spanish for Social Services	Spanish for Social Services	16	\$165				
CEC	2018	Spanish for the Workplace	Spanish for the Workplace	16	\$165				
CEC	2019	Spanish for Warehouse & Distributio	Spanish for Warehouses & Dist	16	\$165				
CEC	2029	Spanish for Firefighters	Spanish for Firefighters	16	\$165				
CEC	2030	Spanish for Teachers	Spanish for Teachers	15	\$99				
CEC	2031	Spanish for Real Estate	Spanish for Real Estate	15	\$99				
CEC	2032	Spanish for Manufacturing & Wareh	Spanish for MFG & WHSE	16	\$165				
CEC	2033	Spanish for Housekeeping	Spanish for Housekeeping	16	\$165				
CEC	2083	Certified Personal Trainer	Certified Personal Trainer	62	\$995				
CEC	2516	Certificate Stress Management	Certificate Stress Management	14	\$84				
CEC	3001	MS Office 10 Master Cert Train	MS Office 10 Master Cert Train	300	\$1,695				
CEC	3004	Mobile & Desktop Web Developer	Mobile & Desktop Web Developer	460	\$2,995				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	3053	Speed Spanish I	Speed Spanish	24	\$109				
CEC	3054	Beginning Conv. French	Beginning Conv. French	24	\$109				
CEC	3055	Speed Spanish II	Speed Spanish II	24	\$109				
CEC	3056	Spanish in the Classroom	Spanish in the Classroom	24	\$109				
CEC	3438	Leadership	Leadership	24	\$109				
CEC	3439	Grammar Refresher	Grammer Refresher	24	\$109				
CEC	4000	Carpentry	Carpentry	80	\$1,595				
CEC	4001	HVAC Technician	HVAC Technician	265	\$3,795				
CEC	4003	Alternating Current Motors	Alternating Current Motors	24	\$20				
CEC	5066	Music Made Easy	Music Made Easy	24	\$109				
CEC	5103	Project Management @ e-Speed	Project Management @ e-Speed	24	\$109				
CEC	5105	Teaching ESL/EFL, Introduction	Teaching ESL/EFL, Introduction	24	\$109				
CEC	5108	Become a Veterinary Assistant	Become a Veterinary Assistant	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	5109	Fund. of Supervision and Management	Fund. of Supervision & Mgmt II	24	\$109				
CEC	5111	Six Sigma-Total Quality Applications	Six Sigma-Total Quality Applications	24	\$109				
CEC	5114	PMP Certification Prep II	PMP Certification Prep II	24	\$125				
CEC	5116	Microsoft Excel, Advanced	Microsoft Excel, Advanced	24	\$109				
CEC	5124	Teaching Math	Teaching Math	24	\$109				
CEC	5259	Certificate in Meditation	Certificate in Meditation	8	\$68				
CEC	7036	Empowering Disabled Students	Empower Student W/Disabilities	24	\$109				
CEC	7040	Navigating Divorce	Navigating Divorce	24	\$109				
CEC	7042	Start Your Career with LinkedIn	Start Your Career with LinkedIn	24	\$109				
CEC	7168	Advanced Web Pages	Advanced Web Pages	24	\$109				
CEC	7171	Java Programming, Intermediate	Java Programming, Intermediate	24	\$109				
CEC	7177	GRE Preparation I	GRE Preparation Part I	24	\$109				
CEC	7178	GRE Preparation II	GRE Preparation II	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7210	Effective Business Writing	Effective Business Writing	24	\$109				
CEC	7211	Understand Human Resource Functi --	Understand Human Resource Function	24	\$109				
CEC	7212	Customer Service Fundamentals	Customer Service Fundamentals	24	\$109				
CEC	7213	Achiev. Top Search Engine Pos.	Achiev. Top Search Engine Pos.	24	\$109				
CEC	7214	Get Grants!	Get Grants!	24	\$109				
CEC	7215	Mystery Writing	Mystery Writing	24	\$109				
CEC	7218	Business Analysis, Introduction	Business Analysis, Intro.	24	\$109				
CEC	7223	Achieving Success Difficult People	Achieving Success Difficult People	24	\$109				
CEC	7229	Designing Effective Websites	Designing Effective Websites	24	\$109				
CEC	7230	Secrets of Better Photography	Secrets of Better Photography	24	\$109				
CEC	7235	Video Game Design and Developme --	Video Game Design and Develop	500	\$1,995				
CEC	7236	Final Cut Pro, Introduction	Final Cut Pro, Introduction	24	\$109				
CEC	7238	Certificate in Brain Health	Certificate in Brain Health	10	\$66				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7240	Introduction to Lightroom	Introduction to Lightroom	24	\$109				
CEC	7250	Writing Essentials	Writing Essentials	24	\$109				
CEC	7252	Human Anatomy and Physiology	Human Anatomy and Physiology	24	\$109				
CEC	7253	Beginning Writers Workshop	Writers Workshop, Beginning	24	\$109				
CEC	7255	Grammar for ESL	Grammar for ESL	24	\$109				
CEC	7256	Six-Sigma Black Belt	Six-Sigma Black Belt	200	\$2,695				
CEC	7259	Becoming Grant Writing Consult	Becoming Grant Writing Consult	24	\$109				
CEC	7263	SQL, Introduction	SQL, Introduction	24	\$109				
CEC	7265	Distribution and Logistics Management	Distribution and Logistics Management	24	\$109				
CEC	7266	Certificate in Complementary and Alternative Medicine	Cert. Complementary & Alt Med	22	\$259				
CEC	7267	Wow, What a Great Event!	Wow, What a Great Event!	24	\$109				
CEC	7268	Oracle, Introduction	Oracle, Introduction	24	\$109				
CEC	7276	Marketing Your Business on the Internet	Marketing Business on Internet	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7277	Purchasing Fundamentals	Purchasing Fundamentals	24	\$109				
CEC	7278	Learn to Buy and Sell on eBay	Learn to Buy and Sell on eBay	24	\$109				
CEC	7287	C# Programming for the Absolute Beginner	C# Prog, Intro	24	\$109				
CEC	7288	C# Programming, Intermediate	C# Programming, Intermediate	24	\$109				
CEC	7298	Microsoft Project, Introduction	Microsoft Proj, Intro	24	\$109				
CEC	7301	Database Development, Introduction	Database Development, Intro.	24	\$109				
CEC	7304	Administrative Assistant Applications	Administrative Assistant Applications	24	\$109				
CEC	7305	Biology, Introduction	Biology, Introduction	24	\$109				
CEC	7306	CompTIA A+ Certification Prep, Basic	CompTIA A+ Cert Prep, Basic	24	\$125				
CEC	7307	CompTIA A+ Certification Prep, Intermediate	CompTIA A+ Cert Prep, Inter	24	\$125				
CEC	7311	Pleasures of Poetry	Pleasures of Poetry	24	\$109				
CEC	7315	Writing for Children	Writing for Children	24	\$109				
CEC	7316	C++Programming, Introduction	C++Programming, Introduction	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7322	Keys Effective Communication	Keys Effective Communication	24	\$109				
CEC	7324	Workers' Compensation	Workers' Compensation	24	\$109				
CEC	7326	The Creative Classroom	The Creative Classroom	24	\$109				
CEC	7332	Keys to Effective Editing	Keys to Effective Editing	24	\$109				
CEC	7336	Project Management Fundamentals	Project Management Fundamental	24	\$109				
CEC	7337	Total Quality Fundamentals	Total Quality Fundamentals	24	\$109				
CEC	7338	Linux, Introduction	Linux, Introduction	24	\$109				
CEC	7344	Write Like a Pro	Write Like a Pro	24	\$109				
CEC	7345	Professional Sales Skills	Professional Sales Skills	24	\$109				
CEC	7351	Get Assertive!	Get Assertive!	24	\$109				
CEC	7353	Writing for ESL	Writing for ESL	24	\$109				
CEC	7359	Introduction to ASP.NET	Introduction to ASP.NET	24	\$109				
CEC	7363	Records Management Certificate	Records Management Certificate	180	\$1,595				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7364	Real Estate Law	Real Estate Law	24	\$109				
CEC	7372	Drawing for the Absolute Beginner	Drawing for Absolute Beginners	24	\$109				
CEC	7375	Survival Kit for New Teachers	Survival Kit for New Teachers	24	\$109				
CEC	7377	Enhancing Language Development	Enhancing Language Development	24	\$109				
CEC	7378	CSS3 and XHTML5, Introduction	CSS and XHTML, Intro	24	\$109				
CEC	7380	Microsoft Outlook, Introduction	Microsoft Outlook, Intro	24	\$109				
CEC	7381	MS PowerPoint, Introduction	MS PowerPoint, Introduction	24	\$109				
CEC	7382	Microsoft Project, Introduction	Microsoft Project, Introduction	24	\$109				
CEC	7391	Interpersonal Communication	Interpersonal Communication	24	\$109				
CEC	7393	HIPAA Compliance	HIPAA Compliance	24	\$109				
CEC	7396	Start Your Own Small Business	Start Your Own Small Business	24	\$109				
CEC	7397	Romance Writing Secrets	Romance Writing Secrets	24	\$109				
CEC	7401	Conversational Japanese	Conversational Japanese	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7402	PHP and MySQL, Intermediate	PHP and MySQL, Intermediate	24	\$109				
CEC	7410	Physical Therapy Aide	Physical Therapy Aide	150	\$1,895				
CEC	7412	Illustrator, Introduction	Illustrator, Introduction	24	\$109				
CEC	7418	Quickbooks, Introduction	Intro. to QuickBooks	24	\$109				
CEC	7421	CSS and XHTML, Intermediate	CSS and XHTML, Intermediate	24	\$109				
CEC	7422	Keyboarding	Keyboarding	24	\$109				
CEC	7424	Introduction to Microsoft Publisher	Microsoft Pub., Intro	24	\$109				
CEC	7428	QuickBooks, Intermediate	Intermediate QuickBooks	24	\$109				
CEC	7429	Craft of Magazine Writing	Craft of Magazine Writing	24	\$109				
CEC	7430	Write Your Life Story	Write Your Life Story	24	\$109				
CEC	7431	Writeriffic: Creativity Training for Writers	Writeriffic:Creativity-Writers	24	\$109				
CEC	7432	LSAT Preparation Part I	LSAT Preparation Part I	24	\$109				
CEC	7433	Operate Home-Based Business	Operate Home-Based Business	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7440	LSAT Preparation Part II	LSAT Preparation Part 2	24	\$109				
CEC	7444	Certificate in Gerontology	Certificate in Gerontology	44	\$209				
CEC	7446	Start Your Own Consulting Practice	Start Your Own Consulting Practice	24	\$109				
CEC	7451	Photoshop CS, Intermediate	Photoshop CS, Intermediate	24	\$109				
CEC	7456	CompTIA A+ Certification Training	CompTIA A+ Cert. Training	230	\$1,695				
CEC	7458	Introduction to Adobe Acrobat	Introduction to Adobe Acrobat	24	\$109				
CEC	7459	Using Cell Phones in Classroom	Using Cell Phones in Classroom	16	\$145				
CEC	7460	Creating Mobile Apps with HTML	Creating Mobile Apps w/HTML	24	\$109				
CEC	7461	CSS3 and XHTML5, Advanced	Advanced CSS and HTML	24	\$109				
CEC	7495	Medical Billing & Coding + Medical Terminology	Billing & Coding + Med Term	300	\$1,995				
CEC	7503	Clinical Dental Assistant	Clinical Dental Assistant	240	\$1,995				
CEC	7505	Lose Weight and Keep It Off	Lose Weight and Keep It Off	24	\$109				
CEC	7529	GED Review	GED Review	36	\$200				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7536	Mastery of Business Fundamentals	Mastery of Business Fund.	24	\$109				
CEC	7537	Advanced Grant Proposal Writing	Adv. Grant Proposal Writing	24	\$109				
CEC	7538	Project Management Applications	Project Management Appl.	24	\$109				
CEC	7540	PMP Certification Prep I	(PMP)-Project Management Prof.	24	\$125				
CEC	7560	Developing Hybrid Courses	Developing Hybrid Courses	16	\$195				
CEC	7561	Certificate in Blended Instruction	Certificate in Blended Instruction	48	\$495				
CEC	7583	Introduction to Criminal Law	Intro. to Criminal Law	24	\$109				
CEC	7584	Creating Web Pages I	Creating Web Pages	24	\$109				
CEC	7585	Create a Classroom Website	Create a Classroom Website	24	\$109				
CEC	7586	Medical Terminology: A Word Association Approach	Medical Terminology	24	\$109				
CEC	7587	QuickBooks: Performing Payroll	Payroll in Quickbooks	24	\$109				
CEC	7589	A to Z Grantwriting	A to Z Grantwriting	24	\$109				
CEC	7590	Accounting Fundamentals I	Accounting Fundamentals I	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7594	ACT/SAT Test Review Part II	ACT/SAT Test Review Part II	24	\$109				
CEC	7595	Discover Digital Photography	Discover Digital Photography	24	\$109				
CEC	7597	Java Programming, Introduction	Intro. to Java Programming	24	\$109				
CEC	7600	Intermediate Dreamweaver	Intermediate Dreamweaver	24	\$109				
CEC	7602	Supervision and Management I, Fundamentals	Fund.Supervision & Management	24	\$109				
CEC	7605	Visual Basic, Introduction	Introduction to Visual Basic	24	\$109				
CEC	7613	Introduction to Dreamweaver	Introduction to Dreamweaver	24	\$109				
CEC	7614	Computer Skills for the Workplace	Computer Skills for Workplace	24	\$109				
CEC	7619	Paralegal	Paralegal Certificate Prog.	300	\$1,995				
CEC	7621	Microsoft Word, Intermediate	Inter.Microsoft Word	24	\$109				
CEC	7622	Understanding the Cloud	Understanding the Cloud	24	\$109				
