



AGENDA

COMMITTEE OF THE WHOLE OF THE BOARD OF TRUSTEES

**May 10, 2016
4:00 PM**

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

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

HOUSTON COMMUNITY COLLEGE

May 10, 2016

Notice is hereby given that a Meeting of the Committee of the Whole of the Board of Trustees of Houston Community College will be held on Tuesday, May 10, 2016 at 4:00 PM, or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted bylaw. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

II. Chairman's Report:

- A. Marketing Report
- B. Trustees District Reports

III. Topics For Discussion and/or Action:

- A. Authorize the Disposition of Property Located on Little York Road
- B. Authorize the Disposition of Property Located on Westheimer Road
- C. Authorize the Disposition of Property Located on Delano Street
- D. Report on Bond Capital Improvement Plan (CIP) Related Matters
- E. Adoption of Fort Bend and Harris County Local Option Exemptions Tax Year 2016
- F. Purchase of Dynamic Operator Training Simulator System
- G. Purchase of Fourier Transform Spectrometer
- H. Labor and Employment Legal Services Pool (Project No. 16-22)
- I. General Legal Services Pool (Project No. 16-20)
- J. Proposed Settlement between Willie Williams and Houston Community College
- K. Investment Report for the Month of March 2016
- L. Monthly Financial Statement and Budget Review for March 2016

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

- A. Academic Affairs / Student Services
 - 1. Report on Survey of Entering Student Engagement (SENSE) Results

2. Report on Graduation
 3. Report on Shared Service Projects
- B. Audit
1. Report on Quarterly Internal Audits
 2. Report on Employment of Director of Internal Audit
 3. Report on Quarterly Control and Compliance Attestation
- C. Board Governance
1. Report on Board Expenditures for Fiscal Year 2015-16
 2. Report on Proposed Revisions to TASB Policies Section E: Instructions
- D. Chancellor Evaluation
1. Institutional Goal Alignment
 2. Report on Institutional Goals
- E. Strategic Planning
1. Institutional Goal Alignment
 2. Report on Institutional Goals
- V. **Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:**
- A. **Legal Matters**
- Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.
1. Discussion of Possible Litigation on CIP Matters
 2. Update on Trustee Wilson's Insurance Claim
- B. **Personnel Matters**
- Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.
1. Proposed Settlement between Willie Williams and Houston Community College
- C. **Real Estate Matters**
- Deliberate the purchase, exchange, lease, or value of real property for Agenda

items if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

1. Authorize the Disposition of Property Located on Delano Street
2. Authorize the Disposition of Property Located on Little York Road
3. Authorize the Disposition of Property Located on Westheimer Road
4. Authorize the Sale of Property Located at 288 and MacGregor
5. Concept of Footprint in West Houston

VI. Additional Closed or Executive Session Authority:

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

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

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

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

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

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

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

Section 551.084 - For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation. Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

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

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

VII. Reconvene in Open Meeting

VIII. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **4th day of May 2016**, this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002 and (2) the Houston Community College's website: www.hccs.edu.

Posted By:

Sharon R. Wright
Director, Board Services

ACTION ITEM

Meeting Date: May 10, 2016

Committee of the Whole

ITEM #	ITEM TITLE	PRESENTER
A.	Authorize the Disposition of Property Located on Little York Road	Dr. Cesar Maldonado Teri Zamora Charles Smith

RECOMMENDATION

Declare approximately 2.2 acres on Little York Road as excess to the College's immediate needs and authorize the Chancellor to negotiate the sale of the property at market rates with net proceeds deposited to the Fund Balance.

COMPELLING REASON/RATIONALE

This property was recommended for disposition by the March 2016 Strategic Land Study.

DESCRIPTION OR BACKGROUND

This property was originally donated to the College in December 2011. It consists of 600 feet of Little York Road frontage suitable for development as a strip center proximate to the North Forest High School but is nearly 2 miles away from the North Forest Campus.

FISCAL IMPACT

This sale will increase the college's Fund Balance.

LEGAL REQUIREMENT

This transaction meets the requirements of Article III, Section 52 of the Texas Constitution and Texas Government Code Section 272.001.

STRATEGIC ALIGNMENT

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

3. PERFORMANCE EXCELLENCE

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

This item is applicable to the following: Northeast

ACTION ITEM

Meeting Date: May 10, 2016

Committee of the Whole

ITEM #	ITEM TITLE	PRESENTER
B.	Authorize the Disposition of Property Located on Westheimer Road	Dr. Cesar Maldonado Teri Zamora Charles Smith

RECOMMENDATION

Declare approximately 23.4 acres on Westheimer Road west of Eldridge Parkway as excess to the College's immediate needs and authorize the Chancellor to negotiate the sale of the property at market rates with net proceeds distributed on a pro-rata basis to the Fund Balance and CIP budget.

COMPELLING REASON/RATIONALE

This property was originally acquired to support the construction of the West Houston Institute, which was subsequently relocated to the Hayes Road location. This location is therefore no longer required to support the CIP.

DESCRIPTION OR BACKGROUND

The purchase of 21.85 acres was approved by the Board of Trustees at a Regular Meeting on August 18, 2011 and was funded from the Fund Balance. Subsequently, the Board approved the purchase of an adjoining 1.55 acres on November 18, 2013 from CIP Funds.

FISCAL IMPACT

The portion of the proceeds related to the 1.55 acre tract will be refunded to the CIP. All additional funds will be deposited to the Fund Balance.

LEGAL REQUIREMENT

This transaction meets the requirements of Article III, Section 52 of the Texas Constitution and Texas Government Code Section 272.001.

STRATEGIC ALIGNMENT

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

3. PERFORMANCE EXCELLENCE

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

This item is applicable to the following: Northwest

ACTION ITEM

Meeting Date: May 10, 2016

Committee of the Whole

ITEM #	ITEM TITLE	PRESENTER
C.	Authorize the Disposition of Property Located on Delano Street	Dr. Cesar Maldonado Teri Zamora Charles Smith

RECOMMENDATION

Declare approximately 0.72 acres and the associated building at 1102 Delano Street as excess to the College's immediate needs and authorize the Chancellor to negotiate the sale of the property at market rates with proceeds deposited in the Fund Balance.

COMPELLING REASON/RATIONALE

This property is no longer required and was recommended for disposition by the March 2016 Strategic Land Study.

DESCRIPTION OR BACKGROUND

This property was originally acquired during July 2007 to serve as a warehouse. During October 2010 the College purchased the buildings at 9424 Fannin Road to serve as a warehouse. The property has essentially not been used since.

FISCAL IMPACT

This sale will increase the college's Fund Balance.

LEGAL REQUIREMENT

This transaction meets the requirements of Article III, Section 52 of the Texas Constitution and Texas Government Code Section 272.001.

STRATEGIC ALIGNMENT

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

3. PERFORMANCE EXCELLENCE

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

This item is applicable to the following: District

REPORT ITEM

Meeting Date: May 10, 2016

Committee of the Whole

ITEM #	ITEM TITLE	PRESENTER
D.	Report on Bond Capital Improvement Plan (CIP) Related Matters	Dr. Cesar Maldonado Charles Smith

DISCUSSION

Provide an update on the Bond Capital Improvement Plan (CIP) related matters.

