



AGENDA

BOARD OF TRUSTEES REGULAR BOARD MEETING

**October 22, 2015
3:30 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

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

Strategic Initiatives

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

ACTION ITEM

Meeting Date: October 22, 2015

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
1	Investment Report for the Month of August 2015	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Investment Report for the month of August 2015.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

The interest income earned and earnings credit for the month totaled \$250,255 and the interest income earned and earnings credit for the fiscal year totaled \$2,600,915. The weighted average interest rate (WAR) at August 31, 2015 is .49%.

The Investment Report attached identifies HCC's investment holdings for the month ending August 31, 2015. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 73% of the assets invested in local government pools, money markets funds, short-term certificates of deposit and interest bearing checking accounts. All pools and money market funds are rated at the highest level. Certificates of deposit, high yield savings and other bank deposits are secured with U.S. Treasuries/agencies. The balance of the portfolio is invested in U.S. Treasuries and government-sponsored entities/agencies with "AAA" credit ratings. Interest rates have remained historically low.

LEGAL REQUIREMENT

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

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Investment Report - August 2015**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

HOUSTON COMMUNITY COLLEGE SYSTEM
INVESTMENT PORTFOLIO COMPOSITION
As of AUGUST 31, 2015

Beginning Book Value (AUGUST 1, 2015)	\$ 542,470,219
Beginning Market Value (AUGUST 1, 2015)	\$ 542,197,411
Additions/subtractions (Book value - Net)	\$ (30,724,130) *
Change in Market value	\$ (59,381)
Ending Book value (AUGUST 31, 2015)	\$ 511,746,088
Ending Market value (AUGUST 31, 2015)	\$ 511,417,083
Unrealized Gain/(Loss)	\$ (329,006)
WAM (73% of Portfolio's weighted average maturity - All Funds)	1

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

Note: This month's Investment does not include \$4,756,288 on deposit with Bank Of America which is earning higher than market yield from earning credits.

* Net amount provided/used for Operations	(20,400,200)
Net amount provided/used for CIP /Others	(10,323,930)
	<u>(30,724,130)</u>

EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
August 31, 2015

	<u>Ending Book Value</u>	<u>Ending Market Value</u>	<u>Unrealized Gain (Loss)</u>
US Treasuries	18,986,800	18,974,730	(12,070)
US Agencies	120,269,265	119,952,330	(316,936)
Local government pools	10,129,454	10,129,454	-
Money market funds	153,542,721	153,542,721	-
High yield savings	1,794,567	1,794,567	-
Certificates of deposit	195,250,000	195,250,000	-
Interest bearing checking	11,773,281	11,773,281	-
Total	<u>511,746,088</u>	<u>511,417,083</u>	<u>(329,006)</u>

WAR (weighted average interest rate) 0.49%

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
As of AUGUST 31, 2015

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchased (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	2.48%	02/22/05	05/01/33	51,451	52,763	53,049	(189)	52,860	54,548	1,974	1,688
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	45,288	48,507	51,307	(161)	51,147	48,339	(16)	(2,808)
Federal Farm Credit Bank US Domestic Bond	Bank of America	0.40%	08/03/12	08/03/15	1,000,000	1,000,000	1,000,000	(1,000,000)	-	-	-	-
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	1.50%	07/30/12	07/30/27	2,000,000	1,926,224	2,000,000	0	2,000,000	1,928,934	2,710	(71,066)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	996,709	1,000,000	0	1,000,000	995,618	(1,091)	(4,382)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	01/23/15	01/22/16	2,000,000	2,000,138	1,999,720	0	1,999,720	1,999,878	(260)	158
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.52%	07/10/14	09/12/16	1,080,000	1,078,190	1,078,304	0	1,078,304	1,077,946	(244)	(359)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.27%	08/19/15	02/22/16	1,000,000	-	-	998,598	998,598	998,738	-	141
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.33%	08/24/15	04/20/16	10,000,000	-	-	9,978,667	9,978,667	9,981,700	-	3,033
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	07/30/12	07/30/27	1,080,000	1,028,532	1,080,000	0	1,080,000	1,030,161	1,629	(49,839)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	08/27/12	11/27/24	1,600,000	1,570,408	1,600,000	0	1,600,000	1,571,339	931	(28,661)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	07/30/12	07/30/27	2,675,000	2,598,425	2,675,000	0	2,675,000	2,602,251	3,825	(72,749)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	2.00%	04/11/13	04/11/18	10,000,000	9,983,400	10,000,000	0	10,000,000	9,976,300	(7,100)	(23,700)
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	06/13/13	06/13/18	10,000,000	9,992,580	10,000,000	0	10,000,000	9,982,670	(9,910)	(17,330)
Federal Home Loan Bank US Domestic Multi-step CPN BND Unsecured series 0001	Bank of America	1.00%	06/30/14	06/26/19	5,000,000	5,009,290	5,000,000	0	5,000,000	5,004,620	(4,670)	4,620
U.S. Treasury Notes US Govt. National	Bank of America	0.80%	07/10/14	06/30/16	4,000,000	4,006,876	4,001,250	0	4,001,250	4,004,220	(2,656)	2,970
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.38%	09/24/14	09/18/17	3,000,000	3,002,928	2,999,670	0	2,999,670	3,001,293	(1,635)	1,623
Unsecured	Bank of America	0.50%	02/02/15	01/26/16	5,000,000	5,001,270	5,000,000	0	5,000,000	5,000,385	(885)	385
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	1.22%	04/01/15	12/26/17	2,000,000	2,001,230	2,000,000	0	2,000,000	2,000,790	(440)	790
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,998,915	4,998,425	0	4,998,425	4,998,540	(375)	115
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.65%	04/07/15	03/11/16	5,000,000	4,998,915	4,998,425	0	4,998,425	4,998,540	(375)	115
Federal Home Loan Bank US Domestic series 000 unsecured	Bank of America	0.25%	04/13/15	04/13/17	2,775,000	2,774,442	2,775,000	0	2,775,000	2,772,874	(1,568)	(2,126)
Freddie Mac Global Unsecured Bond	Bank of America	0.25%	05/21/15	01/27/17	5,000,000	4,992,600	4,994,550	0	4,994,550	4,992,365	(235)	(2,185)
Federal Home Loan Bank GLOBAL Unsecured	Bank of America	0.75%	05/21/15	10/28/16	5,000,000	4,995,345	5,000,000	0	5,000,000	4,993,470	(1,875)	(6,530)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	05/21/15	04/29/16	5,000,000	4,996,045	4,998,850	0	4,998,850	4,995,385	(660)	(3,465)
U.S. Treasury Notes US Govt. National	Bank of America	0.25%	05/21/15	03/31/17	5,000,000	4,994,920	4,995,300	0	4,995,300	4,990,170	(4,750)	(5,130)
U.S. Treasury Notes US Govt. National	Bank of America	0.25%	05/21/15	10/31/16	5,000,000	4,995,310	4,996,500	0	4,996,500	4,993,100	(2,210)	(3,400)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	0.50%	05/21/15	03/27/17	5,000,000	4,992,775	4,993,550	0	4,993,550	4,988,700	(4,075)	(4,850)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	04/30/17	5,000,000	4,991,795	4,993,750	0	4,993,750	4,987,240	(4,555)	(6,510)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	1.22%	05/26/15	05/26/16	5,000,000	4,994,480	4,996,500	0	4,996,500	4,993,245	(1,235)	(3,255)
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.50%	05/29/15	08/25/17	10,000,000	9,982,570	10,000,000	0	10,000,000	9,974,890	(7,680)	(25,110)
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.25%	05/29/15	05/25/17	5,000,000	5,000,410	5,000,000	0	5,000,000	4,995,590	(4,820)	(4,410)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	06/17/15	05/25/17	5,000,000	4,998,110	5,000,000	0	5,000,000	4,995,675	(2,435)	(4,325)
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.70%	06/30/15	06/30/17	5,000,000	5,002,240	5,000,000	0	5,000,000	4,997,545	(4,695)	(2,455)
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	08/01/15			66,495	66,495	7	66,503	66,503	0	0