CEC	7624	Intermediate Microsoft Access	Intermediate Microsoft Access	24	\$109				
CEC	7625	Microsoft Access, Introduction	Intro. to Microsoft Access	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7626	Microsoft Excel, Intermediate	Inter. Microsoft Excel	24	\$109				
CEC	7628	CompTIA Network+ Certification Training	Network + Certificaton	80	\$1,495				
CEC	7630	Introduction to Networking	Introduction to Networking	24	\$109				
CEC	7639	Veterinary Assistant	Veterinary Assistant	170	\$1,995				
CEC	7640	Project Management	Project Managment	112	\$1,695				
CEC	7643	Writing Effective Grant Proposals	Writing Effective Grant Proposals	24	\$109				
CEC	7644	GMAT Preparation	GMAT Preparation	24	\$109				
CEC	7667	Building Teams that Work	Building Teams that Work	24	\$109				
CEC	7784	Career in Medical Writing	Career in Medical Writing	24	\$109				
CEC	7900	Creating WordPress Websites I	Creating WordPress Websites I	24	\$109				
CEC	7901	Creating WordPress Websites II	Creating WordPress Websites II	24	\$109				
CEC	9003	Spanish Medical Professionals	Spanish Medical Professionals	24	\$109				
CEC	9004	Understanding Adolescents	Understanding Adolescents	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	9016	Developing Your Professional Career	Developing Your Professional Career	16	\$145				
CEC	9019	Visual Basic.NET, Intermediate	Intermediate Visual Basic	24	\$109				
CEC	9079	Business Finance	Business Finance	24	\$109				
CEC	9497	Introduction to Python Programming	Python Programming Intro.	24	\$109				
CEC	9498	Introduction to Ajax Programming	Intro. to Ajax Programming	24	\$109				
CEC	9499	Intermediate SQL	Intermediate SQL	24	\$109				
CEC	9508	Introduction to Natural Health and H	Natural Health & Healing, Intro	24	\$109				
CEC	9600	Introduction to Nonprofit Managem	Intro. Nonprofit Management	24	\$109				
CEC	9601	Starting a Nonprofit	Starting a Nonprofit	24	\$109				
CEC	9605	Explore a Career as an Administrativ	Exp Career Admin Med Assistant	24	\$109				
CEC	9608	Legal Nurse Consulting	Legal Nurse Consulting	24	\$109				
CEC	9611	Identity Theft	Identity Theft	4	\$10				
CEC	9612	HAZWOPER 8 Hour Refresher	HAZWOPER 8 Hour Refresh	8	\$59				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	9615	Certificate in Food, Nutrition, and Health	Cert Food, Nutrition, & Health	16	\$96				
CEC	9618	HAZWOPER 40 Hour OSHA Training	HAZWOPER 40 Hour OSHA Training	40	\$295				
CEC	9619	Nursing Continuing Education-Leadership Kit	Nursing-Leadership Kit	14	\$179				
CEC	9630	Certificate in End of Life Care	Certificate in End of Life Care	24	\$249				
CEC	9633	Certified Bookkeeper	Certified Bookkeeper	140	\$1,995				
CEC	9638	Introduction to Crystal Reports	Intro. to Crystal Reports 10	24	\$109				
CEC	9639	Medical Transcription	Medical Transcription	24	\$109				
CEC	9645	Using Internet in Classroom	Using Internet in Classroom	24	\$109				
CEC	9648	Creating a Successful Business Plan	Creating a Successful Business Plan	24	\$109				
CEC	9650	Introduction to Algebra	Introduction to Algebra	24	\$109				
CEC	9651	GED Math Test	GED Math Test Prep	24	\$109				
CEC	9652	Technical Writing Fundamentals	Fundamentals Tech Writing	24	\$109				
CEC	9653	Conversational French	Conversational French	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	9658	Administrative Medical Specialist	Administrative Med Specialist	360	\$2,495				
CEC	9661	Start and Operate Your Own Home-Based Business	Start and Operate Your Own Home-Based Business	24	\$109				
CEC	9663	Secrets of the Caterer	Secrets of the Caterer	24	\$109				
CEC	9664	MS PowerPoint in the Classroom	MS PowerPoint in the Classroom	24	\$109				
CEC	9672	QuickBooks for Contractors	QuickBooks for Contractors	24	\$109				
CEC	9675	Solving Classroom Problems	Solving Classroom Problems	24	\$109				
CEC	9676	Handling Medical Emergencies	Handling Medical Emergencies	24	\$109				
CEC	9678	Financial Mathematics	Financial Mathematics	16	\$250				
CEC	9679	Personal Finance	Personal Finance	24	\$109				
CEC	9680	Math Refresher	Math Refresher	24	\$109				
CEC	9682	Web Applications Developer	Web Applications Developer	360	\$2,395				
CEC	9685	Cisco CCNA Certification Training	Cisco CCNA Cert Training	150	\$300				
CEC	9694	Food Safety Manager Training + TX S	Food Safety MGR Train + Exam	14.5	\$99				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	9696	Food Protection Manager Certification Exam	Food Protection Manager Cert.	1.5	\$55				
CEC	9697	Introduction to Statistics	Introduction to Statistics	24	\$109				
CEC	9698	Texas 4hr Esthetician	Texas 4hr Esthetician	4	\$30				
CEC	9699	10 Hour Construction Safety Orientation	10 Hr Construction Safety	10	\$59				
CEC	9701	Real Estate Investing	Real Estate Investing	24	\$109				
CEC	9702	Photoshop CS5, Introduction	Photoshop CS, Introduction	24	\$109				
CEC	9704	Food & Customer Service Skills Training	Food & Customer Service Skills	120	\$850				
CEC	9707	CompTIA Security+ Certification Training	Comp TIA Security+Cert Prep	80	\$1,495				
CEC	9725	Intermediate Photoshop	Intermediate Photoshop	24	\$109				
CEC	9726	Introduction to Chemistry	Introduction to Chemistry	24	\$109				
CEC	9727	Android Application Developer	Android Application Developer	120	\$1,695				
CEC	9728	High School Diploma w/Food and Customer Service	HS Diploma w/Food & CS	750	\$1,295				
CEC	9729	High School Diploma w/Retail Service Training	HS Diploma w/Retail Service	750	\$1,295				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	9730	Learning and Teaching Theories	Learning and Teaching Theories	16	\$197				
CEC	9731	Teachers Aide Certification	Teachers Aide Certification	208	\$3,499				
CEC	9732	Certificate in Teaching Adult	Certificate in Teaching Adult	32	\$295				
CEC	9733	Substitute Teacher Preparation	Substitute Teacher Preparation	16	\$145				
CEC	9734	Fostering Online Discussion	Fostering Online Discussion	16	\$145				
CEC	9735	Teaching High School Students	Teaching High School Students	24	\$109				
CEC	9736	Teaching Online Successfully	Teaching Online Successfully	8	\$225				
CEC	9740	HAZWOPER 24Hr + GHS OSHA Hazard Communication	HAZWOPER 24Hr + GHS OSHA	25	\$199				
CEC	9741	HAZWOPER 40Hr + GHS OSHA Hazard Communication	HAZWOPER 40Hr + GHS OSHA	41	\$295				
CEC	9804	Mastering Digital Photo People	Mastering Digital Photo People	24	\$109				
CEC	9805	PC Security, Introduction	Introduction to PC Security	24	\$109				
CEC	9807	Business Manrketing Writing	Business Manrketing Writing	24	\$109				
CEC	9810	Beginner's Guide to Getting Published	Beginner's Guide to Getting Published	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	9811	Employment Law Fundamentals	Employment Law Fundamentals	24	\$109				
CEC	9812	Accounting Fundamentals II	Accounting Fundamentals II	24	\$109				
CEC	9813	PHP and MySQL, Introduction	Intro. to PHP and MySQL	24	\$109				
CEC	9814	Administrative Assistant Fundament	Admin Assistant Fundamentals	24	\$109				
CEC	9815	Manufacturing Applications	Manufacturing Applications	24	\$109				
Public Safety: Fire Science									
FIRS	1001	Firefighter Certification I	Firefighter Certification I	96	\$250				
FIRS	1003	Firefighter Agility & Fitness	Firefighter Agility & Fitness	48	\$200				
FIRS	1007	Firefighter Certification II	Firefighter Certification II	112	\$300				
FIRS	1013	Firefighter Certification III	Firefighter Certification III	80	\$200				
FIRS	1019	Firefighter Certification IV	Firefighter Certification IV	64	\$200				
FIRS	1023	Firefighter Certification V	Firefighter Certification V	96	\$200				
FIRS	1029	Firefighter Certification VI	Firefighter Certification VI	80	\$200				
FIRS	1033	Firefighter Certification VII	Firefighter Certification VII	112	\$200				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
FIRT	1002	Plans Examiner I	Plans Examiner I	32	\$168				
FIRT	1008	Fire Inspector I	Fire Inspector I	96	\$480				
FIRT	1040	Fire Inspector II	Fire Inspector II	80	\$350				
Public Safety: Health/EMSP									
EMSP	1019	BLS Health Care Provider	CPR Basic Life Support	7.5	\$40				
EMSP	1091	National Registry Skills Prep-Interm	Special Topics in EMT	9.5	\$100				
EMSP	2000	Methods of Teaching-EMS	Methods of Teaching-EMS	48	\$125				
Public Safety: Law Enforcement									
CJLE	1006	Basic Peace Officer I	Basic Peace Officer I	176	\$284				
CJLE	1012	Basic Peace Officer II	Basic Peace Officer II	176	\$284				
CJLE	1018	Basic Peace Officer III	Basic Peace Officer III	176	\$257				
CJLE	1024	Basic Peace Officer IV	Basic Peace Officer IV	176	\$257				
CJLE	1040	Special Investigative Topics	Special Investigative Topics	8	\$56				
CJLE	1094	Elder Abuse	Spec.Top.Law Enforc.Police Sci	16	\$112				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CJLE	1094	Human Trafficking	Spec.Top.Law Enforc.Police Sci	8	\$56				
CJLE	1094	Legal Updates	Spec.Top.Law Enforc.Police Sci	8	\$56				
CJLE	1094	Racial Profiling	Spec.Top.Law Enforc.Police Sci	8	\$56				
CJLE	2000	Concealed Hangun	Prof Develop Criminal Justice	10	\$80				
CJLE	2037	Patrol Rifle	Advanced Firearms	24	\$120				
CJLE	2038	Firearms Instructor	Firearms Instructor Course	40	\$280				
CJLE	2038	Firearms Insttuctor	Firarms Instructor Course	40	\$280				
CJLE	2049	Basic Instructor	Basic Instructor	40	\$280				
CJLE	2049	Basic Instructor	Basic Instructor	40	\$280				
CJSA	1006	Civil Process	Le-Civil Process	20	\$140				
VAST Program									
CEC	1637	Reading Wkshp I,II,III VAST	Reading Wkshp I,II,III VAST	39	\$230				
CEC	1656	Beginning Keyboarding VAST	Beginning Keyboarding VAST	39	\$230				
CEC	1706	Indpndt Living I VAST	Indpndt Living I VAST	39	\$230				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	1707	Independent Living II VAST	Independent Living II VAST	39	\$230				
CEC	1708	Work Etiquette VAST	Work Etiquette VAST	39	\$230				
CEC	1773	Exploring Houston VAST	Exploring Houston VAST	39	\$230				
CEC	1774	Creative Entrepreneurship VAST	Creative Entrepreneurship VAST	39	\$230				
CEC	1775	Intermediate Word -VAST	Intermediate Word -VAST	39	\$230				
CEC	1780	Life Skills Math I,II,III VAST	Life Skills Math I,II,III VAST	39	\$230				
CEC	1781	Basic Math I VAST	Basic Math I VAST	39	\$230				
CEC	1782	Basic Math II VAST	Basic Math II VAST	39	\$230				
CEC	1786	Intro to Study Skills VAST	Intro to Study Skills VAST	39	\$230				
CEC	1787	Reading Workshop I VAST	Reading Workshop I VAST	39	\$230				
CEC	1788	Reading Workshop II VAST	Reading Workshop II VAST	39	\$230				
CEC	1789	Reading Workshop III VAST	Reading Workshop III VAST	39	\$230				
CEC	1790	Reading Imprvmnt VAST	Reading Imprvmnt VAST	39	\$230				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	1791	Intro to Computers VAST	Intro to Computers VAST	39	\$230				
CEC	1793	Intro to Excel VAST	Intro to Excel VAST	39	\$230				
CEC	1794	Intro to Office Skills VAST	Intro to Office Skills VAST	39	\$230				
CEC	1795	Intro to Word VAST	Intro to Word VAST	39	\$230				
CEC	1796	Career Exploration VAST	Career Exploration VAST	39	\$230				
CEC	1800	Intro to Customer Service VAST	Intro to Customer Service VAST	39	\$230				
CEC	1806	Job Search & Employment Skills	Job Search & Employment Skills	39	\$230				
CEC	1807	Employment Success VAST	Employment Success VAST	39	\$230				
CEC	1808	Powerpoint VAST	Powerpoint VAST	39	\$230				
CEC	7182	VAST: Intro Digital Photo	VAST: Intro Digital Photo	39	\$230				
CEC	8020	Retail Training	Retail Training	39	\$230				
CEC	8308	Bus Communications: VAST	Bus Communications: VAST	39	\$230				
CEC	8309	Business Writing - VAST	Business Writing - VAST	39	\$230				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
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CEC	9708	Office Skills Intrnshp VAST	Office Skills Intrnshp VAST	39	\$230				
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Total of Records	580
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HOUSTON COMMUNITY COLLEGE