DESCRIPTION OR BACKGROUND

Monthly updates to the CIP Bond program are provided to keep the Board of Trustees apprised of the expenditures and project status.

FISCAL IMPACT

As budgeted and financed from the 2013 bond issuance.

STRATEGIC ALIGNMENT

3. PERFORMANCE EXCELLENCE

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

ATTACHMENTS:

Description	Upload Date	Type
CIP Update Report	5/6/2016	Attachment
CIP Project Detail Summary	5/6/2016	Attachment

This item is applicable to the following:

Central, Coleman, Northeast, Northwest, Southeast, Southwest



HOUSTON COMMUNITY COLLEGE 2013 Capital Improvements Program

Project Budget Summary (April 2016 Estimated Close in \$1,000s)

Ref	C	Project Budget Including Program Level Costs (Bold type indicates project in construction)	Construction	Soft Cost	Allowances	Land	Grand Total	Committed	Paid	Balance	CO	Projected Over (Under)	SBE/HUB	
													Paid	% Total Paid ¹
A	NW	Alief Campus Improvements ⁷	10,703	2,235	1,092	0	14,029	845	13,020	165			5,248	40%
B	NW	West Houston Institute⁵	33,493	6,336	4,460	1,461	45,750	21,478	20,507	3,765			9,685	51%
C	SW	West Loop Parking & Multi-Use Facility^{2,5}	12,381	2,261	443	8,564	23,650	522	22,730	399			2,324	16%
D	SW	Brays Oaks Workforce Building⁵	9,554	1,734	1,137	0	12,425	5,227	5,755	1,443			2,610	45%
E	SW	Stafford New Workforce Building⁵	18,998	4,693	2,559	0	26,250	5,830	17,551	2,869			5,693	32%
F	SW	Missouri City Center^{3,5}	12,409	3,366	2,016	3,710	21,500	861	6,518	14,121			517	18%
G	SE	Eastside Workforce & Student Center^{4,5}	12,974	3,427	1,217	13,732	31,350	8,062	21,822	1,466			1,815	22%
H	SE	Felix Fraga STEM Facility⁵	10,143	2,282	2,325	1,150	15,900	5,511	7,886	2,503			2,963	44%
I	NE	Northline Multiuse Building & Parking⁵	21,853	3,229	743	0	25,825	1,197	12,563	12,065			6,228	50%
J	NE	North Forest Workforce	27,962	6,021	1,764	8,102	43,850	18,186	15,705	9,959			3,560	47%
K	NE	Acres Homes Campus⁵	8,614	1,841	696	2,270	13,420	4,684	8,229	508			3,060	51%
L	CE	Central Campus Renovations & Upgrades	10,798	3,313	769	14,149	29,030	743	15,608	12,678			419	29%
M	CE	Central South Campus Workforce Building⁵	18,822	3,154	2,275	0	24,250	12,036	10,681	1,533			1,556	15%
N	CO	Coleman College Education Facility Exp.^{5,6}	59,873	13,757	10,512	13,629	97,771	2,670	28,977	66,124			3,886	25%
Grand Total			268,576	57,648	32,007	66,768	425,000	87,850	207,552	129,598	0	0	49,563	35%

Construction Costs - All Hard Construction Costs including Permitting, Abatement, Insurance Fees and CMAR Preconstruction Fees

Soft Costs - Professional Fees, Procurement Related Fees, Owner Overhead, and Owner Project Contingency

Allowances - Allowances for Phasing (Relocation Related Costs) and FF&E (All Furniture, Fixtures and Equipment Including AV / I.T. / Security)

Land Acquisition - Land Purchase and Related Costs

Committed - Unpaid Open Purchase Orders

NOTES

- 1 Completed land purchases are excluded in the calculation of SBE/HUB (Small/Historically Underutilized Business) as a percentage of total amounts paid.
- 2 Includes funds for land approved by BOT on 16 Oct 14 as temporary transfer from Coleman Project. To be reimbursed from Project Savings or Fund Balance.
- 3 CIP Portion of revised project only. Balance from Sale of Sienna Plantation assets.
- 4 Actual amount encumbered for land is \$13,708k. Awaiting reconciliation.
- 5 Building Permit Received.
- 6 Excludes funds loaned to other projects, to be reimbursed by a combination of sale of land, savings from other projects, and fund balance.
- 7 Project Substantially complete.

**2013 Capital Improvements Program
Project Detail Summary
(April 2016 Preliminary Close, \$000's)**

Projects	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Alief Hayes Road	West Houston Institute	West Loop Campus	Brays Oaks Campus	Stafford Campus	Missouri City Campus	Eastside Campus	Felix Fraga Campus	Northline Campus	North Forest Campus	Acres Homes Campus	Central Campus Culinary	Central South Campus	Coleman Campus
Project Costs														
<i>Land</i>	\$ -	\$ 1,461	\$ 8,564	\$ -	\$ -	\$ 3,710	\$ 13,732	\$ 1,150	\$ -	\$ 8,102	\$ 2,270	\$ 14,149	\$ -	\$ 13,629
<i>Direct Construction</i>	\$ 10,703	\$ 33,493	\$ 12,369	\$ 9,522	\$ 18,925	\$ 12,408	\$ 12,861	\$ 10,113	\$ 21,853	\$ 27,916	\$ 8,580	\$ 10,775	\$ 18,480	\$ 59,691
<i>Site Infrastructure</i>	\$ -	\$ -	\$ 12	\$ 9	\$ 46	\$ 0	\$ 82	\$ 6	\$ -	\$ 46	\$ 33	\$ 1	\$ 340	\$ 34
<i>Construction Contingency</i>	\$ -	\$ -	\$ -	\$ 23	\$ 27	\$ -	\$ 32	\$ 25	\$ -	\$ -	\$ -	\$ 22	\$ 2	\$ 148
<i>Architect and Engineering</i>	\$ 745	\$ 3,095	\$ 867	\$ 798	\$ 1,704	\$ 1,809	\$ 1,194	\$ 944	\$ 1,356	\$ 2,923	\$ 820	\$ 848	\$ 1,348	\$ 6,013
<i>Material Testing</i>	\$ 29	\$ 241	\$ 96	\$ 133	\$ 128	\$ 155	\$ 180	\$ 128	\$ 142	\$ 552	\$ 226	\$ 168	\$ 226	\$ 892
<i>Surveying</i>	\$ -	\$ 78	\$ 63	\$ 51	\$ 73	\$ 141	\$ 173	\$ 119	\$ 68	\$ 18	\$ 22	\$ 70	\$ 67	\$ 893
<i>Project Management</i>	\$ 270	\$ 1,397	\$ 488	\$ 325	\$ 732	\$ 583	\$ 479	\$ 413	\$ 848	\$ 1,143	\$ 349	\$ 331	\$ 742	\$ 2,872
<i>Soft Cost Contingency</i>	\$ 748	\$ 82	\$ -	\$ 34	\$ 1,228	\$ -	\$ 411	\$ 176	\$ -	\$ -	\$ -	\$ 980	\$ 5	\$ -
<i>IT Infrastructure</i>	\$ 145	\$ 1,461	\$ 443	\$ 414	\$ 931	\$ 741	\$ 374	\$ 853	\$ 400	\$ 501	\$ 305	\$ 110	\$ 721	\$ 3,210
<i>FF&E</i>	\$ 947	\$ 2,999	\$ -	\$ 724	\$ 1,628	\$ 1,275	\$ 843	\$ 1,472	\$ 343	\$ 1,263	\$ 391	\$ 659	\$ 1,554	\$ 7,302
<i>Other Admin Services</i>	\$ 180	\$ 588	\$ 304	\$ 160	\$ 337	\$ 276	\$ 403	\$ 204	\$ 332	\$ 563	\$ 172	\$ 373	\$ 312	\$ 1,256
<i>Program Management</i>	\$ 263	\$ 856	\$ 443	\$ 233	\$ 491	\$ 402	\$ 587	\$ 298	\$ 483	\$ 821	\$ 251	\$ 543	\$ 454	\$ 1,830
	\$ 14,029	\$ 45,750	\$ 23,650	\$ 12,425	\$ 26,250	\$ 21,500	\$ 31,350	\$ 15,900	\$ 25,825	\$ 43,850	\$ 13,420	\$ 29,030	\$ 24,250	\$ 97,771