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchased (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.11%	08/01/15			438,203	438,203	26,822	465,025	465,025	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	08/01/15			18,945,441	18,945,441	(11,012,287)	7,933,154	7,933,154	0	0
Checking Acoount- 10010-7306-2006 Jr. lien	Bank Of America	0.11%	08/01/15			229	229	0	229	229	0	0
LTD2013 Tax Bond Grneral Checking A/C (10090)	Bank Of America	0.11%	08/01/15			5,614,662	5,614,662	(4,239,028)	1,375,634	1,375,634	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.11%	08/01/15			1,931,108	1,931,108	212	1,931,320	1,931,320	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	08/01/15			1,416	1,416	0	1,416	1,416	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.04%	08/01/15			455,855	455,855	14	455,869	455,869	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank	0.18%	08/01/15			53,237,945	53,237,945	(2,611,697)	50,626,248	50,626,248	0	0
Public Fund Money Market_Premier (185913820)- fund 1110	Regions Bank	0.15%	08/01/15			121,826,515	121,826,515	(19,365,912)	102,460,604	102,460,604	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.03%	08/01/15			3,766,277	3,766,277	(3,499,952)	266,325	266,325	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.03%	08/01/15			1,528,203	1,528,203	39	1,528,242	1,528,242	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.26%	06/09/15	06/09/16		100,000	100,000	0	100,000	100,000	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.25%	10/18/14	10/18/15		150,000	150,000	0	150,000	150,000	0	0
Certificate of Deposit	Chase Bank	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	Chase Bank	0.49%	07/25/13	01/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.50%	04/03/13	04/03/16		40,000,000	40,000,000	0	40,000,000	40,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.69%	03/22/13	03/22/17		30,000,000	30,000,000	0	30,000,000	30,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/17		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.99%	03/23/13	03/21/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	0.98%	03/22/13	03/22/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	1.02%	04/03/13	04/03/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Corporate Overnight Fund	Lone Star	0.15%	08/01/15			1,598,246	1,598,246	217	1,598,463	1,598,463	0	0
Tex Pool	State Street Bank	0.06%	08/01/15			8,530,472	8,530,472	519	8,530,991	8,530,991	0	0
TOTAL						542,197,411	542,470,219	(30,724,131)	511,746,088	511,417,083	(59,381)	(329,006)

ACTION ITEM

Meeting Date: October 22, 2015

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
2	Monthly Financial Statement and Budget Review for August 2015	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Financial Statement for the month of August 2015.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

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

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Financial Statement - August 2015**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



Summary Operating Statements

For the Period
September 1, 2014 - August 31, 2015
For the Meeting of the Board of Trustees - October 8, 2015

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

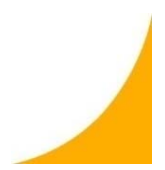


Table of Contents

For the Period September 1, 2014 - August 31, 2015

Houston Community College System

Summary	Summary of Financial Statements	1
Fund Balances	Fund Balance Statement	2
Operating Summary	HCCS Unrestricted Revenue & Expenditures	3
Auxiliary	Sources and Uses of Auxiliary Funds	4
Budgets	Adjusted Budgets by Division	6
Balance Sheet	Balance Sheet by Fund	7
Exemptions/Waivers	Exemptions & Waivers Detail	8

**Houston Community College System
Summary of Financial Statements
As of August 31, 2015**

In the Unrestricted Fund as of August 31, 2015, total revenue received is \$310.8 million. This represents 104% of budgeted annual revenues of \$298.7 million. Expenses total \$288.5 million to date; which is 94.1% of the total expense budget of \$306.7 million. Compared with the same time last year, revenue shows a 5.8% increase, and expenses are 2.4% higher than the prior year. Actual net revenue is \$22.3 million to-date. That translates into a like amount increase in fund balance.

Tuition and fee revenue shows a 2.4% increase year-to-date, namely due to increases in enrollment. Tuition and fee revenue for Extended Learning shows a 35.8% increase due partially to an increase in enrollment and also largely to a differential category fee created for out-of-state and international students taking non-credit courses.

Salaries increased 4.1%. This increase is due namely to an across the board salary increases of 2% for full-time employees and an increase in part-time faculty salary rates.

Expenses related to supplies, other departmental expenses, and capital outlays have decreased. Decreases have resulted primarily from greater oversight of expenditures and discontinuation of the practice of allowing current unrestricted fund purchase orders to roll into the next fiscal year.

HOUSTON COMMUNITY COLLEGE SYSTEM
Unaudited Fund Balances and Activities - All Funds
as of August 31, 2015