**Student Success Report Item:
Achieving the Dream Visit**

April 14, 2016

Overview

Visit occurred February 3 and 4

Agenda included:

- Meeting with Strategic Planning Team
- Meeting with Office of Institutional Research (OIR)
- Meeting with Instructional and Student Service division leaders
- Participation in the shared services project presentation meeting
- Conversation with the Expanded Cabinet

Feedback Letter

Progress

- Major improvements in OIR
- Impressive progress with the development of shared services projects
- Impressive progress with the Guided Pathways initiative
- Increased alignment within the new structure

Challenges

- Strong, visionary leadership in student services
- A communication plan
- Ongoing utilization of disaggregated data to inform decision making



HOUSTON COMMUNITY COLLEGE

Licensure/Certification Annual Report Spring 2016

Points to Consider

- Results reported by agency or program
- Results availability varies program by program
- Results tracked for a four year period
- Low results may be attributed to exams being voluntary and not required for employment

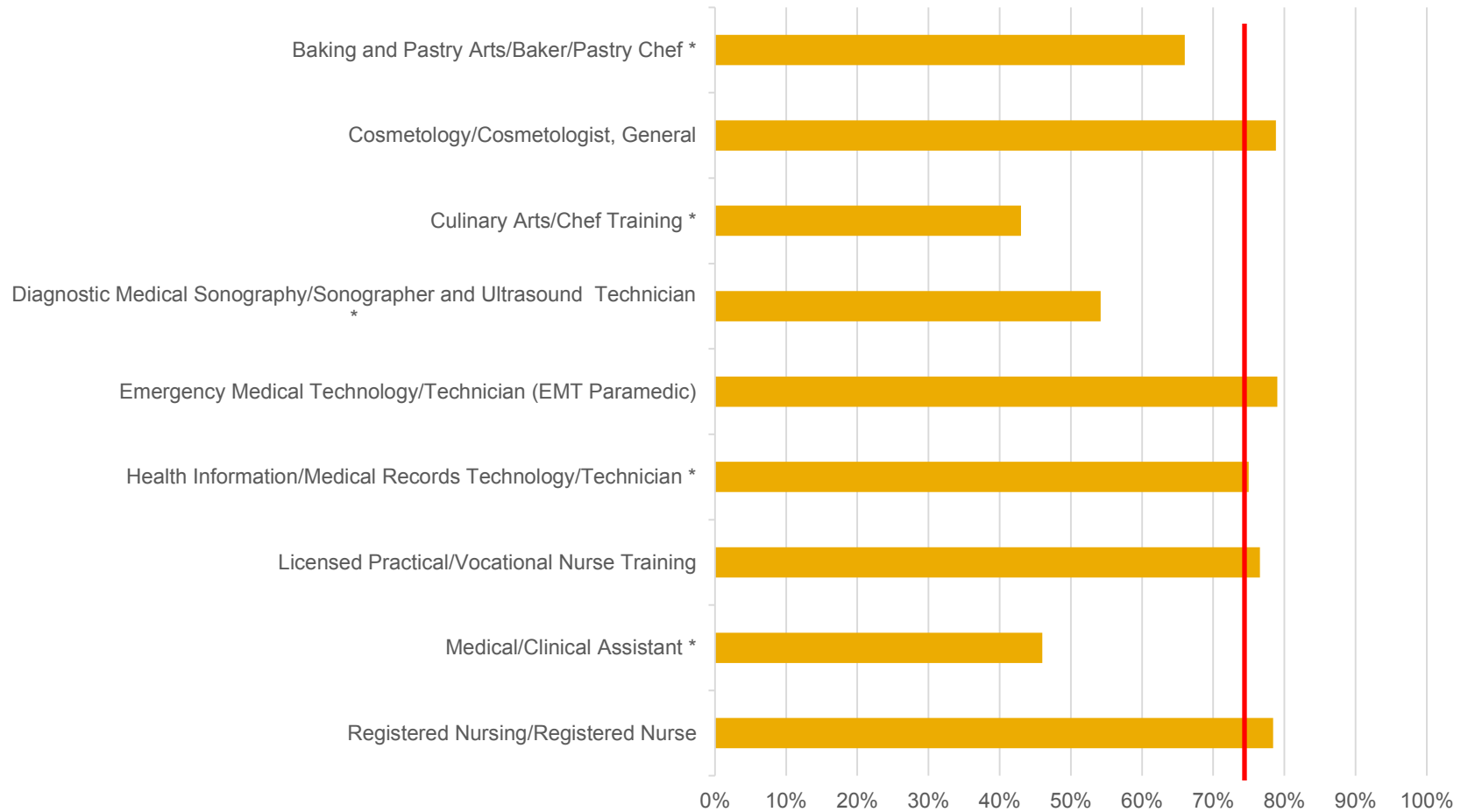
Points to Consider

- THECB requires annual reporting of licensure and certification pass rates
- Effective Spring 2016, District Office took responsibility for collecting and maintaining annual data
- HCC's institutional standard of 75%

Intervention Strategy Checklist

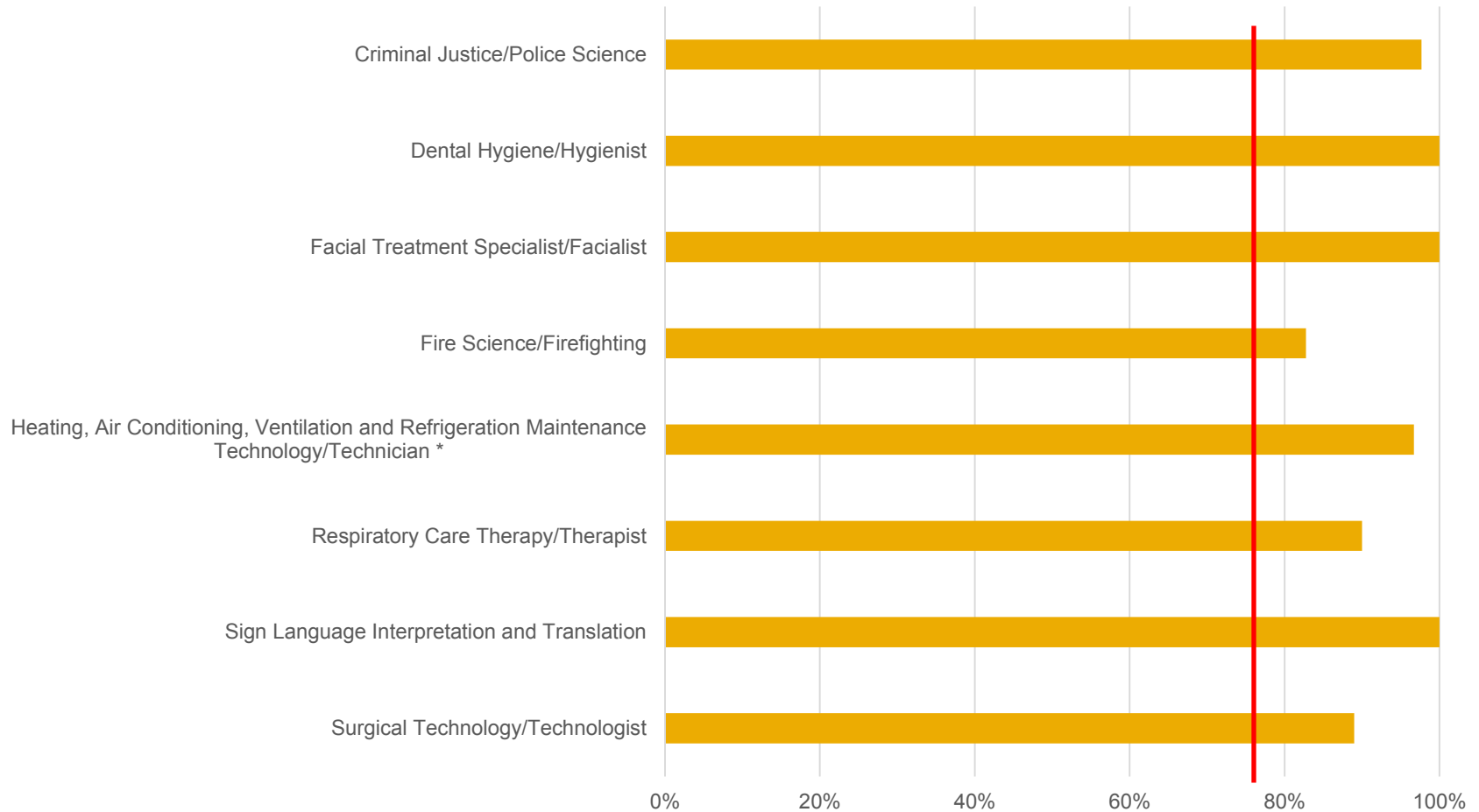
- Capstone courses provide comprehensive review of learning outcomes, contain test-taking strategies and practice mock exams
- Exam Preparation Courses specific to program student learning outcomes
- Review of exam results by faculty to address deficiencies
- Realignment of curriculum
- Use of predictive review exams such as HESI

Licensure and Certification Annual Report 2015 (Chart 1 of 3)