ACTION ITEM

Meeting Date: May 10, 2016

Committee of the Whole

ITEM #	ITEM TITLE	PRESENTER
E.	Adoption of Fort Bend and Harris County Local Option Exemptions Tax Year 2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Local Option Exemption for Tax Year 2016 as follows:

Local Over 65 or Disabled	\$120,000
Local Homestead	\$ 5,000 or 10% of appraised value (whichever is greater)

COMPELLING REASON/RATIONALE

Local Option Exemptions provide limited tax relief to the qualifying taxpayer. An exemption excludes part of the property's value from property taxes and can significantly lower the taxable value and subsequent tax levies.

DESCRIPTION OR 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 appraised value to determine the taxable value.

For tax year 2015, the college increased the Over 65 or Disabled exemption, which reduced revenues by approximately \$1.4M.

FISCAL IMPACT

The recommendation will have no effect on valorem tax revenues. The tax revenue foregone due to exemptions, totaled \$42,410,743 during the most recent tax year.

	Exemption Tax Year 2014	Exemption Tax Year 2015	Proposed Exemption Tax Year 2016
Local Over 65 or Disabled	\$90,000	\$120,000	\$120,000
Local Homestead	\$5,000 or 10% of appraised value (whichever is greater)	\$5,000 or 10% of appraised value (whichever is greater)	\$5,000 or 10% of appraised value (whichever is greater)

LEGAL REQUIREMENT

The Board of Trustees must adopt the local option exemption amounts each year and submit to the Counties no later than June 30.

STRATEGIC ALIGNMENT

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

ATTACHMENTS:

Description	Upload Date	Type
Revenue Effect of Property Tax Exemption	4/28/2016	Attachment
Homestead Exemptions for 2015	4/28/2016	Attachment

This item is applicable to the following:

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

**Revenue Effect of Property Tax Exemptions
Tax Year 2015**

	<u>M&O</u>	<u>Debt Service</u>	<u>Total</u>
Tax Rate per \$100 Assessed Valuation	0.075631	0.026311	0.101942
	<u>Fort Bend County</u>	<u>Harris County</u>	<u>Grand Total</u>
Homestead	\$ 347,727,826	\$ 32,993,892,453	\$ 33,341,620,279
Age 65 or Older	505,654,639	6,976,908,513	\$ 7,482,563,152
Disabled	77,978,210	700,654,840	\$ 778,633,050
Total Assessed Value-Exempt Property	\$ 931,360,675	\$ 40,671,455,806	\$ 41,602,816,481
Total Assessed Value-All Property	\$ 8,097,503,496	\$ 213,227,893,189	\$ 221,325,396,685
Exempt Property as Percentage of All Property	11.50%	19.07%	18.80%
Taxable Value-Exempt Property*	\$ 9,313,607	\$ 406,714,558	\$ 416,028,164.81
Total Tax Revenue Foregone due to Exemptions**	\$ 949,448	\$ 41,461,295	\$ 42,410,743

Resource:

Fort Bend County Appraisal District Assessment Roll Grand Totals Report, Tax Year 2015, Supplement 10

Harris County Exemption Recap Certified to Date Roll, Tax Year 2015 as of 03/04/2016

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

**Total Tax foregone due to exemption is equal to taxable value multiplied by the tax rate, which is \$0.101942.

Schedule of Exemption Amounts and Tax Payments for Homestead Over 65 and Disabled Exemptions

Jurisdiction / Taxing Unit	Exemption Amounts				2015 Rate
	Homestead Percent	Homestead Amount	Over 65 Amount	Disabled Amount	
HOUSTON COMMUNITY COLLEGE	10	5,000	120,000	120,000	0.101942
LONE STAR COLLEGE SYSTEM DISTRICT	1	5,000	75,000	75,000	0.107900
SAN JACINTO JR COLLEGE DISTRICT	1	5,000	127,500	127,500	0.175783
LEE JR COLLEGE DISTRICT	20	5,000	50,000	50,000	0.250200

	Taxpayer with Homestead Exemption Only			Taxpayer with Homestead Exemption and Over 65 or Disabled		
	Tax Paid on \$50,000 Home	Tax Paid on \$150,000 Home	Tax Paid on \$250,000 Home	Tax Paid on \$50,000 Home	Tax Paid on \$150,000 Home	Tax Paid on \$250,000 Home
	HOUSTON COMMUNITY COLLEGE	\$46	\$138	\$229	\$0	\$15
LONE STAR COLLEGE SYSTEM DISTRICT	\$49	\$160	\$267	\$0	\$79	\$186
SAN JACINTO JR COLLEGE DISTRICT	\$79	\$261	\$435	\$0	\$37	\$211
LEE JR COLLEGE DISTRICT	\$100	\$300	\$500	\$0	\$175	\$375

ACTION ITEM

Meeting Date: May 10, 2016

Committee of the Whole

ITEM #	ITEM TITLE	PRESENTER
F.	Purchase of Dynamic Operator Training Simulator System	Dr. Cesar Maldonado Dr. Kimberly Beatty Rogelio Anasagasti

RECOMMENDATION

Authorize the purchase of a Dynamic Operator Training Simulator (OTS) system from Simtronics Corporation for the turnkey purchase of a 25 license simulator lab to be used in the Process Technology program.

COMPELLING REASON/RATIONALE

Simtronics Corporation is the sole manufacturer, supplier and distributor of Simtronics Software Products.

The proposed Simtronics OTS is a software based solution used for the training of process operators. The OTS will support student operators to better understand system functionality, operate and troubleshoot real-time scenarios and instructional models that are dynamic. Student trainees will experience meaningful real-world scenarios in a controlled environment that will expand instruction and learning while measuring their mastery of the content.

