

**NOTICE OF MEETING  
THE BOARD OF TRUSTEES  
OF THE HOUSTON COMMUNITY COLLEGE  
MEETING AS A COMMITTEE OF THE WHOLE**

**September 12, 2013**

Notice is hereby given that the Board of Trustees of Houston Community College will meet as a Committee of the Whole on Thursday, the twelfth (12<sup>th</sup>) day of September, 2013, at 4:30 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2<sup>nd</sup> Floor in Seminar Room A, Houston, Texas. The items listed in this Notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session may be discussed and/or approved in open session and vice versa as permitted by law. Action Items approved by the Committee of the Whole will be listed on the Consent Agenda at a Regular Board Meeting.

**I. Call to Order**

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

**A. Facilities and Finance**

1. Investment Report for the Month of July 2013
2. Monthly Finance Report for August 2013
3. Payment to Bracewell & Giuliani LLP for Professional Services
4. Update on Bond Capital Improvement Plan (CIP) Related Matters

**III. Action and/or Report Items from Appointed and Ad Hoc Committee(s):**

**A. Academic Affairs/Student Services**

1. Tuition and Fees for Non-Credit Classes
2. Registration Fee for Non-Credit Adult Basic Education (ABE) Classes
3. New Associate of Arts (AA) Degrees in Music and Communication

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4. Memorandum of Understanding Between HCC and Project GRAD
5. Report on Conditional Letters of Admission for 6th and 9th Graders in HCC Service Area
6. Report on HCC Apprenticeship Programs
7. Report on Student Success
8. Overview of HCC's Financial Aid Process
9. Update on Athletics Program

**B. Audit**

10. Report on Human Resources Processes and Procedures
11. Report on Financial Processes and Procedures
12. Audit Services Firm
13. Proposed Internal Audit Department Charter
14. Proposed Audit Committee Charter
15. Proposed Internal Audit Work Plan for 2014
16. 2012-2013 Internal Audit Reports with Internal Audit Status and Recommendation Tracking Report
17. Internal Audit of Credit Card Usage

**C. Board Governance**

18. Travel Authorization for Carroll G. Robinson to Attend the President's Roundtable, October 17-20, 2013 in Pittsburgh, PA

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

**A. Litigation and Legal Matters**

1. Consultation with legal counsel concerning matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws
2. Consultation with General Counsel on Pending Legal Matters

**B. Personnel Matters**

1. Deliberate the appointment, employment, evaluation, reassignment, duties, leave, discipline, contract status, or dismissal or to hear complaints or charges against the chancellor, employees or board members

**C. Real Estate and Property Matters**

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

**Reconvene in Open Meeting**

**V. Consider Approval of Agenda Items, Including Closed Session Matters**

**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 June conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071 through 551.086, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

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

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

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

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

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

**VII. Adjournment**

**CERTIFICATE OF POSTING OR GIVING NOTICE**

On this \_\_\_\_\_ 9<sup>th</sup> \_\_\_\_\_ day of \_\_\_\_\_ September \_\_\_\_\_, 2013, at or before 4:30 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the Administration Building of the Houston Community College System, 3100 Main, First Floor, Houston, Texas 77002; (2) the Harris County Criminal Justice Center, 1201 Franklin, Houston, Texas 77002; (3) the Fort Bend County Courthouse, 401 Jackson, Richmond, Texas 77469; and (4) the Houston Community College website, [www.hccs.edu](http://www.hccs.edu). The Houston Community College's public meeting notices for Fort Bend County may be viewed after hours (*i.e.* between the hours of 5:30 p.m. and 7:30 a.m.) on the kiosk located on the west side of the new Fort Bend County Courthouse (the "William B. Travis Building"), located at 309 South Fourth Street, Richmond, Texas 77469.

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Sharon R. Wright, Manager  
Board Services