	Unrestricted	Restricted	Auxiliary	Loan & Endowments	Scholarship	Agency	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Public Facility Corp.	Grand Total
Fund Balance as of 9/1/2014, Audited	\$ 100,704,814	\$ 8,760,527	\$ 6,048,536	\$ 509,932	\$ -	\$ (59,601)	\$ 5,418,977	\$ -	\$ 36,581,244	\$ 221,786,019	\$ (5,898,375)	\$ 373,852,073
Revenues	310,786,444	27,226,608	15,125,811	-	107,055,074	-	2,709,464	-	53,926,654	476,469	2,199,059	519,505,583
Expenses												
Salaries	170,515,506	5,882,046	4,769,978	-	2,693,918	-	227,109	-	-	-	-	184,088,557
Employee Benefits	20,406,867	13,877,942	1,038,915	-	-	-	51,499	-	-	-	-	35,375,222
Supplies & General Exp	4,919,853	277,219	1,200,443	-	-	-	2,748	178,869	-	-	-	6,579,132
Travel	1,033,451	195,928	267,087	-	-	-	844	-	-	-	-	1,497,310
Marketing Costs	1,179,213	30,065	17,721	-	-	-	-	-	-	-	-	1,226,999
Rentals & Leases	2,224,505	159,792	57,430	-	-	-	5,304	-	-	-	-	2,447,031
Insurance/Risk Mgmt	6,425,150	8,988	7,380	-	-	-	-	-	-	-	-	6,441,518
Contracted Services	22,991,156	4,055,399	1,819,396	-	-	-	1,296,095	33,134	334,741	-	-	30,529,921
Utilities	8,923,606	-	489,185	-	-	-	-	-	-	-	-	9,412,791
Other Departmental Expenses	1,493,511	105,641	3,136,030	-	-	-	1,229	-	-	-	-	4,736,411
Instructional and Other Materials	8,485,912	476,675	221,943	-	-	-	887,117	6,229	-	-	-	10,077,876
Maintenance and Repair	980,865	479,853	20,681	-	296,863	-	74,392	78,500	-	-	-	1,931,154
Transfers (In)/Out*	34,193,445	8,250,000	71,961	-	(3,351,202)	-	(1,376,579)	(12,250,000)	(23,233,325)	(2,304,299)	-	(0)
Debt	1,459,827	-	219,669	-	-	-	-	-	60,688,096	1,263,134	0	63,630,725
Capital Outlay	3,234,142	1,677,060	1,256	-	-	-	78,623,949	2,075,157	-	-	5,269	85,616,834
Depreciation	-	-	-	-	-	-	-	-	-	20,785,434	-	20,785,434
Scholarship Distribution					107,415,495							107,415,495
Total Expenses	288,467,008	35,476,608	13,339,075	-	107,055,074	-	79,793,707	(9,878,112)	37,789,512	19,744,269	5,269	571,792,410
NET REVENUE/(EXPENSES)	22,319,435	(8,250,000)	1,786,736	-	(0)	-	(77,084,243)	9,878,112	16,137,142	(19,267,800)	2,193,790	(52,286,828)
Fund Balance Entries	685,988	(491)	(7,210)			59,601	75,656,602	(217,602)	(679,377)	45,760,571	570,661	121,828,743
Fund Balance as of 08/31/2015	\$ 123,710,238	\$ 510,035	\$ 7,828,062	\$ 509,932	\$ (0)	\$ -	\$ 3,991,336	\$ 9,660,509	\$ 52,039,009	\$ 248,278,791	\$ (3,133,924)	\$ 443,393,989

*Transfers include student revenue bond payment funds, scholarship matching funds, and transfers to Unexpended Plant and Capital and Technology Funds

HOUSTON COMMUNITY COLLEGE SYSTEM
Comparison to Budget and Comparison to Previous Fiscal Year
as of August 31, 2015
100% of Year Expended

HCCS CURRENT UNRESTRICTED

	Year-to-Date Actuals Thru August 31, 2015	FY2015 Budget	Actuals as a % of Budget	Year-to-Date Actuals Thru August 31, 2015	Year-to-Date Actuals Thru August 31, 2014	Increase (Decrease) FY2015 Compared to FY2014	% Increase (Decrease)
REVENUES							
State Appropriations	\$ 69,155,893	\$ 69,202,364	99.9%	\$ 69,155,893	\$ 69,202,364	\$ (46,471)	-0.1%
Ad Valorem Taxes	125,073,172	114,968,081	108.8%	125,073,172	112,881,772	12,191,400	10.8%
Tuition, Net	39,937,754	40,308,204	99.1%	39,937,754	38,739,496	1,198,258	3.1%
Fees	64,312,146	64,784,694	99.3%	64,312,146	63,101,478	1,210,669	1.9%
Other Local Income	2,421,304	2,247,796	107.7%	2,421,304	2,434,268	(12,964)	-0.5%
Tuition & Fee, Net	9,382,627	6,565,665	142.9%	9,382,627	6,910,079	2,472,548	35.8%
-- Extended Learning							
Indirect Cost Revenues, Grant	503,548	619,663	81.3%	503,548	594,493	(90,945)	-15.3%
Total Revenues	310,786,444	298,696,467	104.0%	310,786,444	293,863,950	16,922,494	5.8%
Fund Balance Transfers In	-	8,000,000	0.0%	-	-	-	0.0%
Total Revenues and Fund Balance Transfer	\$ 310,786,444	\$ 306,696,467	101.3%	\$ 310,786,444	\$ 293,863,950	\$ 16,922,494	5.8%
EXPENSES							
Salaries	170,515,506	176,754,585	96.5%	170,515,506	163,822,350	6,693,156	4.1%
Employee Benefits	20,406,867	20,247,290	100.8%	20,406,867	19,026,832	1,380,035	7.3%
Supplies Gen Exp	4,919,853	5,921,123	83.1%	4,919,853	5,371,762	(451,909)	-8.4%
Travel	1,033,451	1,327,479	77.9%	1,033,451	1,018,954	14,497	1.4%
Marketing Costs	1,179,213	1,429,430	82.5%	1,179,213	1,030,478	148,735	14.4%
Rental & Leases	2,224,505	2,397,725	92.8%	2,224,505	2,322,798	(98,293)	-4.2%
Insurance/Risk Mgmt	6,425,150	7,264,650	88.4%	6,425,150	6,430,295	(5,145)	-0.1%
Contract Services	22,991,156	25,898,470	88.8%	22,991,156	23,841,690	(850,535)	-3.6%
Utilities	8,923,606	10,279,217	86.8%	8,923,606	8,474,199	449,408	5.3%
Other Departmental Expenses	1,493,511	2,787,176	53.6%	1,493,511	2,531,325	(1,037,814)	-41.0%
Instructional & Other Materials	8,485,912	9,162,243	92.6%	8,485,912	7,840,510	645,401	8.2%
Maintenance & Repair	980,865	1,412,916	69.4%	980,865	1,629,297	(648,432)	-39.8%
Transfers/Debt	35,653,272	36,810,788	96.9%	35,653,272	29,926,514	5,726,758	19.1%
Contingency	-	896,435	0.0%	-	-	-	0.0%
Capital Outlay	3,234,142	4,106,940	78.7%	3,234,142	8,442,379	(5,208,237)	-61.7%
Total Expenses	\$ 288,467,008	\$ 306,696,467	94.1%	\$ 288,467,008	\$ 281,709,383	6,757,625	2.4%
NET REVENUE/(EXPENSES)	\$ 22,319,436	\$ -	0.0%	\$ 22,319,436	\$ 12,154,567	\$ 10,164,868	83.6%