The Simtronics OTS incorporates state-of-the-art features including:

- Performance evaluation tools;
- Sophisticated fault capabilities; and
- Integrated equipment tutorials.

DESCRIPTION OR BACKGROUND

The Process Technology program educates and trains technicians who control and monitor various industrial and plant processes. Areas of employment include: petrochemicals and refining, food and beverage processing, pharmaceuticals and bio manufacturing, power generation, water and waste water treatment, chemical and agricultural manufacturing, environmental safety, and brewing and distilling process industries.

A turnkey solution was developed to meet the program requirements for the recommended Dynamic Operator Training Simulator that includes various scenarios and virtual training environment to visualize the actual layout and work flow of the process unit.

The training simulator has many models for students to practice process industries under different scenarios and virtual training environment able to visualize the real layout of the process units. This solution will assist students to become better equipped with current practices in process industries.

FISCAL IMPACT

The total cost for the purchase is \$254,050 which includes an \$84,000 volume discount. Funding for COE Equipment is included in the budget for 2016.

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

1. STUDENT SUCCESS

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

This item is applicable to the following: Northeast

ACTION ITEM

Meeting Date: May 10, 2016

Committee of the Whole

ITEM #	ITEM TITLE	PRESENTER
G.	Purchase of Fourier Transform Spectrometer	Dr. Cesar Maldonado Dr. Kimberly Beatty Rogelio Anasagasti

RECOMMENDATION

Authorize the purchase of a Fourier Transform NMR Spectrometer from Anasazi Instruments to be delivered, installed, and used for instructional purposes at Central College.

COMPELLING REASON/RATIONALE

Anasazi Instruments is the sole manufacturer, supplier and distributor of the Fourier Transform Spectrometer.

In accordance with the Department of Education grant, the proposed equipment will be used to provide collaborative learning techniques with those being used at the University of St. Thomas to coordinate instrumentation used in laboratory courses and undergraduate research efforts between both institutions related to Science, Technology, Engineering and Mathematics (STEM) in the field of chemistry.

Similar equipment has already been installed and is being used at four other HCC locations. This request is for the purchase of the spectrometer to be located at Central College as defined in the grant during year five.

DESCRIPTION OR BACKGROUND

The procurement will allow HCC to continue to participate in a \$5.9 million, five-year grant award by the Department of Education to the University of St. Thomas and HCC to purchase state of the art scientific equipment to enhance student learning in STEM (Science, Technology, Engineering, and Mathematics) in the field of chemistry.

The specified equipment must be identical to the equipment sets already in place at HCC and the University of St. Thomas in order to achieve the objective of coordinating instrumentation used in laboratory courses and in undergraduate research efforts between HCC and UST. This request is to support the HCC portion of the grant.

FISCAL IMPACT

The estimated year-five cost for the equipment, including installation, is approximately \$140,900. This item is funded through a Department of Education grant.

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

1. STUDENT SUCCESS

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

This item is applicable to the following: Central

ACTION ITEM

Meeting Date: May 10, 2016

Committee of the Whole

ITEM #	ITEM TITLE	PRESENTER
H.	Labor and Employment Legal Services Pool (Project No. 16-22)	Dr. Cesar Maldonado E. Ashley Smith Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Thompson & Horton; Rogers, Morris & Grover; Locke Lord; and Andrews Kurth, to provide labor and employment legal services on an as-needed basis in accordance with RFQ 16-22.

COMPELLING REASON/RATIONALE

Houston Community College issued a Request for Qualifications (**RFQ 16-22**) to provide labor and employment legal services on an as-needed basis in the following areas:

1. Employment Practices
2. Discrimination and Harassment
3. Personnel Issues
4. Litigation

Included with the published solicitation, all firms received a copy of the HCC Guidelines for Outside Counsel which describes the process by which HCC's Office of General Counsel may use outside counsel on an as-needed basis.

This solicitation was issued separately for the labor and employment practice in order to familiarize all respondents with the requirements of HCC's current United Educators legal liability insurance coverage. As part of the solicitation process, all firms were provided a copy of the "United Educators Defense Counsel Guidelines" which provides the framework by which any firm providing outside counsel must adhere to.

In accordance with the published request for qualification document, it was anticipated that a pre-qualified pool of 3-5 firms would be awarded to provide the required labor and employment legal services. This recommendation includes the top four firms that demonstrated to be the most qualified based on their statement of qualifications. Terms of the contracts will be for three (3) years with the option to renew for the two (2) one-year terms.

DESCRIPTION OR BACKGROUND

The Request for Qualifications (RFQ 16-22) was issued on December 18, 2015. The solicitation document was distributed electronically in addition to being published on the Texas State

Procurement Website - the Electronic State Business Daily (ESBD). Notice of electronic distribution was provided to thirty (30) registered firms. In accordance with RFQ 16-22, a question and answer period was allowed through January 13, 2016. Nine (9) statements of qualifications were received by the solicitation due date of February 10, 2016 at 2:00 p.m., all qualifications received were evaluated in accordance with RFQ 16-22.

FISCAL IMPACT

Fee schedule shall be negotiated by the Procurement Department prior to contract award. The selected firms are pre-approved for use at the discretion of the Chancellor. Payments beyond the Chancellor's signature limit will be reported quarterly to the Board of Trustees.

LEGAL REQUIREMENT

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

Pursuant to the published RFQ 16-22 document and in accordance with Chapter 2254 of the Texas Government Code, the Evaluation Committee has selected the offerors that submitted a statement of qualifications demonstrating the most highly qualified firms on the basis of demonstrated competence and qualifications based on the published selection criteria and as evidenced in the final evaluation ranking.

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

STRATEGIC ALIGNMENT

1. STUDENT SUCCESS

B. Improve the student experience

3. PERFORMANCE EXCELLENCE

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

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement	4/28/2016	Attachment
Summary Composite Score Sheet	4/28/2016	Attachment

This item is applicable to the following: District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Labor & Employment Legal Services Pool

PROJECT NO.: 16-22

PROCUREMENT METHOD: Request for Qualifications (Most Qualified)

PROJECT MANAGER: Sandra Garcia, Assistant General Counsel for the Office of General Counsel

NAME OF BUYER: Marilyn Vega, Buyer

PURPOSE: Houston Community College issued a request for qualifications to provide labor and employment legal services on an as-needed basis in the following areas:

- Employment Practices;
- Discrimination and Harassment;
- Personnel Issues; and
- Litigation.

Included with the published solicitation, all firms received a copy of the HCC Guidelines for Outside Counsel which describes the process by which HCC's Office of General Counsel may use outside counsel on an as-needed basis.

This solicitation was issued separately for the labor and employment practice in order to familiarize all respondents with the requirements of HCC's current United Educators legal liability insurance coverage. As part of the solicitation process, all firms were provided a copy of the "United Educators Defense Counsel Guidelines" which provides the framework by which any firm providing outside counsel must adhere to.

In accordance with the published request for qualification document, it was anticipated that a pre-qualified pool of 3-5 firms would be awarded to provide the required labor and employment legal services. This recommendation includes the top four firms that demonstrated to be the most qualified based on their statement of qualifications.