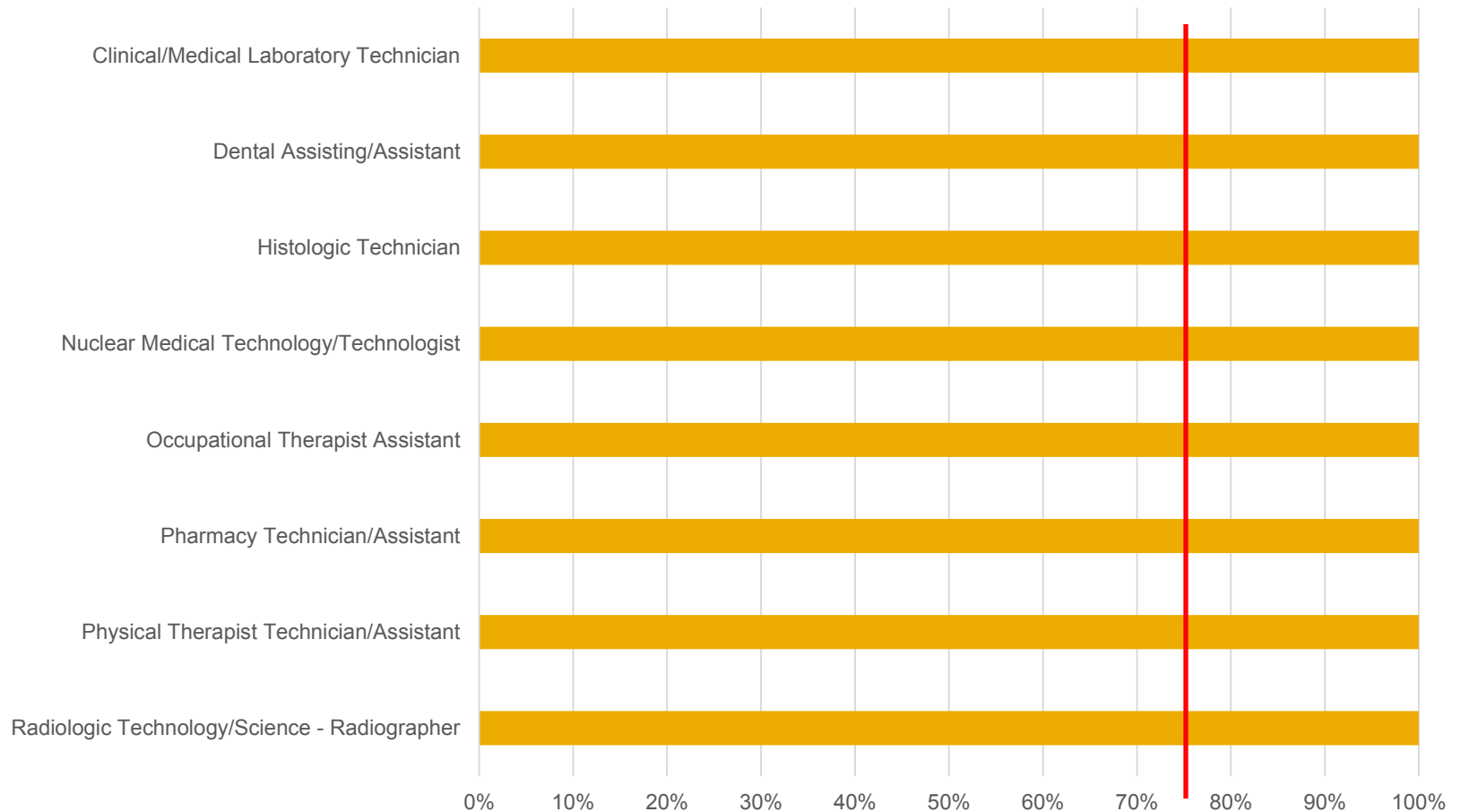
* Denotes Not Required for Employment

Licensure and Certification Annual Report 2015 (Chart 2 of 3)



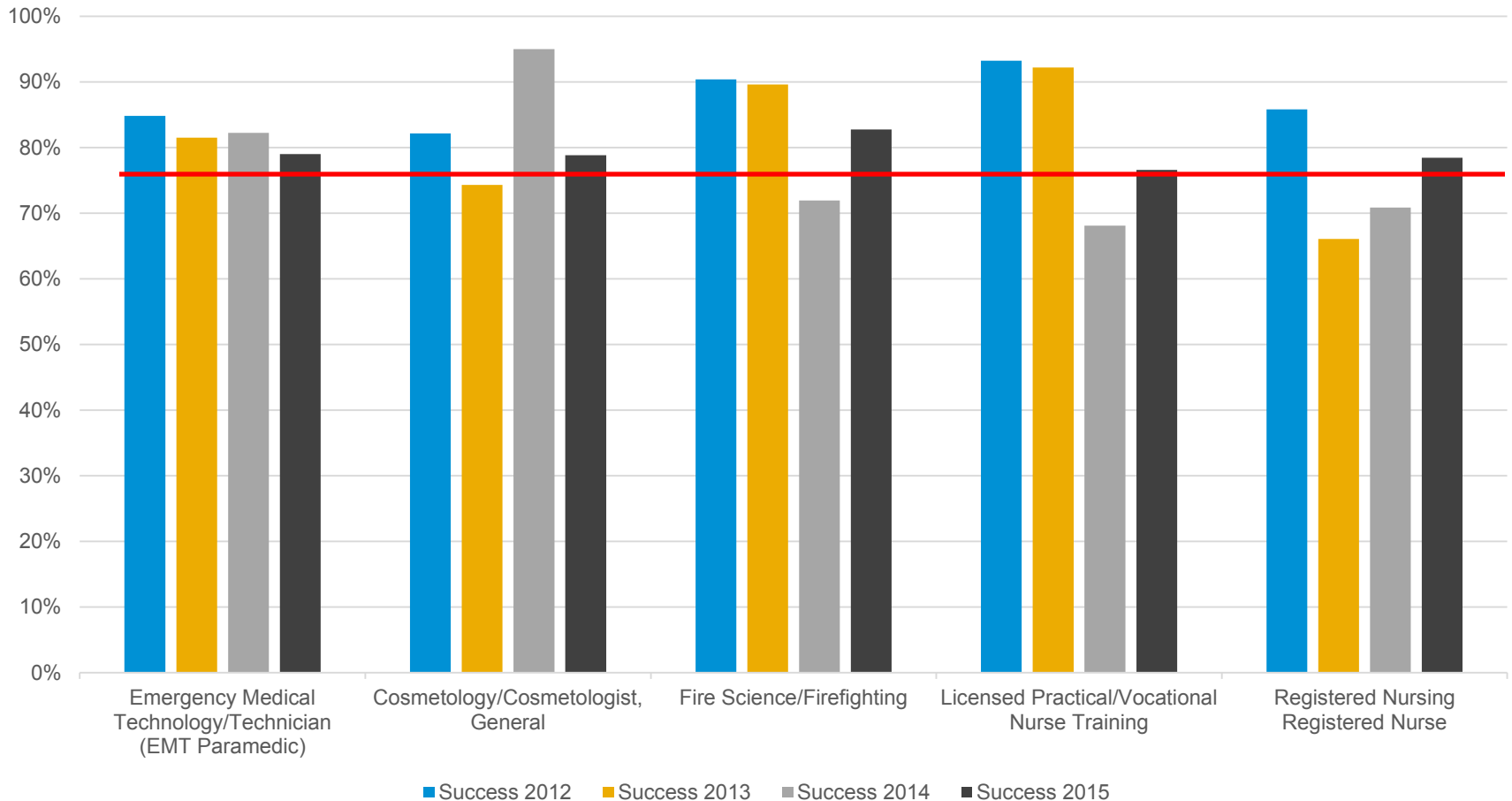
* Denotes Not Required for Employment

Licensure and Certification Annual Report 2015 (Chart 3 of 3)

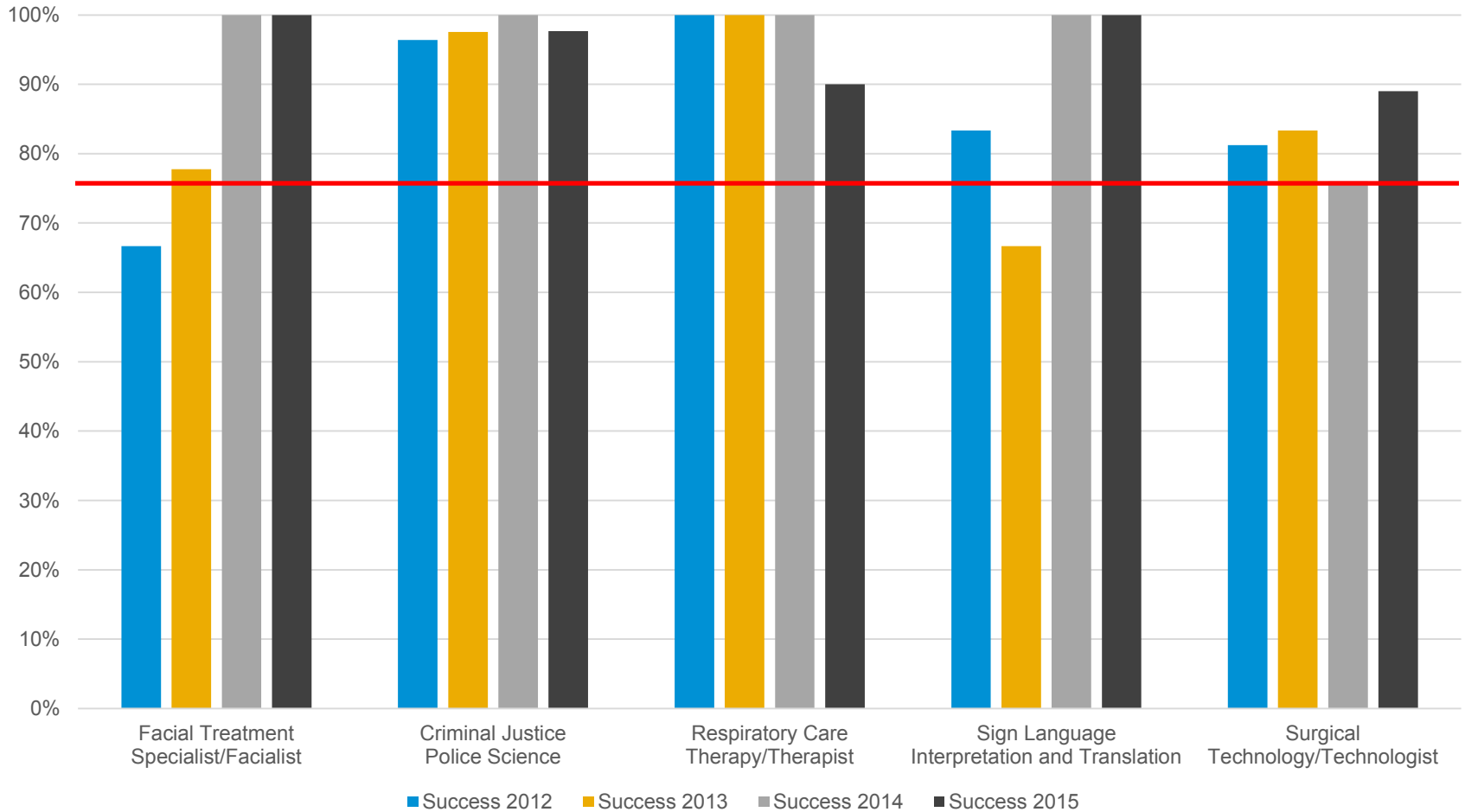


* Denotes Not Required for Employment

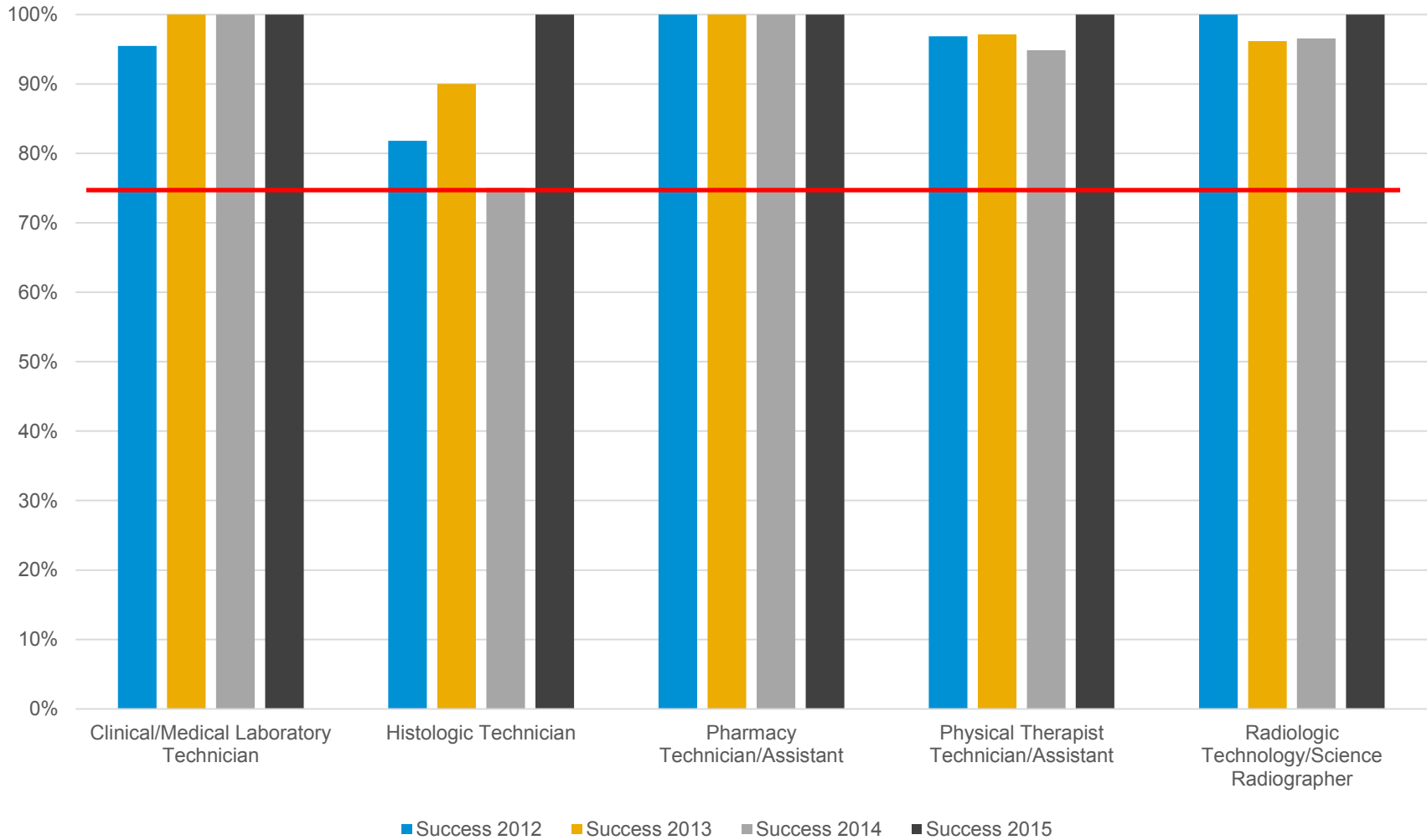
Licensure and Certification Annual Report (Chart 1 of 3)



Licensure and Certification Annual Report (Chart 2 of 3)



Licensure and Certification Annual Report (Chart 3 of 3)





Recreational Sports Update Spring 2016

Club Sports Activities

Extramural - Competitions/events held outside the boundaries of the college.