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund as of August 31, 2015

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Foundation	Marketing	Bookstore Commission	International Student Services	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
Fund Balance – September 1, 2014									\$ 2,067,478
FY2015									
Revenue	5,631,076	522,838	-	-	2,623,635	-	508,050	-	9,285,599
Salaries	228,622	513,497	103,812			321,744	232,029		1,399,704
Benefits	58,002	115,435	23,941			74,738	56,763		328,879
Supplies Gen Exp	56,232	227,189	30,310				12,716		326,447
Travel		10,139	5,967			22,283			38,389
Marketing Costs		17,721							17,721
Rental & Leases	5,276	37,925					1,934		45,135
Contract Services	1,081,754	402,310	48,158				2,924		1,535,146
Utilities	484,085						5,100		489,185
Departmental Expenses		353,086		2,666,786		22,958			3,042,830
Instructional & Other	762						219,951		220,713
Materials							10,615		10,615
Maintenance & Repair	6,057	4,009							20,681
Insurance/Risk Mgmt									-
Exemptions and Waivers								390,435	390,435
Transfer/Debt	3,691							71,961	75,652
Capital Outlay									-
Total Expense	1,924,480	1,681,310	212,188	2,666,786	-	441,723	542,033	462,396	7,930,918
Contribution to Fund Balance	3,706,596	(1,158,472)	(212,188)	(2,666,786)	2,623,635	(441,723)	(33,983)	(462,396)	1,354,681
Auxiliary Fund Balance - Uncommitted Portion									\$ 3,422,158

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

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund

as of August 31, 2015

Auxiliary Funds - International and Committed Portions

	International			Committed					Total
	Saigon Tech	Qatar	Subtotal International	Minority Business Development Agency	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
Fund Balance – September 1, 2014			\$ 1,732,695	\$ -	\$ 293,729	\$ 968,768	\$ 978,657	\$ 2,241,154	\$ 6,041,326
FY2015									
Revenue	69,999	4,120,662	4,190,661	-	129,500	1,094,829	882,342	2,106,670	15,582,931
Salaries	1,800	3,040,614	3,042,414		28,250	77,727	221,884	327,861	4,769,978
Benefits		655,960	655,960			958	53,118	54,076	1,038,915
Supplies Gen Exp	214	1,226	1,441		44,786	666,371	161,398	872,555	1,200,443
Travel	46,595	18,012	64,608		2,151	101,725	60,214	164,090	267,087
Marketing Costs			-					-	17,721
Rental & Leases			-				12,295	12,295	57,430
Contract Services		84,000	84,000		4,650	62,450	133,150	200,250	1,819,396
Utilities			-					-	489,185
Departmental Expenses		30,581	30,581		16,260	9,380	36,977	62,618	3,136,030
Instructional & Other Materials	1,230		1,230					-	221,943
Maintenance & Repair			-					-	20,681
Insurance/Risk Mgmt			-			3,731	3,649	7,380	7,380
Exemptions and Waivers			-		3,000	61,905	1,780	66,685	457,120
Transfer		215,977	215,977					-	291,630
Capital Outlay			-				1,256	1,256	1,256
Total Expense	49,840	4,046,371	4,096,211	-	99,097	984,248	685,721	1,769,066	13,796,195
Contribution to Fund Balance	20,159	74,291	94,450	-	30,403	110,581	196,621	337,605	1,786,736
Auxiliary Fund Balance - Intl, Committed, Total			\$ 1,827,145	\$ -	\$ 324,132	\$ 1,079,349	\$ 1,175,278	\$ 2,578,759	\$ 7,828,062

HOUSTON COMMUNITY COLLEGE
FY 2014-15 Adjusted Budget by Colleges
as of August 31, 2015

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	SYSTEM	Grand Total
Salary	\$ 8,115,986	\$ 8,745,246	\$ 6,016,858	\$ 8,891,275	\$ 5,709,226	\$ 11,603,225	\$ 10,209,876	\$ 117,462,893	\$ 176,754,585
Employee Benefits	-	-	-	-	-	-	-	20,247,290	20,247,290
Supplies & Gen	232,600	219,348	202,018	309,641	277,020	257,846	162,664	4,259,986	5,921,123
Travel	34,851	111,433	22,768	46,038	39,218	124,766	56,911	891,494	1,327,479
Marketing Costs	23,645	23,322	53,820	27,763	131,641	12,692	230,863	925,684	1,429,430
Rentals & Leases	-	76,658	923,004	476,191	34,939	437,309	21,458	428,166	2,397,725
Insurance/Risk Mgmt	70	-	-	98	-	-	-	7,264,482	7,264,650
Contracted Services	279,929	237,062	29,456	8,576	64,455	171,675	14,544	25,092,773	25,898,470
Utilities	-	-	4,600	1,826	-	-	-	10,272,791	10,279,217
Other Departmental Expenses	23,860	77,187	22,183	35,703	28,729	82,107	35,589	2,481,818	2,787,176
Instructional And Other Materials	63,043	41,317	1,629	45,724	28,485	302,480	564,089	8,115,476	9,162,243
Maintenance and Repair	117,054	31,447	20,652	31,081	5,007	69,111	121,311	1,017,253	1,412,916
Transfers/Debt	-	864,206	5,640,442	1,250,001	-	-	-	29,056,139	36,810,788
Contingency	471,296	5,431	1,230	673	16,647	989	-	400,169	896,435
Capital Outlay	366,440	451,543	368,669	213,184	120,294	244,295	137,915	2,204,600	4,106,940
Total	\$ 9,728,774	\$ 10,884,200	\$ 13,307,329	\$ 11,337,774	\$ 6,455,661	\$ 13,306,495	\$ 11,555,220	\$ 230,121,014	\$ 306,696,467

Houston Community College
Balance Sheet By Fund
For Month Ended August 31, 2015

	<u>CURRENT & LOAN FUNDS¹</u>	<u>PLANT & BOND FUNDS²</u>	<u>Total All Funds</u>
ASSETS			
Current Assets:			
Cash & cash equivalents	\$ 138,651,745	\$ 25,790,636	\$ 164,442,381
Restricted cash & cash equivalents	4,846,452	-	4,846,452
Short term Investments	-	-	-
Accounts/Other receivable (net)	37,481,198	3,662,062	41,143,260
Deferred charges	3,051,740	-	3,051,740
Prepays	260,906	1,346,598	1,607,503
Total Current Assets	<u>184,292,040</u>	<u>30,799,296</u>	<u>215,091,336</u>
Non-current Assets:			
Restricted cash & cash equivalents	-	213,956,921	213,956,921
Restricted long-term investments	-	121,944,248	121,944,248
Long-term investments	16,982,813	-	16,982,813
Capital Assets, net	-	950,699,702	950,699,702
Total Non-current Assets	<u>16,982,813</u>	<u>1,286,600,871</u>	<u>1,303,583,684</u>
Total Assets	<u><u>\$ 201,274,853</u></u>	<u><u>\$ 1,317,400,168</u></u>	<u><u>\$ 1,518,675,021</u></u>
LIABILITIES			
Current Liabilities:			
Accounts payable	8,422,221	1,382,078	9,804,299
Accrued liabilities	5,481,608	4,820,628	10,302,235
Compensated absences	2,526,083	-	2,526,083
Funds held for others	641,080	189,209	830,289
Deferred revenue	51,645,594	2,399,333	54,044,927
Notes payable-current portion	-	8,783,299	8,783,299
Bonds payable-current portion	-	24,520,000	24,520,000
Capital lease obligations-current	-	-	-
Total Current Liabilities	<u>68,716,586</u>	<u>42,094,546</u>	<u>110,811,132</u>
Non-current Liabilities:			
Deposits	-	-	-
Notes payable	-	153,344,686	153,344,686
Bonds payable	-	752,257,231	752,257,231
Capital lease obligations	-	55,734,058	55,734,058
Total Non-current Liabilities	<u>-</u>	<u>961,335,976</u>	<u>961,335,976</u>
Total Liabilities	<u><u>\$ 68,716,586</u></u>	<u><u>\$ 1,003,430,522</u></u>	<u><u>\$ 1,072,147,108</u></u>
Fund Balance-			
August 31, 2014 Audited	115,964,207	263,786,241	379,750,448
Revenues Over Expenditures			
Unrestricted	24,784,950		24,784,950
Restricted	(8,190,890)		(8,190,890)
Net Investment in Plant		50,183,405	50,183,405
Total Fund Balances, Unaudited	<u><u>\$ 132,558,267</u></u>	<u><u>\$ 313,969,646</u></u>	<u><u>\$ 446,527,913</u></u>
Total Liabilities & Fund Balances	<u><u>\$ 201,274,853</u></u>	<u><u>\$ 1,317,400,168</u></u>	<u><u>\$ 1,518,675,021</u></u>

