



AGENDA

BOARD OF TRUSTEES REGULAR BOARD MEETING

**June 24, 2014
4:00 p.m.**

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



Strategic Plan 2012-2015

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

Mission

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

Vision

Houston Community College will be the most **relevant** community college in the country. We will be the **opportunity** institution for every student we serve – **essential** to our community's success

Strategic Initiatives

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

NOTICE OF A REGULAR MEETING OF THE BOARD OF TRUSTEES

HOUSTON COMMUNITY COLLEGE

June 24, 2014

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Tuesday, the twenty-fourth (24th) day of June 2014 at 4:00 p.m., or after, and from day to day as required, at the HCC Administration Building, 2nd Floor Auditorium, 3100 Main, Houston, Texas. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

I. Call to Order

II. Prayer and Pledge of Allegiance

III. Approval of Minutes

Approval of Minutes from Academic Affairs/Student Services Committee Meeting of May 8, 2014, Board Governance Committee Meeting of May 8, 2014, Committee of the Whole Meeting of May 8, 2014, External Relations Committee Meeting of May 8, 2014, Special Meeting of May 8, 2014, Special Meeting of May 13, 2014, and Regular Meeting of May 15, 2014

IV. Awards, Presentations, and Recognitions

V. Chairman's Report

VI. Chancellor's Report

A. Faculty Senate Report (President of Faculty Senate)

VII. Hearing of Citizens

VIII. Consent Agenda

A. Academic Affairs/Student Services

1. Tuition and Fees for Non-Credit Classes
2. Technology Replacement Plan for Instructional and Administrative Computers

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3. Approval of New Associate of Arts Degree in Studio Art

B. Facilities and Finance

4. Approve Purchase of Property for Northeast College
5. Approval of Lease Buyout Proposal for Chili's Formerly Located at 1040 W. Sam Houston Parkway N, Houston, Texas
6. Approval of Lease Agreement for 1040 W. Sam Houston Parkway N., Houston, Texas
7. Authorization to Amend and Renew the Interlocal Cooperation Agreement for the Collection of Taxes between Fort Bend County, Texas (Fort Bend) and Houston Community College (HCC)
8. Adoption of Fort Bend and Harris County Local Option Exemption Tax Year 2014
9. Investment Report for the Month of March 2014
10. Investment Report for the Month of April 2014
11. Monthly Finance Statement for May 2014

IX. Topics for Discussion and/or Action

A. Board Governance

1. Proposed Revisions to Board Bylaws Regarding Article F-Committees
2. Revision to Board Policy 2.3.3-Construction Management Regarding Change Orders
3. Revision to Board Policy 5.1.4-Signature Authority
4. Personnel Agenda (Administrator)
5. Personnel Agenda (Faculty)

B. Facilities and Finance

6. Bond Construction Manager-at-Risk Services for Project A – NW Alief Campus (Project No. RFP 14-04)
7. Bond Construction Manager-at-Risk Services for Project B – NW Eldridge (Westside) Campus (Project No. RFP 14-04)

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8. Bond Construction Manager-at-Risk Services for Project H – SE Felix Fraga Campus (Project No. RFP 14-04)
9. Bond Construction Manager-at-Risk Services for Project N – Coleman Campus (Project No. RFP 14-04)
10. Cooperative, Interlocal Agreements & Sole Source Contract Approvals & Renewals for Fiscal Year 2015
11. Payment to Bracewell & Giuliani LLP for Professional Services Rendered Through May 31, 2014
12. Payment to Gardere Wynne Sewell LLP for Professional Legal Services Rendered from March 1, 2014 Through April 30, 2014

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

A. Legal Matters

1. Consultation Regarding Payment to Bracewell & Giuliani LLP for Professional Services Rendered Through May 31, 2014
2. Consultation Regarding Payment to Gardere Wynne Sewell LLP for Professional Legal Services Rendered from March 1, 2014 Through April 30, 2014
3. 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
4. Consultation with General Counsel on Pending Legal Matters

B. Personnel Matters

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

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C. Real Estate and Property Matters

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

Reconvene in Open Meeting

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

XII. Additional Closed or Executive Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

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

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

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

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

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

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

XIII. Adjournment

XIV. Dinner

Following the conclusion of all business, the Board of Trustees will meet for dinner in the Chancellor's Conference Room, 12th Floor, Suite 12D15, System Administration Building, 3100 Main, Houston, Texas 77002, where the Board may generally discuss System business, but will not take action on such business.

Houston Community College
Regular Board Meeting – June 24, 2014

CERTIFICATE OF POSTING OR GIVING NOTICE

On this 20th day of June 2014 at or before 4:00 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; (2) the Harris County's Criminal Justice Center, 1201 Franklin, Houston, Texas 77002; (3) the Fort Bend County Courthouse, 401 Jackson, Richmond, Texas 77469; and (4) the Houston Community College's website, www.hccs.edu. The Houston Community College's Fort Bend County public meeting notices may be viewed after hours (*i.e.* between the hours of 5:30 p.m. and 7:30 a.m.) on the kiosk located on the west side of the new Fort Bend County Courthouse (the "William B. Travis Building"), located at 309 South Fourth Street, Richmond, Texas 77469.

Sharon R. Wright, Manager
Board Services

Minutes

**MEETING OF THE
ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

May 8, 2014

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, May 8, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

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

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Stephen Levey for Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Services
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Zeph Capo, Committee Member, called the meeting to order at 4:23 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

FOURIER TRANSFORM SPECTROMETER FOR SOUTHEAST COLLEGE

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

Mr. Glaser inquired if the future purchases would be for updated equipment and not necessarily the same model. Dr. Stephen Levy informed that the most recent model would be purchased.

Ms. Mullins inquired when the equipment would be purchased for the other colleges. Dr. Levy informed that one spectrometer is purchased each year and noted that this is the third spectrometer purchased with the five-year grant funds.

Vote – The motion passed with a vote of 2-0.

ENGL 1301 STUDENT ONLINE INSTRUCTIONAL PACKAGE AND COURSE FEE FOR NORTHWEST COLLEGE

Motion – Ms. Mullins moved and Mr. Capo seconded. The motion passed with a vote of 2-0.

MOU BETWEEN HCC AND HISD FOR OPERATIONS OF MIDDLE COLLEGE HIGH SCHOOL (MCHS)

Motion – Ms. Mullins moved and Mr. Capo seconded. The motion passed with a vote of 2-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:35 p.m.

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

Minutes Approved as Submitted: _____

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

May 8, 2014

Minutes

The Board Governance Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, May 8, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

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

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Stephen Levey for Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Services
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Zeph Capo, Committee Chair, called the meeting to order at 1:37 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

MODIFICATION TO BOARD POLICY A.9.2.1-SUBSTANTIVE CHANGE

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

Ms. Destinee Waiters noted that a Southern Association of Colleges and Schools (SACS) Liaison has been appointed and the change is to comply with the current policy of the college.

Mr. Jarvis Hollingsworth informed that the Chancellor will more than likely designate a person to manage organizing the information in preparation of the SACS review.

Vote – The motion passed with a vote of 2-0.

PROPOSED BOARD POLICY REGARDING POST CONTRACT COMPLETION EVALUATION PROCESS

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

Mr. Hollingsworth apprised that the policy would stipulate that administration would have a process for evaluating, documentation regarding contracts. He noted that the policy requires a written process. Mr. Hollingsworth informed that Mr. Rogelio Anasagasti will provide an update on the procedures.

Mr. Capo requested that the draft procedures be provided to the Board for review to make certain that the recommendations of the Board are inclusive in the procedures.

Mrs. Byas noted that the written procedures will be provided.

Mr. Capo recommended that an overview of the written procedures be placed on the next agenda.

Mr. Glaser informed that he would like to make certain that there is delineation between quality control and procurement.

(Ms. Mullins and Mr. Robinson arrived at 1:45 p.m.)

Mr. Anasagasti proposed that there is a close integration; however, the two would be separate.

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

REPORT ON BOARD POLICY REGARDING PROHIBITED CONTRACTS/PURCHASES

Mr. Hollingsworth noted that a recommendation was provided by a Trustee to adopt a policy that Board members or their relatives would not be able to do business with the institution with the restriction lasting two years post employment or the Trustee leaves the Board.

Houston Community College
Board Governance Committee Meeting – May 8, 2014 - Page 3

Mr. Hollingsworth informed that the state statute provides that an employee or Trustee could do business with the institution as long as it is in alignment with statutes.

Mr. Hollingsworth noted that the provision is the strictest ethical policy in comparison to other institutions. He apprised that most peer institutions adopt the Code 171 language.

Mr. Capo informed that state law is the minimum requirement. He apprised that the question should be reviewed as to whether past issues warrant such a standard.

Mr. Glaser noted that he is in favor of the policy to send a strong message to the community.

Mr. Wilson informed that he agrees with the policy since he made the recommendation.

Mr. Robinson apprised that he is in favor of the policy. He noted that the other provision that he attempted to get implemented was the campaign limitation reform; however, he was unable to get the full support of the Board.

Mr. Robinson informed that there will need to be an education of the policy changes not only internally but to the external community as well.

Ms. Mullins noted that the Board approves the contracts without full knowledge of the sub-contractors (subs) and inquired if administration would confirm the small businesses.

Mrs. Renee Byas noted that the subs are required to abide by the disclosure requirements. She informed that the contractors are provided the disclosure requirements.

Mr. Anasagasti apprised that the first tier is disclosed; however, there could be additional review for streamlining the process.

Mr. Robinson noted that if points are provided for subcontractor participation, there should be a way to track participation. He informed that since there is a commitment to small business participation, there should be some documentation to capture the small business participation.

Mr. Anasagasti informed that the procedure will be reviewed and revised accordingly.

Mrs. Byas inquired if the policy would apply to previous employees. Mr. Hollingsworth apprised that the policy would be effective the date of approval by the Board.

Mr. Hollingsworth noted that Article A: Ethics Section 5 of the Board's bylaws has a requirement that makes it a responsibility of administration to provide a list of contractors and sub-contractors. He informed that the section would be referenced in the policy.

Houston Community College
Board Governance Committee Meeting – May 8, 2014 - Page 4

Mr. Wilson apprised that the Board approved construction at Central College; however, a portion of the allocated \$23 million was used to purchase property. He inquired if the small business participation would be on the \$23 million or the construction amount of \$5 million. Mr. Anasagasti informed that the 35% participation rate applies to the construction phase.

Mr. Robinson apprised that the Board votes on the contractor but not the subs. He noted that administration would have to determine a mechanism for advising the Board of the conflict. Mr. Hollingsworth informed that he would work with administration regarding the concern.

Mr. Robinson apprised that the subs will need to be held accountable regarding disclosures because the Board often will be unaware of the subs.

Mr. Anasagasti noted that there are a number of nuisances and informed that there are broad implications. He requested the opportunity to prepare a document for review.

Mr. Hollingsworth informed that practically, there is less concern because it is in regards to first degree of consanguinity and affinity.

Mr. Capo requested Board Counsel provide alternate language drafts and practical implications of the language for the Board to review.

Mr. Hollingsworth provided a review of issues that the Committee may want to consider including campaign finance reform.

Mr. Capo requested that the contract for Board Counsel services be placed on the agenda for next month.

Ms. Mullins noted that there should be some corrective procedures in place as it relates to disclosures.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:12 p.m.

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

Minutes Approved as Submitted: _____

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

May 8, 2014

Minutes

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, May 8, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

Christopher W. Oliver, *Vice Chair*
Robert Glaser, *Secretary*
Zeph Capo
Sandie Mullins
David B. Wilson

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Stephen Levy for Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Services
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Christopher W. Oliver, Vice Chair called the meeting to order at 5:10 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

**AUSTIN STREET IMPROVEMENTS & SAN JACINTO MEMORIAL GREEN
(PROJECT NO. RFCSP 14-02)**

Motion – Mr. Glaser moved and Mr. Capo seconded. The motion passed with a vote of 5-0.

**RENEWAL OF LEASE AGREEMENT FOR 4014 BLUEBONNET DRIVE STAFFORD,
TEXAS**

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

Ms. Mullins inquired of the fiscal impact. Mrs. Byas informed that the fiscal impact is \$7,000 monthly.

Mr. Glaser inquired if the expansion of Stafford would encompass the space. Dr. Fena Gaza informed that space would be included as a part of the expansion.

Vote – The motion passed with a vote of 5-0.

**ADOPTION OF FORT BEND AND HARRIS COUNTY LOCAL OPTION EXEMPTION
TAX YEAR 2014**

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

Dr. Karla Bender informed that an annual renewal is required.

Mr. Capo inquired of the deadline for submission. Dr. Bender informed that the deadline is May 31st.

Mr. Oliver noted that the college has been approving the exemption for seniors and disabled.

Dr. Bender informed that the \$90,000 applies to homeowners over 65 or disabled. She apprised that the local homestead exemption is \$5,000 or 10% of the appraised value.

Mr. Capo inquired if approved would the exemption be locked in for everyone until next year. Dr. Bender noted that the exemptions would be locked for the year.

Mr. Oliver informed that the item should be included as a part of the budget discussion.

Mr. Capo apprised that the discussion would be whether there should be a potential to increase for everyone else.

Dr. Bender noted that she would inquire with the county if amending the exemption would be an option.

Mr. Glaser noted that the exemption is below some of the other taxing districts. Mr. Glaser apprised that he would like to know if there would be an option to amend later in the year to redistribute the tax burden.

Mrs. Byas noted that the information could be provided prior to the Regular meeting on May 15th.

Vote – The motion passed with a vote of 5-0.

CONSIDER APPROVAL OF TEMPORARY RIGHT OF ENTRY AND CONSTRUCTION AGREEMENT WITH MEMORIAL CITY REDEVELOPMENT AUTHORITY

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

Ms. Destinee Waiters advised that the approval will require the release of eight parking spaces. She informed that the Tax Increment Reinvestment Zone (TIRZ) would be responsible for the maintenance except trash collection. Ms. Waiters apprised that the project will help beautify the campus and provide additional seating for students.

Dr. Hodges noted that it is a \$10.5 million project that will enhance the campus.

Vote – The motion passed with a vote of 5-0.

Motion – Mr. Capo motioned and Ms. Mullins seconded to table item 9 regarding payment to Gardere Wynne Sewell LLP and to move the remaining items to the consent agenda. The motion passed with a vote of 5-0. The following items moved to the consent agenda:

- Proposed Settlement between Fred Satchel and HCC
- Proposed Settlement between Martin See and HCC
- Payment to Bracewell & Giuliani LLP for Professional Services Rendered through March 31, 2014
- Investment Report for the Month of February
- Monthly Finance Statement for April 2014

PAYMENT TO GARDERE WYNNE SEWELL LLP FOR PROFESSIONAL LEGAL SERVICES RENDERED THROUGH MARCH 31, 2014

The item was tabled until next month.

REPORT ON INTERLOCAL & COOPERATIVE CONTRACTS COMPETITIVELY AWARDED

The report was accepted.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:26 p.m.

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

Minutes Approved as Submitted: _____

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

May 8, 2014

Minutes

The External Relations Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, May 8, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

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

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Stephen Levy for Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Services
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Carroll G. Robinson, Committee Chair, called the meeting to order at 2:13 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

ENGAGING FEDERAL AND/OR STATE GOVERNMENT RELATIONS SERVICE PROVIDERS OPERATIONS

Mr. Robinson informed that the item is to initiate a discussion to allow input from the Board regarding the state and federal policy advisors services solicitation. He noted that his thought is to have a hybrid team, with experience on a state and federal level as well as exposure with agencies.

Mr. Capo inquired of the possibility of identifying a combined team and inquired if there is a downside to doing such.

Mr. Young apprised that there is a possible cost savings for having a combined team and noted that a review could be conducted to identify additional measures.

Mr. Wilson recommended working with state organizations such as those attending the National Legislative Summit.

Mr. Glaser inquired of the formats other institutions utilize regarding the advisors. Mr. Young informed that the larger community colleges have federal policy advisors and noted that the state governmental relations is often handled within the organization. He noted that HCC is the leader in getting policies approved.

Mr. Capo inquired if it would be possible to separate the various issues by area in order for the Board to divide according to expertise.

Mr. Wilson apprised that HCC needs more participation in state and federal Boards.

Mr. Robinson informed that some firms submitted joint solicitation previously. He noted that it seems that the Board may be interested in reviewing joint solicitations.

Mr. Robinson apprised that the Board Chair informed the need for a closed session discussion.

ADJOURNED TO CLOSED SESSION

Mr. Robinson adjourned the meeting to Executive Session at 2:29 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Mr. Robinson stated that any final action, vote or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Mr. Robinson reconvened the meeting in Open Session at 4:22 p.m. and entertained any motions on pending matters.

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

UPDATE CONCERNING HCCTV

Mr. Robinson noted that item B would be considered at the next External Relations meeting.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:23 p.m.

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

Minutes Approved as Submitted: _____

DRAFT

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

May 8, 2014

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Thursday, May 8, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

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

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Stephen Levy for Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance & Planning
Diana Pino, Vice Chancellor, Student Services
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mrs. Sane, Chair, called the meeting to order at 4:37 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

BOND CONSTRUCTION MANAGER-AT-RISK SERVICES PROJECTS A, B, C, D, H, J, M AND N (PROJECT NO. RFP 14-04)

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

Mr. Capo expressed clarification to receive a separate vote on each of the projects.

Amended Motion – Mr. Capo moved and Ms. Mullins seconded to divide the items and vote on each project separately.

Mr. Glaser noted that he was not prepared to vote on the items individually as he has not reviewed the information as separate items.

Mr. Robinson inquired if the Board could vote for the items individually. Mr. Hollingsworth informed that there is nothing in the Request for Proposal (RFP) to require voting on the item as a whole.

Mr. Robinson apprised that he has a fundamental problem because a couple of weeks ago he was told by Board Counsel, Special Counsel, Bond Counsel, Project Manager, and Administration that the item had to be voted on as a whole.

Mr. Hollingsworth noted that the statement provided was not the opinion of Board Counsel.

Mr. Capo informed that he made the motion to separate as a means to meet Board members half way. He apprised that there is a difference between if the item should or could be voted on individually. He noted that he is deeply concerned with not moving forward, as the delay could require additional staff time and other expenses that would use up the funding.

Mr. Capo informed that he has received multiple opinions from attorneys that the college should move forward. He apprised that he cannot sit on an opinion provided that would allow a project in District I to be affected. Mr. Capo noted that he could not with good conscious have written opinions before him and not move the projects forward.

Vote on Amendment – The motion failed with vote of 2-4-1 with Trustees Mullins and Capo in favor, Trustees Oliver, Sane, Wilson, and Robinson opposed, and Trustee Glaser abstaining.

Ms. Mullins informed that there was a commitment made to Alief regarding the Hayes Road project. She apprised that there was approximately \$80 million put into the Alief project and an additional \$10 million allocated with the bond. Ms. Mullins noted that prior to the bond there was an assessment completed with ESPA regarding the Eldridge project. She

Houston Community College
Special Meeting – May 8, 2014 - Page 3

informed that there was a bond passed by the constituents for fourteen projects and noted that there is objective factual information, she outlined the various timeline regarding the bond projects to include post bond studies, Kleinberg studies as well as Houston Independent School District (HISD), which depict the growth in the Northwest areas. Ms. Mullins informed that there are educational needs in the northwest area just as there is with Alief and Eldridge.

Mr. Oliver apprised that Ms. Mullins recitation of what transpired has some accurate points. He noted that Ms. Mullins actually voted against the bond. Ms. Mullins stated that she abstained from the vote.

Mr. Oliver informed that several Trustees were in the community advocating for the bond that included himself, Trustees Loreda, Robinson, and Sane. He apprised that he supported the bond even when there was no project in his community. Mr. Oliver noted that he has a problem with the firm selection process and equity as to how the projects are planned. He informed that he would not vote for any projects going forward until there is a discussion regarding the revision of the evaluation process.

Ms. Mullins requested a follow up. She apprised that on the record she abstained because she was not in favor of a tax increase; however, if her community was in support of the bond, she would be in support. Ms. Mullins noted that her community voted to support the bond.

Mr. Oliver informed that Districts I, II, IV, IX have supported the institution; however, if District VI chooses not to join the district, then they should continue to pay higher fees.

Vote -The motion failed with a vote of 2-5 with Trustees Capo and Mullins in favor and Trustees Glaser, Oliver, Robinson, Sane, and Wilson opposing.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:57 p.m.

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

Minutes Approved as Submitted: _____

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

May 13, 2014

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Tuesday, May 13, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

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

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Chief of Staff
Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance & Planning
Diana Pino, Vice Chancellor, Student Services
Fred Zeidman, Vice Chancellor, Institutional Advancement
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mrs. Sane, Chair, called the meeting to order at 10:18 a.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

CONSIDER AND APPROVE THE EMPLOYMENT CONTRACT FOR DR. CESAR MALDONADO AS CHANCELLOR OF HOUSTON COMMUNITY COLLEGE SYSTEM; AND ANY OTHER RELATED AUTHORIZATIONS NECESSARY FOR FURTHER ACTION

Motion – Mr. Oliver moved and Mr. Glaser seconded to approve the employment contract for Dr. Cesar Maldonado as Chancellor of Houston Community College System. The motion passed with a vote of 8-0.

Mrs. Sane welcomed Dr. Maldonado to Houston and to Houston Community College and recognized his family.

Mrs. Sane opened the opportunity for the Board to comment and welcome Dr. Maldonado and his family.

Dr. Adriana Tamez acknowledged the Chancellor Search Committee members who served in the selection process.

Mrs. Sane announced that a welcome reception for Dr. Maldonado is scheduled for Tuesday, May 13, 2014 from 5:30 p.m. until 7:30 p.m. at the HCC West Loop Center.

Dr. Maldonado expressed appreciation to the Board, HCC and the community for the opportunity to serve as Chancellor of HCC.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 10:36 a.m.

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

Minutes Approved as Submitted: _____

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

May 15, 2014

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, May 15, 2014 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

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

ADMINISTRATION

Cesar Maldonado, Chancellor
Renee Byas, General Counsel
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Services
Margaret Ford Fisher, President, Northeast College
Cheryl Peters for William Harmon, President, Central College
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Winston Dahse, Chief Administration Officer
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Relations

OTHERS PRESENT

Derrick Mitchell, Board Counsel, Bracewell & Giuliani
Jorge Rodriguez, Financial Advisor, Coastal Securities
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mrs. Neeta Sane, Chair, called the meeting to order at 4:03 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

PRAYER AND PLEDGE OF ALLEGIANCE

Mrs. Sane led the prayer and the pledges.

CHAIRMAN'S REPORT

Mrs. Sane apprised that on Tuesday, May 13, 2014, the Board named Dr. Cesar Maldonado as Chancellor of Houston Community College System.

(Mr. Glaser arrived at 4:12 p.m.)

Mrs. Sane welcomed comments from the Board to Mrs. Renee Byas for her service as Acting Chancellor from January 2013 until May 2014.

(Mr. Oliver arrived at 4:14 p.m.)

Mrs. Byas expressed appreciation to the Board for the opportunity to serve as Acting Chancellor.

The Board presented Mrs. Byas with a gift of recognition.

Dr. Tamez recognized the Board Search Committee and the Chancellor Search Advisory Committee (CSAC) for their service in the Chancellor search process. She presented a certificate of appreciation to each of the CSAC members.

Mrs. Sane formally introduced Dr. Cesar Maldonado as the Chancellor of HCC. The Board provided welcoming comments to Dr. Maldonado.

Ms. Mullins apprised that due to a scheduling conflict on Tuesday, May 13, 2014, she could not attend the meeting to vote for Dr. Maldonado. Ms. Mullins noted that had she been present, her vote would have been cast in favor of Dr. Maldonado becoming the next Chancellor of the Houston Community College System. She requested this to be recorded in the minutes of this meeting.

Dr. Maldonado thanked the Board of Trustees for selecting him as Chancellor of HCC. He thanked everyone for such a warm welcome and noted that he is humbled and privileged to serve as Chancellor.

AWARDS, PRESENTATIONS, AND RECOGNITIONS

The following awards and recognitions were presented:

- 2014 Faculty and Staff Campaign
- Felix & Angela Morales Memorial Foundation Check Presentation
- Asian-Pacific American Heritage Month

- Phi Theta Kappa for 2014 and Awards

Mrs. Sane recessed the meeting at 5:18 p.m. and reconvened the meeting at 5:40 p.m.

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

CHANCELLOR'S REPORT

Dr. Cesar Maldonado provided the following report:

- Commencement Ceremony
Dr. Maldonado announced that HCC's annual commencement ceremonies will be held Saturday, May 17, 2014 at the NRG Stadium, formerly known as Reliant Stadium.

The Academic ceremony will be held at 8:30 a.m. with Sheriff Adrian Garcia delivering the keynote address. The ceremony for Workforce and GED will be held at 1:00 p.m. with Senator Rodney Ellis as the keynote speaker.
- Student Travel to Salzburg, Austria
Dr. Diana Pino announced that Dr. Parvin Bagherpour, Associate Vice Chancellor of International Student Services will escort six students to the Salzburg Global Seminar in Salzburg, Austria, June 1-9, 2014.
- Faculty Senate Report
Ms. Michelle Novak welcomed Dr. Maldonado to HCC and expressed appreciation to the Board for the selection of Dr. Maldonado and for considering faculty requests. She also thanked Mrs. Byas for her leadership as Acting Chancellor. Ms. Novak requested that faculty compensation is taken into consideration during the budget discussion process.

APPROVAL OF MINUTES

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

Approval of Minutes from Special Meeting of April 4, 2014, Academic Affairs/Student Services Committee Meeting of April 10, 2014, Board Governance Committee Meeting of April 10, 2014, Committee of the Whole Meeting of April 10, 2014, External Relations Committee Meeting of April 10, 2014, Special Meeting of April 10, 2014, Regular Meeting of April 17, 2014, Special Meeting of April 21, 2014, and Finance Sub-Committee Meeting of April 30, 2014

Vote – The motion passed with a vote of 9-0.

HEARING OF THE CITIZENS

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

- Daniel Arp

Mr. Capo took a point of personal privilege and commented that he realizes that his public remarks are reflective of himself, his district and the institution he serves. He noted that he was recently contacted by students and staff of HCC regarding comments made in a public session of a City of Houston debate regarding the Houston Equal Rights Ordinance. Mr. Capo apprised that several individuals heard the remarks and felt that an entire minority segment of the city was being compared to predators. He noted he is proud that HCC provides equality and human decency to everyone that walks through the doors.

Mr. Capo requested his colleagues to focus on pertinent and productive issues. He noted that faculty and students deserve someone to speak up for them.