Intramural - Competitions/events restricted to HCC participation only.

Club Sports Activities by College: Spring 2016

Program	Central (Vacant)	Coleman	Northeast	Northwest	Southeast	Southwest
Baseball (M)			X			
Basketball (M)			X	X	X	X
Basketball (W)				X		X
Soccer (M)	X	X (Coed)	X	X	X	X
Soccer (W)	X (Coed)		X	X	X	X
Flag Football (Coed)	X	X	X			
Tennis (Coed)		X	X			
Volleyball (W)					X	X
Dance (Coed)						X
Cycling (Coed)			X			
Softball (Coed)						X
Table Tennis (Coed)		X				

Recreational Activities by College: Spring 2016

Event	Central* (Vacant)	Coleman	Northeast	Northwest	Southeast	Southwest
Health Fairs	X	X			X	X
Recruiting Fairs	X	X	X	X	X	X
Lunch & Learn		X	X	X	X	X
NFL Pick 'Em						X
Paintball	X	X			X	X
Sports Tournaments					X	X
Sports Day/ Beach Day				X	X	X
National Awareness Days		X	X	X		X
Welcome/School Spirit Weeks	X	X	X	X	X	X
Trampoline Dodgeball				X		X
Bowling/ Recreation Night	X	X		X	X	

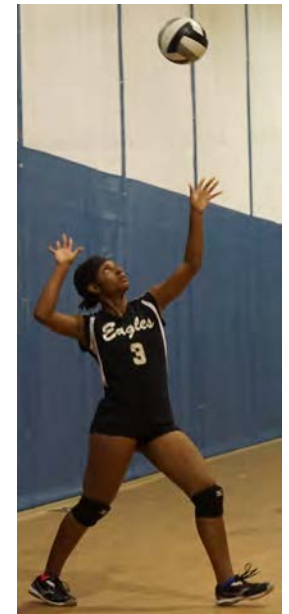
Recreational Activities by College: Spring 2016

Event	Central* (Vacant)	Coleman	Northeast	Northwest	Southeast	Southwest
Pep Rally						X
Skate Night				X		
Laser Tag				X		
Fitness Programs	X	X	X	X	X	X
Jersey Thursday					X	
Fun Day Tournament					X	
Health/Wellness Week		X	X		X	X
Fitness Challenges				X	X	
Finals Fuel					X	
Rockwall Climb				X		
Gaming (Wii, PS4, Nintendo)		X		X	X	X
Awareness Walks and Runs		X				

Recreational Sports/Club Sports Participation by College

College	Recreational Activity	Club Sport
Central	637	71
Coleman	3,948	41
Northeast	1,474	72
Northwest	722	85
Southeast	971	46
Southwest	1,286	89
Total	9,038	404