¹ Includes Unrestricted, Restricted, Loan & Endowment, Scholarship, Agency and Auxiliary Funds.

² Includes Unexpended Plant, Retirement of Debt and Investment in Plant Funds.

Houston Community College

Exemptions & Waivers

Through August 31, 2015

Account	FY 2013-14		FY 2014-15
	End of Year Activity	Year-to-Date Activity thru 08/31/2014	Year-to-Date Activity thru 08/31/2015
Tuition			
Budget:			
Adjusted Budget FY 2014-15, Net			\$ 40,308,204
Revenues Received:			
Tuition	45,771,753	45,771,753	46,585,807
Waivers & Exemptions:			
Dual Credit & Early College HS	(4,931,925)	(4,931,925)	(5,045,017)
Other	(2,100,332)	(2,100,332)	(1,603,037)
Total Waivers & Exemptions	(7,032,257)	(7,032,257)	(6,648,054)
Total Tuition Revenue, Net	\$ 38,739,497	\$ 38,739,496	\$ 39,937,754

Tuition - Extended Learning			
Budget:			
Budget FY 2014-15, Net			\$ 6,565,665
Revenues Received:			
Tuition	8,931,465	8,931,465	11,329,490
Waivers & Exemptions:			
Department of Corrections	(2,021,386)	(2,021,386)	(1,946,863)
Total EL Tuition Revenue, Net	\$ 6,910,079	\$ 6,910,079	\$ 9,382,627

Exemptions & Waivers	FY 2013-14		FY 2014-15		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year Activity	Year-to-Date Activity thru 08/31/2014	Year-to-Date Activity thru 08/31/2015	Year-to-Date Activity thru 08/31/2015	
Dept of Corrections	\$ 2,021,386	\$ 2,021,386	\$ 1,946,863	\$ 1,946,863	-3.7%
Dual Credit Waiver	2,790,344	2,790,344	3,562,408	3,562,408	27.7%
Early College High School	2,141,581	2,141,581	1,482,609	1,482,609	-30.8%
Other:					
Employee Fee Exemptions	69,909	69,909	61,121	61,121	-12.6%
Firemen	26,082	26,082	12,870	12,870	-50.7%
Hazelwood	1,416,167	1,416,167	942,773	942,773	-33.4%
Deaf & Blind	207,012	207,012	190,174	190,174	-8.1%
High Ranking Hi SCH Grad	1,240	1,240	1,805	1,805	45.6%
Child of Disabled Vet ETC	285	285	7,264	7,264	0.0%
Nonres Teach/Research Asst	6,372	6,372	6,363	6,363	-0.1%
Nonres Competitive Scholar	11,346	11,346	8,558	8,558	-24.6%
Senior Citizens	15,532	15,532	13,668	13,668	-12.0%
Misc Tuition/Fees Waivers	6,576	6,576	-	-	0.0%
Scholarship Distribution	10,000	10,000	2,800	2,800	0.0%
A VISA Waiver (Non-Alien Waiver)	-	-	888	888	0.0%
Refugee Waiver	183	183	-	-	0.0%
Foster Children-Resident	300,508	300,508	247,117	247,117	-17.8%
Undocumented Students	11,383	11,383	5,723	5,723	0.0%
TX Tomorrow Waiver	2,912	2,912	6,076	6,076	0.0%
Surviving Spouse/Children	2,120	2,120	-	-	0.0%
Peace Officer Exemption	3,655	3,655	3,868	3,868	5.8%
Adopted Student Waiver	-	-	91,719	91,719	0.0%
Stipends	3,000	3,000	250	250	0.0%
Scholars Costs Funded by State	6,050	6,050	-	-	0.0%
Total Other Exemptions	2,100,332	2,100,332	1,603,037	1,603,037	-23.7%
Grand Total Exemptions & Waivers	\$ 9,053,643	\$ 9,053,643	\$ 8,594,917	\$ 8,594,917	-5.1%

ACTION ITEM

Meeting Date: October 22, 2015

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
3	Proposed Auxiliary Fund Budget for Fiscal Year 2015-2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the proposed Auxiliary Fund Budget for Fiscal Year 2015-2016 in the amount of \$11,026,230.

COMPELLING REASON/RATIONALE

As defined by the National Association of College and University Business Officers (NACUBO), Auxiliary Enterprises are defined as programs that "...furnish services directly or indirectly to students, faculty, or staff and charge fees related to, but not necessarily equal to, the cost of services."

DESCRIPTION OR BACKGROUND

Auxiliaries are generally expected to provide quality services to students at rates competitive with the private sector, to maintain adequate but not excessive reserves, to satisfy expectations of ongoing fiscal solvency, and to use a portion of their resources for the broader purposes of the institution.

FISCAL IMPACT

Fiscal Year 2015-2016 in the amount of \$11,026,230.

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **1. Proposed Auxiliary Fund Budget for Fiscal Year 2015-2016**
2. Auxiliary Scholarship Plan

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

**HOUSTON COMMUNITY COLLEGE
PROPOSED AUXILIARY BUDGET
FISCAL YEAR 2015- 2016**

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

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

** Funds are committed to specified services related to students

**AUXILIARY SCHOLARSHIP PLAN
FISCAL YEAR 2015-2016**

The \$1,500,000 in Scholarships provided for in the Auxiliary budget are planned to be utilized in the following ways:

Honors Scholarship	\$100,000 Award amounts as needed	Target Group – Honors College students with unmet need Provides consistent, dedicated funding stream for Honors College students
Chancellor’s Scholarship	\$250,000 Award \$300 per semester	Target Group – Students with more than 30 SCH at HCC, with a cumulative 4.0 GPA Encourages high performing students to stay at HCC, continue to perform well and complete
Impact Scholarship	\$1,150,000 Award \$1,000 per semester	Target Group – Students within defined household incomes and Expected Family Contributions, who receive limited or no Pell, and GPA > 2.9 (new students have no initial GPA requirement). This group typically relies on loans and/or progresses very slowly through coursework due to financial constraints. Awards will be made until funds are expended. Encourages low income students without access to the majority of Pell to persist, take more hours, and avoid debt.
Total	\$1,500,000	

REPORT ITEM

Meeting Date: October 22, 2015

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
1	Report on International Travel for HCC Honors College Students	Dr. Cesar Maldonado Dr. Kimberly Beatty Professor David Wilcox

DISCUSSION

As part of the HCC Honors College curriculum, students are invited to participate in an international travel experience funded by the college during dates inclusive of Spring Break (March 10-18, 2016) during the spring semester. This year, students will travel to Paris, France.