CONSENT AGENDA

Motion – Mr. Oliver moved and Mr. Robinson seconded approval of the consent agenda with the exception of A.1, B.5, C.7, C.8, C.10, C.11, and C.12. The motion passed with a vote 9-0. The following were approved:

- Fourier Transform Spectrometer for Southeast College
- ENGL 1301 Student Online Instructional Package and Course Fee for Northwest College
- Procedures Modification to Board Policy A.9.2.1-Substantive Change
- Austin Street Improvements & San Jacinto Memorial Green (Project No. RFCSP 14-02)
- Consider Approval of Temporary Right of Entry and Construction Agreement with Memorial City Redevelopment Authority

MOU BETWEEN HCC AND HISD FOR OPERATION OF MIDDLE COLLEGE HIGH SCHOOLS (MCHS)

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

Mr. Capo apprised that he is available to assist wherever possible. He noted that he is excited about the program being in District I.

Mr. Robinson informed that the program was previously named Future Academies. He apprised that one concern of his is that students are graduating unprepared. Mr. Robinson noted that HCC has to identify ways to make certain students are prepared for college. He informed that HCC should take advantage of the program not just with Houston Independent School District (HISD) but all school districts in the service area.

Ms. Loreda expressed appreciation to the two campuses who welcomed the programs at their location.

Dr. Tamez congratulated the presidents as well and noted that the effort will afford great opportunities for the students.

Vote – The motion with a vote of 9-0.

**PROPOSED BOARD POLICY REGARDING POST CONTRACT COMPLETION
EVALUATION PROCESS**

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

Amended motion – Mr. Robinson motioned and Ms. Mullins seconded to add the following language to the policy “and keep a computerized record of all evaluations in the Procurement Department and General Counsel’s Office. All such records shall be available for review by both the administration and Trustees”. The amendment passed with a vote of 9-0.

Vote – The motion passed with a vote of 9-0.

**RENEWAL OF LEASE AGREEMENT FOR 4014 BLUEBONNET DRIVE STAFFORD,
TEXAS**

Motion – Mr. Robinson moved and Ms. Loreda seconded.

Mr. Glaser inquired if the amendment was to extend the lease to two years as opposed one year. Dr. Maldonado informed that was correct regarding the amendment.

Vote – The motion passed 9-0.

**ADOPTION OF FORT BEND AND HARRIS COUNTY LOCAL OPTION EXEMPTION
TAX YEAR 2014**

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

Mr. Glaser noted that information was provided regarding the item. He inquired if there is a need to act on the item today.

Dr. Maldonado informed that administration has reviewed the numbers and that the recommendation is to approve the item as presented and hold a discussion for future tax exemptions amendment at the upcoming budget workshop.

Mr. Oliver noted that the item was vetted in committee last week and noted that Dr. Karla Bender informed that the deadline was approaching regarding the exemption. He apprised that the Board discussed reviewing future exemptions at a budget workshop.

Mr. Robinson noted that one of his concerns is regarding expenditures with general operating funds. He informed that there are a number of things on the operating side that need to be considered before discussing other issues. Mr. Robinson apprised that there are a significant number of seniors in the taxing district living below poverty level. He noted that there needs to be a full picture regarding the exemption rates.

Dr. Maldonado addressed the issue of timing. He informed that the deadline for submission is July 1, 2014 and apprised that there is no urgency regarding approval of the item this month and noted that the item could be postponed until next month.

Mr. Capo informed that there was discussion in committee regarding the item. He apprised that there is not much of a break for the homeowner and noted that this is what is of value to him. He recommended the opportunity to postpone approval.

Mr. Glaser informed that he would like to see additional exemption for seniors. He apprised that a review needs to be made regarding subsidizing the seniors and recommended discussing the item in a budget workshop.

Motion Withdrawn – Mr. Oliver and Mr. Capo withdrew the motion and the second.

Mrs. Sane noted that a budget workshop will be scheduled for June 2014.

**PAYMENT TO BRACEWELL & GIULIANI LLP FOR PROFESSIONAL SERVICES
RENDERED THROUGH MARCH 31, 2014**

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

Amended Motion - Mr. Robinson motioned and Mr. Oliver seconded to amend the item to authorize the Board Chair to negotiate with the managing partner(s) of Bracewell & Giuliani LLP to execute a written contract for legal services for the Houston Community College Board of Trustees to include:

- A defined scope of services and any and all specific exclusions
- A reduction in the current hourly fee being paid for Board Counsel services
- A provision (“favored nation clause”) that guarantees that HCCS will receive the lowest hourly rate charged by the firm for legal services provided other educational or corporate clients
- A conflicts of interest provision that requires that conflicts between HCCS and any other client(s) of the firm be resolved in favor of HCCS
- A designation of the billing attorney of record and a direct contact with the firm (partners of the firm)
- A provision that any counsel at Bracewell & Giuliani report solely to the entire Board of Trustees
- The standard HCCS 30 day cancellation clause

Mr. Capo noted that the item was discussed in the Board Governance meeting for consideration and is scheduled for additional discussion at the Governance meeting in June.

Mr. Oliver asked for point of clarification. Mr. Capo apprised that the item has been listed for discussion and recommended that the amendment is presented at the time of discussion of the item at the Board Governance meeting.

Mr. Wilson offered a friendly amendment that the Chair selects the firm. The motion died due to lack of a second.

Vote on amendment - The amendment passed with a vote of 9-0.

Vote – The motion passed with a vote of 7-0-2 with Trustees Glaser and Wilson abstaining.

TOPICS FOR DISCUSSION AND/OR ACTION

INVESTMENT REPORT FOR THE MONTH OF FEBRUARY AND MONTHLY FINANCE STATEMENT FOR APRIL 2014

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

(Mr. Oliver stepped out at 6:25 p.m.)

Dr. Estes noted that investments are liquid and very safe with a good yield. He informed that conversion to cash could be done quickly. Dr. Estes apprised that the yield for investments is .37% which is in excess of ten times the Texas pool target.

Mr. Capo noted that one of his issues is reflective of the fund balance. He informed that when compared to Board policy regarding the reserves, there is a significant discrepancy between the actual balance and Board policy requirement.

Mr. Capo requested that an in-depth discussion is held during the budget workshop.

(Mr. Oliver returned at 6:29 p.m.)

Ms. Mullins referenced contracted services and inquired if the increase was planned. Dr. Estes apprised that the projection is within budget and noted that it was budgeted.

Mr. Robinson requested that personnel cost is discussed in the budget workshop. He noted that the concern is to know the number of faculty needed. He informed that historically the personnel agenda is provided without an explanation. Mr. Robinson apprised that the effort is to develop a plan regarding the faculty salaries.

Mr. Robinson noted that funding was set aside regarding small business. He informed that there was an agreement to amend bond allocations for security and that the status of the funding set aside for security upgrades is unknown. He asked Dr. Maldonado to review the situation to identify where the funding is.

Mr. Robinson apprised that more needs to be done regarding enterprise revenues. He noted that he has been suggesting constructing a building that would possible generate lease revenue. Mr. Robinson informed that revenue could also be identified from a parking fee at 3100 Main for non-students and non-HCC visitors.

Mr. Robinson apprised that he has also been requesting a listing of contracts with expiration dates. He noted this would allow contractors to review the list and better prepare to compete for contracts and would provide oversight capability.

Mr. Oliver informed that the Board has been rubber stamping the personnel agenda. He requested that at the convenience of the Chancellor, a recommendation is made regarding personnel. He requested a generalized explanation.

Vote – The motion passed with a vote of 9-0.

BANKING RESOLUTION AUTHORIZATION

Motion – Mr. Oliver moved and Mr. Capo seconded. The motion passed with a vote of 9-0.

ADJOURNED TO CLOSED SESSION

Mrs. Sane adjourned the meeting to Executive Session at 6:39 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Mrs. Sane stated that any final action, vote or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Mrs. Sane reconvened the meeting in Open Session at 7:39 p.m. and entertained any motions on pending matters.

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

PROPOSED SETTLEMENT BETWEEN FRED SACHEL AND HCC AND PROPOSED SETTLEMENT BETWEEN MARTIN SEE AND HCC

Motion – Mr. Robinson moved and Mr. Capo seconded to approve items C.10 and C.11. The motion passed with a vote of 9-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 7:39 p.m.

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

Minutes Approved as Submitted: _____

Consent Agenda

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
1	Tuition and Fees for Non-Credit Classes	Dr. Cesar Maldonado Dr. Charles Cook

RECOMMENDATION

Annual approval of tuition and fees for all existing and new continuing education courses to be offered at HCC during the 2014-2015 academic year as listed in the attachment.

RECOMMENDATION

Annual approval is required by the Texas Higher Education Coordinating Board.

DESCRIPTION OR BACKGROUND

Attached is a comprehensive list of all CE courses currently available in inventory to be offered at HCC with the current tuition and fees, as well as the proposed new tuition and fees for a few selected courses due to changes in the course hours. There are two changes being requested from last year due to changes in course length:

- (1) Page 9, increasing the hours of instruction for the Test of Essential Academic Skills (TEAS) Prep Course from 12 to 16 and thus requesting an increase in the fee from \$75 to \$95 for the course; and
- (2) Pages 10-11, reducing the hours of instruction for other medical related courses and thus proposing proportional reductions of fees as indicated

FISCAL IMPACT

The overall fiscal impact is projected to be minimal based upon projected enrollments for the courses. Based on the changes requested as denoted in the description above:

- (1) The course hour and fee increase should result in increased revenue of approximately \$1,000
- (2) The course hour and fee reductions should result in enrollment increases reduced instructional costs and a net revenue increase of approximately \$14,000

STRATEGIC GOAL ALIGNMENT

Strategic Initiative - Increase Student Completion

Attachment Title(s): **School of Continuing Education 2014-2015 Price List**

This item is applicable to the following:

☒ Central ☒ Coleman ☒ Northeast ☒ Northwest ☒ Southeast ☒ Southwest ☒ 3100

Division of Extendend Learning
Price List By Content Area
2014-2015

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 Certification Program	Accelerated Teacher Certification Program	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	Accounting, Introduction	Introduction to Accounting I	48	\$208				
BMGT	1021	Project Management Fundamentals	Intro to Project Management	8	\$128				
BMGT	1091	Successful Project Management	ST/Busi. Admin. & Mgmt. Gen.	14	\$224				
BMGT	1091	PeopleSoft Applications, Introduction to Human Resources	ST/Busi. Admin. & Mgmt. Gen.	80	\$258				
BMGT	1091	Project Management Essentials and Best Practices	ST/Busi. Admin. & Mgmt. Gen.	32	\$512				
BMGT	1094	PeopleSoft Applications, Intermediate Human Resources	Spec.Top.Office Sup.& Mgmt.	80	\$258				

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	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 Exam Prep	General Business & Leadership	35	\$560				
BMGT	2031	PeopleSoft Applications, Total Quality Management	Prin. of Quality Management	80	\$258				
BUSG	1073	Small Business Management/Entrepreneurship	Entrprnship. & Econ. Dev.	48	\$208				
BUSG	2009	Small Business Management/Entrepreneurship	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	Organizational Development	ST/Human Resources Mgmt.	8	\$166				
HRPO	1091	Talent Management	ST/Human Resources Mgmt.	8	\$166				
HRPO	1091	Employee Relations	ST/Human Resources Mgmt.	8	\$166				
HRPO	1091	Compensation and Benefits	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				
IBUS	1054	International to International Business & Trade	International Marketing Management	48	\$208				
LGLA	1091	Texas Civil Litigation III	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Texas Civil Litigation I	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Legal Research III	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Legal Research II	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Legal Research I	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Introduction to Law	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Texas Civil Litigation II	ST Legal Assistant/Paralegal	16	\$135				
MRKG	1011	Marketing Principles & Practices	Principles of Marketing	48	\$208				
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				

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
RELE	1091	Residential Law	Special Topics/Real Estate	12	\$140				
RELE	1091	Tenant Law	Special Topics/Real Estate	12	\$140				
RELE	2088	Property Management Internship	Property Mgmt.- Internship	64	\$280				
Commercial Truck Driving									
CEC	9121	Freight Broker Training	Freight Broker Training	8	\$169				
CVOP	1013	Professional Truck Driver I	Professional Truck Driver I	126	\$1,350				
CVOP	1040	Professional Truck Driver II	Professional Truck Driver II	160	\$2,025				
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				
CPMT	1049	Network+ Certification	Network + Certification	64	\$534				
DFTG	1091	PDMS Structural Basic	Special Topics/Drafting	24	\$576				
DFTG	1091	PDMS Piping	Special Topics/Drafting	24	\$576				
DFTG	1091	PDMS Equipment	Special Topics/Drafting	24	\$576				

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 Drawing Production, Introduction	Special Topics/Drafting	16	\$576				
DFTG	1091	PDMS Basics & Functions	Special Topics/Drafting	16	\$384				
DFTG	1091	PDMS Basic Drawing Production	Special Topics/Drafting	24	\$576				
DFTG	1091	PDMS Structural, Advanced	Special Topics/Drafting	16	\$384				
DFTG	1091	PDMS Drawing Production, Advanced	Special Topics/Drafting	16	\$384				
HRPO	2005	SAP Human Capital Management (HCM)	Human Resources Information	48	\$1,495				
ITCC	1001	CCNA Exploration 1 - Network Fundamentals	Exploration-Network Fund.	80	\$605				
ITCC	1004	CCNA Exploration 2 - Routing, Protocols & Concepts	Cisco Exp. 2 Rting Prot. Cncpt	80	\$605				
ITCC	2008	CCNA Exploration 3 - LAN Switching & Wireless	Cisco Exp. 3 LAN Switch & Wrls	80	\$605				
ITCC	2010	CCNA Exploration 4 - Accessing the WAN	Exp.4 - Accessing the WAN	80	\$605				
ITCC	2054	CCNP-Routhe Implementing IP Routing	CCNP Routing-Implementing IP Routing	112	\$1,017				
ITCC	2055	CCNP-Switch Implementing IP Switching	CCNP Switch-Implementing IP Switching	96	\$1,017				
ITMT	2001	Server 2008 Network Config.	Windows Server 2008 Network Infrastructure Configuration	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
ITMT	2051	Server 2008 Administrator	Windows Server 2008: Server Administrator	64	\$700				
ITNW	1013	CompTIA Cloud + Certification	Computer Virtualization	64	\$534				
ITNW	1053	Installing and Configuring Windows Server 2012	Install & Configure Window	64	\$700				
ITSC	1001	IC3 Internet and Computer Core Certification Preparation	Introduction to Computers	96	\$672				
ITSC	1006	Microsoft Windows, Introduction	Introduction to Computer O.S.	24	\$161				
ITSC	1009	Microsoft Office Suite Professionals	Integrated Software App I	48	\$310				
ITSC	1091	C#, Intermediate	ST/Computer Info.Science	24	\$377				
ITSC	1091	C#, Introduction	ST/Computer Info.Science	24	\$377				
ITSC	1091	C#, Advanced	ST/Computer Info.Science	24	\$377				
ITSC	2031	Microsoft Office Suite Professional, Advance	Integrated Software App	64	\$448				
ITSC	2040	A+ Certification	Hardware & Software Appli.	72	\$517				
ITSE	1003	C++Programming, Introduction	Intro.to Programming Language	40	\$486				
ITSE	1091	SAP Logistics with Materials Man & Pro Planning	ST in Computer Programming	48	\$1,495				

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
ITSY	1000	Security+ Certification	Fund of Infor. Security	48	\$641				
POFT	1010	Keyboarding, Basic	Basic Keyboarding	24	\$160				
Construction Trades									
CBFM	1003	Stationary Engineering - 3rd Grade License	Boiler Maintenance	80	\$320				
CBFM	1007	Stationary Engineering-2nd Grade License Review	Boiler Operation	80	\$320				
DFTG	1040	AutoCAD, Beginning	Intro. to Computer Aid Draft	44	\$589				
DFTG	2011	AutoCAD, Intermediate	Specialized (CAD) Package	32	\$433				
ELPT	1011	Electrical I	Basic Electrical Theory	80	\$490				
ELPT	1029	Residential Wiring, Bilingual	Residential Wiring	80	\$497				
ELPT	1029	Electrical II	Residential Wiring	80	\$490				
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 Solar Technology/Technician	40	\$572				

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	1038	Basic Machining I	Basic Machine Shop I	72	\$480				
MCHN	1041	Basic Machining II	Basic Machine Shop II	72	\$480				
MCHN	1094	Sheet metal 3B	Sheetmetal	72	\$320				
MCHN	1094	Sheet metal 4B	Sheetmetal	72	\$320				
OSHT	1091	OSHA 10 Hour	S/T Occ.Safety & Health Tech.	112	\$150				
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	1047	Plumbing 3B	Backflow Prevention	72	\$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
PFPB	2039	Plumbing 4B	Comm. & Indust. Sys. Start-up	72	\$320				
PFPB	2041	Pipefitting 4B	Pipe Fabrication and Installat	72	\$320				
SEST	1041	Stationary Engineering - 1st Grade License Review	Boilers-Operations: Install	80	\$320				
WLDG	1007	Introduction to Multiple Welding Process	Introduction to Welding	160	\$980				
Corporate College									
CEC	9002	Drilling Work Keys	Drilling Work Keys	4	\$50				
PTRT	1001	Introduction to Petroleum Industry	Introduction to Petroleum Industry	64	\$660				
PTRT	1091	Roustabout I	Special Topics in Petroleum Technology/Technician	64	\$1,748				
PTRT	1091	Roustabout II	Special Topics in Petroleum Technology/Technician	64	\$1,748				
Health									
CEC	1422	TEAS Prep Course	TEAS Prep Course	12	\$75		16	\$95	11-Apr-14
CEC	1430	CPR	CPR	4	\$40				
CVTT	1060	Electrocardiography (EKG) Clinical	Clinical-Cardiovascular Tech.	120	\$475				
CVTT	2000	EKG Update	EKG Update	7	\$65				

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	1011	Electrocardiography (EKG)	Electrocardiography	64	\$545				
ECRD	1091	EKG Lab 2 Stress Testing	Special Topics in EKG	24	\$150				
ECRD	1091	EKG Lab 1 12-Lead	Special Topics in EKG	32	\$315				
ECRD	1091	ECG Rhythm Strip Analysis	Special Topics in EKG	32	\$229				
EMSP	1016	ECG 12 Lead Fundamentals	Intro. 12-Lead Interpretation	24	\$150				
EMSP	1019	CPR Basic Life Support	CPR Basic Life Support	7	\$42				
HITT	1003	Medical Terminology II	Medical Terminology II	32	\$225				
HITT	1005	Medical Terminology I	Medical Terminology I	64	\$459		32	\$225	01-Apr-13
HITT	1011	Electronic Medical Record Fundamentals	Health Information Systems	64	\$459		48	\$325	01-Apr-13
HITT	1013	Basic Medical Coding	Insurance Coding	64	\$459		48	\$325	01-Apr-13
HITT	2000	HIPPA Professional Seminar	Prof.Dvlpmt: Med Records Tech	8	\$125				
HITT	2028	Introduction to Public Health	Introduction to Public Health	32	\$100				
HITT	2046	Advanced Medical Coding	Advanced Medical Coding	48	\$499		48	\$325	01-Apr-13

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
MDCA	1052	Phlebotomy Skills Laboratory	Medical Assistan Laboratory Pr	64	\$280				
NURA	1001	Certified Nurse Aide	Nurse Aide for Health Care	96	\$799				
NURA	2005	Nurse Aide Skills Review	Nurse Aide Skill	32	\$185				
PLAB	1023	Phlebotomy	Phlebotomy	96	\$825				
PLAB	1060	Phlebotomy Clinical	Phlebotomy Clinical	120	\$525				
PLAB	1091	Phlebotomy for the Healthcare Professional	ST Phlebotomy/Phlebotomist	40	\$325				
PLAB	2000	Phlebotomy Update	Professional Development: Phlebotomy/Phlebotomist	8	\$65				
POFM	1009	Medical Office Procedures	Medical Office Procedures	64	\$459				
POFM	1017	Medical Administrative Support	Medical Administrative Support	64	\$459		48	\$325	01-Apr-13
POFM	1027	Medical Billing	Medical Insurance	64	\$459		48	\$325	01-Apr-13
POFM	2010	Intermediate Medical Coding	Intermediate Medical Coding	48	\$325				
RNSG	1003	IV Therapy	Intravenous Therapy	24	\$295				
VTHT	1091	Animal Grooming, Basic	ST/Vet Asst/Animal HealthTech	32	\$275				

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	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				
CHLT	1091	CHW Cert. Prep. Service Coordination Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert. Prep. Organization Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert. Prep. Knowledge Base on Specific Health Issues.	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert. Prep. Interpersonal Relations Skills	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 Advocacy Skill	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 Instr. Cert. Prep: Teaching Skills	CHW Instr. Certification Prep	20	\$125				
CHLT	1091	CHW Cert Prep: Communication Skills	ST Community Health Liaison	20	\$125				
DHYG	2000	Coronal Polishing	Prof Development: Dental Hygin	8	\$400				
DHYG	2000	Pit & 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	ICD-10 Coding for Coders and Billers	S/T.Health Info. Technology	28	\$400				
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	\$200				
HITT	2023	Health IT Leadership	Health IT Leadership	32	\$200				
HITT	2026	Project Management for Health Professions	Project Management for Health Professions	48	\$300				

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	2027	Vendor Specific HIT Systems	Vendor Specific HIT Systems	48	\$300				
HITT	2029	Installation & Maintenance of Health IT Systems	Installation & Maintenance of HHealth IT Systems	64	\$400				
HITT	2051	Networking & Health Information Exchange	Networking & Health Information Exchange	32	\$200				
HPRS	1091	Healthcare Interpreter Training	ST/Health Pro&Related Sciences	50	\$400				
MAMT	2037	Mammography Certification Training	Mammography Training	40	\$995				
MAMT	2064	Mammography Practicum	Mammography Technology/Technician	160	\$595				
MDCA	1054	Medical Assisting Credentialing Exam Review	Medical Assisting Credentialin	48	\$260				
PHRA	1091	Pharmacy IV admixture - CphT	Pharmacy Tech.Assistant	20	\$275				
SCIT	1000	Essentials of Human Anatomy and Physiology	Essentials of Human Anatomy and Physiology	32	\$20				
SCWK	1091	Child Advocacy 1- Persp on Child Maltreat & Child Abuse	ST/Social Work	48	\$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				
Languages									

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	2215	Citizen Preparation	Citizen Preparation	60	\$260	\$460			
CEC	3469	Languages Tutoring	Languages Tutoring	20	\$87	\$154			
COMG	1000	Basic English Language Skills	Basic English Language Skills	60	\$260	\$460			
COMG	1001	English Language Skills 1	Communications Improvement II	60	\$260	\$460			
COMG	1003	Reading and Writing, Foundations	Communication Skills for Workplace	48	\$250	\$370			
COMG	1003	Listening and Speaking Skills, Foundations	Communication Skills for Workplace	48	\$250	\$370			
COMG	1004	English Language Skills 2	English Language Skills 2	60	\$260	\$460			
COMG	1005	English Language Skills 3	Communication Improvement IV	60	\$260	\$460			
COMG	1007	English Language Skills 4	Communications Improvement V	60	\$260	\$460			
COMG	1008	English Language Skills 5	Communications Improvement VI	60	\$260	\$460			
COMG	1015	Pronunciation Skills Introductory A	Basic Workplace Communication	22	\$122	\$170			
COMG	1015	Pronunciation Skills Introductory B	Basic Workplace Communication	22	\$122	\$170			
COMG	1015	Pronunciation Skills Intermediate A	Basic Workplace Communication	22	\$122	\$170			

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	1015	Pronunciation Skills Intermediate B	Basic Workplace Communication	22	\$122	\$170			
COMG	1091	Grammar Skills Workshop-Intermediate Part 2	ST/Communications, General	18	\$250	\$370			
COMG	1091	Listening & Speaking Skills Intermediate	ST/Communications, General	70	\$250	\$593			
COMG	1091	Grammar Skills Workshop 2	ST/Communications, General	48	\$250	\$370			
COMG	1091	Grammar Skills Workshop 1	ST/Communications, General	48	\$250	\$370			
COMG	1091	Grammar Skills Workshop-Intermediate Part 1	ST/Communications, General	48	\$250	\$370			
COMG	1091	Pronunciation Skills Advanced	ST/Communications, General	48	\$250	\$370			
COMG	1091	Listening and Speaking Introduction	ST/Communications, General	70	\$250	\$593			
COMG	1091	Listening and Speaking Skills-Advanced Level 2	ST/Communications, General	60	\$260	\$460			
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	Reading and Writing Skills Introduction	ST/Communications, General	70	\$250	\$593			

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	Practical Language Application 4	ST/Communications, General	20	\$87	\$154			
COMG	1091	Pronunciation Skills Intermediate	ST/Communications, General	48	\$250	\$370			
COMG	1091	Grammar Skill Intermediate	ST/Communications, General	48	\$250	\$370			
COMG	1091	Listening and Speaking Skills-Advanced Level 1	ST/Communications, General	60	\$260	\$460			
COMG	1091	Reading and Writing Skills-Intermediate	ST/Communications, General	70	\$250	\$593			
FRNL	1091	Spanish Communication Skills for the Workplace I - Introductory	STopics in Foreign Languages	36	\$230				
On-line Continuing Education									
CEC	36	Medical Billing and Coding	Medical Billing and Coding	240	\$300				
CEC	40	Advanced CompTIA A+ Certification Prep	Advanced CompTIA A+ Certification Prep	24	\$125				
CEC	41	Introduction to Interior Design	Introduction to Interior Design	24	\$109				
CEC	43	Mac, iPhone and iPad Programming	Mac, iPhone and iPad Programming	24	\$109				
CEC	44	Photoshop Elements Digital Photo	Photoshop Elements Digital Photo	24	\$109				
CEC	45	SAT/ACT Preparation - Part I	SAT/ACT Preparation - Part I	24	\$109				
CEC	46	Teaching Students with ADHD	Teaching Students with ADHD	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	53	Hazards of Asbestos in Workplace	Hazards of Asbestos in Workplace	1	\$20				
CEC	54	Lockout/Tagout	Lockout/Tagout	3	\$20				
CEC	55	Organize or Agonize	Organize or Agonize	24	\$109				
CEC	56	How to Start an Import/Export Business	How to Start an Import/Export Business	24	\$119				
CEC	923	Easy English	Easy English	24	\$109				
CEC	1002	Administrative Professional with Microsoft Office 2010 Master	Administrative Professional with Microsoft Office 2010 Master	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	Photographing Nature with Your Digital Camera	Photographing Nature with Your Digital Camera	24	\$109				
CEC	1015	Real Estate Investing	Real Estate Investing	24	\$109				
CEC	1017	Singapore Math Strategies: Model Drawing for Grades 1-6	Singapore Math Strategies: Model Drawing for Grades 1-6	24	\$109				
CEC	1020	Positive Parenting	Positive Parenting	16	\$265				
CEC	1024	Facebook for Business	Facebook for Business	16	\$245				