Club Sports Activities



Program Highlights and Expansion



Community Partnerships

Albion Soccer Club

City of Houston Parks

Evelyn Rubenstein Jewish Community Center

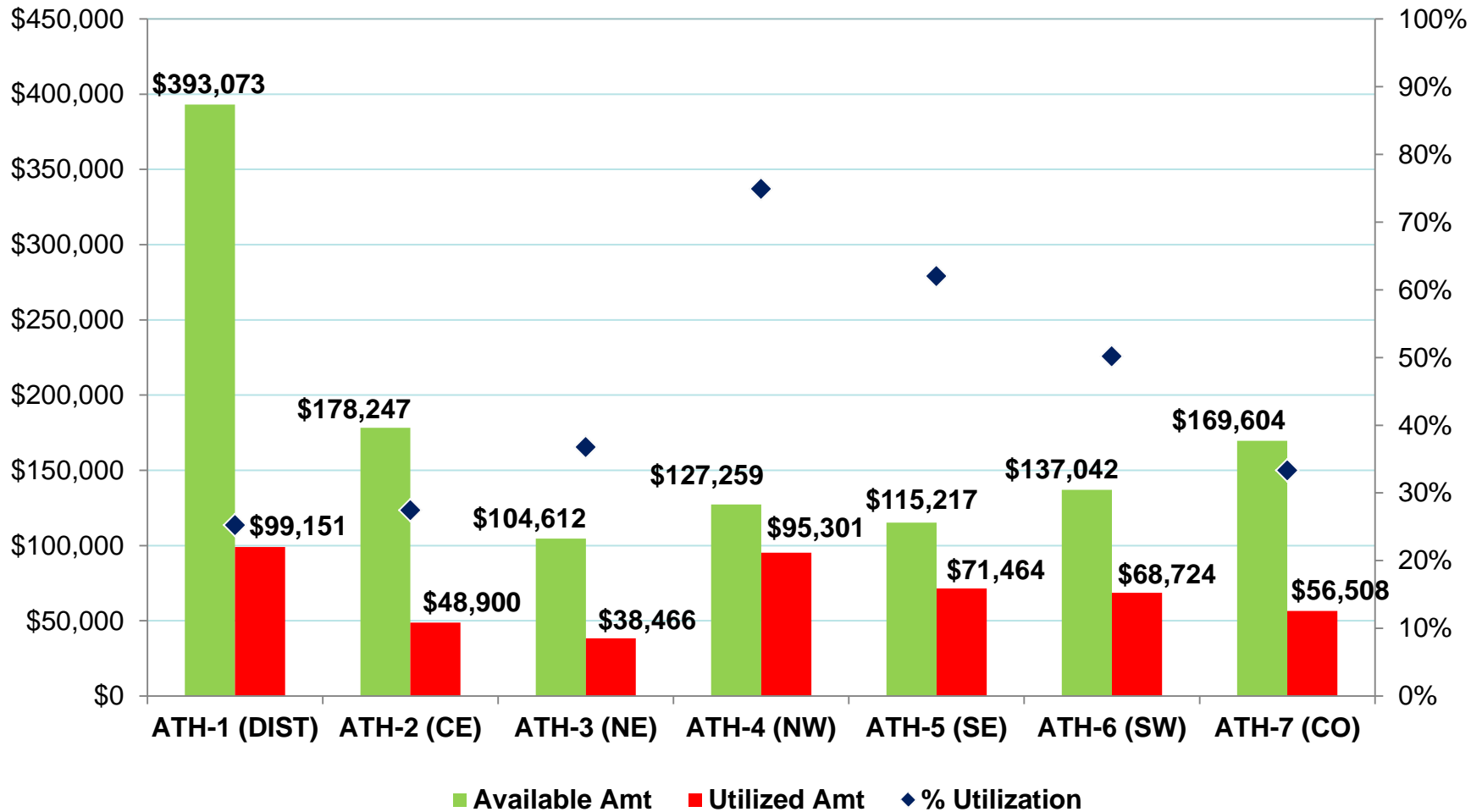
Open Court Sports Complex

Spring Spirit Baseball

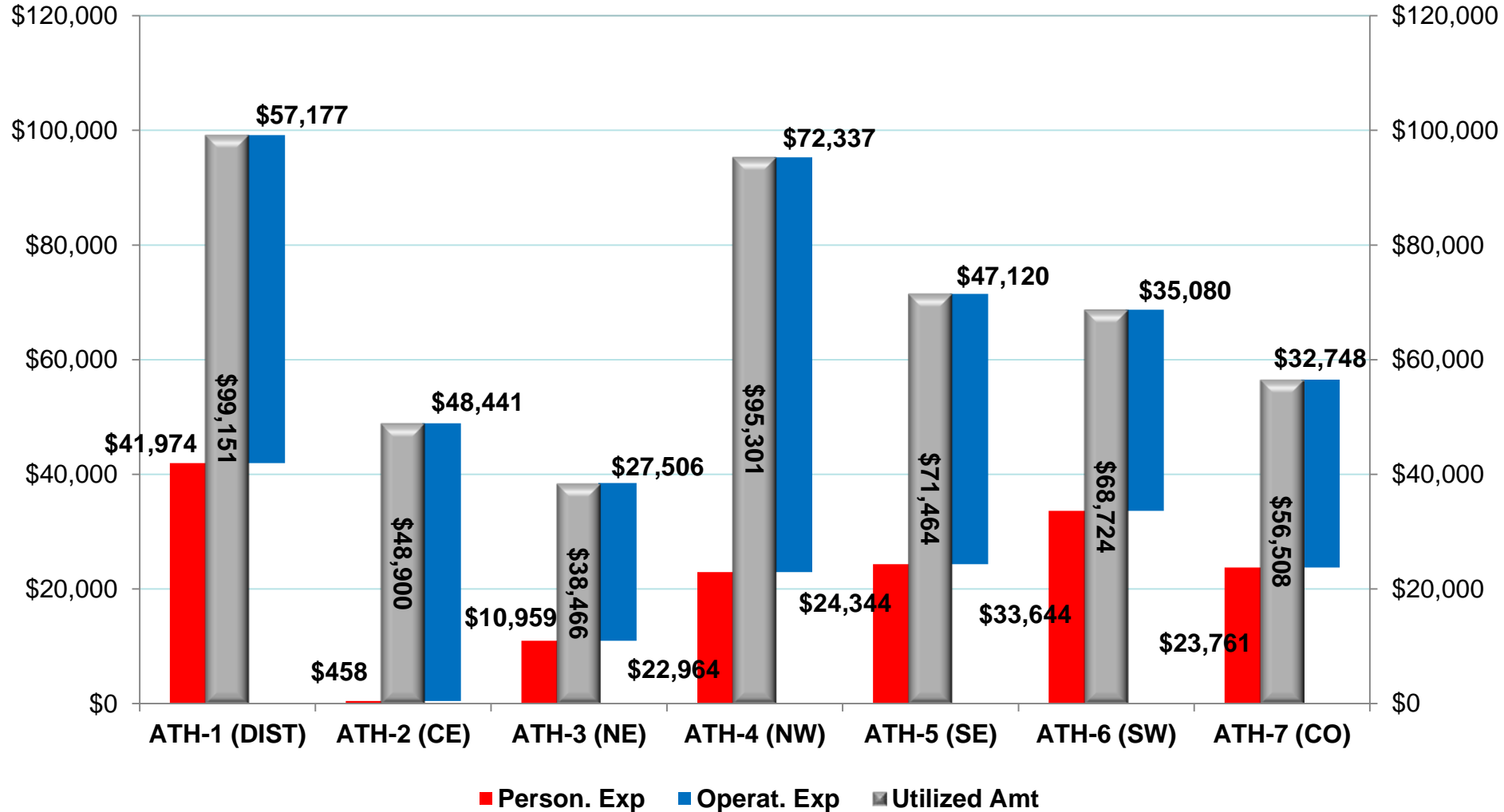
Tejano Center for Community Concerns

YMCA Greater Houston

Available Funds vs Utilization By Colleges



ATH Fund Utilization Operations vs Personnel





HOUSTON COMMUNITY COLLEGE

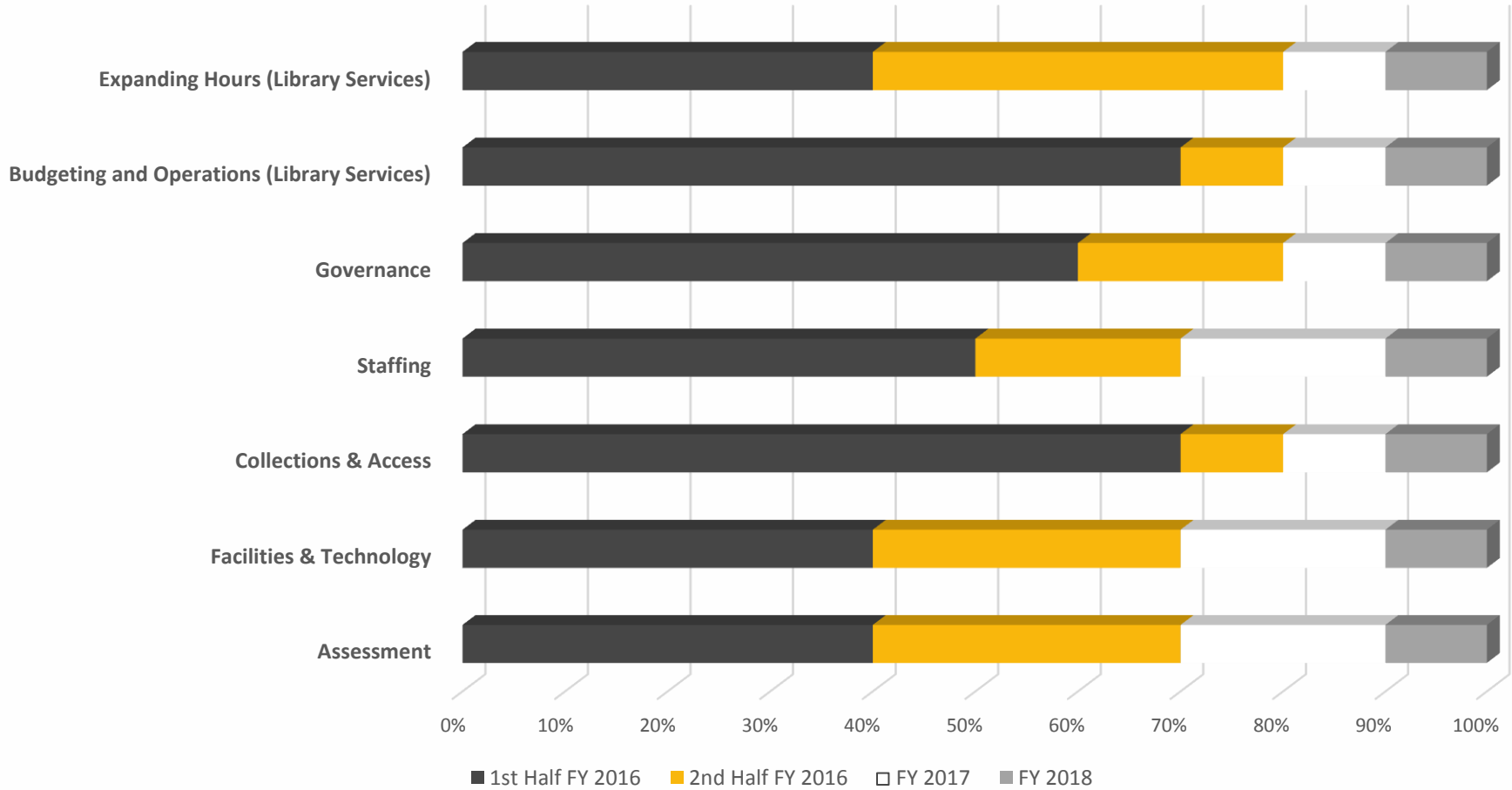
**HCC Libraries:
Embracing Innovation
to Support Student Success**

Overview

- **Plan drafted by AVC/IS, Exec. Dir., Library Resources & Services, and the HCC Library Council**
- **More than 1.5 million students, faculty, staff and community members visit the HCC Library locations each year**
- **There are currently 14 library locations**
- **The libraries plan to improve in 7 primary areas to support HCC student success goals for college readiness, persistence, retention, and completion. These 7 areas are:**
 - **Library Services**
 - **Governance**
 - **Staffing**
 - **Collections and Access**
 - **Facilities**
 - **Technology**
 - **Assessment**

Library Plan Progress Report

Current and Projected Progress



The following documents represent TASB local policies for Section D: Personnel. The documents do not include any related TASB Legal policies. Further, all TASB model policies are identified with a grey watermark; 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 and/or practices. If there is no watermark on the document, it is a current HCC policy that has been converted to the TASB format.

EMPLOYMENT OBJECTIVES
EQUAL EMPLOYMENT OPPORTUNITY

DAA
(LOCAL)

EQUAL EMPLOYMENT OPPORTUNITIES

The College District Board of Trustees is committed to ensuring that its employment standards, procedures and practices are applied in a manner that provides equal opportunities without regard to race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status.

The Board values its employees and their contributions, promotes opportunities for their professional growth and development, and provides a positive working and learning environment that encourages diversity, innovation and creativity, and inclusion.

Comment [v1]: HCC C.2

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB
(LOCAL)

COMMUNICABLE
DISEASES

The College District Board of Trustees supports and requires an environment that does not discriminate in employment against any employee solely on the grounds that the employee has a communicable disease. Members of the faculty, administration, or staff shall not be denied access to College District facilities or campus activities solely on the grounds that they have a communicable disease. The College District reserves the right to exclude or restrict a person with a communicable disease from its facilities, programs, and functions, or take appropriate employment action, if the College District makes a medically based determination that the person constitutes a direct threat to the health or safety of others, or if by reason of the communicable disease or infection, the person is unable to perform the duties of the job.

Comment [v1]: HCC C.13

EXAMINATIONS
DURING
EMPLOYMENT

The {Chancellor} or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

1. Interferes with the employee's ability to perform essential job functions; or
2. Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

The College District may designate the physician to perform the examination. If the College District designates the physician, the College District shall pay the cost of the examination. The College District may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

Based on the results of the examination, the {Chancellor} or designee shall determine whether the employee has an impairment. If so, the {Chancellor} or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the {Chancellor} or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation, including the use of available leave. The granting of additional unpaid leave may be a reasonable accommodation in some circumstances. If the employee does not have a disability,

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB
(LOCAL)

| the [Chancellor] or designee shall evaluate the employee's eligibility for leave. [See DEC(LOCAL)]

[See DAA for information on disabilities and reasonable accommodation]

OTHER
REQUIREMENTS

Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities. [See DBA]

TASB MODEL POLICY

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

DISCLOSURE
GENERAL STANDARD

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation, including additional employment, or relationship that in any way creates a ~~potential~~-substantial conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District. Employees who believe they may have a conflict of interest shall also disclose that interest to Human Resources, who shall take any action necessary to ensure the College District's best interests are protected.

Comment [v1]: HCC C.4.2

SPECIFIC
DISCLOSURES
SUBSTANTIAL
INTEREST

~~The [Chancellor]Senior Staff~~ shall file an affidavit with the Board ~~Services ChairpersonPresident~~, disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Senior Staff employee [Chancellor] or any of his or her relatives in the first degree may have; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.-

Senior Staff is defined in BBFB (Local).

~~Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest as defined by Local Government Code 171.002 shall file an affidavit with the [Chancellor]; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.~~

INTEREST IN
PROPERTY

~~The [Chancellor]Senior Staff~~ shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

CONFLICTS
DISCLOSURE
STATEMENT

Conflict Disclosure Statements shall be filed as promulgated by the Texas Ethics Commission, as specified by Local Government Code 176.003-004, and as prescribed by policy BBFA. The [Chancellor], as required by law, and the [insert title of any other administrator that must file conflicts disclosure statement], as required by the Board, shall file conflicts disclosure statements as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003-.004. [See BBFA]

GIFTS

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CDE]

ENDORSEMENTS

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the employee during nonschool hours, unless the prod-

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

uct, material, or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

No employee shall require students to purchase a specific brand of supplies if other brands are equal and suitable for the intended instructional purpose.

SALES

An employee shall not use his or her position with the College District to attempt to sell products or services, unless the products or services are recommended, endorsed, or required for a course the employee teaches and are reasonably related to the subject matter of the course and the course syllabus.

TASB MODEL POLICY

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
NEPOTISM

DBE
(LOCAL)

NEPOTISM STANDARD

The College District shall not employ an individual who is related to a member of the College District Board of Trustees by blood (consanguinity) within the third degree, or by marriage (affinity) within the second degree, except as permitted by the state nepotism laws, Chapter 573, Texas Government Code.

An applicant, whether internal or external, shall not be hired by the College District in any full-time, part-time, or temporary position when the applicant would directly or indirectly be supervised by, or be supervisory to, a current college employee who is related to the applicant within the third degree of consanguinity or second degree of affinity as defined by the state nepotism statutes.

Comment [v1]: HCC C.4.1

ADOPTED:

1 of 1

DBE(LOCAL)

EMPLOYMENT PRACTICES

DC
(LOCAL)

HIRING PRACTICES | The College District Board of Trustees does not support preferential treatment in any employment practice and hiring policies and practices must be administered fairly and equitably.

Comment [v1]: HCC C.3

POSTING VACANCIES | The {Chancellor} or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current College District employees may apply for any vacancy for which they have appropriate qualifications.

APPLICATIONS | All applicants shall complete the application form supplied by the College District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.

EMPLOYMENT OF CONTRACTUAL PERSONNEL | The Board may establish separate procedures and criteria for hiring the Chancellor. Faculty and qualifying senior-level administrative staff shall be employed pursuant to written employment/contractual agreements. The {Chancellor} has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

Comment [v2]: HCC C.3

TASB MODEL POLICY

The Board retains final authority for employment of contractual personnel. [See DCA]

EMPLOYMENT OF NONCONTRACTUAL PERSONNEL | The Board delegates to the {Chancellor} final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCC]

TRUSTEE EMPLOYMENT | HCC may not employ or contract with an individual who was a member of the Board of HCC before the first anniversary of the date the individual ceased to be a member of the Board.

Comment [v3]: HCC C.3.1

EMPLOYMENT OFFER | Only the Chancellor or designee has authority to communicate an offer of employment. Oral representations by college personnel other than the Chancellor or designee are not binding on the Board or the College District. The Chancellor shall designate in writing those individuals who are authorized to communicate employment offers.

Comment [v4]: HCC C.5.1

CONTRACT RENEWAL | Contracted employment for one (1) or more years does not create any entitlement to employment beyond the current term of the current contract. Renewal of a contract is not automatic. Continued

Comment [v5]: HCC C.5.1

EMPLOYMENT PRACTICES

DC
(LOCAL)

employment on a contractual basis requires approval by the Chancellor and execution of a new contract by the affected employee.

TASB MODEL POLICY

DATE ISSUED: 2/19/2014
UPDATE 29
DC(LOCAL)-AJC

ADOPTED:

2 of 2

| The ~~[Chancellor]~~Chief Human Resources Officer or designee shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

TASB MODEL POLICY

COMPENSATION AND BENEFITS
EMPLOYEE COMPENSATION AND BENEFITS

DE
(LOCAL)

EMPLOYEE
COMPENSATION

The Board strives to provide competitive pay for faculty and staff. Compensation for all employees shall be administered consistently and fairly. College District pay practices are based on the compensation practices of Texas urban community colleges, comparable U. S. community colleges, and the local market.

The Chancellor shall annually recommend to the Board of Trustees pay and budget plans for the entire system.

Comment [v1]: HCC C.14

BENEFITS

The Board ensures that the College District complies with the eligibility rules for various benefits as prescribed by state and federal law. These programs may include health insurance, dental insurance, life insurance and retirement benefits.

Benefits provided by the College District shall be reviewed periodically and amended, as necessary, by the Board upon recommendation of the Chancellor.