This recommendation to the Board of Trustees is in accordance with RFQ 16-22 and Chapter 2254.003 of the Texas Government Code.

**RECOMMENDED
VENDOR:**

Thompson & Horton, LLP
Rogers, Morris & Grover, LLP
Locke Lord, LLP
Andrews Kurth, LLP

**LEGAL
REQUIREMENTS:**

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

Pursuant to the published RFQ 16-22 document and in accordance with Chapter 2254 of the Texas Government Code, the Evaluation Committee has selected the offerors that submitted a statement of qualifications demonstrating the most highly qualified firms on the basis of demonstrated competence and qualifications based on the published selection criteria and as evidenced in the final evaluation ranking.

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

**LOCATION
INFORMATION:**

In performing the work under RFQ 16-22, the recommended firms will be working from their Houston office.

PROJECTED VALUE:

Fee schedule shall be negotiated by the Procurement Department in cooperation with the Office of General Counsel prior to contract award.

CONTRACT TERM:

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

**PROCUREMENT
NOTICE:**

A notice of the procurement was distributed and published to the following on December 18, 2015

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

**SOLICITATION
INFORMATION:**

The Request for Qualifications (RFQ 16-22) was issued on December 18, 2015. The solicitation document was distributed electronically in addition to being published on the Texas State Procurement Website - the Electronic State Business Daily (ESBD). Notice of electronic distribution was provided to thirty (30) registered firms. In accordance with RFQ 16-22, a question and answer period was allowed through

January 13, 2016. Nine (9) statements of qualifications were received by the solicitation due date of February 10, 2016 at 2:00 p.m., all qualifications received were evaluated in accordance with RFQ 16-22.

COMPETITIVE: Yes

**PROPOSAL
EVALUATION:**

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

Evaluation Criteria	Available Points
Firm's Qualification and Experience	25
Demonstrated qualifications of personnel and team	25
Proposed approach & methodology	20
Past performance & references	25
<u>Small business practices</u>	<u>5</u>
Total 100	

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – Represents the Office of General Counsel and has in-depth understanding of the professional service requirements.

Evaluator 2 – Represents the Office of General Counsel and has in-depth understanding of the professional service requirements.

Evaluator 3 – Represents the Human Resources Department and has in-depth understanding of the professional service requirements.

Evaluator 4 – Represents the Innovation Planning and Institutional Analytics group and has in-depth understanding of the professional service requirements.

Evaluator 5 – Represents Contracts Administration group and has in-depth understanding of the professional service requirements.

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 Best Effort – Small Business participation goal. The recommended firms will initially self-perform the work and have all indicated they will work with HCC in identifying viable small business subcontracting opportunities during the contract period.

Balance of page intentionally left blank.

RFQ 16-22 Labor & Employment Legal Services Pool

Summary Composite Score Sheet

Firm	Evaluation Criteria					Total
	Firm's Qualifications and Experience	Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Small Business Practices	
<i>Available Points</i>	25	25	20	25	5	100
Thompson & Horton, LLP	23.00	23.00	15.20	21.50	0.00	82.70
Rogers, Morris & Grover, LLP	23.00	23.00	14.00	22.00	0.00	82.00
Locke Lord, LLP	22.00	19.00	16.00	21.50	0.00	78.50
Andrews Kurth, LLP	21.00	20.00	16.80	19.50	0.00	77.30
Strasburger & Price, LLP	20.50	20.50	13.20	17.50	0.00	71.70
Jackson Walker, LLP	20.50	19.50	14.00	17.50	0.00	71.50
Feldman & Feldman, PC	18.50	20.00	12.40	19.00	0.00	69.90
Vorys, Saters, Seymour and Pease, LLP	19.00	18.00	14.80	17.50	0.00	69.30
Nanasy Muehr, PLLC	16.00	17.00	11.60	14.00	0.00	58.60

ACTION ITEM

Meeting Date: May 10, 2016

Committee of the Whole

ITEM #	ITEM TITLE	PRESENTER
I.	General Legal Services Pool (Project No. 16-20)	Dr. Cesar Maldonado E. Ashley Smith Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with the top five highest ranked firms in each of the nine categories as noted in the attached Award Recommendation by category, to provide Legal Services on an as needed or case-by-case in accordance with RFQ 16-20.

COMPELLING REASON/RATIONALE

Houston Community College issued a Request for Qualifications ([RFQ 16-20](#)) to provide Legal Services on an as needed basis for the following nine (9) categories:

1. Real Estate
2. Construction
3. Intellectual Property
4. International Matters and Engagements
5. Elections
6. Land Use, Environment, Health and Safety
7. Tax (non-collection issues)
8. Public Finance
9. General Higher Education matters including but not limited to tort and civil liabilities

Included with the published solicitation, all firms received a copy of the HCC Guidelines for Outside Counsel which describes the process by which HCC's Office of General Counsel may use outside counsel on an as-needed basis.

In accordance with the published request for qualification document, it was anticipated that a pre-qualified pool of 3-5 firms would be awarded to provide the required general legal services within each category. This recommendation includes the top five firms that demonstrated to be the most qualified based on their statement of qualifications for each category. Terms of the contracts will be for three (3) years with the option to renew for two (2) one-year terms.

DESCRIPTION OR BACKGROUND

The Request for Qualifications (RFQ 16-20) was issued on December 18, 2015. The solicitation document was distributed electronically in addition to being published on the Texas State

Procurement Website - the Electronic State Business Daily (ESBD). Notice of electronic distribution was provided to nine hundred and seventy-two (972) registered firms. In accordance with RFQ 16-20, a question and answer period was allowed through January 13, 2016. Twenty-five (25) statements of qualifications were received by the solicitation due date of February 10, 2016 at 2:00 p.m., all qualifications received were evaluated in accordance with RFQ 16-20.

FISCAL IMPACT

Fee schedule shall be negotiated by the Procurement Department prior to contract award. The selected firms are pre-approved for use at the discretion of the Chancellor. Payments beyond the Chancellor's signature limit will be reported quarterly to the Board of Trustees.

LEGAL REQUIREMENT

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

Pursuant to the published RFQ 16-20 document and in accordance with Chapter 2254 of the Texas Government Code, the Evaluation Committee has selected the offerors that submitted a statement of qualifications demonstrating the most highly qualified firms on the basis of demonstrated competence and qualifications based on the published selection criteria and as evidenced in the final evaluation ranking.