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	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	1030	Chartered Tax Professional	Chartered Tax Professional	180	\$1,895				
CEC	1039	Easy English 2	Easy English 2	24	\$109				
CEC	1117	Sit-Down Forklift	Sit-Down Forklift	1	\$20				
CEC	1124	Positive Parenting	Positive Parenting	16	\$265				
CEC	1125	Introduction to OSHA & OSH Act	Introduction to OSHA & OSH Act	4	\$13				
CEC	1126	Conversational Mandarin Chinese	Conversational Mandarin Chinese	15	\$109				
CEC	1152	Introduction to Property and Casualty Insurance and the	Introduction to Property and Casualty Insurance and the Insurance Contract	6	\$20				
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	\$8				
CEC	1156	Texas Food Handler + TABC Certification	Texas Food Handler + TABC Certification	4	\$25				
CEC	1157	HAZWOPER 1st Responder Awareness Level 1	HAZWOPER 1st Responder Awareness Level 1	4	\$75				

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	1158	Fall Protection	Fall Protection	1	\$25				
CEC	1217	Ethics and Fraud	Ethics and Fraud	4	\$25				
CEC	1247	Knowledge is Power: Women & Finance	Knowledge is Power: Women & Finance	24	\$109				
CEC	1312	Introduction to Interior Design	Introduction to Interior Design	24	\$109				
CEC	1313	Event Management and Design	Event Management and Design	300	\$1,995				
CEC	1552	MS Office '10 Master Certification Training	MS Office '10 Master Certification Training	300	\$1,695				
CEC	1605	Mastering Public Speaking	Mastering Public Speaking	24	\$109				
CEC	2001	ColdFusion, Introduction	ColdFusion Introduction	32	\$375				
CEC	2002	ColdFusion, Advanced	ColdFusion Advanced	32	\$375				
CEC	2003	QuarkXPress, Introduction	QuarkXPress Introduction	32	\$375				
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				

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	2008	Spanish for EMTs & Paramedics	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				
CEC	2015	Spanish for Manufacturing	Spanish for Manufacturing	16	\$165				
CEC	2016	Spanish for Public Safety Officer	Spanish for Public Safety Officer	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 Warehouses & Distribution Centers	Spanish for Warehouses & Distribution Centers	16	\$165				
CEC	2021	User-Friendly Web Design	User-Friendly Web Design	16	\$285				
CEC	2027	XML, Introduction	XML, Introduction	32	\$375				

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	2028	XML, Advanced	XML, Advanced	32	\$375				
CEC	2029	Spanish for Firefighters	Spanish for Firefighters	16	\$165				
CEC	2080	Personal Fitness Trainer	Personal Fitness Trainer	250	\$2,295				
CEC	2081	Advanced Personal Fitness Trainer	Advanced Personal Fitness Trainer	400	\$2,795				
CEC	2082	Nutrition for Optimal Health, Wellness, and Sports	Nutrition for Optimal Health, Wellness, and Sports	200	\$2,595				
CEC	2083	Certified Personal Trainer	Certified Personal Trainer	62	\$995				
CEC	2084	Optician Certification Training	Optician Certification Training	150	\$1,895				
CEC	2091	Professional Bookkeeping with QuickBooks	Professional Bookkeeping with QuickBooks	140	\$1,995				
CEC	3000	Management for IT Professional	Management for IT Professional	390	\$2,295				
CEC	3001	MS Office 2010 Master Certification Training	MS Office 2010 Master Certification Training	300	\$1,695				
CEC	3002	Microsoft Web Developer	Microsoft Web Developer	240	\$1,995				
CEC	3003	Mobile and Desktop Web Developer	Mobile and Desktop Web Developer	280	\$2,295				
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	3005	Search Engine Marketing	Search Engine Marketing	250	\$1,895				
CEC	3006	Search Engine Optimization	Search Engine Optimization	150	\$1,495				
CEC	3007	Pay Per Click Marketing	Pay Per Click Marketing	150	\$1,495				
CEC	3008	Webmaster	Webmaster	150	\$1,995				
CEC	3053	Speed Spanish I	Speed Spanish I	24	\$109				
CEC	3054	Beginning Conversational French	Beginning Conversational French	24	\$109				
CEC	3055	Speed Spanish II	Speed Spanish II	24	\$109				
CEC	3221	Introduction to Guitar	Introduction to Guitar	24	\$109				
CEC	3438	Leadership	Leadership	24	\$109				
CEC	3439	Grammar Refresher	Grammar Refresher	24	\$109				
CEC	3465	Certificate in Pain Assessment and Management	Certificate in Pain Assessment and Management	24	\$209				
CEC	4000	Carpentry	Carpentry	80	\$1,595				
CEC	4001	HVAC Technician	HVAC Technician	320	\$3,095				

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	4002	Natural Gas Plant Operations	Natural Gas Plant Operations	400	\$2,595				
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				
CEC	5110	Instant Italian	Instant Italian	24	\$109				
CEC	5111	Six Sigma - Total Quality Applications	Six Sigma - Total Quality Applications	24	\$109				
CEC	5114	PMP Certification Prep 2	PMP Certification Prep 2	24	\$125				
CEC	5116	Microsoft Excel, Advanced	Microsoft Excel, Advanced	24	\$109				
CEC	5124	Teaching Math: Grades 4-6	Teaching Math: Grades 4-6	24	\$109				
CEC	5125	Singapore Math: Number Sense and Computational Strategies	Singapore Math: Number Sense and Computational Strategies	24	\$109				
CEC	5259	Certificate in Meditation	Certificate in Meditation	8	\$68				
CEC	5520	Protect Your Money, Credit, and Identity	Protect Your Money, Credit, and Identity	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	7005	Creating Mobile Apps with HTMLS	Creating Mobile Apps with HTMLS	24	\$109				
CEC	7168	Advanced Web Pages	Advanced Web Pages	24	\$109				
CEC	7171	Java Programming, Intermediate	Java Programming, Intermediate	24	\$109				
CEC	7175	Personal Finance	Personal Finance	24	\$109				
CEC	7177	GRE Preparation Part I	GRE Preparation Part I	24	\$109				
CEC	7178	GRE Preparation Part II	GRE Preparation Part II	24	\$109				
CEC	7210	Effective Business Writing	Effective Business Writing	24	\$109				
CEC	7211	Understanding the Human Resources Function	Understanding the Human Resources Function	24	\$109				
CEC	7213	Achieving Top Search Engine Positions	Achieving Top Search Engine Positions	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, Introduction	24	\$109				
CEC	7219	The Craft of Magazine Writing	The Craft of Magazine Writing	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	7223	Achieving Success with Difficult People	Achieving Success with Difficult People	24	\$109				
CEC	7225	Luscious, Low-Fat, Lightning Quick Meals	Luscious, Low-Fat, Lightning Quick Meals	24	\$109				
CEC	7228	Wireless Networking	Wireless Networking	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 Development	Video Game Design and Development	500	\$1,995				
CEC	7236	Final Cut Pro X, Introduction	Final Cut Pro X, Introduction	24	\$109				
CEC	7250	Writing Essentials	Writing Essentials	24	\$109				
CEC	7252	Human Anatomy and Physiology	Human Anatomy and Physiology	24	\$109				
CEC	7253	Writers Workshop, Beginning	Writers Workshop, Beginning	24	\$109				
CEC	7255	Grammar for ESL	Grammar for ESL	24	\$109				
CEC	7259	Becoming a Grant Writing Consultant	Becoming a Grant Writing Consultant	24	\$109				
CEC	7261	Screenwriting, Introduction	Screenwriting, 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	7263	SQL, Introduction	SQL, Introduction	24	\$109				
CEC	7265	Distribution and Logistics Management	Distribution and Logistics Management	24	\$109				
CEC	7267	Wow, What a Great Event!	Wow, What a Great Event!	24	\$109				
CEC	7268	Oracle, Introduction	Oracle, Introduction	24	\$109				
CEC	7269	Merrill Ream Speed Reading	Merrill Ream Speed Reading	24	\$109				
CEC	7270	Photoshop CS2 for the Digital Photographer	Photoshop CS2 for the Digital Photographer	24	\$109				
CEC	7274	Certificate in Spirituality, Health, and Healing	Certificate in Spirituality, Health, and Healing	25	\$199				
CEC	7276	Marketing Business on Internet	Marketing Business on Internet	24	\$109				
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	7280	Writeriffic: Creativity Training for Writers	Writeriffic: Creativity Training for Writers	24	\$109				
CEC	7284	Programming, Introduction	Programming, Introduction	24	\$109				
CEC	7287	C# Program, Introduction	C# Program, 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	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+ Certification Prep, Basic	24	\$125				
CEC	7307	CompTIA A+ Certification Prep, Intermediate	CompTIA A+ Certification Prep, Intermediate	24	\$125				
CEC	7309	Speed Spanish III	Speed Spanish III	24	\$109				
CEC	7311	Pleasures of Poetry	Pleasures of Poetry	24	\$109				
CEC	7313	Resume Writing Workshop	Resume Writing Workshop	24	\$109				
CEC	7315	Writing for Children	Writing for Children	24	\$109				
CEC	7316	C++ for the Absolute Beginner	C++ for the Absolute Beginner	24	\$109				
CEC	7322	Keys to Effective Communication	Keys to Effective Communication	24	\$109				
CEC	7326	The Creative Classroom	The Creative Classroom	24	\$109				
CEC	7327	Oracle, Intermediate	Oracle, Intermediate	24	\$109				
CEC	7332	The Keys to Effective Editing	The Keys to Effective Editing	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	7336	Project Management Fundamentals	Project Management Fundamentals	24	\$109				
CEC	7337	Total Quality Fundamentals	Total Quality Fundamentals	24	\$109				
CEC	7338	Linux, Introduction	Linux, Introduction	24	\$109				
CEC	7341	Travel Writing	Travel Writing	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	7352	Listen to Your Heart and Success Will Follow	Listen to Your Heart and Success Will Follow	24	\$109				
CEC	7353	Writing for ESL	Writing for ESL	24	\$109				
CEC	7356	Research Methods for Writers	Research Methods for Writers	24	\$109				
CEC	7358	Journaling, Introduction	Journaling, Introduction	24	\$109				
CEC	7359	ASP.NET, Introduction	ASP.NET, Introduction	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	7365	CorelDRAWX5, Introduction	CorelDRAWX5, Introduction	24	\$109				
CEC	7372	Drawing for the Absolute Beginner	Drawing for the Absolute Beginner	24	\$109				
CEC	7375	Survival Kit for New Teachers	Survival Kit for New Teachers	24	\$109				
CEC	7377	Enhancing Language Development in Childhood	Enhancing Language Development in Childhood	24	\$109				
CEC	7378	CSS3 and HTML5 Intro	CSS3 and HTML5 Intro	24	\$109				
CEC	7380	Microsoft Outlook, Introduction	Microsoft Outlook, Introduction	24	\$109				
CEC	7381	Microsoft PowerPoint, Introduction	Microsoft 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	7394	Explore Medical Coding Career	Explore Medical Coding Career	24	\$109				
CEC	7396	Start Your Own Small Business	Start Your Own Small 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	7418	Introduction to QuickBooks	Introduction to QuickBooks	24	\$109				
CEC	7420	Ready, Set, Read!	Ready, Set, Read!	24	\$109				
CEC	7421	CSS3 and HTML5, Intermediate	CSS3 and HTML5, Intermediate	24	\$109				
CEC	7422	Keyboarding	Keyboarding	24	\$109				
CEC	7428	Intermediate QuickBooks	Intermediate QuickBooks	24	\$109				
CEC	7430	Write Your Life Story	Write Your Life Story	24	\$109				
CEC	7432	LSAT Preparation Part 1	LSAT Preparation Part 1	24	\$109				
CEC	7440	LSAT Preparation Part 2	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	7449	Visual Basic, Intermediate	Visual Basic, Intermediate	24	\$109				
CEC	7455	In Design CS5, Intermediate	In Design, Intermediate	24	\$109				
CEC	7456	CompTIA A+ Certification Training	CompTIA A+ Certification Training	230	\$1,695				

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	7458	Introduction to Adobe Acrobat X	Introduction to Adobe Acrobat X	24	\$109				
CEC	7502	Homeschool with Success	Homeschool with Success	24	\$109				
CEC	7508	Creating K-12 Learning Materials	Creating K-12 Learning Materials	24	\$109				
CEC	7536	Mastery of Business Fundamentals	Mastery of Business Fundamentals	24	\$109				
CEC	7537	Advanced Grant Proposal Writing	Advanced Grant Proposal Writing	24	\$109				
CEC	7538	Project Management Applications	Project Management Applications	24	\$109				
CEC	7540	PMP Certification Prep 1	PMP Certification Prep 1	24	\$125				
CEC	7583	Introduction to Criminal Law	Introduction to Criminal Law	24	\$109				
CEC	7584	Creating Web Pages I	Creating Web Pages I	24	\$109				
CEC	7586	Medical Terminology: A Word Association Approach	Medical Terminology: A Word Association Approach	24	\$109				
CEC	7587	Performing Payroll in QuickBooks	Performing Payroll in QuickBooks	24	\$109				
CEC	7588	Introduction to QuickBooks	Introduction to QuickBooks	24	\$109				
CEC	7589	A to Z Grantwriting	A to Z Grantwriting	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	7590	Accounting Fundamentals I	Accounting Fundamentals I	24	\$109				
CEC	7591	CompTIA A+ Certification Prep, Advanced	CompTIA A+ Certification Prep, Advanced	24	\$125				
CEC	7594	SAT/ACT Preparation - Part 2	SAT/ACT Preparation - Part 2	24	\$109				
CEC	7595	Discover Digital Photography	Discover Digital Photography	24	\$109				
CEC	7597	Introduction to Java Programming	Introduction to Java Programming	24	\$109				
CEC	7600	Intermediate Dreamweaver	Intermediate Dreamweaver	24	\$109				
CEC	7602	Fundamentals of Supervision and Management	Fundamentals of Supervision and Management	24	\$109				
CEC	7605	Introduction to Visual Basic	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 the Workplace	24	\$109				
CEC	7619	Paralegal	Paralegal	300	\$1,995				
CEC	7621	Intermediate Microsoft Word	Intermediate Microsoft Word	24	\$109				
CEC	7624	Intermediate Microsoft Access	Intermediate 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	7625	Introduction to Microsoft Access	Introduction to Microsoft Access	24	\$109				
CEC	7626	Intermediate Microsoft Excel	Intermediate Microsoft Excel	24	\$109				
CEC	7627	Microsoft Excel, Introduction	Microsoft Excel, Introduction	24	\$109				
CEC	7628	CompTIA Network + Certification Training	CompTIA Network + Certification Training	80	\$1,495				
CEC	7630	Introduction to Networking	Introduction to Networking	24	\$109				
CEC	7636	Intermediate Networking	Intermediate Networking	24	\$109				
CEC	7639	Veterinary Assistant	Veterinary Assistant	170	\$1,995				
CEC	7640	Project Management	Project Management	100	\$1,695				
CEC	7643	Writing Effective Grant Proposals	Writing Effective Grant Proposals	24	\$109				
CEC	7644	GMAT Preparation	GMAT Preparation	24	\$109				
CEC	7645	Keyboarding	Keyboarding	24	\$109				
CEC	7647	Introduction to PC Troubleshooting	Introduction to PC Troubleshooting	24	\$109				
CEC	7667	Building Teams that Work	Building Teams that Work	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	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 for Medical Professionals	Spanish for Medical Professionals	24	\$109				
CEC	9019	Intermediate Visual Basic	Intermediate Visual Basic	24	\$109				
CEC	9497	Python 2.5 Programming Introduction	Python 2.5 Programming Introduction	24	\$109				
CEC	9498	Introduction to Ajax Programming	Introduction to Ajax Programming	24	\$109				
CEC	9499	Intermediate SQL	Intermediate SQL	24	\$109				
CEC	9500	Introduction to Ruby Programming	Introduction to Ruby Programming	24	\$109				
CEC	9501	Introduction to Perl Programming	Introduction to Perl Programming	24	\$109				
CEC	9508	Natural Health and Healing, Introduction	Natural Health and Healing, Introduction	24	\$109				
CEC	9600	Introduction to Nonprofit Management	Introduction to Nonprofit Management	24	\$109				
CEC	9601	Starting a Nonprofit	Starting a Nonprofit	24	\$109				
CEC	9605	Explore a Career as an Administrative Medical Assistant	Explore a Career as an Administrative Medical 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	9608	Legal Nurse Consulting	Legal Nurse Consulting	24	\$109				
CEC	9610	ICD-10 Medical Coding	ICD-10 Medical Coding	200	\$1,795				
CEC	9611	Identity Theft	Identity Theft	4	\$10				
CEC	9612	HAZWOPER 8 Hour Annual Refresher Plus GHS OSHA Hazardous	HAZWOPER 8 Hour Annual Refresher Plus GHS OSHA Hazardous Communication	8	\$79				
CEC	9613	TABC Seller-Server Training	TABC Seller-Server Training	2	\$11				
CEC	9638	Introduction to Crystal Reports 10	Introduction to Crystal Reports 10	24	\$109				
CEC	9639	Medical Transcription	Medical Transcription	24	\$109				
CEC	9648	Creating a Successful Business Plan	Creating a Successful Business Plan	24	\$109				
CEC	9649	Certificate in Perinatal Issues	Certificate in Perinatal Issues	20	\$129				
CEC	9650	Introduction to Algebra	Introduction to Algebra	24	\$109				
CEC	9651	Prepare for the GED Math Test	Prepare for the GED Math Test	24	\$109				
CEC	9652	Fundamentals of Technical Writing	Fundamentals of Technical Writing	24	\$109				
CEC	9658	Administrative Medical Specialist	Administrative Medical Specialist	360	\$2,495				

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	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	9672	QuickBooks for Contractors	QuickBooks for Contractors	24	\$109				
CEC	9675	Solving Classroom Discipline Problems	Solving Classroom Discipline Problems	24	\$109				
CEC	9679	Personal Finance	Personal Finance	24	\$109				
CEC	9682	Web Applications Developer	Web Applications Developer	360	\$2,396				
CEC	9685	Cisco CCNA Certification Training	Cisco CCNA Certification Training	150	\$1,995				
CEC	9691	Become an Optical Assistant	Become an Optical Assistant	24	\$109				
CEC	9693	Legal Secretary	Legal Secretary	350	\$2,295				
CEC	9695	Creating jQuery Mobile Websites with Dreamweaver	Creating jQuery Mobile Websites with Dreamweaver	24	\$109				
CEC	9697	Introduction to Statistics	Introduction to Statistics	24	\$109				
CEC	9701	Real Estate Investing	Real Estate Investing	24	\$109				
CEC	9702	Photoshop CS, Introduction	Photoshop CS, 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	9707	CompTIA Security+ Certification Training	Comp TIA Security+ Certification Training	80	\$1,495				
CEC	9719	Mobile Marketing	Mobile Marketing	16	\$195				
CEC	9720	Creating Cell Phone Apps for Your Business	Creating Cell Phone Apps for Your Business	16	\$245				
CEC	9723	Certificate in Online Teaching	Certificate in Online Teaching	24	\$109				
CEC	9724	Social Media for Business Certificate	Social Media for Business Certificate	48	\$495				
CEC	9725	Intermediate Photoshop	Intermediate Photoshop	24	\$109				
CEC	9726	Introduction to Chemistry	Introduction to Chemistry	24	\$109				
CEC	9804	Mastering Digital Photography: Photographing People	Mastering Digital Photography: Photographing People	24	\$109				
CEC	9805	Introduction to PC Security	Introduction to PC Security	24	\$109				
CEC	9807	Business Marketing Writing	Business Marketing Writing	24	\$109				
CEC	9810	Beginner's Guide to Getting Published	Beginner's Guide to Getting Published	24	\$109				
CEC	9811	Employment Law Fundamentals	Employment Law Fundamentals	24	\$109				
CEC	9812	Accounting Fundamentals II	Accounting Fundamentals 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	9813	Introduction to PHP and MySQL	Introduction to PHP and MySQL	24	\$109				
CEC	9814	Administrative Assistant Fundamentals	Administrative Assistant Fundamentals	24	\$109				
Public Safety: Fire Science									
FIRS	1001	Firefighter Certification I	Firefighter Certification I	96	\$250				
FIRS	1003	Firefighter Agility and 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				
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	\$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
Public Safety: Health/EMSP									
EMSP	1019	BLS Healthcare Provider	CPR Basic Life Support	7.5	\$40				
EMSP	1091	Nat Reg Skills Prep-Interm	Special Topics in EMT	9.5	\$100				
Public Safety: Law Enforcement									
CJLE	1006	Basic Peace Officer I	Basic Peace Officer I	160	\$284				
CJLE	1012	Basic Peace Officer II	Basic Peace Officer II	160	\$284				
CJLE	1018	Basic Peace Officer III	Basic Peace Officer III	170	\$257				
CJLE	1024	Basic Peace Officer IV	Basic Peace Officer IV	170	\$257				
CJLE	2000	Concealed Handgun	Prof Develop Criminal Justice	10	\$80				
CJLE	2037	Patrol Rifle	Advanced Firearms	24	\$120				
CJLE	2038	Firearms Instructor	Firearms Instructor Course	40	\$280				
CJLE	2049	Basic Instructor	Basic Instructor	40	\$280				
VAST Program									
CEC	1221	Health and Fitness VAST	Health and Fitness VAST	18	\$120				

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	1641	Beginning Math VAST	Beginning Math VAST	39	\$230				
CEC	1642	Creative Art VAST	Creative Art VAST	18	\$120				
CEC	1644	Microsoft Publisher Basics VAST	Microsoft Publisher Basics VAST	39	\$230				
CEC	1645	Cooking Basics VAST	Cooking Basics VAST	18	\$120				
CEC	1656	Beginning Keyboarding VAST	Beginning Keyboarding VAST	39	\$230				
CEC	1706	Independent Living I VAST	Independent Living I VAST	39	\$230				
CEC	1707	Independent Living II VAST	Independent Living II VAST	39	\$230				
CEC	1708	Work Etiquette VAST	Work Etiquette VAST	39	\$230				
CEC	1775	Intermediate Word VAST	Intermediate Word VAST	39	\$230				
CEC	1780	Life Skills Math VAST	Life Skills Math 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	Introduction to Study Skills VAST	Introduction to Study Skills 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	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 Improvement VAST	Reading Improvement VAST	39	\$230				
CEC	1791	Introduction to Computers VAST	Introduction to Computers VAST	39	\$230				
CEC	1792	Intermediate Keyboarding VAST	Intermediate Keyboarding VAST	39	\$230				
CEC	1793	Introduction to Excel VAST	Introduction to Excel VAST	39	\$230				
CEC	1794	Introduction to Office Skills VAST	Introduction to Office Skills VAST	39	\$230				
CEC	1795	Introduction to Word VAST	Intro to Word VAST	39	\$230				
CEC	1796	Career Exploration VAST	Career Exploration VAST	39	\$230				
CEC	1800	Introduction to Customer Service VAST	Introduction to Customer Service VAST	39	\$230				
CEC	1801	Introduction to Theatre VAST	Introduction to Theatre VAST	39	\$230				
CEC	1806	Job Search & Employment Skills VAST	Job Search & Employment Skills 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	1807	Employment Success VAST	Employment Success VAST	39	\$230				
CEC	1808	PowerPoint VAST	PowerPoint VAST	39	\$230				
CEC	1809	Career Readiness/WorkKey VAST	Career Readiness/WorkKey VAST	39	\$230				
CEC	1893	Intermediate Spreadsheets I VAST	Intermediate Spreadsheets I VAST	39	\$230				
CEC	7182	Introduction Digital Photo VAST	Introduction Digital Photo VAST	39	\$230				
CEC	7184	Digital Photography II VAST	Digital Photography II VAST	39	\$230				
CEC	8016	Computer Exploration(VAST)	Computer Exploration(VAST)	18	\$120				
CEC	8017	Reading Exploration (VAST)	Reading Exploration (VAST)	18	\$120				
CEC	8018	Math Exploration (VAST)	Math Exploration (VAST)	18	\$120				
CEC	8020	Retail Training VAST	Retail Training VAST	39	\$230				
CEC	8308	Bus Communications: VAST	Bus Communications: VAST	39	\$230				
CEC	8309	Business Writing - VAST	Business Writing - VAST	39	\$230				
CEC	9708	Office Skills Internship VAST	Office Skills Internship 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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Total of Records

552

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
2	Technology Replacement Plan for Instructional and Administrative Computers	Dr. Cesar Maldonado Dr. William Carter

RECOMMENDATION

Authorize Chancellor to negotiate and purchase computers for instructional and administrative departments to replace computers that are no longer under maintenance contract not-to-exceed \$500,000 under the Department of Information Resources (DIR) interlocal/cooperative agreement.

COMPELLING REASON/RATIONALE

In 2010, The Information Technology Department developed a 10-year Equipment Replacement Plan for technology use district-wide. The plan includes computers, network and telecommunications equipment, servers, printers, projectors and other peripherals based on the following cycle:

- Computers: Desktop - 4 years, Laptop - 4 to 5 years
- Server Systems: 4 to 5 years
- Network Equipment: 7 to 8 years
- Telephone Equipment Servers: 5 to 6 years, Telephones: 7 to 8 years
- Network Printer, Scanners, Axis TV Monitors, Projectors annually as needed

The computer replacement part of the plan follows the Texas Department of Information Resources "Guidelines for Establishing Life Cycles for Personal Computers."

HCC's 4-year desktop and laptop replacement plan was based on the following:

- Personal computers are the primary productivity tool used by faculty, staff and students;
- HCC's faculty and students must utilize current technology in the academic and workforce instruction and labs to be current with industry demands;
- The current industry standard for a desktop computer is 4 to 5 years and a laptop computer is 3 to 4 years. HCC maintains a 4 year replacement for both;
- While the life of the Operating System (OS) software is 4 to 5 years before support ends, new versions of the OS for computers are generally replaced in the industry every 3 years and requires hardware upgrades;
- HCC should avoid fragmenting its user base among different Operating Systems and application versions in order to reduce more complex and expensive support;
- HCC must have extended hardware service contracts for support or be able to hire in-house support staff for the extended period that hardware is in use; and

- The Technology Standards Committee meets annually to select the desktop and laptop computer models that meet the needs of the instructional and administrative departments based on the type of applications accessed and utilized.

For FY 2014, the 4-year computer replacement plan requires that approximately 3,214 computers be replaced. To date, 2,369 computers have been replaced. This recommendation would authorize the replacement of instructional and administrative computers up to \$500,000.

The recommendation to the Board of Trustees is in accordance with Chapter 44.031(a) of the Texas Education Code and Chapter 791 of the Government Code.