Comment [v2]: HCC C.15

ADOPTED:

1 of 1

DE

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

	<p>Personnel Exempt and non-exempt employees shall be paid according to a salary schedule or wage scale adopted by the Board after a recommendation by the [Chancellor] or designee.</p> <p>When determining an employee's placement on the College District's salary schedule or wage scale, the employee's position, responsibilities, experience, education, and years of service, <u>and internal equity</u> shall be considered.</p>
MID-YEAR PAY INCREASES	<p>A contract employee's pay shall not be increased after performance on the contract has begun unless there is <u>an addition to ora</u> change in the employee's job assignment or duties that warrants additional compensation. Any such changes in pay during the term of the contract shall require Board approval.</p>
CONTRACT EMPLOYEES	
NONCONTRACT EMPLOYEES	<p>The [Chancellor] may grant a pay increase to a noncontract employee after duties have begun only when there is <u>an addition to ora</u> change in the employee's job assignment or duties, or when an adjustment in the market value of the job warrants additional compensation. The [Chancellor] shall report any such pay increases to the Board at the next regular meeting.</p>
CLASSIFICATION OF POSITIONS	<p>The [Chancellor] or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).</p>
EXEMPT	<p><u>Exempt employees, who because of their positional duties and responsibilities and level of decision making authority, are excluded from overtime provisions of the FLSA.</u> The College District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the College District shall not make deductions that are prohibited under the FLSA.</p> <p>An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the <u>Payroll Director for prompt resolution. College District's attention, through the College District's complaint policy. [See DGBA]</u> If improper deductions are confirmed, the College District shall reimburse the employee and take steps to ensure future compliance with the FLSA.</p>
NONEXEMPT	<p>Nonexempt employees may be <u>compensated on an hourly basis or on a salary basis.</u> Employees who are paid on an hourly basis shall be compensated <u>compensated</u> for all hours worked. An employee who is paid on a salary basis shall be paid for a 40-hour</p>

~~workweek and~~ shall not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

WORKWEEK DEFINED

For purposes of FLSA compliance, the workweek for College District employees shall be ~~[Monday~~ *insert workweek following this style rule: begin on Sunday at 12:00 a.m and end on Saturday Sunday at 11:59 p.m].*

OVERTIME PAY (OTP)

The College District is subject to the Federal Fair Labor Standards Act (FLSA). Supervisor approval is required, prior to working overtime hours. Overtime pay (OTP) will be paid to non-exempt employees, in accordance with FLSA, who work in excess of 40 hours per week.

If both the supervisor and employee agree then compensatory time may be earned in lieu of overtime pay (OTP), there must be a signed agreement, containing both the supervisor and the employee signatures, detailing the hours that are agreed to be earned as compensatory time in lieu of overtime pay.

Employees who work overtime without prior authorization from their supervisor will be subject to disciplinary action. The employee's supervisor will be disciplined if they allow subordinates to work unauthorized overtime, if they fail to maintain proper records, or if they otherwise fail to comply with system policies and procedures regarding timekeeping.

COMPENSATORY TIME
ACCRUAL

At the College District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee shall be required to use compensatory time or, at the College District's option, shall receive overtime pay.

USE

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory

time remaining at the end of a fiscal year, the employee shall receive overtime pay.

Compensatory time may be used at either the employee's or the College District's option. An employee may use compensatory time in accordance with the College District's leave policies and if such use does not unduly disrupt the operations of the College District. [See DEC(LOCAL)] The College District may require an employee to use compensatory time when in the best interest of the College District.

GIFTS, GRANTS, AND
DONATIONS FOR
SALARY
SUPPLEMENTS

The College District shall not accept gifts, grants, donations, or other consideration designated for use as salary supplements.

TASB MODEL POLICY

COMPENSATION AND BENEFITS
LEAVE

DEC
(LOCAL)

LEAVE AND
ABSENCES

The Board ensures that a comprehensive and systematic program of leave is provided, including religious holy days, for all benefits-eligible employees of the College District. The College District shall not discriminate or penalize in any way an employee who is absent from work for the observance of a religious holy day and gives proper notice of that absence. However, the employee will use a personal business day to report such absence.

Comment [v1]: HCC C.16

FAMILY AND MEDICAL
LEAVE

The Family and Medical Leave Act of 1993 (FMLA) provides up to twelve (12) weeks of unpaid leave in a twelve (12) month period to eligible employees for:

Comment [v2]: HCC C.17

1. Childbirth;
2. Adoption or foster care;
3. Caring for a seriously ill spouse, son, daughter or parent; or
4. Tending to the employee's own serious health condition.

This policy shall be administered in accordance with the FMLA of 1993, implementing regulations, and HCC procedures. Workers' compensation leave shall be used concurrently with FMLA leave. Comprehensive sick leave days, when applicable, will be used concurrently with FMLA leave. For additional information regarding FMLA, employees may request forms and guidance from the Human Resources Benefits department.

MILITARY LEAVE

The College District shall follow the guidelines established by the Uniformed Services and Reemployment Rights Act (USERRA) when applying military leave.

ADOPTED:

1 of 1

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

~~TRAVEL~~
REIMBURSEMENT

~~Employees shall be entitled to reimbursement for their ordinary and necessary expenses incurred in performing their duties, to the extent authorized by law and permitted by the Board. All travel outside of the College shall be authorized by the employee's supervisor prior to occurrence. The Chancellor shall establish procedures and standards for travel and expense reimbursement.~~

Comment [v1]: HCC B.2.5

Prior approval for all travel, including prepaid expenses, shall be obtained from the employee's supervisor before any expenses are incurred.

~~An employee shall be reimbursed for authorized mileage incurred while performing duties related to the job only if such travel is at the request of the employee's immediate supervisor and is approved by the College President or designee.~~

~~Employees shall be reimbursed for other reasonable travel expenditures according to the current schedule adopted by the Board, and subject to IRS regulations.~~

TASB MODEL POLICY

In the absence of controlling employment contracts addressing travel and expenses, the Chancellor or designee will develop regulations procedures that shall be applied to the reimbursement of travel and expenses reimbursement incurred by for employees.

Requests for reimbursement shall be coordinated by Accounts Payable.

RECEIPTS REQUIRED

To receive reimbursement for transportation, lodging, meals, and other authorized travel expenses, an employee ~~shall~~ may be required to present receipts for the actual amounts spent.

All College District employees, with the exception of part-time employees, shall be required to participate in ~~a retirement program~~ Teacher Retirement System (TRS) or an optional retirement program (ORP). ORP selection is only available to a limited group or employees as defined by the Texas Higher Education Coordinating Board. Part-time employees who are not members of ~~the Teacher Retirement System~~ (TRS) or an optional retirement program shall be required to participate in a retirement program selected by the College District.

TASB MODEL POLICY

Faculty members are entitled to academic freedom in the conduct of research and teaching and are tasked with the associated responsibilities. To this end, the College District endorses the principles set forth in the Statement of Principles on Academic Freedom and Tenure published by the Association of American Colleges and Universities and the American Association of University Professors.

Note: The Statement of Principles on Academic Freedom and Tenure is available online at <http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>.

~~The Board shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.~~

~~Each faculty member will have freedom in the classroom to discuss the subject he or she teaches. Additionally, each faculty member is expected not to introduce into his or her teachings controversial matters that have no relation to the classroom subject. Faculty members shall, when speaking, make clear that their opinions are not necessarily those of the College District. At the same time, faculty members shall strive to be accurate in their statements and to be willing to listen to and show respect for others who express different opinions.~~

Comment [v1]: HCC E..1.2

~~Institutions of higher learning exist for the common good. The common good depends upon a free search for truth and its free expression. Therefore, it is essential that College District faculty be free to pursue scholarly inquiry without undue restriction and to voice and publish their conclusions concerning the significance of evidence they consider relevant. The faculty member must be free from the corrosive fear that others, inside or outside the college community, may threaten his or her professional career because their vision differs from that of others. Faculty members are entitled to freedom in the classroom in discussing the subject being taught to the full extent permitted by law. Furthermore, faculty members are free from institutional censorship or discipline when they speak, write, or act as citizens of their nation, state, and community.~~

~~The concept of academic freedom must be accompanied by an equally demanding concept of responsibility, shared by the Board, administrators, and faculty members. Exercise of professional integrity by a faculty member includes recognition that the public will judge the member's profession and the College System by the faculty member's statements. Therefore, faculty members should strive to avoid creating the impression that they are speaking or acting for the College District when speaking or acting as private~~

citizens. Faculty members should be judicious in the use of controversial material in the classroom and should only introduce such material when it has a clear relationship to the subject matter of the course being taught.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

TASB MODEL POLICY

The grounds and facilities of the College District shall be made available to employees or employee organizations, when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the ~~insert title for position developing fee schedule for facilities use~~College District System Facilities Department.

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.

REQUESTS

To request permission to meet on College District premises, interested employees or employee organizations shall file a written request ~~with the insert title for position approving employee use of facilities~~ in accordance with administrative procedures.

The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules. ~~Any employee or employee organization with outstanding obligations due to the College District beyond thirty (30) days may face disciplinary action.~~

APPROVAL

The ~~insert title for position approving employee use of facilities~~College Operations Officer shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation;
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that

available law enforcement officials could not control with reasonable efforts;

5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The *[insert title for position approving employee use of facilities]* College Operations Officer shall provide the applicant a written statement of the grounds for rejection if a request is denied.

ANNOUNCEMENTS
AND PUBLICITY

In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

IDENTIFICATION

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative.

VIOLATIONS

Failure to comply with the policy and procedures regarding employee use of College District facilities shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

APPEALS

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL).

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

The Board is committed to creating an inviting, safe and healthy place to work and learn where our day-to-day interactions are based upon respect. Employees of the College District are expected to uphold the highest ethical and professional standards for personal conduct and work performance, contributing to a positive, respectful working and learning environment free from harassment, threats, intimidation, violence or any other misconduct. The related procedures that follow support this policy further outline these expectations.

Comment [v1]: HCC C.21

All College District employees shall perform their duties in accordance with state and federal law, College District policy, procedure, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Any person (employee, student, vendor, visitor, community member, etc.) who intimidates, threatens, or exhibits violent or disruptive behavior while on campus or when acting on behalf of HCC away from campus will be immediately removed from the classroom/workplace.

Comment [v2]: HCC C.21

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

ETHICAL STANDARDS

~~The College District holds all employees to the ethical standards expressed in the Texas Community College Teachers Association Code of Professional Ethics.~~

~~**Note:** The Texas Community College Teachers Association Code of Professional Ethics is available at <http://www.tecta.org/links/ethics.pdf>.~~

VIOLATIONS

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC and DM series]

ATTENDANCE AND PUNCTUALITY

The College District requires each employee to report to work as scheduled. Regular and punctual attendance is essential to the efficient and orderly operations of the College and to the students we serve.

Comment [v3]: HCC C.9

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

PERSONAL APPEAR-
ANCE AND UNIFORMS

The Board expects employees, vendors and independent contrac-
tors to use good judgment at all times regarding their personal ap-
pearance. Flagrant violations of commonly accepted standards of
cleanliness or dress may be cause for disciplinary action.

Comment [v4]: HCC C.8

ELECTRONIC MEDIA

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

RECORD
RETENTION

An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA]

PERSONAL USE

Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

SAFETY
REQUIREMENTS

All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

ALCOHOL AND DRUGS

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at the College District or at College District-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

TASB MODEL POLICY

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

	An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.
EXCEPTIONS	An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.
	The [Chancellor] is authorized by the Board to permit the serving and consumption of alcohol at appropriate College District functions.
NOTICE	Each employee shall be given a copy of the College District’s notice regarding a drug-free workplace. [See DI(EXHIBIT)]
ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS	An employee shall notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.
MORAL TURPITUDE	Moral turpitude includes but is not limited to: <ol style="list-style-type: none">1. Dishonesty, fraud, deceit, theft, or misrepresentation;2. Deliberate violence;3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or6. Acts constituting abuse under the Texas Family Code.

TASB MODEL POLICY

REASONABLE
SUSPICION
SEARCHES

The College District reserves the right to conduct searches when the College District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The College District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on College District premises or worksites or used in College District business.

TASB MODEL POLICY

EMPLOYEE STANDARDS OF CONDUCT
WORKPLACE VIOLENCE

DHBB
(LOCAL)

The Board strives to provide a safe workplace for all employees. All employees are expected to review and understand all provisions of this Workplace Violence Policy to ensure a safe workplace and to reduce the risk of violence.

State law and the College District prohibit the possession, carrying, or use of prohibited weapons including firearms, illegal knives, and clubs on College District-owned or controlled properties.

Violation of this policy is grounds for immediate termination.

Comment [v1]: HCC C.11

ADOPTED:

1 of 1

EMPLOYEE WELFARE

DI
(LOCAL)

DRUG-FREE
AWARENESS
PROGRAM

The Board strives to maintain a drug and alcohol-free workplace environment. The College District has adopted its Drug and Alcohol-Free Workplace Policy to further its objectives in establishing, promoting, and maintaining a safe, healthy, and productive work and learning environment for employees and students, to promote the reputation of the College District and its employees as responsible citizens of public trust, and to provide a consistent model of substance-free behavior for students.

Comment [v1]: HCC C.12

The College District shall maintain a drug-free environment and shall establish, as needed, a drug-free awareness program complying with federal requirements. [See DH] The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The College District's policy of maintaining a drug-free environment. [See DH(LOCAL)]
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

EMPLOYEE
RESPONSIBILITY

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

Note: This policy addresses discrimination, harassment, and retaliation targeting College District employees. In this policy, the term “employees” includes former employees and applicants for employment. For the College District’s response to discrimination, harassment, and retaliation targeting students, see FFD.