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

STRATEGIC ALIGNMENT

1. STUDENT SUCCESS

B. Improve the student experience

3. PERFORMANCE EXCELLENCE

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

ATTACHMENTS:

Description	Upload Date	Type
Award Recommendation by Category	4/28/2016	Attachment
Summary of Procurement	4/28/2016	Attachment
Summary Composite Score Sheet	4/28/2016	Attachment

This item is applicable to the following: District

RFQ 16-20
General Legal Services Pool

Award Recommendation by Category

Firm	TOTAL SCORE	Real Estate	Construction	Intellectual Property	International Matters, Engagements	Elections	Land Use, Environment, Health & Safety	Tax	Public Finance	General Higher Education
Thompson & Horton, LLP	83.70	x	x			x	x			x
McCall, Parkhurst & Horton, LLP	83.40							x	x	
Bracewell, LLP	83.00	x	x	x		x		x	x	x
Andrews Kurth, LLP	82.10	x	x	x	x	x	x		x	x
Greenberg Traurig, LLP	81.70	x	x	x	x		x	x	x	x
Rogers, Morris & Grover, LLP	79.10	x	x	x		x	x			x
Haynes and Boone, LLP	77.90							x	x	
Coats Rose, PC	77.80		x							
Husch Blackwell, LLP	75.20	x	x	x		x				x
Locke Lord, LLP	74.60	x		x	x				x	x
Jackson Walker, LLP	74.40	x	x	x	x		x	x	x	x
Orrick, Herrington & Sutcliffe	73.90							x	x	
Vorys, Sater, Seymour and Pease, LLP	71.30	x	x		x					x
West & Associates, LLP	70.20	x	x						x	x
Johnson Petrov, LLP	65.20	x						x	x	
Baker Williams Matthiesen, LLP	62.50							x	x	
Edgardo E. Colon, PC	59.10	x	x		x				x	
Denton Navarro Rocha Bernal Hyde & Zech, PC	57.90	x	x			x	x	x	x	x
Monty & Ramirez, LLP	57.60									
Hardwick Law Firm, LLC	56.70	x					x	x	x	
Looper Goodwine, PC	54.80	x	x	x	x		x	x		
Jameson & Powers, PC	54.30	x								
Law Office Of Delphine James	47.00			x						
W. Clyde Lemon	37.40	x				x				x
Levi J. Benton	5.90									

Recommend top 5 firms for each category based on demonstrated qualifications and experience.

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

- PROJECT TITLE:** General Legal Services Pool
- PROJECT NO.:** 16-20
- PROCUREMENT METHOD:** Request for Qualifications (Most Qualified)
- PROJECT MANAGER:** Sandra Garcia, Assistant General Counsel for the Office of General Counsel
- NAME OF BUYER:** Marilyn Vega, Buyer
- PURPOSE:** Houston Community College issued a request for qualifications to provide general legal services on an as-needed basis for the following nine (9) categories:
1. Real Estate;
 2. Construction;
 3. Intellectual Property;
 4. International Matters and Engagements;
 5. Elections;
 6. Land Use, Environment, Health and Safety;
 7. Tax (non-collection issues);
 8. Public Finance; and
 9. General Higher Education matters including but not limited to tort and civil liabilities.

Included with the published solicitation, all firms received a copy of the HCC Guidelines for Outside Counsel which describes the process by which HCC's Office of General Counsel may use outside counsel on an as-needed basis.

In accordance with the published request for qualification document, it was anticipated that a pre-qualified pool of 3-5 firms would be awarded to provide the required general legal services within each category. This recommendation includes the top five firms that demonstrated to be the most qualified based on their statement of qualifications for each category.

This recommendation to the Board of Trustees is in accordance with RFQ 16-20 and Chapter 2254.003 of the Texas Government Code.

**RECOMMENDED
VENDOR:**

Thompson & Horton, LLP
McCall, Parkhurst & Horton, LLP
Bracewell, LLP
Andrews Kurth, LLP
Greenberg Traurig, LLP
Rogers, Morris & Grover, LLP
Haynes and Boone, LLP
Husch Blackwell, LLP
Locke Lord, LLP
Jackson Walker, LLP
Vorys, Sater, Seymour and Pease, LLP

**LEGAL
REQUIREMENTS:**

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

Pursuant to the published RFQ 16-20 document and in accordance with Chapter 2254 of the Texas Government Code, the Evaluation Committee has selected the offerors that submitted a statement of qualifications demonstrating the most highly qualified firms on the basis of demonstrated competence and qualifications based on the published selection criteria and as evidenced in the final evaluation ranking.

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

**LOCATION
INFORMATION:**

In performing the work under RFQ 16-20, the recommended firms will be working from their Houston office; McCall, Parkhurst & Horton will be working from their Austin, Texas office.

PROJECTED VALUE:

Fee schedule shall be negotiated by the Procurement Department in cooperation with the Office of General Counsel prior to contract award.

CONTRACT TERM:

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

**PROCUREMENT
NOTICE:**

A notice of the procurement was distributed and published to the following on December 18, 2015

- Notice to HCC Board of Trustees

- Houston Minority Business Council
- Texas State Procurement Website
- HCC Procurement Operations Website

**SOLICITATION
INFORMATION:**

The Request for Qualifications (RFQ 16-20) was issued on December 18, 2015. The solicitation document was distributed electronically in addition to being published on the Texas State Procurement Website - the Electronic State Business Daily (ESBD). Notice of electronic distribution was provided to nine hundred and seventy-two (972) registered firms. In accordance with RFQ 16-20, a question and answer period was allowed through January 13, 2016. Twenty-five (25) statements of qualifications were received by the solicitation due date of February 10, 2016 at 2:00 p.m., all qualifications received were evaluated in accordance with RFQ 16-20.

COMPETITIVE:

Yes

**PROPOSAL
EVALUATION:**

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

Evaluation Criteria	Available Points
Firm's Qualification and Experience	25
Demonstrated qualifications of personnel and team	25
Proposed approach & methodology	20
Past performance & references	25
<u>Small business practices</u>	<u>5</u>
Total 100	

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – Represents the Office of General Counsel and has in-depth understanding of the professional service requirements.

Evaluator 2 – Represents the Office of General Counsel and has in-depth understanding of the professional service requirements.

Evaluator 3 – Represents the Human Resources Department and has in-depth understanding of the professional service requirements.

Evaluator 4 – Represents the Innovation Planning and Institutional Analytics group and has in-depth understanding of the professional service requirements.

Evaluator 5 – Represents Contracts Administration group and has in-depth understanding of the professional service requirements.

EXPERIENCE:

In performing the work under RFQ 16-20, the recommended firms have prior experience with HCC; Husch Blackwell, Jackson Walker, Vorys, Sater, Seymour and Pease are new to HCC.

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 Best Effort – Small Business participation goal. The recommended firms will initially self-perform the work and have all indicated they will work with HCC in identifying viable small business subcontracting opportunities during the contract period.

Balance of page intentionally left blank.