DESCRIPTION OR BACKGROUND

The use of interlocal and cooperative contracts allows HCC to access competitive contracts for various goods and services. Additionally, for goods and services that may have multiple providers, HCC requests proposals under the terms and conditions of the cooperative contract and further negotiates pricing to ensure HCC obtains the best value award.

HCC may access cooperatives and competitively awarded contracts from interlocal groups and government agencies provided they meet the specification requirements of HCC and were procured in accordance with the HCC Policy and the Procurement Operations Manual.

In accordance with Section 44.031 of the Texas Education Code, the items described are for goods and services purchased by HCC under an interlocal or awarded cooperative contract as defined by Texas Local Government Code Section 791 (the "Interlocal Cooperative Act"), which allows two or more local governments include a federally recognized Indian tribe in Texas (listed un 25 USC §479a-1) to contract for the purchase of goods and services.

FISCAL IMPACT

District-wide instructional and administrative computer replacement requires \$3.4 million annually.

This request to purchase instructional and administrative computers, not-to-exceed \$500,000, will be funded under the IT Department operations budget.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Develop 21st Century Learners

Attachment Title(s): **HCC Equipment Replacement Cycle Plan**

This item is applicable to the following:

☒ Central ☒ Coleman ☒ Northeast ☒ Northwest ☒ Southeast ☒ Southwest ☒ 3100

Technology Equipment Replacement Cycle Plan

The 10-year plan was developed in FY 2010 and is reviewed/ updated annually.

Goals:

The goals of the technology replacement cycle plan are to:

1. Assure that appropriate telecommunications and computing resources are available in departmental computing facilities and college offices to support the mission of the institution;
2. Assure that each faculty and staff member who uses telecommunications and computing resources in his or her position has a computer of sufficient capability to fulfill his/her job responsibilities;
3. Implement minimum standards for telecommunications, computing, network, and classroom equipment and promote uniformity of technology levels within HCC;
4. Ease resource and financial planning by reducing the effort involved in departmental budgeting and planning for new telephone units, computers, network, classroom equipment and server systems. Reduce the need to request capital equipment reviews, write requisitions, and request installations;
5. Provide for the cost effective and timely purchasing and installation of new equipment while decreasing the deployment time for new equipment; and
6. Expedite the secure disposal of old and obsolete equipment.

Basic Replacement Cycle Timeframes:

- Workstation Computers Admin & Instructional: Desktop 4 yrs; Laptop 4-5 yrs
- Server Systems Windows systems: 4-5 yrs, Unix systems: 4-5 yrs
- Network Equipment 7-8 yrs
- Telephone Equipment and Servers: 5-6 yrs, Telephones: 7-8 yrs
- Network Printer, Scanners, Axis TV Monitors, Projectors Annually as needed

All equipment replaced by this plan is removed from inventory and disposed of in a secure, environmentally safe, and timely manner.

Technology Replacement Plan:

Technology Equipment	2013/2014	2014/2015	2015/2016	2016/2017
Computers (Admin and Instructional)				
• Computer whose maintenance has expired	5915	785	1856	1762
• Percent of total computers	45%	6%	14%	14%
Technology Equipment	2013/2014	2014/2015	2015/2016	2016/2017
Computers (Admin and Instructional)	\$ 3,354,342	\$ 3,353,072	\$ 3,352,222	\$ 3,352,222
• 3416 computers each year				
3100 Main Production Servers	\$ 930,000	\$ 455,000	\$ 445,000	\$ 30,000
• Unix, Windows servers				
• Storage Area Network				
• Tape backup systems				
Business Continuity and Disaster Recovery Servers	\$ -	\$ -	\$ 721,000	\$ 50,000
• Unix/Windows servers				
• Storage Area Network (SAN)				
• Tape backup systems				
Network	\$ -	\$ 400,000	\$ 1,169,711	\$ 5,383,341
• Routers, switches, wireless access points, UPS				
Telephone	\$ 240,507	\$ 181,434	\$ 1,199,642	\$ 1,105,918
• VoIP phones, servers				
Printer, Scanner, Axis TV, Projector	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
TOTALS	\$ 4,924,849	\$ 4,789,506	\$ 7,287,575	\$ 10,321,481

Note:

1. As the college brings on new buildings and campuses in FY 2015 and FY 2016 the equipment replacement schedule will change.
2. Surveillance and access control equipment are not included in the plan as, prior to FY 2014, IT was not responsible for replacing this equipment. Currently, IT is working with Campus Police to upgrade/replace the equipment and infrastructure due to age, obsolescence, the limitations of the current system, and the availability of new and more efficient technology. The upgrade/replacement is being done over a 4 year period and is funded from a separate line item in the budget which was approved for the FY 2014 budget. Future versions of the plan will include these technologies.
3. Servers that are owned and operated by the Colleges are not included in this plan as IT does not administer these systems. Estimated annual replacement for these services is \$200,000.

4. Currently, mobile devices such as iPads and the MS Surface are not included in this plan. The Technology Advising Committee is reviewing the technology standards for these devices and discussing the inclusion of these devices in the FY 2015 replacement plan. This will not change the amounts requested above for computer replacement.

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Academic Affairs /Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
3	Approval of New Associate of Arts Degree in Studio Art	Dr. Cesar Maldonado Dr. Charles Cook

RECOMMENDATION

Approve a new Associate of Arts degree in Studio Art.

COMPELLING REASON/RATIONALE

The Texas Higher Education Coordinating Board (THECB) has approved the offering of academic Associate of Arts (AA) and Associate of Science (AS) degrees in *specific* programs. This will provide greater guidance for students in terms of academic advising, ensuring that they are taking the correct courses, and that they might complete degree programs in a more efficient manner. All of the degrees incorporate the state-approved core curriculum and “field of study” as applicable.

In the past, HCC has offered “generic” academic degrees in either Associate of Arts (AA) or Associate of Science (AS) to allow variation in student preparation for transfer to universities for the baccalaureate degree. Over time, the state of Texas has become more prescriptive in terms of what courses should be included in a state-wide core curriculum and “fields of study” leading to *specific* baccalaureate degrees.

DESCRIPTION OR BACKGROUND

HCC is proposing approval of an Associate of Arts degree in Studio Art. The degree consists of 60 SCH, as recommended by the Texas Higher Education Coordinating Board (THECB). The Associate of Arts degree in Studio Art includes the full state-wide core curriculum of 42 SCH and 18 SCH of required introductory and intermediate courses (major prerequisites) necessary for students to transfer as juniors to the Studio Arts major at the college/university of their choice to receive a baccalaureate degree. Our primary transfer institutions for this program include the University of Houston, Texas Southern University, and the University of Houston-Clear Lake. Studio Art majors create works in many different media including glass, printing, painting, photography, pottery, and sculpture.

FISCAL IMPACT

This new degree program will have minimal impact as HCC already has sufficient full-time faculty to offer the program. The catalogue and advising materials will be updated.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative - Increase Student Completion

Attachments: **Associate of Arts – Studio Art Degree Plan**

This item is applicable to the following:

☒ Central ☒ Coleman ☒ Northeast ☒ Northwest ☒ Southeast ☒ Southwest ☒ 3100

Associate in Arts Degree - Studio Art

First Year

First semester:

Component Area Option:	EDUC 1300	3
Communication:	ENGL 1301, Composition I	3
American History:	HIST 1301, United States History to 1877, or HIST 1302, United States History after 1877	3
Design I:	ARTS 1311 2-D Design	3
Drawing I:	ARTS 1316	<u>3</u>
Total Hours First Semester		15

Second semester:

Communication:	ENGL 1302 Composition II	3
Math:	MATH 1332 Math for Liberal Arts	3
American History:	HIST 2328 Mexican-American History; or HIST 2381 African-American History	3
Creative Arts Component:	ARTS 1303 Art History I	3
Design II, 3-D Design		<u>3</u>
Total Hours Second Semester		15

Second Year

Third semester:

Government/Political Science:	GOVT 2305 Federal Government	3
Life and Physical Sciences (any science course but the following are recommended)	ANTH 2301 Introduction to Anthropology; CHEM 1305 Introduction to Chemistry I; GEOG 1301 Physical Geography; ASTR 1303 Stars and Galaxies; or ASTR 1304 Solar System Astronomy	3
Social and Behavioral Sciences (any social/behavioral course; the following are recommended):	ANTH 2346 General Anthropology; SOCI 1301, Introduction to Sociology; SOCI 1306, Contemporary Social Problems; or PSYC 2301, Introduction to Psychology	3
Component Area Option:	Art History II, ARTS 1304	3
Drawing II:	ARTS 1317	<u>3</u>
Total Hours Third Semester		15

Fourth semester:

Government/Political Science: GOVT 2306 Texas Government	3
Life and Physical Sciences (any science course but the following are recommended):	3
ANTH 2301, Introduction to Anthropology;	
CHEM 1305, Introduction to Chemistry I;	
GEOG 1301, Physical Geography;	
ASTR 1303, Stars and Galaxies; or	
ASTR 1304, Solar System Astronomy	
Language, Philosophy, and Culture:	3
ENGL 2323 British Literature: Romanticism to Present;	
ENGL 1336 Multicultural Literature;	
ENGL 2353 Women in Literature;	
ENGL 2374 Poetry;	
GEOG 1302 Cultural Geography	
HIST 2311 Western Civilization I;	
HIST 2312 Western Civilization II;	
HUMA 2319 The Minority Experience in the US;	
PHIL 1301 Introduction to Philosophy; or	
PHIL 1304 Introduction to World Religions	
3-D studio Course: One from the following:	3
ARTS 2326 Sculpture I;	
ARTS 2341 Art Metals; or	
ARTS 2346 Ceramics I	
2-D studio Course:	<u>3</u>
ARTS 2348 Digital Arts I (Highly Recommended)	
Any of the following courses will satisfy the 2-D studio course requirement:	
ARTS 2348 Digital Arts I;	
ARTS 2316 Painting I;	
ARTS 2323 Life Drawing I;	
ARTS 2333 Printmaking I; or	
ARTS 2356 Photo I	
Total Hours Fourth Semester	15
Total Degree Program Hours	60

Core Requirements: (Includes 42 hour HCC CORE)

- 6 Communication
- 3 Mathematics
- 6 Life and Physical Sciences
- 3 Language, Philosophy, Culture
- 3 Creative Arts (must take ARTS 1303 Art History I)
- 6 American History
- 6 Government/Political Science (GOVT 2305 and 2306 required)
- 3 Social and Behavioral Sciences
- 6 Component Area Option (must take ARTS 1304 Art History II and EDUC 1300)

Major Requirements:

- 3 Design I: ARTS 1311
- 3 Design II: ARTS 1312
- 3 Drawing I: ARTS 1316
- 3 Drawing II: ARTS 1317
- 3 One from the following: Sculpture I: ARTS 2326, Art Metals: ARTS 2341, or Ceramics I: ARTS 2346
- 3 One from the following: Digital Arts I, ARTS 2316, Painting I: ARTS 2316, Life Drawing I: ARTS 2323, Printmaking I: ARTS 2333, or Photo I: ARTS 2356

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
4	Approve Purchase of Property for Northeast College	Dr. Cesar Maldonado Dr. Thomas Estes

RECOMMENDATION

Approve the purchase of property (2.06 acres) for Northeast College located at Oates Rd & Hwy 90, Houston, Texas 77013.

COMPELLING REASON/RATIONALE

The purchase of this outparcel would improve campus access from the east of the campus via TxDot and City of Houston road system (IH-610 & US-90). The action will allow for ingress and egress improvements with coordination through TxDot and City of Houston. This action will create the possibility of a more direct access to PSI facilities as well as the academic portion of the campus and may facilitate easier student truck movement inside the campus.

DESCRIPTION OR BACKGROUND

The Northeast College Codwell Campus is physically located adjacent to the intersection of two major interstate highways and a state highway and has very poor access from the highway system as well as the Houston street systems. In addition, when the US-90 and its frontage road was built, the Northeast College main entrance from the west was cut off and limited the access options to the campus from the east, north and south. In working with TxDot & City of Houston over the past 18 months, HCC consultants have developed a Preliminary Engineering Report (PER) for further actions to alleviate campus access issues. The first action would be the purchase of the land.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Supportive Innovation

This item is applicable to the following:

☐ Central ☐ Coleman ☒ Northeast ☐ Northwest ☐ Southeast ☐ Southwest ☐ 3100

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
5	Approval of Lease Buyout Proposal for Chili's Formerly Located at 1040 W. Sam Houston Parkway N, Houston, Texas	Dr. Cesar Maldonado Dr. Thomas Estes

RECOMMENDATION

Authorize the Chancellor to approve the lease buyout proposal from Brinker, Texas Inc. for space leased for Chili's formerly located at 1040 W. Sam Houston Parkway N., Houston, Texas. The property has been leased since January 2008, and the lease expires August 2015. Chili's relocated in May 2014 and is requesting to terminate the lease. The total rent due through the end of the lease is \$139,576.61. The proposal submitted by Brinker, Texas Inc is for total rent due of \$139,576.61.

COMPELLING REASON/RATIONALE

The leased space was used for a restaurant to service the general public.

DESCRIPTION OR BACKGROUND

This location has been leased since January, 2008.

FISCAL IMPACT

The total lease income received for this property was \$796,437.46 between January 2008 and June 2014. The annual lease income was \$110,000 for 2008-2009; \$114,999.96 for 2010-2012; \$120,750.00 for 2013 and \$110,687.50 for 2014. A proposal has been received from Niko Niko's, LLC to lease the space for two ten year periods with an option to renew for three additional five year terms.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Supportive Innovation

This item is applicable to the following:

☐ Central ☐ Coleman ☐ Northeast ☒ Northwest ☐ Southeast ☐ Southwest ☐ 3100

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
6	Approval of Lease Agreement for 1040 W. Sam Houston Parkway N., Houston, Texas	Dr. Cesar Maldonado Dr. Thomas Estes

RECOMMENDATION

Authorize the Chancellor to initiate a new lease agreement with Niko Niko's Restaurants, LLC . for 6,080 square ft. building to be used for a restaurant located at 1040 W. Sam Houston Parkway N. on the property of the Spring Branch College. The lease terms are two ten-year term with an option to renew for three additional five-year terms at the following rates:

Years 1-5 \$12,000/month or \$144,000 annually
Years 6-10 \$13,200/month or \$158,400 annually
Years 11-15 \$14,520/month or \$174,240 annually
Years 16-20 \$15,972/month \$191,664 annually

The lease term is effective July 1, 2014 through June 30, 2024 and July 1, 2024 through June 30, 2034.

COMPELLING REASON/RATIONALE

The leased space will be used for a restaurant to service the general public. The tenant has agreed to the following provisions: 10% discount on food purchases at all locations to all HCC faculty, staff and students with current HCC identification and will give consideration to the utilization of HCC culinary students in an internship capacity.

DESCRIPTION OR BACKGROUND

This location was previously leased by another restaurant chain since 2008, which relocated in May, 2014.

FISCAL IMPACT

The anticipated lease income is \$1,512,000 for the first ten years and \$1,829,520.00 for the second ten years. The total rental income is \$3,341,520 for the first twenty years.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Supportive Innovation

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

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
7	Authorization to Amend and Renew the Interlocal Cooperation Agreement for the Collection of Taxes between Fort Bend County, Texas (Fort Bend) and Houston Community College (HCC)	Dr. Cesar Maldonado Dr. Thomas Estes Teri Zamora

RECOMMENDATION

Authorize the administration to amend and renew the interlocal agreement to designate and allow the Fort Bend County Tax assessor/Collector as the tax assessor/collector for HCC for the collection of ad valorem taxes owed HCC in Fort Bend County and collect approximately 2000 (out of approximately 38,118) accounts in Missouri City located in Harris County. The agreement will be effective on the date of execution by the last party and end on June 30, 2015.

COMPELLING REASON/RATIONALE

There are approximately 8,444 parcels in Stafford and 29,669 in Missouri City, for which Fort Bend acts as tax assessor/collector.

DESCRIPTION OR BACKGROUND

All costs of collection are variable and all costs of assessment are a pro-rata portion of Fort Bend's actual costs based on HCC's portionality of the total. This is a cost effective solution for HCC.

FISCAL IMPACT

- The collections from Fort Bend/Missouri City/Stafford for FY 2012 totaled \$5.5 million
- The estimated cost for FY 2013 assessment based on current year's cost is \$13,341
- The estimated cost for Missouri City current collections for FY 2013 is \$10,330 (at 35 cents an account the same as FY 2012)
- The estimated cost for Stafford current collections for FY 2013 is \$3,011 (at 35 cents an account the same as FY 2012)

Fort Bend incurs additional costs because they are now required to use Harris County's records.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Resource development and enhancement

Attachment Title(s): **Interlocal Cooperation Agreement**

This item is applicable to the following:

☒ Central ☒ Coleman ☒ Northeast ☒ Northwest ☒ Southeast ☒ Southwest ☒ 3100

THE STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

**AMENDMENT TO INTERLOCAL COOPERATION AGREEMENT FOR
THE COLLECTION OF TAXES**

This Amendment of the Interlocal Agreement (hereinafter referred to as “Amendment”), is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 791 of the TEXAS GOVERNMENT CODE, by and between FORT BEND COUNTY, TEXAS (hereinafter referred to as “County”), acting by and through its governing body, FORT BEND COUNTY COMMISSIONERS COURT, and HOUSTON COMMUNITY COLLEGE (hereinafter referred to as “HCC”), duly organized and existing under the laws of the State of Texas, acting by and through its Board of Trustees.

RECITALS

WHEREAS, on or about July 1, 2008 County and HCC entered into an interlocal agreement for the collection of taxes, hereinafter referred to as the “Agreement” attached hereto as Exhibit A and incorporated by reference herein as if set forth verbatim; and

WHEREAS, the term of the Agreement has expired and the parties desire to renew the Agreement, at the same terms and conditions; and,

WHEREAS, County and HCC believe it is in the best interests of the citizens of Fort Bend County to enter into this Amendment; and,

NOW, THEREFORE, in consideration of the foregoing, the Agreement between County and HCC is hereby amended to read:

- A. This Amendment shall be effective on the date the last party executes this Agreement and shall terminate on June 30, 2015.
- B. This Amendment shall automatically renew for an additional one (1) year term thereafter unless sooner terminated as provided in the Agreement.
- C. Except as modified herein, the Agreement remains in full force and effect and has not been modified or amended.
- D. If there is a conflict between this Amendment and the Agreement, the provisions of this Amendment shall prevail.

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EXECUTION

THE UNDERSIGNED OFFICER AND/OR AGENTS OF THE PARTIES HERETO ARE THE PROPERLY AUTHORIZED OFFICIALS AND HAVE THE NECCESARY AUTHORITY TO EXECUTE THIS AMENDMENT ON BEHALF OF THE PARTIES HERETO, AND EACH PARTY HEREBY CERTIFIES TO THE OTHER THAT ANY NECESSARY RESOLUTIONS AND/OR ORDERS EXTENDING SAID AUTHORITY HAVE BEEN DULY PASSED AND ARE NOW IN FULL FORCE AND EFFECT.

FORT BEND COUNTY

ATTEST:

Robert E. Hebert, County Judge

Dianne Wilson, County Clerk

Date

Date

APPROVED:

Patsy Schultz, Tax Assessor/Collector

Date

HOUSTON COMMUNITY COLLEGE

Neeta Sane, Board Chair

Robert Glaser, Secretary

Date

Date

ATTACHMENTS: Exhibit A – Original interlocal agreement

ACTION ITEM

Meeting Date: **June 24, 2014**

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
8	Adoption of Fort Bend and Harris County Local Option Exemptions Tax Year 2014	Dr. Cesar Maldonado Dr. Thomas Estes Teri Zamora

RECOMMENDATION

Adoption of Fort Bend and Harris County Local Option Exemptions for tax year 2014 without change to the current exemptions offered as follows:

Local Over 65 or Disabled	\$90,000
Local Homestead	\$ 5,000 or 10% of appraised value (whichever is greater)

DESCRIPTION AND BACKGROUND

Each year HCC adopts the Local Option Exemptions that will be offered to qualifying homeowners in the taxing jurisdiction. The exemption reduces the taxable value of the property owned by the qualifying homeowner. If the taxing unit offers a general homestead exemption, that amount is subtracted from the average appraised value to determine the average taxable value.

FISCAL IMPACT

The chart below shows the assessed value of all property within Fort Bend County and Harris County that qualifies for an exemption. The total assessed value of the exempt property represents 9.37% of the total assessed value of all property.

Assessed Value of Tax Exempt Property					
Tax Year 2013					
	M&O	Debt Service	Total		
Tax Rate per \$100 Assessed Valuation	0.077055	0.020118	\$ 0.097173		
Total Fort Bend					
	Stafford	Missouri City	County	Harris County	Grand Total
Homestead	\$ 34,852,358	\$ 257,272,773	\$ 292,125,131	\$ 5,408,731,179	\$ 5,700,856,310
Age 65 or Older	45,158,791	289,071,233	334,230,024	5,331,825,889	\$ 5,666,055,913
Disabled	7,109,516	53,459,350	60,568,866	588,413,361	\$ 648,982,227
Total Assessed Value-Exempt Property*	\$ 87,120,665	\$ 599,803,356	\$ 686,924,021	\$ 11,328,970,429	\$ 12,015,894,450
Total Taxable Value-All Property	\$ 2,282,292,203	\$ 3,838,004,634	\$ 6,120,296,837	\$ 122,152,989,788	\$ 128,273,286,625
Percentage of All Property	3.82%	15.63%	11.22%	9.27%	9.37%
Taxable Value**	\$ 871,207	\$ 5,998,034	\$ 6,869,240	\$ 113,289,704	\$ 120,158,945
Total Tax Exemption***	\$ 84,658	\$ 582,847	\$ 667,505	\$ 11,008,700	\$ 11,676,205

*Resource: Fort Bend County Appraisal District Assessment Roll Grand Totals Report, Tax Year 2013, Supplement 11. Harris County Certified to Date Roll, Tax Year 2013 as of 03/07/2014.

**Taxable Value is total assessed value of exempt property divided by \$100.

***Total Tax forgone due to exemption is equal to taxable value multiplied by the tax rate, which is \$0.097173.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

This item is applicable to the following:

☒ Central ☒ Coleman ☒ Northeast ☒ Northwest ☒ Southeast ☒ Southwest ☒ 3100

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
9	Investment Report for the Month of March 2014	Dr. Cesar Maldonado Dr. Thomas Estes Teri Zamora

RECOMMENDATION

Approve the Investment Report for the month of March 2014.

COMPELLING REASON/RATIONALE

Monthly report advises the Board as to the status of the investment portfolio and complies with the law.

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

The interest income earned and earnings credit for the month totaled \$183,782 and the interest income earned and earnings credit for the fiscal year-to-date totaled \$1,403,230.

The Investment Report attached identifies HCC's investment holdings for the month ending March 31, 2014. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 91% of the assets invested in local government pools, money market funds and short-term certificates of deposit. All pools and money market funds are rated at the highest level. Certificates of deposit, high yield savings and other bank deposits are secured with U.S. Treasuries/agencies. The balance of the portfolio is invested in government-sponsored entities/agencies with "AAA" credit ratings. Interest rates have remained historically low. The weighted average interest rate (WAR) at March 31, 2014 is .39%.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

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

This item is applicable to the following:

☐ Central ☐ Coleman ☐ Northeast ☐ Northwest ☐ Southeast ☐ Southwest ☒ 3100

HOUSTON COMMUNITY COLLEGE SYSTEM
INVESTMENT PORTFOLIO COMPOSITION
As of MARCH 31, 2014

Beginning Book Value (MARCH 1, 2014)	\$	631,238,083
Beginning Market Value (MARCH 1, 2014)	\$	630,257,663
Additions/subtractions (Book value - Net)	\$	24,551,816
Change in Market value	\$	(105,582)
Ending Book value (MARCH 31, 2014)	\$	655,789,898
Ending Market value (MARCH 31, 2014)	\$	654,687,046
Unrealized Gain/(Loss)	\$	(1,102,852)
WAM (91% of Portfolio's weighted average maturity - All Funds)		1

This report is in compliance with the investment strategies approved in Houston Community College System investment policy and is in accordance with the Public Funds Investment 1999.

Note: This month's Investment does not include \$6,372,938 with Bank Of America which is earning higher than market yield from earning credits.