STATEMENT OF
NONDISCRIMINATION

~~The Board supports and the College District is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination and harassment on the basis of race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status. The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law.~~

Comment [v1]: HCC G.1

DISCRIMINATION

~~Retaliation against anyone involved in the complaint process is a violation of College District policy.~~

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, veteran status or any other basis prohibited by law that adversely affects the employee’s employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s- race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, veteran status ~~race, color, religion, gender, national origin, age, disability~~, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or as-

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

sault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

Sex discrimination includes all forms of sexual and gender-based misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. The College District is committed to the principle that the working environment of its employees and the classroom environment for students should be free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence by employees, students or third parties. Sexual and gender-based misconduct is unprofessional and will not be tolerated and is expressly prohibited. Individuals who engage in such conduct will be subject to disciplinary action.

Comment [v2]: HCC G.1

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

DISABILITY

The Board requires and promotes a fair and equal work environment free of decisions based on disability status. The College District does not discriminate against qualified individuals with a disability because of a disability in regard to application procedures; hiring, advancement, or discharge; employee compensation; job training; and other terms, conditions, and privileges of employment. The College District shall not exclude or deny employment or benefits to, or otherwise discriminate against, a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a family, business, social, or other relationship or association.

Comment [v3]: HCC C.6

EXAMPLES

An individual with a disability is defined by the Americans with Disabilities Act (ADA) as: (1) a person who has a physical or mental impairment that substantially limits one or more major life activities; (2) a person who has a history or record of such an impairment; or (3) a person who is perceived by others as having such an impairment.

Major life activities include but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Conduct prohibited and qualifying as disability discrimination includes but is not limited to: 1) less favorable treatment to a person with a disability by refusing to offer a that person a place because of their disability; 2) excluding a person from participating in a service, program, or activity because of their disability; 3) failing to make reasonable accommodations of adjustments to allow for a person's disability; 4) charging a fee to an individual with a disability for the use of an auxiliary aid; 5) not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability, unless the College District can demonstrate that the accommodation would impose an undue hardship on the College.

Comment [v4]: Language required per voluntary settlement agreement with OCR

Comment [v5]: HCC C.6

RETALIATION PROHIBITED

The College District prohibits retaliation against ~~an employ- ee anyone~~ who makes a claim alleging to have experienced discrimination or harassment, or ~~another employee who anyone~~, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. Retaliation against anyone involved in the complaint process is a violation of College District policy.

~~An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.~~

EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

PROHIBITED CONDUCT In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts in accordance with College District procedures. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to the Director of EEO/Compliance ~~one or to one~~ of the College District officials below.

~~For the purposes of this policy, College District officials are the ADA/Section 504 coordinator, the Title IX coordinator, and the [Chancellor].~~

DEFINITION OF COLLEGE DISTRICT OFFICIALS

ADA / SECTION 504 COORDINATOR

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: ~~[C004]~~David Gross

Position: ~~[C002]~~Director of EEO/Compliance

Address: ~~[C003]~~3100 Main Street, Houston TX, 77702

Telephone: ~~713-718-8271~~~~[C004]~~

TITLE IX COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: ~~[C005]~~Renee Mack

Position: ~~[C006]~~Manager of Institutional Equity, Compliance and Training

Address: ~~[C007]~~3100 Main Street, Houston TX 77002

Telephone: ~~[C008]~~713-718-8272

OTHER ANTI-DISCRIMINATION LAWS

The ~~[Chancellor]~~ or designee Director of EEO/Compliance shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

ALTERNATIVE
REPORTING
PROCEDURES

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the [Chancellor] or designee.

A report against the [Chancellor] may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any College District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate College District official listed above and take any other steps required by this policy.

INVESTIGATION OF
THE REPORT

Reports of prohibited conduct under this policy shall be investigated by the Office of Institutional Equity ("OIE"), and any required interim actions shall be taken in accordance with the College District procedures and guidelines maintained by OIE.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline up to and including termination.

~~The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.~~

~~Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.~~

~~If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.~~

~~The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.~~

~~The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.~~

~~CONCLUDING THE INVESTIGATION~~

~~Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.~~

~~The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.~~

~~COLLEGE DISTRICT ACTION~~

~~If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.~~

~~The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.~~

CONFIDENTIALITY

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

ACCESS TO POLICY

This policy shall be made available to College District employees on the College District's website. Copies of the policy shall be readily available at the College District administrative offices.

ASSIGNMENT, WORK LOAD, AND SCHEDULES

DJ
(LOCAL)

The Board requires and promotes fair and equal employment practices in decisions related to the determination of employment status, assignments and duties.

Comment [v1]: HCC C.5

All employees shall be subject to assignment and reassignment by the [Chancellor] at any time.

FACULTY
WORKLOADS AND
SCHEDULES

The Vice Chancellor for Instruction shall collaborate with the faculty association and the executive team to develop guidelines governing College District faculty workloads, schedules, and related issues. Final approval of such guidelines rests with the Chancellor.

Comment [v2]: HCC E.5.1

TASB MODEL POLICY

PROFESSIONAL DEVELOPMENT

DK
(LOCAL)

The Board recognizes the value of professional growth and personal development for all employees in the areas of expertise and work. The College shall provide opportunities for such development and training in line with institutional needs to enhance employee knowledge, skills, and job performance, provide pathways for employee career progression, and ensure that the goals of the institution are achieved.

Comment [v1]: HCC C.19

Each employee shall meet the professional development standards described by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as any professional development required of the employee by state or federal law or administrative regulations.

Each employee shall seek approval prior to pursuing professional development in accordance with administrative regulations.

TASB MODEL POLICY

The College District shall regularly evaluate the effectiveness of each employee in accordance with the criteria and procedures developed with employee input and described in administrative regulations.

TASB MODEL POLICY

TERMINATION OF EMPLOYMENT

DM
(LOCAL)

AT-WILL EMPLOYEES

~~All College District employees who do not hold written employment contracts authorized by the College District Board of Trustees are employed at-will and have no entitlement to continued employment. At-will employees are hired by the Chancellor or designee. At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the College District. At-will employees who are dismissed may request review of that decision through DGBA(LOCAL) and shall receive pay through the end of the last day worked.~~

Comment [v1]: HCC C.5.1

EXIT INTERVIEWS AND
EXIT REPORTS

~~An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the College District.~~

TASB MODEL POLICY

SUSPENSION WITH
PAY

An employee may be terminated mid-contract for good cause or in accordance with a reduction in force (RIF) as determined by the Board-Chancellor following a hearing held for that purpose in accordance with law.

A ~~term~~-contract employee may be placed on administrative leave, with or without pay, suspended with pay or placed on administrative leave by the [Chancellor] or his or her designee during an investigation of alleged misconduct by the employee or at any time the [Chancellor] or his or her designee determines that the College District's best interest will be served by the ~~suspension or administrative~~ leave.

GRIEVANCE FILED
UNDER EDUCATION
CODE 51.960

The Board designates the Chief Human Resources Officer or the Director of Employee Relations as the persons to whom a faculty member may present a grievance under Education Code 51.960 on an issue related to his or her dismissal. It is recommended that the faculty member file a request to present the grievance within ~~ten-seven~~ business days after ~~final action on the dismissal proceeding~~ notice of contract termination.

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

Actual separation may not occur until after a hearing determination has been delivered.

The faculty member may appeal the decision of the Chief Human Resources Officer or the Director of Employee Relations under DGBA beginning at the appropriate level.

Other non-faculty/contract employees shall file a grievance in accordance with DGBA beginning at the appropriate level.

NONRENEWAL

An employee may be nonrenewed by the [Chancellor] at the end of the employee's contract term. The employee may be nonrenewed for any reason or no reason provided that the decision shall not be based on an employee's exercise of rights guaranteed by law or be based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age.

~~The employee may request an appearance before the Board providing that a request for such appearance is made in writing to the [Chancellor] within ten days of the employee's receipt of the letter of nonrenewal. The [Chancellor] shall notify the employee of the date of the appearance and the procedures to be followed. Notice shall be given at least ten days prior to the scheduled appearance.~~

GRIEVANCE FILED
UNDER EDUCATION
CODE 51.960

The Board designates the ~~insert title for position hearing nonrenewal~~[Chief Human Resources Officer][Director of Employee Relations] as the person to whom a faculty member may present a grievance under Education Code 51.960 on an issue related to his or her nonrenewal.

It is recommended that the faculty member file a request to present the grievance within ~~ten~~seven business days after notice of non-renewal, final action on the nonrenewal proceeding.

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

Actual separation may not occur until after a hearing determination has been delivered.

The faculty member may appeal the decision of the ~~insert title for position hearing nonrenewal~~[Chief Human Resources Officer][Director of Employee Relations] under DGBA beginning at the appropriate level.

TERMINATION OF EMPLOYMENT
REDUCTION IN FORCE

DMC
(LOCAL)

DEFINITIONS

Definitions used in this policy are as follows:

1. "Reduction in force (RIF)" means an involuntary separation of an employee or work group of employees due to economic pressure, lack of work, or other reasons of business necessity that require a reduction in staff. the dismissal of an instructor, professor, administrator, or other professional employee before the end of a contract term for reasons of financial exigency or program change. Nonrenewal of an employee's term contract is not a "reduction in force" as used in this policy.
2. "Financial exigency" means any decline in the Board's College District's financial resources brought about by decline in enrollment, cuts in funding, decline in tax revenues, or any other actions or events that create a need for the College District to reduce financial expenditures for personnel.
3. "Program change" means any elimination, curtailment, or reorganization of a curriculum offering, program, or school operation because of a lack of student response to particular course offerings, legislative revisions to program funding, or a reorganization or consolidation of two or more divisions or departments.

GENERAL GROUNDS
FOR DISMISSAL

All contracts shall, unless excepted by the Board, contain a provision that a reduction in force may take place when the Board Chancellor determines the necessity of terminating the ~~that a financial exigency or program change requires that the~~ contract(s) of one or more instructors, administrators, or other professional employees be terminated. Such a determination constitutes the ~~necessary-good~~ cause for dismissal.

EMPLOYMENT AREAS

A reduction in force may be implemented in one, several, or all employment areas. Employment areas shall be defined as:

1. Administration.
2. Associate degree programs.
3. Certificate degree programs.
4. Remedial and other programs.
5. Academic support programs, such as library or computer programs.
6. Counseling and support programs.
7. Other noninstructional professional staff.

TERMINATION OF EMPLOYMENT
REDUCTION IN FORCE

DMC
(LOCAL)

CRITERIA FOR
DECISIONS

Using the following criteria, the [Chancellor] shall determine which particular employees shall be ~~RIFed~~subject to a RIF. ~~and shall submit the recommendation to the Board.~~ These criteria are listed in order of importance; the [Chancellor] shall apply them sequentially to the selected employment areas until the number of staff reductions necessary have been identified, i.e., if all necessary reductions can be accomplished by applying the certification criteria, it is not necessary to apply the performance or subsequent criteria.

1. Certification: Appropriate degree certificate and/or endorsement for current assignment required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or the Coordinating Board.
2. Performance: Employee's effectiveness as reflected by the most recent written evaluations and/or other appraisal documentation.
3. Seniority: Years of service in the College District.
4. Professional Background: Professional education and work experience related to the current assignment.

~~BOARD ACTION~~

~~After considering the [Chancellor]'s recommendation, the Board shall determine which employees shall be dismissed. Each employee shall be given a statement of the reasons and conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for termination during his or her contract. [See DMAA and DMB]~~

APPEALS

Appeals of a dismissal due to a reduction in force shall be handled through the hearing afforded under DMAA or DMAB, as appropriate, rather than the grievance policy.

EXCEPTION

Appeals of a dismissal due to a reduction in force of a former foster child entitled to an employment preference [see DC] shall be handled through the hearing afforded under DC.

~~RIGHTS OF
EMPLOYEES SUBJECT
TO RIF~~

~~An employee dismissed pursuant to this policy, if subsequently re-employed by the College District, shall be credited with the amount of local sick leave that had accrued at the time of dismissal.~~

REEMPLOYMENT

~~Upon written request, an employee dismissed pursuant to this policy shall be notified in writing of any subsequent availability of the position for a period of one calendar year following the effective date of such dismissal. The notice shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the College District has been notified in writing of a change of address. A former employee so notified must respond to the Board in writing within ten calendar days of receipt of such notification.~~

~~tion if the person wishes to be considered for the position. Any individual employee dismissed as result of a RIF has the opportunity to apply for any vacant position for which they are qualified who responds~~ and shall be considered for employment on the same basis as all other applicants.

TASB MODEL POLICY