RFQ 16-20 General Legal Services Pool

Summary Composite Score Sheet

Firm	Evaluation Criteria					Total
	Firm's Qualifications and Experience	Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Small Business Practices	
<i>Available Points</i>	25	25	20	25	5	100
Thompson & Horton, LLP	23.50	22.50	15.20	22.50	0.00	83.70
McCall, Parkhurst & Horton, LLP	22.50	23.00	16.40	21.50	0.00	83.40
Bracewell, LLP	22.50	22.50	16.00	22.00	0.00	83.00
Andrews Kurth, LLP	23.00	22.00	15.60	21.50	0.00	82.10
Greenberg Traurig, LLP	21.50	22.00	17.20	21.00	0.00	81.70
Rogers, Morris & Grover, LLP	22.00	22.00	13.60	21.50	0.00	79.10
Haynes and Boone, LLP	21.50	21.50	14.40	20.50	0.00	77.90
Coats Rose, PC	21.00	20.50	14.80	21.50	0.00	77.80
Husch Blackwell, LLP	21.00	21.00	15.20	18.00	0.00	75.20
Locke Lord, LLP	21.50	20.00	13.60	19.50	0.00	74.60
Jackson Walker, LLP	20.50	20.50	14.40	19.00	0.00	74.40
Orrick, Herrington & Sutcliffe	20.50	20.50	14.40	18.50	0.00	73.90
Vorys, Sater, Seymour and Pease, LLP	19.00	19.00	14.80	18.50	0.00	71.30
West & Associates, LLP	19.00	19.50	13.20	18.50	0.00	70.20
Johnson Petrov, LLP	18.00	17.50	13.20	16.50	0.00	65.20
Baker Williams Matthiesen, LLP	16.00	18.00	12.00	16.50	0.00	62.50
Edgardo E. Colon, PC	16.00	16.50	11.60	15.00	0.00	59.10
Denton Navarro Rocha Bernal Hyde & Zech, PC	15.00	16.50	10.40	14.00	2.00	57.90
Monty & Ramirez, LLP	15.00	16.00	11.60	15.00	0.00	57.60
Hardwick Law Firm, LLC	15.50	16.50	11.20	13.50	0.00	56.70
Looper Goodwine, PC	15.50	16.00	10.80	12.50	0.00	54.80
Jameson & Powers, PC	14.50	16.00	10.80	13.00	0.00	54.30
Law Office Of Delphine James	13.00	12.50	10.00	11.50	0.00	47.00
W. Clyde Lemon	11.50	10.00	8.40	7.50	0.00	37.40
Levi J. Benton	2.00	1.50	0.40	2.00	0.00	5.90

ACTION ITEM

Meeting Date: May 10, 2016

Committee of the Whole

ITEM #	ITEM TITLE	PRESENTER
J.	Proposed Settlement between Willie Williams and Houston Community College	Dr. Cesar Maldonado Edgar A. Smith

RECOMMENDATION

Authorize settlement and release of claims agreement between Willie Williams and Houston Community College, Civil Action No. 4-16-CV-671; in the United States District Court for the Southern District of Texas.

COMPELLING REASON/RATIONALE

Upon approval of the settlement and release of claims agreement, Willie Williams will forgo any and all claims against Houston Community College related to the above styled lawsuit.

STRATEGIC ALIGNMENT

2. ORGANIZATIONAL STEWARDSHIP

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

This item is applicable to the following: District

ACTION ITEM

Meeting Date: May 10, 2016

Committee of the Whole

ITEM #	ITEM TITLE	PRESENTER
K.	Investment Report for the Month of March 2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Investment Report for the month of March 2016.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

The interest income earned and earnings credit for the month totaled \$188,545 and the interest income earned and earnings credit for the fiscal year totaled \$1,549,562. The weighted average interest rate (WAR) at March 31, 2016 is .57%.

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

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

2. ORGANIZATIONAL STEWARDSHIP

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

ATTACHMENTS:

Description	Upload Date	Type
Investment Report - March 2016	4/24/2016	Attachment

This item is applicable to the following: District

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

Beginning Book Value (MARCH 1, 2016)	\$	531,903,885
Beginning Market Value (MARCH 1, 2016)	\$	531,899,202
Additions/subtractions (Book value - Net)	\$	(12,341,528) *
Change in Market value	\$	81,504
Ending Book value (MARCH 31, 2016)	\$	519,562,357
Ending Market value (MARCH 31, 2016)	\$	519,636,570
Unrealized Gain/(Loss)	\$	74,213
WAM (69% of Portfolio's weighted average maturity - All Funds)		1

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

* Net amount provided/used for Operations	2,466,654
* Net amount provided/used for CIP /Others	<u>(14,808,182)</u>
	(12,341,528)

EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
March 31, 2016

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	18,986,800	18,985,857	(943)
US Agencies	143,011,938	143,087,094	75,156
Local government pools	109,570,946	109,570,946	-
Money market funds	95,701,449	95,701,449	-
High yield savings	742,645	742,645	-
Certificates of deposit	145,250,000	145,250,000	-
Interest bearing checking	6,298,579	6,298,579	-
Total	<u>519,562,357</u>	<u>519,636,570</u>	<u>74,213</u>