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

Description	Held At	% of Total	Coupon	Purchase	Maturity		Beginning	Beginning	Purchased	Ending	Ending	Change in	Unrealized	
		Investment												Fund
Fannie Mae ARM Pool 708686	Bank of America	0.01%	7300	2.48%	02/22/05	05/01/33	54,681	58,390	56,266	(177)	56,089	58,116	(91)	2,027
Fannie Mae ARM Pool 805454	Bank of America	0.01%	7300	2.64%	12/23/04	12/01/34	67,623	74,826	76,541	(3,059)	73,482	71,557	(278)	(1,924)
Federal Farm Credit Bank US Domestic Bond	Bank of America	0.15%	1110	0.40%	08/03/12	08/03/15	1,000,000	1,001,903	1,000,000	0	1,000,000	1,001,736	(167)	1,736
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Not	Bank of America	0.30%	1110	1.50%	07/30/12	07/30/27	2,000,000	1,851,634	2,000,000	0	2,000,000	1,845,362	(6,272)	(154,638)
Federal Farm Credit Bank US Domestic Bond Unsecured	Bank of America	0.15%	1110	0.38%	06/25/12	06/18/14	1,000,000	1,000,802	1,000,000	0	1,000,000	1,000,614	(188)	614
Federal Home Loan Bank US Domestic Multi-step CPN BND Unsecured ser	Bank of America	0.07%	1110	1.07%	03/28/14	12/27/17	475,000	-	-	474,538	474,538	475,850	-	1,312
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.15%	1110	0.85%	03/10/14	03/10/17	1,000,000	-	-	1,000,000	1,000,000	995,511	-	(4,489)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.15%	1110	1.00%	08/22/12	02/22/18	1,000,000	978,053	1,000,000	0	1,000,000	973,973	(4,080)	(26,027)
Fannie Mae US Domestic Multi-step CPN Bond Structured Note	Bank of America	0.30%	1110	1.00%	08/27/12	08/27/27	2,000,000	1,899,496	1,990,000	0	1,990,000	1,890,916	(8,580)	(99,084)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Not	Bank of America	0.16%	8113	2.00%	07/30/12	07/30/27	1,080,000	990,678	1,080,000	0	1,080,000	985,975	(4,702)	(94,025)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Not	Bank of America	0.24%	8113	2.00%	08/27/12	11/27/24	1,600,000	1,465,590	1,600,000	0	1,600,000	1,461,595	(3,995)	(138,405)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Not	Bank of America	0.41%	7306	2.00%	07/30/12	07/30/27	2,675,000	2,437,725	2,675,000	0	2,675,000	2,525,960	88,235	(149,040)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.52%	7370	1.00%	04/11/13	04/11/18	10,000,000	9,877,020	10,000,000	0	10,000,000	9,788,006	(89,014)	(211,994)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.76%	7370	0.70%	04/17/13	01/17/17	5,000,000	4,990,820	5,000,000	0	5,000,000	4,971,700	(19,120)	(28,300)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Not	Bank of America	1.52%	7370	0.80%	06/13/13	06/13/18	10,000,000	9,853,170	10,000,000	0	10,000,000	9,808,650	(44,520)	(191,350)
Fannie Mae US Domestic Multi-step CPN Bond Fannie Mac Structured Not	Bank of America	0.76%	7370	1.13%	07/18/13	07/18/18	5,000,000	5,017,280	5,000,000	0	5,000,000	5,004,470	(12,810)	4,470
Federal Home Loan Bank US Domestic Bond Unsecured	Bank of America	0.76%	7370	0.50%	03/21/14	06/13/16	5,000,000	-	-	4,994,100	4,994,100	5,004,470	-	10,370
Federal Home Loan Bank US Domestic Unsecured series 0003	Bank of America	1.52%	7370	1.00%	03/27/14	03/27/17	10,000,000	-	-	10,000,000	10,000,000	9,961,950	-	(38,050)
Federal Home Loan Bank US Domestic Multi-step CPN BND Unsecured ser	Bank of America	0.76%	7370	1.07%	03/28/14	12/27/17	5,000,000	-	-	4,995,000	4,995,000	5,008,945	-	13,945
Fixec Time Deposit	Unity Bank	0.02%	1110	0.31%	06/09/13	06/09/14	100,000	100,000	0	0	100,000	100,000	0	0
Fixec Time Deposit	Unity Bank	0.02%	1110	0.55%	10/18/13	10/18/14	150,000	150,000	0	0	150,000	150,000	0	0
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.01%	7201	0.18%	03/01/14		66,403	66,403	4	66,407	66,407	0	0	0
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.32%	8113	0.18%	03/01/14		52,060,911	52,060,911	(49,957,099)	2,103,812	2,103,812	0	0	0
HCCS Merchant service (10012)	Bank Of America	7.62%	8113	0.18%	03/01/14		0	0	50,000,000	50,000,000	50,000,000	0	0	0
Checking Account- 10010-7306-2006 Jr. lien	Bank Of America	0.00%	7306	0.18%	03/01/14		229	229	0	229	229	0	0	0
Interest bearing checking (10090)	Bank Of America	0.29%	7300	0.18%	03/01/14		1,930,362	1,930,362	3,545	1,933,907	1,933,907	0	0	0
Managed PFI Account-10100-1110	Bank Of America	3.81%	1110	0.18%	03/01/14		25,004,192	25,004,192	4,247	25,008,439	25,008,439	0	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.00%	1110	0.03%	03/01/14		31,885	31,885	0	31,885	31,885	0	0	0
Merrill Lynch, Pierce, Fenner & smith (3110)	Bank Of America	0.00%	3110	0.03%	03/01/14		5,050	5,050	0	5,050	5,050	0	0	0
Merrill Lynch, Pierce, Fenner & smith (7xxx)	Bank Of America	0.00%	7110	0.03%	03/01/14		1,568	1,568	0	1,568	1,568	0	0	0
Merrill Lynch, Pierce, Fenner & smith (7306)	Bank Of America	0.06%	7306	0.03%	03/01/14		417,229	417,229	3	417,231	417,231	0	0	0
Public Fund Money Market_Premier (1110)	Regions Bank	3.08%	1110	0.18%	03/01/14		18,441,055	18,441,055	1,765,010	20,206,065	20,206,065	0	0	0
Public Fund Money Market_Premier (7160)	Regions Bank	0.00%	7160	0.18%	03/01/14		9,500	9,500	0	9,500	9,500	0	0	0
Public Fund Money Market_Premier (7160)	Regions Bank	0.30%	7160	0.18%	03/01/14		2,003,956	2,003,956	(4,478)	1,999,478	1,999,478	0	0	0
Public Fund Money Market_Premier (7208)	Regions Bank	0.85%	7208	0.18%	03/01/14		6,009,714	6,009,714	(457,901)	5,551,813	5,551,813	0	0	0
Public Fund Money Market_Premier (7140)	Regions Bank	0.00%	7140	0.18%	03/01/14		17,433	17,433	3	17,436	17,436	0	0	0
Public Fund Money Market_Premier (7206)	Regions Bank	2.54%	7206	0.18%	03/01/14		17,696,228	17,696,228	(1,021,289)	16,674,939	16,674,939	0	0	0
Public Fund Money Market_Premier (7308)	Regions Bank	0.12%	7308	0.18%	03/01/14		1,046,989	1,046,989	(274,599)	772,390	772,390	0	0	0
Public Fund Money Market_Premier (7309)	Regions Bank	0.35%	7309	0.18%	03/01/14		2,262,911	2,262,911	338	2,263,248	2,263,248	0	0	0
Public Fund Money Mkt_Premier (Regions-1110)-2	Regions Bank	4.58%	1110	0.15%	03/01/14		0	0	30,002,480	30,002,480	30,002,480	0	0	0
Chase High Yield Savings (fund 7150)	Chase Bank	0.01%	7150	0.07%	03/01/14		43,059	43,059	2	43,061	43,061	0	0	0
Chase High Yield Savings (fund 7170)	Chase Bank	1.40%	7170	0.07%	03/01/14		9,895,496	9,895,496	(692,469)	9,203,027	9,203,027	0	0	0
Chase High Yield Savings (fund 7204)	Chase Bank	0.03%	7207	0.07%	03/01/14		173,555	173,555	(734)	172,820	172,820	0	0	0
Chase High Yield Savings (fund 7207)	Chase Bank	0.01%	7305	0.07%	03/01/14		36,558	36,558	2	36,560	36,560	0	0	0
Chase High Yield Savings (fund 7300)	Chase Bank	0.01%	7204	0.07%	03/01/14		75,440	75,440	4	75,444	75,444	0	0	0
Chase High Yield Savings (fund 7309)	Chase Bank	0.11%	7309	0.07%	03/01/14		458,295	458,295	259,794	718,089	718,089	0	0	0
Chase High Yield Savings (fund 1110)	Chase Bank	2.39%	1110	0.07%	03/01/14		26,307,860	26,307,860	(10,611,963)	15,695,897	15,695,897	0	0	0
Chase High Yield Savings (fund 7307)	Chase Bank	0.16%	7307	0.07%	03/01/14		1,037,428	1,037,428	56	1,037,485	1,037,485	0	0	0
Chase High Yield Savings (fund 7305)	Chase Bank	0.01%	7305	0.07%	03/01/14		47,945	47,945	3	47,947	47,947	0	0	0
Chase High Yield Savings (fund 7203)	Chase Bank	0.26%	7203	0.07%	03/01/14		1,719,112	1,719,112	(6,545)	1,712,568	1,712,568	0	0	0
Chase High Yield Savings (fund 7306)	Chase Bank	0.04%	7306	0.07%	03/01/14		288,591	288,591	16	288,606	288,606	0	0	0
Chase High Yield Savings -Stable(fund 7207)	Chase Bank	1.41%	7207	0.18%	03/01/14		9,654,123	9,654,123	(404,010)	9,250,114	9,250,114	0	0	0
Chase High Yield Savings -Stable(fund 7370)	Chase Bank	19.82%	7370	0.18%	03/01/14		150,959,118	150,959,118	(20,967,651)	129,991,467	129,991,467	0	0	0
Chase High Yield Savings -Stable(fund 1110)	Chase Bank	1.70%	1110	0.18%	03/01/14		5,687,009	5,687,009	5,454,280	11,141,289	11,141,289	0	0	0
Certificate of Deposit (Fund 1110)	Chase Bank	5.04%	1110	0.75%	07/25/13	01/24/15	33,027,309	33,027,309	0	33,027,309	33,027,309	0	0	0
Certificate of Deposit (Fund 7203)	Chase Bank	0.23%	7203	0.49%	07/25/13	01/24/15	1,481,266	1,481,266	0	1,481,266	1,481,266	0	0	0
Certificate of Deposit (Fund 7150)	Chase Bank	0.00%	7203	0.49%	07/25/13	01/24/15	2,232	2,232	0	2,232	2,232	0	0	0
Certificate of Deposit (Fund 7207)	Chase Bank	0.00%	7203	0.49%	07/25/13	01/24/15	16,465	16,465	0	16,465	16,465	0	0	0
Certificate of Deposit (Fund 7305)	Chase Bank	0.00%	7305	0.49%	07/25/13	01/24/15	2,485	2,485	0	2,485	2,485	0	0	0
Certificate of Deposit (Fund 7306)	Chase Bank	0.00%	7306	0.49%	07/25/13	01/24/15	14,957	14,957	0	14,957	14,957	0	0	0
Certificate of Deposit (Fund 7307)	Chase Bank	0.06%	7307	0.49%	07/25/13	01/24/15	384,598	384,598	0	384,598	384,598	0	0	0
Certificate of Deposit (Fund 7300)	Chase Bank	0.01%	7300	0.49%	07/25/13	01/24/15	70,689	70,689	0	70,689	70,689	0	0	0
Certificate of Deposit (Fund 7370)	Chase Bank	7.62%	7370	0.43%	03/22/13	09/22/15	50,000,000	50,000,000	0	50,000,000	50,000,000	0	0	0
Certificate of Deposit (Fund 7370)	Chase Bank	4.57%	7370	0.69%	03/22/13	03/22/17	30,000,000	30,000,000	0	30,000,000	30,000,000	0	0	0
Certificate of Deposit (Fund 7370)	Chase Bank	3.05%	7370	0.99%	03/25/13	03/22/18	20,000,000	20,000,000	0	20,000,000	20,000,000	0	0	0
Certificate of Deposit (Fund 7370)	Chase Bank	4.57%	7370	0.21%	03/22/13	09/22/14	30,000,000	30,						

INVESTMENTS
EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
March 31, 2014

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Agencies	63,938,209	62,835,357	(1,102,852)
Local government pools	10,121,437	10,121,437	-
Money market funds	77,953,083	77,953,083	-
High yield savings	179,414,374	179,414,374	-
Certificates of deposit	245,250,000	245,250,000	-
Interest bearing checking	79,112,795	79,112,795	-
Total	<u>655,789,898</u>	<u>654,687,046</u>	<u>(1,102,852)</u>
WAR (weighted average interest rate)		<u>0.39%</u>	

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
10	Investment Report for the Month of April 2014	Dr. Cesar Maldonado Dr. Thomas Estes Teri Zamora

RECOMMENDATION

Approve the Investment Report for the month of April 2014.

COMPELLING REASON/RATIONALE

Monthly report advises the Board as to the status of the investment portfolio and complies with the law.

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

The interest income earned and earnings credit for the month totaled \$209,750 and the interest income earned and earnings credit for the fiscal year-to-date totaled \$1,612,980. The Investment Report attached identifies HCC's investment holdings for the month ending April 30, 2014. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 90% of the assets invested in local government pools, money market funds and short-term certificates of deposit. All pools and money market funds are rated at the highest level. Certificates of deposit, high yield savings and other bank deposits are secured with U.S. Treasuries/agencies. The balance of the portfolio is invested in government-sponsored entities/agencies with "AAA" credit ratings. Interest rates have remained historically low. The weighted average interest rate (WAR) at April 30, 2014 is .37%.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Action: #5.1 - Reduce HCC's reliance on debt to maximize the use of operating dollars for strengthening teaching and learning capabilities

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

This item is applicable to the following:

☐ Central ☐ Coleman ☐ Northeast ☐ Northwest ☐ Southeast ☐ Southwest ☒ 3100

HOUSTON COMMUNITY COLLEGE SYSTEM
INVESTMENT PORTFOLIO COMPOSITION
As of APRIL 30, 2014

Beginning Book Value (APRIL 1, 2014)	\$	655,789,897
Beginning Market Value (APRIL 1, 2014)	\$	654,687,045
Additions/subtractions (Book value - Net)	\$	(34,004,451)
Change in Market value	\$	45,400
Ending Book value (APRIL 30, 2014)	\$	621,785,446
Ending Market value (APRIL 30, 2014)	\$	620,757,680
Unrealized Gain/(Loss)	\$	(1,027,766)
WAM (91% of Portfolio's weighted average maturity - All Funds)		1

This report is in compliance with the investment strategies approved in Houston Community College System investment policy and is in accordance with the Public Funds Investment 1999.

Note: This month's Investment does not include \$4,366,552 with Bank Of America which is earning higher than market yield from earning credits.

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
As of APRIL 30, 2014

Description	Held At	% of Total	Coupon	Purchase	Maturity	Par	Beginning	Beginning	Purchased	Ending	Ending	Change in	Unrealized	
		Investment	Rate	Date	Date		Mkt. Value	Book Value	(Redeemed)	Book Value	Mkt. Value	Mkt. Value	Gain/(Loss)	
Fannie Mae ARM Pool 708686	Bank of America	0.01%	7300	2.48%	02/22/05	05/01/33	54,504	58,116	56,089	(176)	55,913	57,866	(67)	1,953
Fannie Mae ARM Pool 805454	Bank of America	0.01%	7300	2.64%	12/23/04	12/01/34	67,371	71,557	73,482	(252)	73,229	71,323	12	(1,906)
Federal Farm Credit Bank US Domestic Bond	Bank of America	0.16%	1110	0.40%	08/03/12	08/03/15	1,000,000	1,001,736	1,000,000	0	1,000,000	1,001,402	(334)	1,402
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Not	Bank of America	0.32%	1110	1.50%	07/30/12	07/30/27	2,000,000	1,845,362	2,000,000	0	2,000,000	1,783,044	(62,318)	(216,956)
Federal Farm Credit Bank US Domestic Bond Unsecured	Bank of America	0.16%	1110	0.38%	06/25/12	06/18/14	1,000,000	1,000,614	1,000,000	0	1,000,000	1,000,381	(233)	381
Federal Home Loan Bank US Domestic Multi-step CPN BND Unsecured ser	Bank of America	0.08%	1110	1.07%	03/28/14	12/27/17	475,000	475,850	474,538	0	474,538	475,643	-	1,104
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.16%	1110	0.85%	03/10/14	03/10/17	1,000,000	995,511	1,000,000	0	1,000,000	996,614	-	(3,386)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.16%	1110	1.00%	08/22/12	02/22/18	1,000,000	973,973	1,000,000	0	1,000,000	977,641	3,668	(22,359)
Fannie Mae US Domestic Multi-step CPN Bond Structured Note	Bank of America	0.32%	1110	1.00%	08/27/12	08/27/27	2,000,000	1,890,916	1,990,000	0	1,990,000	1,917,298	26,382	(72,702)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Not	Bank of America	0.17%	8113	2.00%	07/30/12	07/30/27	1,080,000	985,975	1,080,000	0	1,080,000	999,578	13,603	(80,422)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Not	Bank of America	0.26%	8113	2.00%	08/27/12	11/27/24	1,600,000	1,461,595	1,600,000	0	1,600,000	1,485,771	24,176	(114,229)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Not	Bank of America	0.43%	7306	2.00%	07/30/12	07/30/27	2,675,000	2,525,960	2,675,000	0	2,675,000	2,461,008	(64,952)	(213,992)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.61%	7370	1.00%	04/11/13	04/11/18	10,000,000	9,788,006	10,000,000	0	10,000,000	9,825,510	37,504	(174,490)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.80%	7370	0.70%	04/17/13	01/17/17	5,000,000	4,971,700	5,000,000	0	5,000,000	4,989,145	17,445	(10,855)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Not	Bank of America	1.61%	7370	0.80%	06/13/13	06/13/18	10,000,000	9,808,650	10,000,000	0	10,000,000	9,859,070	50,420	(140,930)
Fannie Mae US Domestic Multi-step CPN Bond Fannie Mae Structured Not	Bank of America	0.80%	7370	1.13%	07/18/13	07/18/18	5,000,000	5,004,470	5,000,000	0	5,000,000	5,004,565	95	4,565
Federal Home Loan Bank US Domestic Bond Unsecured	Bank of America	0.80%	7370	0.50%	03/21/14	06/13/16	5,000,000	5,004,470	4,994,100	0	4,994,100	5,001,340	-	7,240
Federal Home Loan Bank US Domestic Unsecured series 0003	Bank of America	1.61%	7370	1.00%	03/27/14	03/27/17	10,000,000	9,961,950	10,000,000	0	10,000,000	9,996,050	-	(3,950)
Federal Home Loan Bank US Domestic Muti-step CPN BND Unsecured ser	Bank of America	0.80%	7370	1.07%	03/28/14	12/27/17	5,000,000	5,008,945	4,995,000	0	4,995,000	5,006,765	-	11,765
Fixec Time Deposit	Unity Bank	0.02%	1110	0.31%	06/09/13	06/09/14	100,000	100,000	100,000	0	100,000	100,000	0	0
Fixec Time Deposit	Unity Bank	0.02%	1110	0.55%	10/18/13	10/18/14	150,000	150,000	150,000	0	150,000	150,000	0	0
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.01%	7201	0.18%	04/01/14		66,407	66,407	5	66,412	66,412	0	0	
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.34%	8113	0.18%	04/01/14		2,103,812	2,103,812	116	2,103,928	2,103,928	0	0	
HCCS Merchant service (10012)	Bank Of America	8.04%	8113	0.18%	04/01/14		50,000,000	50,000,000	0	50,000,000	50,000,000	0	0	
Checking Account- 10010-7306-2006 Jr. lien	Bank Of America	0.00%	7306	0.18%	04/01/14		229	229	0	229	229	0	0	
Interest bearing checking (10090)	Bank Of America	0.31%	7300	0.18%	04/01/14		1,933,907	1,933,907	(12,380)	1,921,527	1,921,527	0	0	
Managed PFI Account-10100-1110	Bank Of America	4.02%	1110	0.18%	04/01/14		25,008,439	25,008,439	4,111	25,012,550	25,012,550	0	0	
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.01%	1110	0.03%	04/01/14		31,885	31,885	0	31,885	31,885	0	0	
Merrill Lynch, Pierce, Fenner & smith (3110)	Bank Of America	0.00%	3110	0.03%	04/01/14		5,050	5,050	0	5,050	5,050	0	0	
Merrill Lynch, Pierce, Fenner & smith (7xxx)	Bank Of America	0.00%	7110	0.03%	04/01/14		1,568	1,568	0	1,568	1,568	0	0	
Merrill Lynch, Pierce, Fenner & smith (7306)	Bank Of America	0.07%	7306	0.03%	04/01/14		417,231	417,231	3	417,235	417,235	0	0	
Public Fund Money Market_Premier (1110)	Regions Bank	3.95%	1110	0.18%	04/01/14		20,206,065	20,206,065	4,355,393	24,561,458	24,561,458	0	0	
Public Fund Money Market_Premier (7160)	Regions Bank	0.00%	7160	0.18%	04/01/14		9,500	9,500	0	9,500	9,500	0	0	
Public Fund Money Market_Premier (7160)	Regions Bank	0.27%	7160	0.18%	04/01/14		1,999,478	1,999,478	(308,271)	1,691,207	1,691,207	0	0	
Public Fund Money Market_Premier (7208)	Regions Bank	0.89%	7208	0.18%	04/01/14		5,551,813	5,551,813	(3,040)	5,548,773	5,548,773	0	0	
Public Fund Money Market_Premier (7140)	Regions Bank	0.00%	7140	0.18%	04/01/14		17,436	17,436	3	17,438	17,438	0	0	
Public Fund Money Market_Premier (7206)	Regions Bank	2.64%	7206	0.18%	04/01/14		16,674,939	16,674,939	(264,150)	16,410,789	16,410,789	0	0	
Public Fund Money Market_Premier (7308)	Regions Bank	0.08%	7308	0.18%	04/01/14		772,390	772,390	(273,261)	499,129	499,129	0	0	
Public Fund Money Market_Premier (7309)	Regions Bank	0.36%	7309	0.18%	04/01/14		2,263,248	2,263,248	334	2,263,582	2,263,582	0	0	
Public Fund Money Mkt_Premier (Regions-1110)-2	Regions Bank	3.46%	1110	0.15%	04/01/14		30,002,480	30,002,480	(8,496,486)	21,505,993	21,505,993	0	0	
Chase High Yield Savings (fund 7150)	Chase Bank	0.01%	7150	0.07%	04/01/14		43,061	43,061	7	43,068	43,068	0	0	
Chase High Yield Savings (fund 7170)	Chase Bank	1.48%	7170	0.07%	04/01/14		9,203,027	9,203,027	1,748	9,204,775	9,204,775	0	0	
Chase High Yield Savings (fund 7204)	Chase Bank	0.03%	7207	0.07%	04/01/14		172,820	172,820	25	172,845	172,845	0	0	
Chase High Yield Savings (fund 7207)	Chase Bank	1.49%	7305	0.07%	04/01/14		9,286,674	9,286,674	1,261	9,287,935	9,287,935	0	0	
Chase High Yield Savings (fund 7300)	Chase Bank	0.01%	7204	0.07%	04/01/14		75,444	75,444	10	75,454	75,454	0	0	
Chase High Yield Savings (fund 7309)	Chase Bank	0.12%	7309	0.07%	04/01/14		718,089	718,089	98	718,187	718,187	0	0	
Chase High Yield Savings (fund 1110)	Chase Bank	0.43%	1110	0.07%	04/01/14		31,212,451	31,212,451	(28,545,521)	2,666,930	2,666,930	0	0	
Chase High Yield Savings (fund 7307)	Chase Bank	0.17%	7307	0.07%	04/01/14		1,037,485	1,037,485	141	1,037,626	1,037,626	0	0	
Chase High Yield Savings (fund 7305)	Chase Bank	0.01%	7305	0.07%	04/01/14		47,947	47,947	7	47,954	47,954	0	0	
Chase High Yield Savings (fund 7203)	Chase Bank	0.27%	7203	0.07%	04/01/14		1,712,568	1,712,568	(6,407)	1,706,161	1,706,161	0	0	
Chase High Yield Savings (fund 7306)	Chase Bank	0.05%	7306	0.07%	04/01/14		288,606	288,606	40	288,646	288,646	0	0	
Chase High Yield Savings (Fund 7370)	Chase Bank	20.13%	7306	0.07%	04/01/14		125,616,202	125,616,202	(458,197)	125,158,005	125,158,005	0	0	
Certificate of Deposit (Fund 1110)	Chase Bank	5.31%	1110	0.75%	07/25/13	01/24/15	33,027,309	33,027,309	0	33,027,309	33,027,309	0	0	
Certificate of Deposit (Fund 7203)	Chase Bank	0.24%	7203	0.49%	07/25/13	01/24/15	1,481,266	1,481,266	0	1,481,266	1,481,266	0	0	
Certificate of Deposit (Fund 7150)	Chase Bank	0.00%	7203	0.49%	07/25/13	01/24/15	2,232	2,232	0	2,232	2,232	0	0	
Certificate of Deposit (Fund 7207)	Chase Bank	0.00%	7203	0.49%	07/25/13	01/24/15	16,465	16,465	0	16,465	16,465	0	0	
Certificate of Deposit (Fund 7305)	Chase Bank	0.00%	7305	0.49%	07/25/13	01/24/15	2,485	2,485	0	2,485	2,485	0	0	
Certificate of Deposit (Fund 7306)	Chase Bank	0.00%	7306	0.49%	07/25/13	01/24/15	14,957	14,957	0	14,957	14,957	0	0	
Certificate of Deposit (Fund 7307)	Chase Bank	0.06%	7307	0.49%	07/25/13	01/24/15	384,598	384,598	0	384,598	384,598	0	0	
Certificate of Deposit (Fund 7300)	Chase Bank	0.01%	7300	0.49%	07/25/13	01/24/15	70,689	70,689	0	70,689	70,689	0	0	
Certificate of Deposit (Fund 7370)	Chase Bank	8.04%	7370	0.43%	03/22/13	09/22/15	50,000,000	50,000,000	0	50,000,000	50,000,000	0	0	
Certificate of Deposit (Fund 7370)	Chase Bank	4.82%	7370	0.69%	03/22/13	03/22/17	30,000,000	30,000,000	0	30,000,000	30,000,000	0	0	
Certificate of Deposit (Fund 7370)	Chase Bank	3.22%	7370	0.99%	03/25/13	03/22/18	20,000,000	20,000,000	0	20,000,000	20,000,000	0	0	
Certificate of Deposit (Fund 7370)	Chase Bank	4.82%	7370	0.21%	03/22/13	09/22/14	30,000,000	30,000,000	0	30,000,000	30,000,000	0	0	
Certificate of Deposit (Fund 7370)	Chase Bank	3.22%	7370	0.28%	04/03/13	04/03/15	20,000,000	20,000,000	0	20,000,000	20,000,000	0	0	
Certificate of Deposit (Fund 7370)	Chase Bank	6.43%	7370	0.50%	04/03/13	04/03/16	40,000,000	40,000,000	0	40,000,000	40,000,000	0	0	
Certificate of Deposit (Fund 7370)	Chase Bank	3.22%	7370	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	0.26%	1110	0.10%	04/01/14		1,595,589	1,595,589	154	1,595,743	1,595,743	0	0	
Tex Pool (General Fund)	State Street Bank	1.26%	1110	0.03%	04/01/14		7,844,027	7,844,027	217	7,844,244	7,844,244	0	0	
Tex Pool (Limited Tax Bond - 2003)	State Street Bank	0.11%	8300	0.03%	04/01/14		681,821	681,821	19	681,840	681,840	0	0	
Total		100.00%					654,687,045	655,789,897	(34,004,451)	621,785,446	620,757,680	45,400	(1,027,766)	

INVESTMENTS
EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
April 30, 2014

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Agencies	63,937,780	62,910,014	(1,027,766)
Local government pools	10,121,827	10,121,827	-
Money market funds	72,963,608	72,963,608	-
High yield savings	150,407,585	150,407,585	-
Certificates of deposit	245,250,000	245,250,000	-
Interest bearing checking	79,104,645	79,104,645	-
Total	<u>621,785,445</u>	<u>620,757,679</u>	<u>(1,027,766)</u>
WAR (weighted average interest rate)		<u>0.37%</u>	

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
11	Monthly Finance Statement for May 2014	Dr. Cesar Maldonado Dr. Thomas Estes Teri Zamora

DISCUSSION

Accept the financial report for the month of May 2014.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title: **Financial Report (Will be provided under a separate cover)**

This item is applicable to the following:

☒ Central ☒ Coleman ☒ Northeast ☒ Northwest ☒ Southeast ☒ Southwest ☒ 3100

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

At May 31st, the balance sheet continues to show strength. Viewing the year-to-date operating statement column for current unrestricted funds, we note \$269.5 million in revenues year to date on budgeted annual revenues of \$286.6 million. To-date, revenue represents 94% of budgeted cash flows for the year. Expenses total \$216.5 million to-date; which is 70.3% of the total expense budget of \$308.1 million. Compared with the same time last year, revenue shows a 1.9% increase, and expenses are trending at 4.9% higher than the prior year. Actual Net revenue produces a \$53 million net bottom line at this point in the year. That translates into a like amount increase in fund balance.