Two chaperones will accompany the group of 17 Honors College students: Dr. Cheryl Peters, Executive Director of the Honors College, and Professor David Wilcox, Professor of History and Humanities.

DESCRIPTION OR BACKGROUND

In preparing our students to be global leaders, the Honors College has sent students abroad for the past eight years. All students will be enrolled in a three-credit hour course, Hist 2311 (Western Civilization I), that uses world-class cities as cultural and historical learning sites--living museums--to expand their global awareness and understanding as well as to deepen their understanding of history.

In preparation for their travels, Honors College students take two paired fall semester classes--Art History and Western World Literature--to prepare them for the art, architecture, music, philosophy, and literature they will encounter in Paris, one of Europe's richest cultural and historical capitals. Additionally, during their spring semester, they will spend eight weeks in preparation for their travels, focusing on the history of Europe, France, and Paris. From its earliest tribal beginnings through its Roman and medieval history, to its role in the Napoleonic Wars and the great wars of the twentieth century, Paris will be dissected and explored in the classroom.

Once abroad, students will learn the fundamentals of group travel as well as put into practice their past classroom learning with regard to this impressive cultural capital. Museum-rich Paris will host our students at the Louvre, the Muse d'Orsay, the Pompidou Center, the Pantheon, the Palace of Versailles, Sainte Chappelle, Notre Dame Cathedral, and St. Denis Cathedral, to name but a few. A short train trip to the cathedral city of Chartres is also on the itinerary.

The HCC Honors College is a leader among community colleges who offer study-travel opportunities. Lone Star College's new Honors College is emulating our Honors travel program. Study-abroad is standard at most four-year universities, but for so many who cannot afford such schools, HCC is committed to expanding our students' horizons and perspectives by these life-changing opportunities.

FISCAL IMPACT

The Honors College estimates that the inclusive cost to be around \$2500 per participant. The trip will be funded through Auxiliary Funds generated by the Qatar Project.

STRATEGIC INITIATIVES ALIGNMENT

Strategic Initiative: #3: Insure instructional programs provide the knowledge and skills required for 21st century learners. Action 3.2 Create new platforms and methodologies to teach and support students using effective methods of course delivery, teaching practices, and support services.

Attachment Title(s):

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

REPORT ITEM

Meeting Date: October 22, 2015

Committee: *Governance*

ITEM NO.	ITEM TITLE	PRESENTER
2	Board Expenditure Report for Fiscal Year 2014-2015	Dr. Cesar Maldonado Board Services

DISCUSSION

Provide Board expenditure reports for Fiscal Year 2014-2015 for the period of September 1, 2014 through August 31, 2015:

1. Board Travel
2. Board Account for Community Affairs ("BACA")

DESCRIPTION OR BACKGROUND

The Board's Compensation and Expense policy specifies that the Board Governance Committee will make a semi-annual report (based on the College's fiscal year) at the Committee of the Whole meeting for travel expenditure indicating the amount, the event/travel and the requesting Trustee.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **1. Board of Trustees Travel Expense Report**
2. Board Account for Community Affairs (BACA) Report

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

HCC BOARD OF TRUSTEES
 TRUSTEE TRAVEL EXPENSE SUMMARY
 September 1, 2014 -August 31, 2015

Conference	Date	Total	Comments
Congressional Black Caucus (Washington D.C.)			
Oliver, C.	09/24/2014	\$2,340.92	
	09/27/2014		
Total:		\$2,340.92	
Association of Community College Trustees Annual Leadership Congress (Chicago, IL)			
Capo, Z.	10/22/2014	\$2,144.58	
	10/25/2014		
Loredo, E.	10/21/2014	\$2,856.96	
	10/25/2014		
Oliver, C.	10/21/2014	\$2,902.92	
	10/24/2014		
Sane, N.		\$1,020.00	Travel cancelled by Trustee
Tamez, A.		\$895.00	Travel cancelled by Trustee
Total:		\$9,819.46	
Texas Higher Education Coordinating Board Leadership Conference (Austin, TX)			
Capo, Z.	11/19/2014	\$826.58	
	11/21/2014		
Loredo, E.	11/19/2014	\$1,186.00	
	11/21/2014		
Robinson, C.		\$300.00	Travel cancelled by Trustee
Total:		\$2,312.58	
Joint CCATT/TACC Legislative Conference/Community College Day (Austin, TX)			
Capo, Z.	02/02/15	\$236.49	
	02/03/15		
Total:		\$236.49	
Association of Community College Trustees National Legislative Summit (Washington D.C.)			
Oliver, C.	02/10/2015	\$3,100.13	
	02/12/2015		
Robinson, C.	02/10/2015	\$1,895.79	
	02/12/2015		
Wilson, D.	02/09/2015	\$2,069.28	
	02/11/2015		
Total:		\$7,065.20	
ACCT Diversity Leadership Institute (Miami, FL)			
Capo, Z.	02/26/15	\$3,045.77	Extended stay due to inclement weather (flight cancellations)
	03/02/15		
Total:		3,045.77	

HCC BOARD OF TRUSTEES
 TRUSTEE TRAVEL EXPENSE SUMMARY
 September 1, 2014 -August 31, 2015

Conference	Date	Total	Comments
Texas Legislative Black Caucus (Austin, TX)			
Oliver, C.	03/01/2015 03/02/2015	\$1,288.77	
Robinson, C.		\$204.12	Travel cancelled by Trustee
Total:		\$1,492.89	
Association of Community College Trustees Governance Leadership Institute (New York, NY)			
Glaser, R	03/18/2015 03/21/2015	\$2,554.21	
Loredo, E.	03/18/2015 03/21/2015	\$2,665.70	
Wilson, D.	03/18/2015 03/21/2015	\$2,431.43	
Total:		\$7,651.34	
Board of Trustee Institute (Santa Fe, NM)			
Capo, Z.	03/25/2015 03/29/2015	\$398.50	
Tamez, A.	03/25/2015 03/28/2015	\$455.77	
Total:		\$854.27	
Association of Community Colleges (San Antonio, TX)			
Capo, Z.		\$950.00	Travel cancelled by Trustee
Total:		\$950.00	
Community College Association of Texas Trustees Annual Conference (San Antonio, TX)			
Capo, Z.	06/05/2015 06/07/2015	\$319.48	
Evans-Shabazz, C	06/05/2015 06/07/2015	\$1,207.40	
Sane, N.	06/05/2015 06/06/2015	\$1,153.42	
Total:		\$2,680.30	
National Association of Latino Elected and Appointed Officials (Las Vegas, NV)			
Capo, Z.	06/15/2015 06/20/2015	\$2,213.00	
Loredo, E.	06/16/2015 06/20/2015	\$2,330.69	
Tamez, A.	06/17/2015 06/16/2015	\$2,646.69	Total expenditures pending
Total:		\$7,190.38	
Association of Community College Trustees Governance Leadership Institute (Washington D.C.)			
Evans-Shabazz, C	08/01/2015 08/05/2015	\$2,758.91	
Total:		\$2,758.91	