Looking at projected actuals at August 31, 2014, we project that revenue will total \$293.2 million. This is a 2.3% increase above budget plan. Tuition and Fee revenue decreases are offset by the increase in ad valorem tax revenue attributable to higher than anticipated property valuations. Expenses are projected to total \$302.9 million at fiscal year-end; a 1.7% decrease compared with budget plan. On a consolidated basis (the method used in our published and audited financial statements) that number would be approximately \$9.7 million decrease in net operations.

Note: Assigned Fund Balance transfer related to student services, instruction, and security enhancements as approved by the Board during the budget process.

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
1	Proposed Revisions to Board Bylaws Regarding Article F-Committees	Derrick Mitchell

RECOMMENDATION

Discuss and/or approve proposed revisions to Board bylaws regarding Article F-Committees.

COMPELLING REASON/RATIONALE

The Board of Trustees desires to have its bylaws reflect its practice of requiring at least five board members to vote for an item for passage out of the committee of the whole, the item then will be presented for consideration at a regular board meeting.

STRATEGIC INITIATIVE ALIGNMENT

Strategic Initiative: Support Innovation

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

This item is applicable to the following:

☐ Central ☐ Coleman ☐ Northeast ☐ Northwest ☐ Southeast ☐ Southwest ☒ 3100

8/20/2014 2:29 PM

Article F: Committees

Responsible Board Committee: Board Governance

Responsible Department/Group: Board of Trustees

1. GENERAL. The board may establish such standing and special/ad hoc committees as it deems necessary for the welfare of the College. Appointed committees will have three members. Committees of the whole are comprised of the entire membership of the board. Special/ad hoc committees may be created for matters not assigned to standing committees in these bylaws. Appointed, committees of the whole and special/ad hoc committees have the same level of authority and are working committees that make non-binding recommendations to the board. The board chair shall designate the chair and members of each committee and the Chancellor will assign staff with experience and expertise in the particular area to support the work of all committees. A committee shall be limited to actions delegated to that committee by the board.

2. APPOINTED COMMITTEES

Appointments. Except where the board elects to have a committee organized as a committee of the whole, the board chair shall appoint board members to each committee. Appointed committees will have three board members, including the committee chair, except that the board chair will appoint one alternate member to each committee. Alternate committee members may vote, or make or second motions if any member of the committee is absent. In case a board member should become unable to continue serving on an appointed committee, or the board determines that a committee member should be removed, the board chair will appoint a replacement within thirty (30) days.

Meetings. Committee meetings shall be called by the committee chair and duly posted, convened and conducted in accordance with the Texas Open Meetings Act. Any board member may attend and participate in discussion at any such committee meetings. Committees will meet no more than once monthly without prior approval from the board chair.

Attendance. A quorum shall be declared as soon as a majority of the committee members are in attendance at the appointed committee meeting. For the purposes of a quorum, alternate committee members are considered only if committee members are not present.

Voting in Appointed Committees. A majority vote of a quorum of a committee is required for a committee recommendation from an appointed committee to be presented to the full board for consideration. A committee recommendation, however, does not constitute a final board action and, therefore, does not bind the board. A

committee recommendation from an appointed committee will be presented as a report at the committee of the whole meeting, and with the approval of both the chair of the appointed committee and the board chair, will be listed on the agenda for the next regular board meeting under the consent agenda.

3. COMMITTEE OF THE WHOLE MEETINGS

Meetings. The Board Chair shall convene any committee of the whole meeting. Once the meeting has opened, the chair of each committee shall officiate over his/her committee proceedings until concluded. All meetings shall be duly posted, convened and conducted in compliance with the Texas Open Meetings Act. The chair of each appointed committee shall give a report of his/her committee's actions and recommendations at the committee of the whole meeting. Unless otherwise posted, committee of the whole meetings will be held on the second Thursday of the month.

Attendance. A quorum shall be declared when at least five members of a committee of the whole are present.

Voting in a Committee of the Whole. A ~~majority~~ vote of ~~a quorum~~ at least five members of a committee of the whole is required for a committee recommendation to be presented for consideration at a regular board meeting. A committee recommendation, however, does not constitute a final board action and, therefore, does not bind the board. A recommendation from a committee of the whole will be listed on the agenda for the next regular board meeting under the consent agenda.

4. STANDING COMMITTEES

Committees of the Whole

- a. **Finance and Facilities.** The finance and facilities committee shall oversee the budget, the college capital improvement and maintenance plan, and master planning. The finance and facilities committee shall also evaluate the performance of all financial advisors.

Appointed Committees

- a. **Academic Affairs/Student Success.** The academic affairs/student success committee shall consider all issues affecting academic policies, student success, athletic programs, programmatic changes, diversity, new certificates and all technology issues.
- b. **Board Governance.** The board governance committee shall consider all issues affecting board activities, board training, board marketing, board communications, board outreach, human resources, and all board policies. The board governance committee shall also monitor ongoing assignments given by the Board to the Administration and receive periodic updates on their progress. On a semi-annual basis, the board governance committee shall also receive and review reports from the board office

regarding all Board expenditures and will make a report at the committee of the whole meeting.

- c. **Audit.** The audit committee assists the Board in fulfilling its fiduciary oversight responsibilities. The committee will approve the annual audit plan for recommendation to the full board.
- d. **External Relations.** The External Relations Committee shall consider all issues regarding legal and legislative matters, economic development, small business and College marketing and communications.

5. SPECIAL/AD HOC COMMITTEES. Special/ad hoc committees may be created as needed by the board chair for matters not assigned to standing committees in these bylaws. At the discretion of the board chair, a special/ad hoc committee may be organized as an appointed committee or as a committee of the whole. No special/ad hoc committee can exist for longer than one year unless reestablished, and may be terminated by the board chair upon completion of its mission.

6. APPOINTMENTS TO OUTSIDE ENTITIES. The board chair shall appoint, on an annual basis, board members as liaisons to boards of directors or advisory boards of outside entities, such as, for example, the HCC Foundation.

7. COMMUNITY ADVISORY COMMITTEES. Community Advisory Committees are appointed by the board for the purpose of improving the college and may be dissolved by board resolution upon completion of their task. Committee members shall be selected to represent a variety of ethnic groups and organizations and to provide the college with advice on programs, facilities, student retention, recruitment and fundraising. Recommendations from these committees shall be forwarded to the Chancellor for consideration and future action.

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
2	Proposed Revisions to Board Policy B.2.3.3-Construction Management Regarding Change Orders	Derrick Mitchell

RECOMMENDATION

Discuss and/or approve proposed revisions to Board policy B.2.3.3-Construction Management regarding change orders.

COMPELLING REASON/RATIONALE

The Board of Trustees desires to have the Chancellor present all change orders in amounts above \$50,000 to the board for approval prior to the execution of such change orders.

STRATEGIC INITIATIVE ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Proposed Revised Policy**

This item is applicable to the following:

☐ Central ☐ Coleman ☐ Northeast ☐ Northwest ☐ Southeast ☐ Southwest ☒ 3100 6/20/2014 2:41 PM

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B.2.3. 3 Construction Management

Responsible Department: Administrative Services

Date Approved/Amended: December 2, 2010/[June 26, 2014](#)

HCC shall establish standards for all HCC facilities, in accordance with federal, state, and local law and regulations. No construction, with the exception of routine maintenance, shall be initiated without Board or Chancellor approval, as appropriate. The Chancellor shall establish procedures for renovating, replacing, altering and constructing facilities.

All construction delivery methods shall be selected and conducted pursuant to relevant law.

1. Project Administration

All construction projects shall be administered by the Chancellor.

2. Change Orders

Any change order in excess of ~~the Chancellor's signature authority~~ [\\$50,000](#) shall be approved by the Board prior to executing any changes in the plans, construction, or cost of the facility. The Chancellor shall report to the Board quarterly regarding change orders approved within his or her authority.

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

3. Alterations/Modifications

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

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
3	Revision to Board Policy B.1.5.4-Signature Authority	Dr. Cesar Maldonado

RECOMMENDATION

Approve modification to Board Policy: B.1.5.4 regarding Signature Authority

COMPELLING REASON/RATIONALE

The attached modification of the Board Policy will increase the Chancellor's Signature Authority from \$50,000 to \$75,000. This request extends the opportunity to raise the threshold for the Chancellor to approve expenditures as needed in an effort to support operational efficiencies.

DESCRIPTION OR BACKGROUND

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

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Proposed Revised Policy (B.1.5.4 - Signature Authority)**

This item is applicable to the following:

☒ Central ☒ Coleman ☒ Northeast ☒ Northwest ☒ Southeast ☒ Southwest ☒ 3100

B:1.5 Finance and Operations Accounting, Reporting and Payroll

Responsible Department: Accounting

Date Approved/Amended: December 2, 2010/April 18, 2013

(continued from previous page)

B:1.5.3 Agency Funds

Agency funds are monies held by HCC, acting as a custodian or fiscal agent on behalf of a student/staff/faculty organization or on behalf of an individual student that cannot be deposited elsewhere. These accounts are not credited with interest; any interest that may accrue on these accounts shall be retained by HCC to offset the administrative costs associated with maintaining them. The monies are deposited with the College for safekeeping, to be used or withdrawn by the organizations at will. Individual organizations are prohibited from establishing a bank account in HCC's name.

State and federal appropriated dollars generated from operating dollars cannot be deposited in an agency fund.

B:1.5.4 Signature Authority

The Board grants the Chancellor authority to initiate and execute contracts valued at up to ~~\$50~~\$75,000.00. College presidents are authorized to initiate and execute contracts valued up to \$25,000. All contracts shall be executed in accordance with HCC policy and procedures.

B:1.5.5 Small Business Participation

HCC is committed to fostering small business development and will establish a percentage goal of participation annually. HCC shall establish an outreach program to ensure effectiveness of this initiative.

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Board Governance*

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

RECOMMENDATION

Approve the contract for Teri Zamora, Vice Chancellor of Finance and Planning in accordance with Board Policy A.7.1.

COMPELLING REASON/RATIONALE

The position of Chief Operations Officer (COO) was vacated in August 2013. In September 2013, the position of Chief Operations Officer was reclassified to Vice Chancellor of Finance and Planning. Since late September 2013, the role of Vice Chancellor Finance and Planning has been filled on a temporary transitional basis. It is imperative for the financial health and operations of the College to fill this role with a regular full-time employee.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Personnel Agenda - Administrator (June 2014)**

This item is applicable to the following:

☒ Central ☒ Coleman ☒ Northeast ☒ Northwest ☒ Southeast ☒ Southwest ☒ 3100

Personnel Agenda - **Administrator (For Board Approval)**

Board Meeting: June 24, 2014

HOUSTON COMMUNITY COLLEGE SYSTEM
ADMINISTRATOR
June 24, 2014

FOR APPROVAL - BOARD ACTION REQUIRED
ADMINISTRATOR (REGULAR)

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
1. Zamora, Teri	Paris Junior College	to F/T Vice Chancellor Finance & Planning/ System	EXEC/50 Contract	\$120,000 yr.	\$208,000 yr.	06-12-14

Credentials & Selection Process - **Administrators (For Board Approval)**

Board Meeting: June 24, 2014

FOR APPROVAL - BOARD ACTION REQUIRED
ADMINISTRATOR (REGULAR)

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
1. Zamora, Teri	<i>Vice Chancellor Finance & Planning</i> Master's degree required, doctorate preferred. A CPA would be a plus. Ten (10) years of experience at a senior-level fiscal management position required. Higher education or public-agency admin. experience preferred.	Master's in Accountancy B.B.A. in Business Admin. VP Business Srvcs 4 mos. Exec. VP Fin&Adm 2 yrs. 0 mos. VP, Fin & Adm 2 yrs. 0 mos. VP Financial Srvcs 1 yr. 0 mos. Asst. Comptroller 3 yrs. 0 mos. Acctg. Supervisor 4 yrs. 0 mos. Controller 4 yrs. 0 mos. Business Manager 17 yrs. 0 mos.	Job Vacancy Notice-N/A -HR Referred-N/A -Hiring authority evaluated and interviewed-N/A -Applicant selected-External New Hire F/T
		Total 33 yrs. 4 mos.	

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Board Governance*

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

RECOMMENDATION

Approve the personnel action item for June 2014

COMPELLING REASON/RATIONALE

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

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Personnel Agenda - Faculty (June 2014)**

This item is applicable to the following:

☒ Central ☒ Coleman ☒ Northeast ☒ Northwest ☒ Southeast ☒ Southwest ☒ 3100

Personnel Agenda -
Faculty (For Board Approval)

Board Meeting: June 24, 2014

FOR APPROVAL - BOARD ACTION REQUIRED
FACULTY (REGULAR)

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
1. Beckett, William	Six Mile Region	to F/T Public Services Librarian/NE	FAC/08 12 months	\$5,632/yr.	\$60,987 yr.	06-02-14

Credentials & Selection Process - **Faculty (For Board Approval)**

Board Meeting: June 24, 2014

FOR APPROVAL - BOARD ACTION REQUIRED
FACULTY (REGULAR)

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
1. Beckett, William	<i>Public Services Librarian</i> Master's degree in Library Science from an A.L.A. accredited graduate program required. Preferred two (2) years experience in a library in a public services capacity with a broad background in library skills to include library use instruction.	MA-Library Science PT Librarian 2 yrs. 1 mo. Reference Librarian 3 yrs. 3 mos. Reference Librarian 2 yrs. 5 mos. Total 7 yrs. 9 mos.	Job Vacancy Notice-4258 -HR Referred-40 -Screening committee evaluated And interviewed-9 -Hiring authority evaluated and interviewed-4 -Applicant selected-External New Hire F/T

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
6	Bond Construction Manager-at-Risk Services for Project A – NW Alief Campus (Project No. RFP 14-04)	Dr. Cesar Maldonado Dr. Thomas Estes

RECOMMENDATION

Authorize the Chancellor to negotiate and award a contract to Turner Construction Company, to perform Construction Manager-at-Risk Services under the 2013 General Obligation Bond (approved in the November 2012 bond referendum) "2013 GO Bond" in accordance with RFP 14-04.

The Chancellor shall only be authorized to execute the contract and guaranteed maximum price amendment with the awarded firm up to the limits of the project budgets. In the event negotiations with the recommended firm are not successful, the Chancellor has the authority to terminate negotiations with such firm and proceed to negotiate with the next ranked firm in accordance with Texas law.

The contract term will be through the successful completion of the project, including individual project close-out and warranty period.

COMPELLING REASON/RATIONALE

The Construction Manager-at-Risk shall be responsible for the construction phase of the Bond project and execution of the contract with this firm is critical and essential to ensure that timelines, legal, tax, and other regulatory obligations are met. The Construction Manager-at-Risk is the general contractor for the project.

The Construction Manager-at-Risk team will report to the Chief Administration Officer and coordinate with the staff of Facilities and Construction Management Department. The selected firm will work collaboratively with HCC's representatives and appointed outside parties, which may include, but not limited to the Program Manager, Project Managers and Architects.

This recommendation to the Board of Trustees is in accordance with RFP 14-04 and Chapter 2269 Subchapter F of the Texas Government Code.

DESCRIPTION OR BACKGROUND

Houston Community College issued a request for proposals to solicit best value proposers for each project described in RFP 14-04.

The Request for Proposal was issued on October 31, 2013. The solicitation document was distributed electronically in addition to being published in local newspapers, and notice was provided to 2,984 firms. A total of twenty-five (25) technical proposals including 121 price proposals were received from firms by the solicitation due date of January 7, 2014 at 1:00 pm (local time).

In accordance with statutory requirements, the sealed price proposals were opened and read aloud on the solicitation due date. The proposal opening process was held publicly and the

figures noted on the sealed price proposal were read. This process was observed by the HCC Office of Internal Audit and Legal Counsel.

To maximize the competitive process and allow for transparency and legal compliance, firms were allowed to respond to more than one project with the goal of being awarded either a single project or multiple projects in which the firm represents the best value to HCC in accordance with the published evaluation criteria. Firms seeking multiple awards had to demonstrate sufficient personnel, financial ability, insurance, bonding capacity and qualifications to manage multiple projects.

All proposals were deemed responsive to the requirements of the RFP 14-04 and were submitted to the Evaluation Committee to evaluate and score.

FISCAL IMPACT

The total fees and costs for Construction Manager-at-Risk Services shall be negotiated prior to contract award.

The fees and costs will be funded from the proceeds of the 2013 General Obligation Bond issued.

Details regarding the project budget, estimated construction budget and estimated Construction Manager-at-Risk fees and costs for the project are noted in the attached Summary of Procurement.

Small Business

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 35% Good Faith Effort – Small Business participation goal.

Turner Construction Company proposed a 35-42% Small Business participation commitment.

LEGAL REQUIREMENTS

This recommendation to the Board of Trustees is in compliance with the Board's Resolution Regarding Procurement with Bond Proceeds (adopted August 16, 2012), and is being made to select the firm offering the best value for HCC based on the published evaluation criteria, as evidenced in the final ranking of the Evaluation Committee, and is in accordance with Chapter 2269 Subchapter F of the Texas Government Code.

Pursuant to the published RFP 14-04 document and in accordance with Chapter 2269 Subchapter F of the Texas Government Code, the Evaluation Committee is recommending the proposer that demonstrated the best value based on the published selection criteria and as evidenced in the final evaluation ranking.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **1. Summary of Procurement**
2. Composite Score Sheets

This item is applicable to the following:

☐ Central ☐ Coleman ☐ Northeast ☒ Northwest ☐ Southeast ☐ Southwest ☐ 3100

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Bond Construction Manager-at-Risk Services

PROJECT NO.: 14-04 – Project A – NW Alief Campus

PROCUREMENT METHOD: Request for Proposal (Overall Best Value)

PROJECT MANAGER: Winston Dahse, Chief Facilities Officer

NAME OF BUYER: Kerry Doucette, Procurement Supervisor

PURPOSE: Houston Community College issued a request for proposal seeking proposals from qualified firms to provide Construction Manager-at-Risk (“CMR”) Services as described in the Scope of Services, and in accordance with the terms, conditions and requirements set forth in the Request for Proposal (RFP 14-04).

HCC completed a one-step RFP in accordance with Section 2269 Subchapter F of the Texas Government Code. HCC is recommending award for each project resulting from the Construction Manager-at-Risk Service RFP 14-04 based on the best value for HCC, in accordance with the published weighted evaluation criteria and as evidenced in the final ranking.

The Construction Manager-at-Risk team will report to the Chief Administration Officer, and work in coordination with the staff of Facilities and Construction Management Department. The selected firm will work collaboratively with HCC’s representatives and appointed outside parties, which may include, but not limited to the Program Manager, Project Managers and Architects.

RECOMMENDED VENDOR: Turner Construction Company

This recommendation to the Board of Trustees is in compliance with the Board's Resolution Regarding Procurement with Bond Proceeds (adopted August 16, 2012), and is being made to select the firm offering the best value for HCC based on the published evaluation criteria, as evidenced in the final ranking of the Evaluation Committee, and is in accordance with Chapter 2269 Subchapter F of the Texas Government Code.

Pursuant to the published RFP 14-04 document and in accordance with Chapter 2269 Subchapter F of the Texas Government Code, the Evaluation Committee is recommending the proposer that demonstrated the best value based on the published selection criteria and as evidenced in the final evaluation ranking.

PROPOSED**SUB-CONTRACTOR:**

The recommended prime contractor noted above, has proposed to meet or exceed HCC's Small Business Enterprise goal and shall be required to make their selection of subcontractors in accordance with the statutory procedures required for the selection of subcontractors under the Construction Manager-at-Risk delivery method.

BUY TEXAS:

Location is not a permissible factor in the evaluation of construction services under Chapter 2269 of the Texas Government Code.

PROJECTED VALUE:

The total fees and costs for Construction Manager-at-Risk Services shall be negotiated prior to contract award. The following table includes the project budget and estimated fees.

Project	Project budget	Estimated construction value	Estimated total fees and costs paid to CM-at-Risk
A – NW Alief Campus	\$10,000,000	\$7,011,376	\$726,245

Note: Project budget consists of the totals allocated for land costs (if applicable), soft costs (professional fees) and construction costs.

CONTRACT TERM:

The contract term will be through the successful completion of the project, including individual project close-out and warranty periods covered under the 2013 GO Bond that was approved in the November 2012 Bond Referendum.

ADVERTISEMENT:

This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 1, 10, 17 and December 1, 2013
- African American News: November 4 and 10, 2013
- La Informacion: November 7 and 13, 2013
- Voice of Asia: November 8, 2013
- Community Outreach: October 31, 2013

PROCUREMENT**NOTICE:**

A notice of the procurement was distributed to the following on.

- Notice to HCC Board of Trustees on November 4, 2013
- Texas State Procurement Website on October 31, 2013
- HCC Procurement Operations Website November 4, 2013

SOLICITATION**INFORMATION:**

Houston Community College issued a request for proposals to solicit best value proposers for each project described in RFP 14-04.

The Request for Proposal was issued on October 31, 2013. The solicitation document was distributed electronically in addition to being published in local newspapers, and notice was provided to 2,984 firms. A total of twenty-five (25) technical proposals including 121 price proposals were received from firms by the solicitation due date of January 7, 2014 at 1:00 pm (local time).

In accordance with statutory requirements, the sealed price proposals were opened and read aloud on the solicitation due date. The proposal opening process was held publicly and the figures noted on the sealed price proposal were read. This process was observed by the HCC Office of Internal Audit and Legal Counsel.

To maximize the competitive process and allow for transparency and legal compliance, firms were allowed to respond to more than one project with the goal of being awarded either a single project or multiple projects in which the firm represents the best value to HCC in accordance with the published evaluation criteria. Firms seeking multiple awards had to demonstrate sufficient personnel, financial ability, insurance, bonding capacity and qualifications to manage multiple projects.

All proposals were deemed responsive to the requirements of the RFP 14-04 and were submitted to the Evaluation Committee to evaluate and score.

COMPETITIVE:

Yes, see Composite Score Sheet.

**PROPOSAL
EVALUATION:**

Proposals were evaluated by the Evaluation Committee, which consisted of representatives with relevant subject matter understanding who scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Firm's demonstrated qualifications and project experience	10
Demonstrated qualifications of Personnel and team	10
Construction management expertise	20
Past performance references	10
Safety plan	5
Small Business Commitment & Practices	10
Business Relationship Strength	5
Firm's Financial Status	5
Sealed price proposal form	25
Total	100

**PRIOR HCC
EXPERIENCE:**

No

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 35% Good Faith Effort – Small Business participation goal.

Turner Construction Company proposed a 35-42% Small Business participation commitment.

**Bond Construction Manager at Risk Services
(Project No. RFP 14-04)**

Composite Score Sheet

Project A – NW Alief Campus

<u>Firm</u>	<u>Total Score</u>
Turner Construction Company	79.09
Jamail & Smith Construction, LP	72.44
Teal Construction Company	71.86
Tribble & Stephens Construction, Ltd.	71.76
B3Ci, A Joint Venture	70.96
Skanska USA Building, Inc.	70.35
The Trevino Group	53.87
Diggs Construction, LLC	52.58
DivisionOne Construction	44.28

NOTE:

This recommendation to the Board of Trustees, is in compliance with the Board's Resolution Regarding Procurement with Bond Proceeds (adopted August 16, 2012), and is being made to the firm offering the best value for HCC based on the published evaluation criteria, as evidenced in the final ranking of the Evaluation Committee, and is in accordance with Chapter 2269 Subchapter F of the Texas Government Code.

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
7	Bond Construction Manager-at-Risk Services for Project B – NW Eldridge (Westside) Campus (Project No. RFP 14-04)	Dr. Cesar Maldonado Dr. Thomas Estes

RECOMMENDATION

Authorize the Chancellor to negotiate and award a contract to Tellepsen Builders, L.P., to perform Construction Manager-at-Risk Services under the 2013 General Obligation Bond (approved in the November 2012 bond referendum) "2013 GO Bond" in accordance with RFP 14-04.

The Chancellor shall only be authorized to execute the contract and guaranteed maximum price amendment with the awarded firm up to the limits of the project budgets. In the event negotiations with the recommended firm are not successful, the Chancellor has the authority to terminate negotiations with such firm and proceed to negotiate with the next ranked firm in accordance with Texas law.

The contract term will be through the successful completion of the project, including individual project close-out and warranty period.

COMPELLING REASON/RATIONALE

The Construction Manager-at-Risk shall be responsible for the construction phase of the Bond project and execution of the contract with this firm is critical and essential to ensure that timelines, legal, tax, and other regulatory obligations are met. The Construction Manager-at-Risk is the general contractor for the project.

The Construction Manager-at-Risk team will report to the Chief Administration Officer and coordinate with the staff of Facilities and Construction Management Department. The selected firm will work collaboratively with HCC's representatives and appointed outside parties, which may include, but not limited to the Program Manager, Project Managers and Architects.

This recommendation to the Board of Trustees is in accordance with RFP 14-04 and Chapter 2269 Subchapter F of the Texas Government Code.

DESCRIPTION OR BACKGROUND

Houston Community College issued a request for proposals to solicit best value proposers for each project described in RFP 14-04.

The Request for Proposal was issued on October 31, 2013. The solicitation document was distributed electronically in addition to being published in local newspapers, and notice was provided to 2,984 firms. A total of twenty-five (25) technical proposals including 121 price proposals were received from firms by the solicitation due date of January 7, 2014 at 1:00 pm (local time).

In accordance with statutory requirements, the sealed price proposals were opened and read aloud on the solicitation due date. The proposal opening process was held publicly and the

figures noted on the sealed price proposal were read. This process was observed by the HCC Office of Internal Audit and Legal Counsel.

To maximize the competitive process and allow for transparency and legal compliance, firms were allowed to respond to more than one project with the goal of being awarded either a single project or multiple projects in which the firm represents the best value to HCC in accordance with the published evaluation criteria. Firms seeking multiple awards had to demonstrate sufficient personnel, financial ability, insurance, bonding capacity and qualifications to manage multiple projects.

All proposals were deemed responsive to the requirements of the RFP 14-04 and were submitted to the Evaluation Committee to evaluate and score.

FISCAL IMPACT

The total fees and costs for Construction Manager-at-Risk Services shall be negotiated prior to contract award.

The fees and costs will be funded from the proceeds of the 2013 General Obligation Bond issued.