TRUSTEE COMMUNITY ACTIVITY FUND
September 2014 - August 2015
BALANCES

Trustee	Date	Organization	Function	Cost	Balance
Trustee Zeph Capo					
					\$4,000.00
	4/8/2015	2015 Annual Golf Classic	Sponsorship	\$ 500.00	\$3,500.00
	4/17/2015	USHLI Student Leadership Series	Sponsorship	\$ 500.00	\$3,000.00
			Total Expense	\$ 1,000.00	
Trustee Eva Loreda					
					\$4,000.00
	1/14/2015	LULAC Council #402	Sponsorship	\$ 500.00	\$3,500.00
	4/17/2015	USHLI Student Leadership Series	Sponsorship	\$ 500.00	\$3,000.00
	5/29/2015	Gathering of the Eagles	Sponsorship	\$ 450.00	\$2,550.00
			Total Expense	\$ 1,450.00	
Trustee Sandie Mullins					
					\$4,000.00
			Total Expense	\$ -	
Trustee Christopher Oliver					
					\$4,000.00
	9/4/2014	Welcome Reception	Event Expense	\$ 1,051.00	\$2,949.00
	2/20/2015	Black History Gala	Scholarship	\$ 1,500.00	\$1,449.00
			Total Expense	\$ 2,551.00	
Trustee Carroll Robinson					
					\$4,000.00
	9/9/2014	St. Kitts-Nevis Association of Houston	Sponsorship	\$ 120.00	\$3,880.00
	9/10/2014	Texans Together Educational Fund	Donation	\$ 250.00	\$3,630.00
	10/29/2014	The Caribbean American Heritage	Donation	\$ 500.00	\$3,130.00
	10/30/2014	Jamaica Foundation of Houston Luncheon	Event Expense	\$ 700.00	\$2,430.00
	10/30/2014	Top Ladies of Distinction	Sponsorship	\$ 500.00	\$1,930.00
	11/11/2014	Community Dinner	Event Expense	\$ 494.00	\$1,436.00
	1/16/2015	Black History Gala	Sponsorship	\$ 1,000.00	\$436.00
			Total Expense	\$ 3,564.00	
Trustee Adriana Tamez					
					\$4,000.00
	4/8/2015	2015 Annual Golf Classic	Sponsorship	\$ 600.00	\$3,400.00
	4/17/2015	USHLI Student Leadership Series	Sponsorship	\$ 500.00	\$2,900.00
	5/29/2015	Gathering of the Eagles	Sponsorship	\$ 450.00	\$2,450.00
			Total Expense	\$ 1,550.00	

Trustee Neeta Sane					
					\$4,000.00
	9/30/2014	NAACP Missouri City Freedom Fund Banq.	Sponsorship	\$ 500.00	\$3,500.00
	11/5/2014	2015 YMCA Spring Golf Classic	Sponsorship	\$ 1,000.00	\$2,500.00
	3/5/2015	Health Symposium	Event Expense	\$ 155.82	\$2,344.18
	4/5/2015	Vietnamese Civic Center	Event Expense	\$ 150.00	\$2,194.18
	4/7/2015	Health Symposium	Event Expense	\$ 91.94	\$2,102.24
	4/10/2015	Health Symposium	Event Expense	\$ 623.28	\$1,478.96
	8/18/2015	Xi Kappa Lambda Educational Foundation	Sponsorship	\$ 1,478.96	(\$0.00)
			Total Expense	\$ 4,000.00	
Trustee Robert Glaser					
					\$4,000.00
			Total Expense	\$ -	
Trustee David Wilson					
					\$4,000.00
			Total Expense	\$ -	
Trustee Carolyn Evans-Shabazz					
					\$436.00
	8/15/2015	NAACP Houston Branch Education Summit	Sponsorship	\$ 500.00	(\$64.00)
			Total Expense	\$ -	

ACTION ITEM

Meeting Date: October 22, 2015

Committee: *Board Governance*

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

RECOMMENDATION

Approve the contract for Edgar Ashley Smith, General Counsel in accordance with Board Policy A.7.1.

COMPELLING REASON/RATIONALE

Full-time contracted Senior Level Administrators are hired under two-year term contracts.

DESCRIPTION OR BACKGROUND

As part of HCCS' Transformation Plan, the position of General Counsel is essential for providing legal advice.

FISCAL IMPACT

Funds for the positions are provided for in the 2016 Unrestricted Budget.

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Personnel Agenda - Administrator (October 2015)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Personnel Agenda -
Administrator (For Board Approval)

Board Meeting: October 22, 2015

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. Smith, Edgar Ashley	HCC F/T Acting General Counsel	to F/T General Counsel	EXEC/50 12 months	\$223,686 yr.	\$230,000 yr.	11-01-15

Credentials & Selection Process -
Administrator (For Board Approval)

Board Meeting: October 22, 2015

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. Smith, Edgar Ashley	<i>General Counsel</i> J.D. degree required from an accredited law school. Member, State Bar of Texas required with admission to Federal courts preferred. Minimum of five (5) years directly related experience to include labor relations, labor contract and employment law required. Experience in Education Law, Texas Education code is required.	J.D. in Law	Yrs	Mos.	Job Vacancy Notice-N/A
		Acting General Counsel	1 yr.	1 mos.	-HR Referred-N/A
		Professor-Bus. Law	2 yrs.	11 mos.	-Screening committee evaluated and reviewed-N/A
		EVP & Chief Legal Offcr	5 yrs.	3 mos.	-Hiring authority evaluated and interviewed-N/A
		AVC –Gov'tl Affairs	2 yrs.	11 mos.	-Applicant selected-External
		President & CEO	5 yrs.	10 mos.	HCC F/T Acting to F/T
		Sr. Associate	1 yr.	0 mos.	
		State Rep-District 136	6 yrs.	0 mos.	
		President, Chrmn of Bd	8 yrs.	0 mos.	
		EVP & General Counsel	8 yrs.	9 mos.	
	Total	41 yrs.	9 mos.		
	<u>Additional Experience</u>				
	Sr. Advisor, Gov. of T	1 yr.	0 mos.		
	State Rep-District 136	7 yrs.	0 mos.		