Details regarding the project budget, estimated construction budget and estimated Construction Manager-at-Risk fees and costs for the project are noted in the attached Summary of Procurement.

Small Business

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 35% Good Faith Effort – Small Business participation goal.

Tellepsen Builders' proposed a 35% Small Business participation commitment.

LEGAL REQUIREMENTS

This recommendation to the Board of Trustees is in compliance with the Board's Resolution Regarding Procurement with Bond Proceeds (adopted August 16, 2012), and is being made to select the firm offering the best value for HCC based on the published evaluation criteria, as evidenced in the final ranking of the Evaluation Committee, and is in accordance with Chapter 2269 Subchapter F of the Texas Government Code.

Pursuant to the published RFP 14-04 document and in accordance with Chapter 2269 Subchapter F of the Texas Government Code, the Evaluation Committee is recommending the proposer that demonstrated the best value based on the published selection criteria and as evidenced in the final evaluation ranking.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **1. Summary of Procurement**
2. Composite Score Sheets

This item is applicable to the following:

☐ Central ☐ Coleman ☐ Northeast ☒ Northwest ☐ Southeast ☐ Southwest ☐ 3100

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Bond Construction Manager-at-Risk Services

PROJECT NO.: 14-04 – Project B – NW Eldridge (Westside) Campus

PROCUREMENT METHOD: Request for Proposal (Overall Best Value)

PROJECT MANAGER: Winston Dahse, Chief Facilities Officer

NAME OF BUYER: Kerry Doucette, Procurement Supervisor

PURPOSE: Houston Community College issued a request for proposal seeking proposals from qualified firms to provide Construction Manager-at-Risk (“CMR”) Services as described in the Scope of Services, and in accordance with the terms, conditions and requirements set forth in the Request for Proposal (RFP 14-04).

HCC completed a one-step RFP in accordance with Section 2269 Subchapter F of the Texas Government Code. HCC is recommending award for each project resulting from the Construction Manager-at-Risk Service RFP 14-04 based on the best value for HCC, in accordance with the published weighted evaluation criteria and as evidenced in the final ranking.

The Construction Manager-at-Risk team will report to the Chief Administration Officer, and work in coordination with the staff of Facilities and Construction Management Department. The selected firm will work collaboratively with HCC’s representatives and appointed outside parties, which may include, but not limited to the Program Manager, Project Managers and Architects.

RECOMMENDED VENDOR: Tellepsen Builders, L.P.

This recommendation to the Board of Trustees is in compliance with the Board's Resolution Regarding Procurement with Bond Proceeds (adopted August 16, 2012), and is being made to select the firm offering the best value for HCC based on the published evaluation criteria, as evidenced in the final ranking of the Evaluation Committee, and is in accordance with Chapter 2269 Subchapter F of the Texas Government Code.

Pursuant to the published RFP 14-04 document and in accordance with Chapter 2269 Subchapter F of the Texas Government Code, the Evaluation Committee is recommending the proposer that demonstrated the best value based on the published selection criteria and as evidenced in the final evaluation ranking.

PROPOSED**SUB-CONTRACTOR:**

The recommended prime contractor noted above, has proposed to meet or exceed HCC's Small Business Enterprise goal and shall be required to make their selection of subcontractors in accordance with the statutory procedures required for the selection of subcontractors under the Construction Manager-at-Risk delivery method.

BUY TEXAS:

Location is not a permissible factor in the evaluation of construction services under Chapter 2269 of the Texas Government Code.

PROJECTED VALUE:

The total fees and costs for Construction Manager-at-Risk Services shall be negotiated prior to contract award. The following table includes the project budget and estimated fees.

Project	Project budget	Estimated construction value	Estimated total fees and costs paid to CM-at-Risk
B – NW Eldridge (Westside) Campus	\$53,000,000	\$36,108,588	\$3,356,714

Note: Project budget consists of the totals allocated for land costs (if applicable), soft costs (professional fees) and construction costs.

CONTRACT TERM:

The contract term will be through the successful completion of the project, including individual project close-out and warranty periods covered under the 2013 GO Bond that was approved in the November 2012 Bond Referendum.

ADVERTISEMENT:

This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 1, 10, 17 and December 1, 2013
- African American News: November 4 and 10, 2013
- La Informacion: November 7 and 13, 2013
- Voice of Asia: November 8, 2013
- Community Outreach: October 31, 2013

PROCUREMENT**NOTICE:**

A notice of the procurement was distributed to the following on.

- Notice to HCC Board of Trustees on November 4, 2013
- Texas State Procurement Website on October 31, 2013
- HCC Procurement Operations Website November 4, 2013

SOLICITATION**INFORMATION:**

Houston Community College issued a request for proposals to solicit best value proposers for each project described in RFP 14-04.

The Request for Proposal was issued on October 31, 2013. The solicitation document was distributed electronically in addition to being published in local newspapers, and notice was provided to 2,984 firms. A total of twenty-five (25) technical proposals including 121 price proposals were received from firms by the solicitation due date of January 7, 2014 at 1:00 pm (local time).

In accordance with statutory requirements, the sealed price proposals were opened and read aloud on the solicitation due date. The proposal opening process was held publicly and the figures noted on the sealed price proposal were read. This process was observed by the HCC Office of Internal Audit and Legal Counsel.

To maximize the competitive process and allow for transparency and legal compliance, firms were allowed to respond to more than one project with the goal of being awarded either a single project or multiple projects in which the firm represents the best value to HCC in accordance with the published evaluation criteria. Firms seeking multiple awards had to demonstrate sufficient personnel, financial ability, insurance, bonding capacity and qualifications to manage multiple projects.

All proposals were deemed responsive to the requirements of the RFP 14-04 and were submitted to the Evaluation Committee to evaluate and score.

COMPETITIVE:

Yes, see Composite Score Sheet.

**PROPOSAL
EVALUATION:**

Proposals were evaluated by the Evaluation Committee, which consisted of representatives with relevant subject matter understanding who scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Firm's demonstrated qualifications and project experience	10
Demonstrated qualifications of Personnel and team	10
Construction management expertise	20
Past performance references	10
Safety plan	5
Small Business Commitment & Practices	10
Business Relationship Strength	5
Firm's Financial Status	5
Sealed price proposal form	25
Total	100

**PRIOR HCC
EXPERIENCE:**

Yes

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 35% Good Faith Effort – Small Business participation goal.

Tellepsen Builders' proposed a 35% Small Business participation commitment.

**Bond Construction Manager at Risk Services
(Project No. RFP 14-04)**

Composite Score Sheet

Project B – NW Eldridge (Westside) Campus

<u>Firm</u>	<u>Total Score</u>
Tellepsen Builders, L.P.	80.08
Durotech, Inc.	78.28
KBR Building Group, LLC	77.80
Manhattan Construction Company	76.93
Turner Construction Company	76.00
Clark/Horizon, A Joint Venture	75.61
Skanska USA Building, Inc.	75.37
Tribble & Stephens Construction, Ltd.	74.54
McCarthy Building Companies, Inc.	73.58
Satterfield & Pontikes Construction, Inc.	73.10
Drymalla/Glennlock Joint Venture	72.40
SRS - BLHI Joint Venture	71.16
B3Ci, A Joint Venture	70.19
Gamma Construction	67.46
Allco	63.56
Jordan Foster Construction, LLC	62.72
DivisionOne Construction	53.76

NOTE:

This recommendation to the Board of Trustees, is in compliance with the Board's Resolution Regarding Procurement with Bond Proceeds (adopted August 16, 2012), and is being made to the firm offering the best value for HCC based on the published evaluation criteria, as evidenced in the final ranking of the Evaluation Committee, and is in accordance with Chapter 2269 Subchapter F of the Texas Government Code.

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
8	Bond Construction Manager-at-Risk Services for Project H – SE Felix Fraga Campus (Project No. RFP 14-04)	Dr. Cesar Maldonado Dr. Thomas Estes

RECOMMENDATION

Authorize the Chancellor to negotiate and award a contract to Teal Construction Company, to perform Construction Manager-at-Risk Services under the 2013 General Obligation Bond (approved in the November 2012 bond referendum) "2013 GO Bond" in accordance with RFP 14-04.

The Chancellor shall only be authorized to execute the contract and guaranteed maximum price amendment with the awarded firm up to the limits of the project budgets. In the event negotiations with the recommended firm are not successful, the Chancellor has the authority to terminate negotiations with such firm and proceed to negotiate with the next ranked firm in accordance with Texas law.

The contract term will be through the successful completion of the project, including individual project close-out and warranty period.

COMPELLING REASON/RATIONALE

The Construction Manager-at-Risk shall be responsible for the construction phase of the Bond project and execution of the contract with this firm is critical and essential to ensure that timelines, legal, tax, and other regulatory obligations are met. The Construction Manager-at-Risk is the general contractor for the project.

The Construction Manager-at-Risk team will report to the Chief Administration Officer and coordinate with the staff of Facilities and Construction Management Department. The selected firm will work collaboratively with HCC's representatives and appointed outside parties, which may include, but not limited to the Program Manager, Project Managers and Architects.

This recommendation to the Board of Trustees is in accordance with RFP 14-04 and Chapter 2269 Subchapter F of the Texas Government Code.

DESCRIPTION OR BACKGROUND

Houston Community College issued a request for proposals to solicit best value proposers for each project described in RFP 14-04.

The Request for Proposal was issued on October 31, 2013. The solicitation document was distributed electronically in addition to being published in local newspapers, and notice was provided to 2,984 firms. A total of twenty-five (25) technical proposals including 121 price proposals were received from firms by the solicitation due date of January 7, 2014 at 1:00 pm (local time).

In accordance with statutory requirements, the sealed price proposals were opened and read aloud on the solicitation due date. The proposal opening process was held publicly and the

figures noted on the sealed price proposal were read. This process was observed by the HCC Office of Internal Audit and Legal Counsel.

To maximize the competitive process and allow for transparency and legal compliance, firms were allowed to respond to more than one project with the goal of being awarded either a single project or multiple projects in which the firm represents the best value to HCC in accordance with the published evaluation criteria. Firms seeking multiple awards had to demonstrate sufficient personnel, financial ability, insurance, bonding capacity and qualifications to manage multiple projects.

All proposals were deemed responsive to the requirements of the RFP 14-04 and were submitted to the Evaluation Committee to evaluate and score.

FISCAL IMPACT

The total fees and costs for Construction Manager-at-Risk Services shall be negotiated prior to contract award.

The fees and costs will be funded from the proceeds of the 2013 General Obligation Bond issued.

Details regarding the project budget, estimated construction budget and estimated Construction Manager-at-Risk fees and costs for the project are noted in the attached Summary of Procurement.

Small Business

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 35% Good Faith Effort – Small Business participation goal.

Teal Construction Company proposed a 35% Small Business participation commitment.

LEGAL REQUIREMENTS

This recommendation to the Board of Trustees is in compliance with the Board's Resolution Regarding Procurement with Bond Proceeds (adopted August 16, 2012), and is being made to select the firm offering the best value for HCC based on the published evaluation criteria, as evidenced in the final ranking of the Evaluation Committee, and is in accordance with Chapter 2269 Subchapter F of the Texas Government Code.

Pursuant to the published RFP 14-04 document and in accordance with Chapter 2269 Subchapter F of the Texas Government Code, the Evaluation Committee is recommending the proposer that demonstrated the best value based on the published selection criteria and as evidenced in the final evaluation ranking.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **1. Summary of Procurement**
2. Composite Score Sheets

This item is applicable to the following:

☐ Central ☐ Coleman ☐ Northeast ☐ Northwest ☒ Southeast ☐ Southwest ☐ 3100

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Bond Construction Manager-at-Risk Services

PROJECT NO.: 14-04 – Project H – SE Felix Fraga Campus

PROCUREMENT METHOD: Request for Proposal (Overall Best Value)

PROJECT MANAGER: Winston Dahse, Chief Facilities Officer

NAME OF BUYER: Kerry Doucette, Procurement Supervisor

PURPOSE: Houston Community College issued a request for proposal seeking proposals from qualified firms to provide Construction Manager-at-Risk (“CMR”) Services as described in the Scope of Services, and in accordance with the terms, conditions and requirements set forth in the Request for Proposal (RFP 14-04).

HCC completed a one-step RFP in accordance with Section 2269 Subchapter F of the Texas Government Code. HCC is recommending award for each project resulting from the Construction Manager-at-Risk Service RFP 14-04 based on the best value for HCC, in accordance with the published weighted evaluation criteria and as evidenced in the final ranking.

The Construction Manager-at-Risk team will report to the Chief Administration Officer, and work in coordination with the staff of Facilities and Construction Management Department. The selected firm will work collaboratively with HCC’s representatives and appointed outside parties, which may include, but not limited to the Program Manager, Project Managers and Architects.

RECOMMENDED VENDOR: Teal Construction Company

This recommendation to the Board of Trustees is in compliance with the Board's Resolution Regarding Procurement with Bond Proceeds (adopted August 16, 2012), and is being made to select the firm offering the best value for HCC based on the published evaluation criteria, as evidenced in the final ranking of the Evaluation Committee, and is in accordance with Chapter 2269 Subchapter F of the Texas Government Code.

Pursuant to the published RFP 14-04 document and in accordance with Chapter 2269 Subchapter F of the Texas Government Code, the Evaluation Committee is recommending the proposer that demonstrated the best value based on the published selection criteria and as evidenced in the final evaluation ranking.

PROPOSED**SUB-CONTRACTOR:**

The recommended prime contractor noted above, has proposed to meet or exceed HCC's Small Business Enterprise goal and shall be required to make their selection of subcontractors in accordance with the statutory procedures required for the selection of subcontractors under the Construction Manager-at-Risk delivery method.

BUY TEXAS:

Location is not a permissible factor in the evaluation of construction services under Chapter 2269 of the Texas Government Code.

PROJECTED VALUE:

The total fees and costs for Construction Manager-at-Risk Services shall be negotiated prior to contract award. The following table includes the project budget and estimated fees.

Project	Project budget	Estimated construction value	Estimated total fees and costs paid to CM-at-Risk
H – SE Felix Fraga Campus	\$16,000,000	\$9,815,927	\$892,878

Note: Project budget consists of the totals allocated for land costs (if applicable), soft costs (professional fees) and construction costs.

CONTRACT TERM:

The contract term will be through the successful completion of the project, including individual project close-out and warranty periods covered under the 2013 GO Bond that was approved in the November 2012 Bond Referendum.

ADVERTISEMENT:

This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 1, 10, 17 and December 1, 2013
- African American News: November 4 and 10, 2013
- La Informacion: November 7 and 13, 2013
- Voice of Asia: November 8, 2013
- Community Outreach: October 31, 2013

PROCUREMENT**NOTICE:**

A notice of the procurement was distributed to the following on.

- Notice to HCC Board of Trustees on November 4, 2013
- Texas State Procurement Website on October 31, 2013
- HCC Procurement Operations Website November 4, 2013

SOLICITATION**INFORMATION:**

Houston Community College issued a request for proposals to solicit best value proposers for each project described in RFP 14-04.

The Request for Proposal was issued on October 31, 2013. The solicitation document was distributed electronically in addition to being published in local newspapers, and notice was provided to 2,984 firms. A total of twenty-five (25) technical proposals including 121 price proposals were received from firms by the solicitation due date of January 7, 2014 at 1:00 pm (local time).

In accordance with statutory requirements, the sealed price proposals were opened and read aloud on the solicitation due date. The proposal opening process was held publicly and the figures noted on the sealed price proposal were read. This process was observed by the HCC Office of Internal Audit and Legal Counsel.

To maximize the competitive process and allow for transparency and legal compliance, firms were allowed to respond to more than one project with the goal of being awarded either a single project or multiple projects in which the firm represents the best value to HCC in accordance with the published evaluation criteria. Firms seeking multiple awards had to demonstrate sufficient personnel, financial ability, insurance, bonding capacity and qualifications to manage multiple projects.

All proposals were deemed responsive to the requirements of the RFP 14-04 and were submitted to the Evaluation Committee to evaluate and score.

COMPETITIVE:

Yes, see Composite Score Sheet.

**PROPOSAL
EVALUATION:**

Proposals were evaluated by the Evaluation Committee, which consisted of representatives with relevant subject matter understanding who scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Firm's demonstrated qualifications and project experience	10
Demonstrated qualifications of Personnel and team	10
Construction management expertise	20
Past performance references	10
Safety plan	5
Small Business Commitment & Practices	10
Business Relationship Strength	5
Firm's Financial Status	5
Sealed price proposal form	25
Total	100

**PRIOR HCC
EXPERIENCE:**

No

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 35% Good Faith Effort – Small Business participation goal.

Teal Construction Company proposed a 35% Small Business participation commitment.

**Bond Construction Manager at Risk Services
(Project No. RFP 14-04)**

Composite Score Sheet

Project H – SE Felix Fraga Campus

<u>Firm</u>	<u>Total Score</u>
Turner Construction Company	78.82
Teal Construction Company	74.88
Skanska USA Building, Inc.	72.45
Jamail & Smith Construction, LP	72.01
Satterfield & Pontikes Construction, Inc.	66.94

NOTE:

This recommendation to the Board of Trustees, is in compliance with the Board's Resolution Regarding Procurement with Bond Proceeds (adopted August 16, 2012), and is being made to the firm offering the best value for HCC based on the published evaluation criteria, as evidenced in the final ranking of the Evaluation Committee, and is in accordance with Chapter 2269 Subchapter F of the Texas Government Code.

Turner proposed duplicate teams on Projects G – SE Eastside (Southeast) Campus and H – SE Felix Fraga Campus and is therefore not eligible for award of both projects. As between projects G and H, Teal scored higher than the second ranked proposer on Project G, Turner is therefore recommended for Project G and Teal, as the second highest scoring proposer, is recommended for Project H.

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
9	Bond Construction Manager-at-Risk Services for Project N – Coleman Campus (Project No. RFP 14-04)	Dr. Cesar Maldonado Dr. Thomas Estes

RECOMMENDATION

Authorize the Chancellor to negotiate and award a contract to Tellepsen Builders, L.P., to perform Construction Manager-at-Risk Services under the 2013 General Obligation Bond (approved in the November 2012 bond referendum) "2013 GO Bond" in accordance with RFP 14-04.

The Chancellor shall only be authorized to execute the contract and guaranteed maximum price amendment with the awarded firm up to the limits of the project budgets. In the event negotiations with the recommended firm are not successful, the Chancellor has the authority to terminate negotiations with such firm and proceed to negotiate with the next ranked firm in accordance with Texas law.

The contract term will be through the successful completion of the project, including individual project close-out and warranty period.

COMPELLING REASON/RATIONALE

The Construction Manager-at-Risk shall be responsible for the construction phase of the Bond project and execution of the contract with this firm is critical and essential to ensure that timelines, legal, tax, and other regulatory obligations are met. The Construction Manager-at-Risk is the general contractor for the project.

The Construction Manager-at-Risk team will report to the Chief Administration Officer and coordinate with the staff of Facilities and Construction Management Department. The selected firm will work collaboratively with HCC's representatives and appointed outside parties, which may include, but not limited to the Program Manager, Project Managers and Architects.

This recommendation to the Board of Trustees is in accordance with RFP 14-04 and Chapter 2269 Subchapter F of the Texas Government Code.

DESCRIPTION OR BACKGROUND

Houston Community College issued a request for proposals to solicit best value proposers for each project described in RFP 14-04.

The Request for Proposal was issued on October 31, 2013. The solicitation document was distributed electronically in addition to being published in local newspapers, and notice was provided to 2,984 firms. A total of twenty-five (25) technical proposals including 121 price proposals were received from firms by the solicitation due date of January 7, 2014 at 1:00 pm (local time).

In accordance with statutory requirements, the sealed price proposals were opened and read aloud on the solicitation due date. The proposal opening process was held publicly and the

figures noted on the sealed price proposal were read. This process was observed by the HCC Office of Internal Audit and Legal Counsel.

To maximize the competitive process and allow for transparency and legal compliance, firms were allowed to respond to more than one project with the goal of being awarded either a single project or multiple projects in which the firm represents the best value to HCC in accordance with the published evaluation criteria. Firms seeking multiple awards had to demonstrate sufficient personnel, financial ability, insurance, bonding capacity and qualifications to manage multiple projects.

All proposals were deemed responsive to the requirements of the RFP 14-04 and were submitted to the Evaluation Committee to evaluate and score.

FISCAL IMPACT

The total fees and costs for Construction Manager-at-Risk Services shall be negotiated prior to contract award.

The fees and costs will be funded from the proceeds of the 2013 General Obligation Bond issued.

Details regarding the project budget, estimated construction budget and estimated Construction Manager-at-Risk fees and costs for the project are noted in the attached Summary of Procurement.

Small Business

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 35% Good Faith Effort – Small Business participation goal.

Tellepsen Builders' proposed a 35% Small Business participation commitment.

LEGAL REQUIREMENTS

This recommendation to the Board of Trustees is in compliance with the Board's Resolution Regarding Procurement with Bond Proceeds (adopted August 16, 2012), and is being made to select the firm offering the best value for HCC based on the published evaluation criteria, as evidenced in the final ranking of the Evaluation Committee, and is in accordance with Chapter 2269 Subchapter F of the Texas Government Code.

Pursuant to the published RFP 14-04 document and in accordance with Chapter 2269 Subchapter F of the Texas Government Code, the Evaluation Committee is recommending the proposer that demonstrated the best value based on the published selection criteria and as evidenced in the final evaluation ranking.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **1. Summary of Procurement**
2. Composite Score Sheets

This item is applicable to the following:

☐ Central ☒ Coleman ☐ Northeast ☐ Northwest ☐ Southeast ☐ Southwest ☐ 3100

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Bond Construction Manager-at-Risk Services

PROJECT NO.: 14-04 – Project N – Coleman Campus

**PROCUREMENT
METHOD:** Request for Proposal (Overall Best Value)

PROJECT MANAGER: Winston Dahse, Chief Facilities Officer

NAME OF BUYER: Kerry Doucette, Procurement Supervisor

PURPOSE: Houston Community College issued a request for proposal seeking proposals from qualified firms to provide Construction Manager-at-Risk (“CMR”) Services as described in the Scope of Services, and in accordance with the terms, conditions and requirements set forth in the Request for Proposal (RFP 14-04).

HCC completed a one-step RFP in accordance with Section 2269 Subchapter F of the Texas Government Code. HCC is recommending award for each project resulting from the Construction Manager-at-Risk Service RFP 14-04 based on the best value for HCC, in accordance with the published weighted evaluation criteria and as evidenced in the final ranking.

The Construction Manager-at-Risk team will report to the Chief Administration Officer, and work in coordination with the staff of Facilities and Construction Management Department. The selected firm will work collaboratively with HCC’s representatives and appointed outside parties, which may include, but not limited to the Program Manager, Project Managers and Architects.

**RECOMMENDED
VENDOR:** Tellepsen Builders, L.P.

This recommendation to the Board of Trustees is in compliance with the Board's Resolution Regarding Procurement with Bond Proceeds (adopted August 16, 2012), and is being made to select the firm offering the best value for HCC based on the published evaluation criteria, as evidenced in the final ranking of the Evaluation Committee, and is in accordance with Chapter 2269 Subchapter F of the Texas Government Code.

Pursuant to the published RFP 14-04 document and in accordance with Chapter 2269 Subchapter F of the Texas Government Code, the Evaluation Committee is recommending the proposer that demonstrated the best value based on the published selection criteria and as evidenced in the final evaluation ranking.

PROPOSED**SUB-CONTRACTOR:**

The recommended prime contractor noted above, has proposed to meet or exceed HCC's Small Business Enterprise goal and shall be required to make their selection of subcontractors in accordance with the statutory procedures required for the selection of subcontractors under the Construction Manager-at-Risk delivery method.

BUY TEXAS:

Location is not a permissible factor in the evaluation of construction services under Chapter 2269 of the Texas Government Code.

PROJECTED VALUE:

The total fees and costs for Construction Manager-at-Risk Services shall be negotiated prior to contract award. The following table includes the project budget and estimated fees.

Project	Project budget	Estimated construction value	Estimated total fees and costs paid to CM-at-Risk
N – Coleman Campus	\$120,000,000	\$74,601,044	\$5,590,636

Note: Project budget consists of the totals allocated for land costs (if applicable), soft costs (professional fees) and construction costs.

CONTRACT TERM:

The contract term will be through the successful completion of the project, including individual project close-out and warranty periods covered under the 2013 GO Bond that was approved in the November 2012 Bond Referendum.

ADVERTISEMENT:

This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 1, 10, 17 and December 1, 2013
- African American News: November 4 and 10, 2013
- La Informacion: November 7 and 13, 2013
- Voice of Asia: November 8, 2013
- Community Outreach: October 31, 2013

PROCUREMENT**NOTICE:**

A notice of the procurement was distributed to the following on.

- Notice to HCC Board of Trustees on November 4, 2013
- Texas State Procurement Website on October 31, 2013
- HCC Procurement Operations Website November 4, 2013

SOLICITATION**INFORMATION:**

Houston Community College issued a request for proposals to solicit best value proposers for each project described in RFP 14-04.

The Request for Proposal was issued on October 31, 2013. The solicitation document was distributed electronically in addition to being published in local newspapers, and notice was provided to 2,984 firms. A total of twenty-five (25) technical proposals including 121 price proposals were received from firms by the solicitation due date of January 7, 2014 at 1:00 pm (local time).

In accordance with statutory requirements, the sealed price proposals were opened and read aloud on the solicitation due date. The proposal opening process was held publicly and the figures noted on the sealed price proposal were read. This process was observed by the HCC Office of Internal Audit and Legal Counsel.

To maximize the competitive process and allow for transparency and legal compliance, firms were allowed to respond to more than one project with the goal of being awarded either a single project or multiple projects in which the firm represents the best value to HCC in accordance with the published evaluation criteria. Firms seeking multiple awards had to demonstrate sufficient personnel, financial ability, insurance, bonding capacity and qualifications to manage multiple projects.

All proposals were deemed responsive to the requirements of the RFP 14-04 and were submitted to the Evaluation Committee to evaluate and score.

COMPETITIVE:

Yes, see Composite Score Sheet.

**PROPOSAL
EVALUATION:**

Proposals were evaluated by the Evaluation Committee, which consisted of representatives with relevant subject matter understanding who scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Firm's demonstrated qualifications and project experience	10
Demonstrated qualifications of Personnel and team	10
Construction management expertise	20
Past performance references	10
Safety plan	5
Small Business Commitment & Practices	10
Business Relationship Strength	5
Firm's Financial Status	5
Sealed price proposal form	25
Total	100

**PRIOR HCC
EXPERIENCE:**

Yes

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 35% Good Faith Effort – Small Business participation goal.

Tellepsen Builders' proposed a 35% Small Business participation commitment.

**Bond Construction Manager at Risk Services
(Project No. RFP 14-04)**

Composite Score Sheet

Project N – Coleman Campus

<u>Firm</u>	<u>Total Score</u>
Tellepsen Builders, L.P.	84.19
Skanska USA Building, Inc.	80.73
Manhattan Construction Company	79.44
Satterfield & Pontikes Construction, Inc.	79.43
J.T. Vaughn Construction, LLC	79.18
Gilbane Building Company	77.52
McCarthy Building Companies, Inc.	77.49
Turner Construction Company	77.97
Clark/Horizon, A Joint Venture	76.40
SRS - BLHI Joint Venture	75.43

NOTE:

This recommendation to the Board of Trustees, is in compliance with the Board's Resolution Regarding Procurement with Bond Proceeds (adopted August 16, 2012), and is being made to the firm offering the best value for HCC based on the published evaluation criteria, as evidenced in the final ranking of the Evaluation Committee, and is in accordance with Chapter 2269 Subchapter F of the Texas Government Code.

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
10	Cooperative, Interlocal Agreements & Sole Source Contract Approvals & Renewals for Fiscal Year 2015	Dr. Cesar Maldonado Dr. Thomas Estes

RECOMMENDATION

Pending budget approval, authorize the Chancellor to negotiate and execute budgeted contract awards and renewals under existing cooperative, interlocal and sole source agreements for up to three (3) years. Any single award under an interlocal or cooperative contract shall not exceed \$500,000 without Board approval.

All awards made administratively greater than the Chancellor's signature authority shall be reported to the Board of Trustees on a quarterly basis.

COMPELLING REASON/RATIONALE

The use of cooperative and interlocal contracts is a national best practice and an important procurement tool that allows HCC to leverage its buying power across the aggregated volume of participating agencies while ensuring a best value award. Additionally, this method of procurement enables HCC to be most competitive in our acquisition strategy, reduce cost and create value through collaborative and shared efforts and adoption of best practices.

This recommendation to the Board of Trustees is in accordance with Chapter 44.031(a) of the Texas Education Code and Chapter 791 of the Government Code.

DESCRIPTION OR BACKGROUND

The use of cooperative and interlocal contracts allows HCC to access competitive contracts for various goods and services. Additionally, for good or services that may have multiple providers, HCC goes further to request proposals under the terms and conditions of the cooperative contract and further negotiates pricing thus ensuring HCC obtains the best value award.

HCC may access cooperatives and competitively awarded contracts from interlocal groups and government agencies provided they meet the specification requirements of HCC and were procured in a manner that satisfies HCC procurement policy.

In accordance with Section 44.031 of the Texas Education Code, the items described in the attached are for goods and services purchased by HCC under an awarded cooperative or interlocal contract as defined by Texas Local Government Code Section 791 (the "Interlocal Cooperation Act"), which allows two or more local governments including a federally recognized Indian tribe in Texas (listed under 25 USC §479a-1) to contract for the purchase of goods or services.

FISCAL IMPACT

All purchases completed under a cooperative or interlocal contract will be funded through the current budget and/or grant funded when applicable. Any single award under an interlocal or cooperative contract shall not exceed \$500,000 without Board approval.

The estimated project cost is noted for each item in the attached.

LEGAL REQUIREMENTS

This recommendation to the Board of Trustees is in accordance with Chapter 44.031(a) of the Texas Education Code and Chapter 791 of the Government Code.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Cooperative Groups & Contracts Renewal List**

This item is applicable to the following:

☐ Central ☐ Coleman ☐ Northeast ☐ Northwest ☐ Southeast ☐ Southwest ☒ 3100

Cooperative Groups & Contract Renewal List

Cooperative Groups

		IT Hardware/ Software	Goods	Services
1	Education & Institutional Cooperative (E&I)	X	X	X
2	GSA Schedule 70	X		
3	GSA Schedule 1122		X	X
4	Harris County Department of Educations (HCDE)	X	X	X
5	Houston-Galveston Area Council (HGAC)	X	X	X
6	Metro Transit Authority & City of Houston Interlocal		X	
7	National IPA	X	X	X
8	National Joint Powers Alliance (NJPA)	X	X	X
9	Purchasing Solution Alliance (PSA)	X	X	X
10	Texas A&M University Interlocal Agreement	X	X	X
11	Texas Association of School Boards - Buyboard (TASB)	X	X	X
12	Texas Department of Information Resources (DIR)	X		
13	Texas Multiple Award Schedule (TXMAS)	X	X	X
14	The Cooperative Purchasing Network (TCPN)	X	X	X
15	US Communities	X	X	X
16	The University of Texas System - Supply Chain Alliance		X	X

Contract Renewal List

		FY 2015 Projected Cost		
		Cooperative Contract	Interlocal Contract	Sole Source Contract
1	Cisco Equipment, Maintenance, and Licenses	\$ 1,000,000		
2	Microsoft	\$ 324,693		
3	PC Mall Gov, Inc.	\$ 86,281		
4	Petrosys Solutions, Inc. (PSI)	\$ 454,397		
5	Rackspace	\$ 132,000		
6	SHI- Government Solutions	\$ 95,893		
7	Consulting and Contracted Services for all IT supported Systemwide projects	\$ 2,900,000		
8	TERMINALFOUR/Dell	\$ 59,127		
9	iParadigms - Turnitin	\$ 64,974		
10	Network, Hardware, Server Systems, and Computer Equipment for Technology Replacement Plan and Emergency Purchases			
	Dell Marketing	\$ 3,500,000		
	Apple Computer	\$ 1,500,000		
	Other equipment replacement		\$ 1,500,000	
11	Moving & Storage Services for Inventory & Asset Management	\$ 250,000		
12	Texas Medical Center Employee Parking Contract		\$ 190,000	
13	Texas Medical Center McGovern Lease Space for HCC's Pharmacology Program		\$ 251,234	
14	Rice University		\$ 52,000	
15	Identity Automation			\$ 72,621
16	Identity Finder			\$ 60,306
17	Kaltura Software			\$ 73,125
	TOTAL PROJECTED FY 2015 COST	\$ 10,367,365	\$ 1,993,234	\$ 206,052

ACTION ITEM

Meeting Date: June 24, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
11	Payment to Bracewell & Giuliani LLP for Professional Services Rendered Through May 31, 2014	Dr. Cesar Maldonado

RECOMMENDATION

Approve payment of Bracewell & Giuliani invoices #21581381 and #21583614 for professional services rendered as Board Counsel through May 31, 2014.

COMPELLING REASON/RATIONALE

Bracewell & Giuliani, LLP, as Board counsel, assists HCC Trustees with protecting the tangible and intangible assets of HCC.

DESCRIPTION OR BACKGROUND

A copy of the invoices will be available for the Trustees to review prior to the Regular Board meeting.

FISCAL IMPACT

\$137,548.85

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Bracewell & Giuliani Invoices for April 2014 and May 2014**

This item is applicable to the following:

☐ Central ☐ Coleman ☐ Northeast ☐ Northwest ☐ Southeast ☐ Southwest ☒ 3100

Litigation (Personnel Matters)

General Counsel

042170.00A160 GCB \$87,487.00

Total Litigation

Total General

\$87,487.00

Grand Total

Litigation (Personnel Matters)**General Counsel**

042170.00A160 GCB

\$50,061.85

Total Litigation**Total General**

\$50,061.85

Grand Total

ACTION ITEM

Meeting Date: June 19, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
12	Approve Payment to Gardere Wynne Sewell LLP for Professional Legal Services Rendered from March 1, 2014 Through April 30, 2014	Dr. Cesar Maldonado

RECOMMENDATION

Approve payment of the following Gardere Wynne Sewell LLP invoices #142935 and #1148545 for professional legal services rendered from March 1, 2014 through April 30, 2014.

COMPELLING REASON/RATIONALE

Gardere Wynne Sewell LLP is assisting HCC with protecting the tangible and intangible assets of HCC.

DESCRIPTION OR BACKGROUND

A copy of the invoices will be available for the Trustees to review prior to the regular Board meeting.

FISCAL IMPACT

\$42,279.73

STRATEGIC GOAL ALIGNMENT

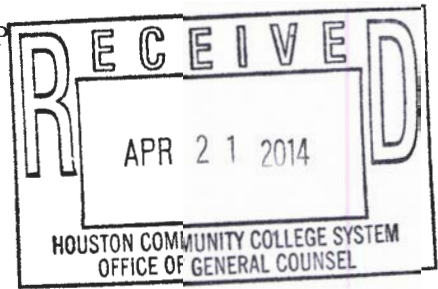
Strategic Initiative: Accountability and Strategic Decision Making

Attachment Title(s): **Gardere Wynne Sewell LLP invoices #1142935 and #1148545**

This item is applicable to the following:

☐ Central ☐ Coleman ☐ Northeast ☐ Northwest ☐ Southeast ☐ Southwest ☐ 3100

GARDERE WYNNE SEWELL LLP
ATTORNEYS AND COUNSELORS
1000 LOUISIANA SUITE 3400
HOUSTON, TEXAS 77002-5011
(713) 276-5500
TAX I.D. 75-0730814



Houston Community College System
Attn: Destinee Waiters
PO Box 667517
Also via email to : destinee.waiters@hccs.edu
Houston, TX 77266

April 8, 2014
Invoice Number: 1142935
Due within 30 days of receipt
Client: 139728

REMITTANCE ADVICE

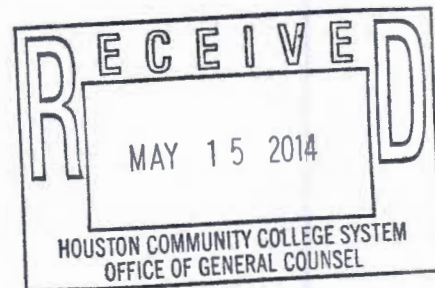
Re: Matter: 000001 Procurement Issues

Total Fees	11,115.00
Total Disbursements	315.00
TOTAL CURRENT BILL	<u>\$ 11,430.00</u>

Please return this remittance page with your payment to:

Gardere Wynne Sewell LLP, P.O. Box 660256, Dallas, TX 75266-0256 (payments only) Payment can also be made by WIRE to: Amegy Bank, 2501 North Harwood Street, Dallas, Texas 75201 - ABA routing number: 113011258, Account name: Gardere Wynne Sewell LLP, Account# 53271439 For INTERNATIONAL WIRES: Amegy Bank, SWIFT SWBK US44, Important: Please reference a Client # and/or Invoice#

GARDERE WYNNE SEWELL LLP
ATTORNEYS AND COUNSELORS
1000 LOUISIANA SUITE 3400
HOUSTON, TEXAS 77002-5011
(713) 276-5500
TAX I.D. 75-0730814



Houston Community College System
Attn: Destinee Waiters
PO Box 667517
Also via email to : destinee.waiters@hccs.edu
Houston, TX 77266

May 14, 2014
Invoice Number: 1148545
Due within 30 days of receipt
Client: 139728

REMITTANCE ADVICE

Re: Matter: 000001 Procurement Issues

Total Fees	30,839.50
Total Disbursements	10.23
TOTAL CURRENT BILL	<u>\$ 30,849.73</u>

return this remittance page with your payment to:

Gardere Wynne Sewell LLP, P.O. Box 660256, Dallas, TX 75266-0256 (payments only) Payment can also be made by WIRE to: Amegy Bank, 2501 North Harwood Street, Dallas, Texas 75201 - ABA routing number: 113011258, Account name: Gardere Wynne Sewell LLP, Account# 53271439 For INTERNATIONAL WIRES: Amegy Bank, SWIFT SWBK US44, Important: Please reference a Client # and/or Invoice#

APPENDIX B

Personnel Report for June 2014

(No Board Action Required)

Personnel Agenda -
Staff (No Board Action Required)

Board Meeting: June 24, 2014

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

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
1. Beach, Marisol	HCC P/T Adult Basic Education Instructor/ System	to F/T Advisor International/System	EX/07 12 months	\$17,784 yr.	\$40,000 yr.	06-02-14
2. Brisby, Jessica	HCC F/T Child Care Specialist Sr./Central	to F/T Office Manager /System	NE/08 12 months	\$41,654 yr.	\$44,919 yr.	06-02-14
3. Bruce, Andrew	HCC P/T Advisor/NW	to F/T Advisor/NW	EX/07 12 months	\$14,365 yr.	\$34,374 yr.	06-16-14
4. Burton, Sonja	HCC P/T Program Specialist/NW	to F/T Secretary II/ NE	NE/07 12 months	\$11,120 yr.	\$35,295 yr.	05-19-14
5. Dokes, Destry	HCC P/T Advisor/NW	to F/T Advisor/NW	EX/07 12 months	\$14,365 yr.	\$39,960 yr.	06-02-14
6. Drain, Jerome	Atlanta Metro	to F/T Dean Academic Development/NW	EXEC/10 12 months	\$104,000 yr.	\$90,473 yr.	06-02-14

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

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
7. Guthrie, Frederica	St. Joseph Medical Center	to F/T Director Communications Services/System	EXEC/10 12 months	\$119,000 yr.	\$102,274 yr.	05-19-14
8. Hall, Steve	HCC P/T Advisor/SW	to F/T Advisor/SW	EX/07 12 months	\$8,450 yr.	\$36,000 yr.	06-02-14
9. Kanakis, Alex	HCC P/T Tutor III/System	to F/T Online Tutor III/System	EX/07 2 months	\$5,590 yr.	\$45,546 yr.	05-19-14
10. Martiosian Selenia	Clearpoint	to F/T Graphic Designer Sr./System	EX/08 12 months	\$64,480 yr.	\$51,923 yr.	05-19-14
11. Perez, Martin	Inter-COM	to F/T Associate Dean of Student Services/NE	EX/11 12 months	\$65,898 yr.	\$80,000 yr.	06-16-14
12. Powers, Kristina	Love Advertising	to F/T Community Outreach Coordinator/SW	EX/09 12 months	\$54,166 yr.	\$52,423 yr.	05/05/14

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

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
13. Sameei, Morteza	HCC F/T Division Chair/ NE	to F/T Director Science Engineering & Technology.NE	EX/11 12 months	\$92,404 yr.	\$99,800 yr.	06-02-14
14. Simples, Belinda	Harris County Juvenile Probation Department	to F/T Advisor/NW	EX/07 12 months	\$33,000 yr.	\$42,000 yr.	06-02-14
15. Stacy, David	HCC F/T Advisor Sr./SW	to F/T Counselor/SW	EX/10 12 months	\$46,525 yr.	\$53,504 yr.	05-16-14
16. Tran, Ngan Ha	HCC P/T Enrollment Service Assistant/ System	to F/T CE Information Specialist/Central	NE/07 12 months	\$6,541 yr.	\$35,400 yr.	05-05-14
17. Washington. Diane	Excelsior University for Children	to F/T Child Care Specialist II/Central	NE/04 12 months	\$18,720 yr.	\$30,000 yr.	06-02-14
18. Williams, Dorsetta	HISD	to F/T Instructional Designer/System	EX/09 12 months	\$52,843 yr.	\$57,000 yr.	06-02-14

TERMINATIONS, RESIGNATIONS, RETIREMENTS, DECEASED

Beckett, Cheryl	Cheryl Beckett, Library Assistant II for System, effective June 18, 2014.
Bonewald, Gary	Gary Bonewald, EMS Instructor for Northeast, effective May 22, 2014.
Flowers, Linda	Linda Flowers, Accounting Instructor for Southwest, effective May 17, 2014.
Green, Donald	Donald Green, Psychology Instructor for Southwest, effective May 12, 2014.
Hickey, Timothy	Timothy Hickey, Office Assistant for System, effective June 23, 2014.
Jones, Derrian	Derrian Jones, Distribution Representative I for System, effective May 13, 2014.
Lendon, Prudie	Prudie Lendon, Procurement Liaison for Coleman effective May 30, 2014.
Ormrod, Oliver	Oliver Ormrod, Digital Communication Instructor for Southwest, effective May 12, 2014.
Renfro, Cindy	Cindy Renfro, Development English for Southwest, effective May 16, 2014.
Schnur, Abra	Abra Schnur, Library Assistant I for Codwell Hall, effective April 11, 2014.
Shelton, Jesse	Jesse Shelton, Instructional Designer for Systems, effective May 16, 2014.
Speights Wiggins, Regina	Regina Speights Wiggins, Biology Instructor for Northeast, effective May 15, 2014.
Taft, Wanda	Wanda Taft, Systems Analyst for System, effective May 27, 2014.
Wagner, Robert	Robert Wagner, Economics Instructor for Southwest, effective May 12, 2014.

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

Board Meeting: June 24, 2014

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

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
1. Beach, Marisol	<i>Advisor</i> Bachelor's degree required. Prefer two (2) years work experience in post-secondary institution advising setting.	MA-Education ESL Instructor 10 mos. Academic Advisor 2 yrs. 5 mos. School Counselor 2 yrs. 7 mos. Total 5 yrs. 10 mos.	Job Vacancy Notice-4382 -HR Referred-30 -Hiring authority evaluated and interviewed-5 -Applicant selected-External HCCS P/T to F/T
2. Brisby, Jessica	<i>Office Manager</i> High school diploma or equivalent. three (3) years of more of progressive experience.	MA-HR Development Child Care Spec. 3 yrs. 10 mos. HR Specialist 1 yr. 2 mos. Secretary 3 yrs. 5 mos. Total 8 yrs. 5 mos.	Job Vacancy Notice-4263 -HR Referred-87 -Hiring authority evaluated and interviewed-8 -Applicant selected- Internal HCCS F/T
3. Bruce, Andrew	<i>Advisor</i> Bachelor's degree required. Prefer two (2) years of experience in post-secondary institution advising setting.	BS-Criminal Justice Registration Asst. 1 yr. 7 mos. Advisor 4 mos. Office Assistant 1 yr. 1 mo. Total 3 yrs. 0 mos.	Job Vacancy Notice-4374 -HR Referred-105 -Hiring authority evaluated and interviewed-21 -Applicant selected-Internal New Hire F/T

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

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
4. Burton, Sonja	<i>Secretary II</i> High school diploma or equivalent required. Two (2) years secretarial experience required, three (3) years preferred.	High School Diploma Program Specialist 3 mos. Secretary 1 yr. 7 mos. Teacher Asst. 1 yr. 9 mos. Clerical Aide 8yrs. 9 moa. Total 10 yrs. 4 mos.	Job Vacancy Notice-4259 -HR Referred-48 -Hiring authority evaluated and Interviewed-4 -Applicant selected-External HCCS P/T to F/T
5. Dokes, Destry	<i>Advisor</i> Bachelor's degree required. Prefer two (2) years of work experience in a post-secondary institution advising setting.	BS-Criminal Justice Student Advisor 3 mos. Advisor 5 mos. Receptionist 4 mos. Business Manager 6 yrs. 2 mos. Total 7 yrs. 2 mos.	Job Vacancy Notice-4374 -HR Referred-105 -Hiring authority evaluated and Interviewed-21 -Applicant selected-External HCCS P/T to F/T
6. Drain, Jerome	<i>Dean, Academic Development</i> A minimum of Master's degree in an area appropriate to supervision of academic programs required. Three (3) years full-time experience in management of programs related to an academic setting with increasing levels of responsibility.	PHD-Biochemistry VP Acad. Affairs 3 yrs. 5 mos. Div. Chair of Sci. 1 yr. 10 mos. Dean Arts & Sci. 10 mos. Prof. Dept. Head 4 yrs.10 mos. Asst. Professor 1 yr. 11 mos. Total 12 yrs. 10 mos.	Job Vacancy Notice-3727 -HR Referred-86 -Screening committee evaluated and interviewed-9 -Hiring authority evaluated and interviewed-5 -Applicant selected-External New Hire F/T

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

Name	Job Title/Requirements	Nominee's Credentials		Selection Process
7. Guthrie, Frederica	<i>Director, Communication Services</i> Bachelor's degree in marketing, public relations, communication, public affair or a related field required. Ten (10) years of related experience in marketing, public relations, communications, or a similar field to include 5 years of supervisory experience.	BA-Communications		Job Vacancy Notice-4320
		Dir. Marketing	10 yrs. 3 mos.	-HR Referred-33
		Dist Dir Pub Info	5 yrs. 1 mo.	-Screening committee evaluated and interviewed-4
		Publication Mgr.	5 yrs. 3 mos.	-Hiring authority evaluated and interviewed-4
		Total	20 yrs. 7 mos.	-Applicant selected- External New Hire F/T
8. Hall, Steve	<i>Advisor</i> Bachelor's degree required. Prefer two (2) years of work experience in a post-secondary institution advising setting.	BA-Communications		Job Vacancy Notice-4380
		Advisor	7 mos.	-HR Referred-29
		Investigator	2 yrs. 5 mos.	-Hiring authority evaluated and interviewed-15
		Asst. Coordinator	8 yrs. 3 mos.	-Applicant selected-External
		Total	11yrs. 3 mos.	HCCS P/T to F/T
9. Kanakis, Alex	<i>Online Tutor III</i> Same credential as required to teach in the subject area. Three (3) years of relevant work experience (teaching or tutoring adults) in the related academic area of study.	MA-Political Sci. & Government		Job Vacancy Notice-4370
		Adjunct Prof.	5 mos.	-HR Referred-18
		Tutor III	4 mos.	-Hiring authority evaluated and interviewed-3
		Tutor	1yr 5 mos.	-Applicant selected-External
		Adjunct Prof.	3 yrs.0 mos.	HCCS P/T to F/T
		Total	5yrs. 2 mos.	

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

Name	Job Title/Requirements	Nominee's Credentials	Selection Process
10. Martiosian, Selena	Graphics Designer Sr. Associate's degree in commercial art or related field required. Minimum ten (10) years of experience required.	BA-Graphic Design Graphic Designer 4 yrs. 9 mos. Sr. Desktop Publ. 2 yrs. 0 mos. Mgr. Publ./Art Dir. 3 yrs. 6 mos. Total 10 yrs. 3 mos.	Job Vacancy Notice-4415 -HR Referred-21 -Hiring authority evaluated and interviewed-3 -Applicant selected-External New Hire F/T
11. Perez, Martin	<i>Associate Dean of Student Services</i> Master's degree in Counseling, Higher Education Administration, or related field required. Minimum of (5) five years related administrative experience with supervisory responsibilities required.	MA-Cross Cultural Studies Dir. Admission Intl. 3 yrs. 8 mos. Admission Counselor 1 yr. 11 mos. Coord. of Ser. 3 yrs. 7 mos. GED Instructor 8 mos. Total 9yrs. 10 mos.	Job Vacancy Notice-4102 -HR Referred-109 -Hiring authority evaluated and interviewed-8 -Applicant selected-External New Hire F/T
12. Powers, Kristina	<i>Community Outreach Coordinator</i> Bachelor's degree in marketing, public relations, organizational communications or a related field required. Minimum of three (3) years experience in marketing, community relations and/or public relations, or a related field required.	BS-Telecommunication P.R. Acct. Exec. 1 mo. Co-Anchor/Live 8 yrs. 8 mos. Total 8 yrs. 8 mos.	Job Vacancy Notice-4400 -HR Referred-70 -Hiring authority evaluated and interviewed-6 -Applicant selected-External New Hire F/T

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

Name	Job Title/Requirements	Nominee's Credentials		Selection Process
13. Sameei, Morteza	<i>Dir., Science, Engineering & Technology</i> Master's degree in Science, Engineering or Technology field is required. A minimum of five (5) years of highly responsible managerial and administrative experience in a public or private sector STEM related program and three years work experience in industry in Technical capacity.	MS-Computer Systems Design		Job Vacancy Notice-4233
		Division Chair	1 yr. 8 mos.	-HR Referred-19
		Instructor	27 yrs. 7 mos.	-Screening committee evaluated and interviewed-3
		Sr. Elect. Eng.	2 mos.	-Hiring authority evaluated and interviewed-2
		Quality Eng.	2 yrs. 10 mos.	-Applicant selected-Internal HCCS F/T
		Total	33 yrs. 3 mos.	
14. Simples, Belinda	<i>Advisor</i> Bachelor's degree required. Preferred two (2) years of work experience in a post-secondary institution advising setting.	BA-Psychology		Job Vacancy Notice-4374
		Adjunct Soc. Prof.	8 mos.	-HR Referred-105
		Teacher	5 yrs. 6 mos.	-Hiring authority evaluated and interviewed-21
		Juv. Prbtn Offer.	8 yrs.10 mos.	-Applicant selected-External New Hire F/T
		Total	15 yrs. 0 mos.	
15. Stacy, David	<i>Counselor</i> Master's degree with a concentration in counseling (i.e. counseling, education, social work, psychology, human services marriage & family therapy).	Ed.D-Educational Administration		Job Vacancy Notice-4268
		Sr. Advisor	1yr, 6 mos.	-HR Referred-42
		Dir. of Testing	3 yrs.6 mos.	-Hiring authority evaluated and interviewed-9
		Test Center Supvr.	17 yrs.8 mos.	-Applicant selected-Internal HCCS F/T
		Total	22 yrs.8mos.	

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

Name	Job Title/Requirements	Nominee's Credentials	Selection Process
16. Tran, Ngan Ha	<i>CE Information Specialist</i> High School diploma. Three (3) years of related instructional, customer service, workforce, and/or student services support experience required.	High School Diploma Enrollment Asst. 3 mos. Customer Rep. 2 yrs. 1 mo. Registration Asst. 5 mos. Customer Serv. Agent 6 mos. Total 3 yrs. 3 mos.	Job Vacancy Notice-4368 -HR Referred-56 -Hiring authority evaluated and Interviewed-4 -Applicant selected-External HCCS P/T to F/T
17. Washington, Diane	<i>Child Care Specialist II</i> Associate's degree in Early Childhood Education required. Four (4) years directly related work experience may be substituted in lieu of degree. Two (2) years experience in an early childhood program required. Current CPR & First Aid training.	BA-Human Serv. & Consumer Sci. Teacher 10 mos. Site Supervisor 9 yrs. 8 mos. Teacher Site/Dir. 8 yrs.2 mos. Total 18 yrs. 8 mos.	Job Vacancy Notice-4426 -HR Referred-11 -Hiring authority evaluated and interviewed-1 -Applicant selected-External New Hire F/T
18. Williams, Dorsetta	<i>Instructional Designer</i> Bachelor's degree in Instructional Design. Instructional Technology, Educational Technology or related fields or Associate's degree plus four (4) years of formal training. Minimum of one (1) year of directly job-related experience required.	M.Ed.-Curriculum & Instruction Teacher 4 yrs. 9 mos. Teacher/JCA Coord.8 yrs.11 mos. Total 13 yrs. 11mos.	Job Vacancy Notice-4110 -HR Referred-96 -Hiring authority evaluated and interviewed-18 -Applicant selected-External New Hire F/T