ACTION ITEM

Meeting Date: October 22, 2015

Committee: *Board Governance*

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

RECOMMENDATION

Approve the personnel action item for October 2015.

COMPELLING REASON/RATIONALE

Full-time contract Faculty is hired under one-year term contracts on an annual basis under Board Policy A.7.1.

DESCRIPTION OR BACKGROUND

The hiring process for full time faculty involves a review of credentials, a screening process, evaluation and interview by the hiring authority.

FISCAL IMPACT

Funds for these faculty positions are provided for in the 2016 Unrestricted Budget.

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Personnel Agenda - Faculty (October 2015)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Personnel Agenda -
Faculty (For Board Approval)

Board Meeting: October 22, 2015

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Current Salary</u>	<u>Effective Date</u>
1. Ayers, Laura	HCCS F/T (Temp) Anthropology Instructor	to F/T Anthropology Instructor	FAC/06 10.5 months	\$ 46,288 yr.	\$ 49,275 yr.	09-08-15
2. Nguyen, Maryann	HCCS F/T Faculty Scholar Intern	to F/T English Instructor	FAC/06 10.5 months	\$ 50,262 yr.	\$ 50,262 yr.	09-16-15

Credentials & Selection Process -
Faculty (For Board Approval)

Board Meeting: October 22, 2015

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee’s Credentials</u>		<u>Selection Process</u>	
1. Ayers, Laura	<i>Anthropology Instructor</i> Must have completed at least eighteen (18) graduate hours in Anthropology and hold a Master’s degree. Minimum of one (1) year of college level teaching experience or five (5) to ten (10) years of related work experience required.	MA in Anthropology Instructor	3yrs.	0 mos.	Job Vacancy Notice-4839 -HR Referred-26 -Screening committee evaluated and reviewed-5 -Hiring authority evaluated and interviewed-3 -Applicant selected-External HCCS Temp to F/T Regular
		Total	3yrs	0 mos.	
2. Nguyen, Maryann	<i>English Instructor</i> Must have completed at least (18) graduate hours in English and hold a Master’s degree. Minimum of one (1) year college level teaching experience preferred.	MA in English Faculty Scholar Instructor		9 mos. 11mos.	Job Vacancy Notice-N/A -HR Referred-N/A -Screening committee evaluated and reviewed-N/A -Hiring authority evaluated and interviewed-N/A -Applicant selected-External HCCS Intern to F/T
		Total	1 yr.	8 mos.	

APPENDIX A



Strategic Plan 2012-2015

Creating Opportunities for Our Shared Future

Approved by the HCC Board of Trustees, June 2012

Mission:

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

Vision:

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

Guiding Principles:

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

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

Strategic Initiative #1 - Increase Student Completion

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

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

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

Strategic Initiative #2 – Respond to Business and Industry

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

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

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

Strategic Initiative #3 – Develop 21st Century Learners

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

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

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

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

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

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

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

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

Strategic Initiative #5 - Support Innovation

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

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

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

Strategic Initiative #6 – Support Entrepreneurialism

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

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

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

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

Strategic Initiative #7 – Leverage Partnerships

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

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

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

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

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

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

APPENDIX B

Personnel Report for August 23, 2015

(No Board Action Required)

Personnel Agenda -
Staff (No Board Action Required)

Board Meeting: October 22, 2015

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>Current Salary</u>	<u>Effective Date</u>
1. Cardenas, Jacqueline	HCCS F/T Secretary II	to F/T Secretary III	NE/08 12 months	\$ 35,016 yr.	\$ 38,224 yr.	10-01-15
2. Contreras, Maria Del Rosario	University of Houston	to F/T Secretary II	NE/07 12 months	\$ 43,963 yr.	\$ 45,329 yr.	09-28-15
3. Hamilton, Blaine	HCCS P/T Secretary	to F/T Secretary II	NE/07 12 months	\$ 9,308 yr.	\$ 33,548 yr.	09-14-15
4. Montgomery, Viveca	Lone Star College	to F/T Secretary II	NE/07 12 months	\$ 27,994 yr.	\$ 36,707 yr.	09-28-15
5. Muller, Elizabeth	ITT	to F/T Financial Aid Associate	EX/07 12 months	\$ 45,537 yr.	\$ 45,537 yr.	09-28-15
6. Novotny, Misty	HCCS F/T Secretary II	to F/T Office Manager	NE/08 12 months	\$ 41,832 yr.	\$ 45,715 yr.	10-01-15
7. Olvera, Elena	HCCS P/T CE Support Specialist	to F/T Secretary II	NE/07 12 months	\$ 16,900 yr.	\$ 34,178 yr.	09-14-15

HOUSTON COMMUNITY COLLEGE SYSTEM
 ADMINISTRATOR/SECRETARIAL/CLERICAL/CLASSIFIED STAFF
 October 22, 2015

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Current Salary</u>	<u>Effective Date</u>
8. Pham, Tiffany	HCCS F/T Enrollment Services Assistant	to F/T Secretary II	NE/07 12 months	\$ 33,220 yr.	\$ 36,707 yr.	09-16-15
9. Saunders, Patricia	Edgecombe Community College	to F/T College P-16 Director	EX/10 12 months	\$ 56,025 yr.	\$ 61,630 yr.	09-14-15
10. Stafford, Michael	American College	to F/T Executive Director, Library Resources & Services	EXEC/20 12 months	\$ 94,398 yr.	\$ 106,759 yr.	09-14-15
11. Tello, Maria	HCCS P/T Receptionist/Switchboard Operator	to F/T Secretary III	NE/07 12 months	\$ 9,308 yr.	\$ 32,890 yr.	09-14-15
12. Tyler, Jamaah	Everest	to F/T Coordinator, Financial Aid	EX/08 12 months	\$ 70,761 yr.	\$ 45,555 yr.	09-14-15
13. West, Samuel	HCCS F/T Advisor	to F/T College P-16 Director	EX/10 12 months	\$ 40,966 yr.	\$ 54,027 yr.	09-16-15
14. White, Kirk	HCCS F/T Director Healthcare Professions	to F/T Director Continuing Education	EXEC/10 12 months	\$ 101,817 yr.	\$ 106,908 yr.	09-14-15

SEPARATIONS OF EMPLOYMENT

Anguiano, Carlos	Carlos Anguiano, Office Manager, effective September 4, 2015.
Burnett Jr., Leslie	Leslie Burnett Jr., Auto Cad/Audio Visual Supervisor, effective September 8, 2015.
Davis, Marion Chad	Marion Chad Davis, Student Recruiter, effective October 2, 2015.
Gallaher, Edwin	Edwin Gallaher, Secretary II, effective September 23,
Garza, Orfelina	Orfelina Garza, President of Southwest College, effective September 15, 2015.
Grant, Patricia	Patricia Grant, Security Officer, effective September 3, 2015.
Hanks, Bryan	Bryan Hanks, Sr. Web Developer, effective October 6, 2015.,
Smith, Billy	Billy Smith, Ac & Refrigeration/Instructor, effective September 2, 2015.