WAR (weighted average interest rate) 0.57%

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
As of MARCH 31, 2016

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchased (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	2.48%	02/22/05	05/01/33	50,063	52,951	51,664	(192)	51,471	52,764	10	1,293
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	43,671	46,115	49,675	(145)	49,529	45,920	(60)	(3,609)
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	1,988,812	2,000,000	0	2,000,000	1,985,504	(3,308)	(14,496)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	1,001,577	1,000,000	0	1,000,000	1,003,521	1,944	3,521
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.33%	08/24/15	04/20/16	10,000,000	9,995,490	9,978,667	0	9,978,667	9,998,890	3,400	20,223
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.37%	12/02/15	04/20/16	624,000	623,719	623,102	0	623,102	623,931	212	829
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.36%	12/02/15	04/25/16	4,376,000	4,373,825	4,369,655	0	4,369,655	4,375,387	1,562	5,733
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.45%	12/16/15	04/08/16	5,000,000	4,998,285	4,992,875	0	4,992,875	4,999,795	1,510	6,920
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.50%	01/06/16	08/01/16	5,000,000	4,991,075	4,985,556	0	4,985,556	4,993,220	2,145	7,664
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	01/11/16	06/30/16	5,000,000	5,001,075	5,000,000	0	5,000,000	5,002,525	1,450	2,525
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	01/22/16	08/29/16	2,000,000	1,995,776	1,993,889	0	1,993,889	1,996,666	890	2,777
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.41%	01/22/16	06/17/16	5,000,000	4,994,450	4,991,629	0	4,991,629	4,996,685	2,235	5,056
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.37%	01/15/16	04/15/16	5,000,000	4,997,970	4,995,387	0	4,995,387	4,999,590	1,620	4,203
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.44%	02/08/16	07/18/16	5,000,000	4,992,665	4,990,161	0	4,990,161	4,994,600	1,935	4,439
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.75%	02/26/16	08/26/19	2,000,000	1,998,036	2,000,000	0	2,000,000	1,998,950	914	(1,050)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.63%	02/24/16	08/24/18	2,000,000	1,998,562	2,000,000	0	2,000,000	2,000,178	1,616	178
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.25%	02/26/16	02/26/19	5,000,000	4,994,425	5,000,000	0	5,000,000	5,000,375	5,950	375
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	02/24/16	02/26/19	445,000	445,217	445,000	0	445,000	445,190	(27)	190
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	02/26/16	02/26/19	1,555,000	1,555,757	1,555,000	0	1,555,000	1,555,662	(95)	662
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.88%	03/22/16	03/22/19	1,600,000	-	-	1,600,000	1,600,000	1,600,618	-	618
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	2,671,250	2,675,000	0	2,675,000	2,669,845	(1,404)	(5,155)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.00%	04/11/13	04/11/18	10,000,000	9,985,270	10,000,000	0	10,000,000	10,000,040	14,770	40
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	0.80%	06/13/13	06/13/18	10,000,000	9,984,440	10,000,000	0	10,000,000	9,990,250	5,810	(9,750)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	07/10/14	06/30/16	4,000,000	4,000,780	4,001,250	0	4,001,250	4,001,872	1,092	622
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	5,000,040	4,998,425	(4,998,425)	-	-	-	-
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	5,000,040	4,998,425	(4,998,425)	-	-	-	-
Federal Home Loan Bank US Domestic series 000 unsecured	Bank of America	0.75%	04/13/15	04/13/17	2,775,000	2,776,091	2,775,000	0	2,775,000	2,775,352	(738)	352
Freddie Mac Global Unsecured Bond	Bank of America	0.70%	05/21/15	01/27/17	5,000,000	4,990,950	4,994,550	0	4,994,550	4,994,455	3,505	(95)
Federal Home Loan Bank GLOBAL Unsecured	Bank of America	0.75%	11/25/15	07/14/17	5,000,000	4,997,385	4,992,500	0	4,992,500	5,001,790	4,405	9,290
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/21/15	04/29/16	5,000,000	4,999,500	4,998,850	0	4,998,850	4,999,885	385	1,035
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	03/31/17	5,000,000	4,988,475	4,995,300	0	4,995,300	4,994,140	5,665	(1,160)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	10/31/16	5,000,000	4,992,775	4,996,500	0	4,996,500	4,997,265	4,490	765
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.22%	05/21/15	03/27/17	5,000,000	4,997,720	4,993,550	0	4,993,550	5,000,630	2,910	7,080
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	04/30/17	5,000,000	4,986,720	4,993,750	0	4,993,750	4,992,580	5,860	(1,170)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/26/15	05/26/16	5,000,000	4,998,185	4,996,500	0	4,996,500	4,999,760	1,575	3,260
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.70%	05/29/15	08/25/17	10,000,000	10,002,290	10,000,000	0	10,000,000	10,002,380	90	2,380
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.60%	06/17/15	11/28/16	5,000,000	4,994,515	5,000,000	0	5,000,000	4,997,665	3,150	(2,335)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	10/28/15	04/29/16	5,000,000	4,997,335	4,994,889	0	4,994,889	4,999,185	1,850	4,296
Fed Home LN Discount Note US Domestic Unsecured	Bank of America	0.58%	01/12/16	07/29/16	5,000,000	4,992,085	4,983,969	0	4,983,969	4,994,050	1,965	10,081
Freddie Mac US Domestic Unsecured Bond	Bank of America	0.50%	01/26/16	08/26/16	5,000,000	4,989,615	4,985,208	0	4,985,208	4,991,835	2,220	6,627
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	02/01/16			66,571	66,571	20	66,591	66,591	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%	02/01/16			1,617,440	1,617,440	(1,599,725)	17,715	17,715	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	02/01/16			826,994	826,994	(32,161)	794,833	794,833	0	0
Checking Account- 10010-7306-2006 Jr. lien	Bank Of America	0.33%	02/01/16			229	229	0	229	229	0	0
LTD2013 Tax Bond General Checking A/C (10090)	Bank Of America	0.33%	02/01/16			549,695	549,695	2,934,264	3,483,959	3,483,959	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.33%	02/01/16			1,933,269	1,933,269	566	1,933,835	1,933,835	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	02/01/16			1,417	1,417	0	1,417	1,417	0	0
Merrill Lynch, Pierce, Fenner & smith	Bank Of America	0.15%	02/01/16			63,515,196	63,515,196	(1,014,519)	62,500,677	62,500,677	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank	0.18%	02/01/16			33,323,272	33,323,272	(123,444)	33,199,827	33,199,827	0	0
Public Fund Money Market_Premier (185913820)-fund 1110	Regions Bank	0.15%	02/01/16			969	969	(25)	944	944	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.08%	02/01/16			214,189	214,189	15	214,204	214,204	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.08%	02/01/16			528,406	528,406	36	528,441	528,441	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.26%	06/09/15	06/09/16		100,000	100,000	0	100,000	100,000	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.25%	10/18/15	10/18/16		150,000	150,000	0	150,000	150,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	01/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.50%	04/03/13	04/03/16		40,000,000	40,000,000	0	40,000,000	40,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.69%	03/22/13	03/22/17		30,000,000	30,000,000	0	30,000,000	30,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/17		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.99%	03/23/13	03/21/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	0.98%	03/22/13	03/22/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	1.02%	04/03/13	04/03/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Corporate Overnight Fund	Lone Star	0.47%	02/01/16			33,211,794	33,211,794	13,368	33,225,161	33,225,161	0	0
Tex Pool	State Street Bank	0.53%	02/01/16			80,468,520	80,468,520	(4,122,735)	76,345,785	76,345,785	0	0
TOTAL						531,899,202	531,903,885	(12,341,528)	519,562,357	519,636,570	81,504	74,213

ACTION ITEM

Meeting Date: May 10, 2016

Committee of the Whole

ITEM #	ITEM TITLE	PRESENTER
L.	Monthly Financial Statement and Budget Review for March 2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Financial Statement for the month of March 2016.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

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

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

2. ORGANIZATIONAL STEWARDSHIP

C. Increase diversity, inclusion and engagement throughout the institution

ATTACHMENTS:

Description	Upload Date	Type
Financial Statement - March 2016	4/23/2016	Attachment

This item is applicable to the following: District



Summary Operating Statements

**For the Period
September 1, 2015 - March 31, 2016
For the Meeting of the Board of Trustees - May 10, 2016**

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

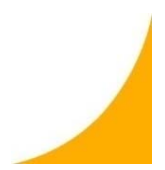


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For the Period September 1, 2015 - March 31, 2016

Houston Community College System

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

In the Unrestricted Fund as of March 31, 2016, total revenue received is \$266.3 million. This represents 82% of budgeted annual revenues of \$324.6 million. Expenses total \$170.1 million to date; which is 52.4% of the total expense budget of \$324.6 million. Compared with the same time last year, revenue shows a 4.4% increase, and expenses are 10% higher than the prior year. Actual net revenue is \$96.1 million to-date. That translates into a like amount increase in fund balance.

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

The expenses in Transfers & Debt show an increase of \$8.1 million namely due to the redemption of the PFC Westgate Bonds Series 2005A in the amount of \$8.1 million.

Total revenue and expenses are expected to fall within budget plan at year end.

HOUSTON COMMUNITY COLLEGE SYSTEM
Unaudited Fund Balances and Activities - All Funds
as of March 31, 2016

	Unrestricted ¹	Restricted	Auxiliary	Loan & Endowments	Scholarship	Agency	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Public Facility Corp.	Grand Total
Fund Balance as of 9/1/2015, Audited	\$ 45,130,654	\$ 4,540,237	\$ 7,699,183	\$ 509,932	\$ (29,805)	\$ -	\$ 27,332	\$ 5,660,509	\$ 52,039,009	\$ 251,542,378	\$ (2,701,008)	\$ 364,418,421
Revenues	266,260,583	18,556,709	6,011,357	(487)	81,715,988	-	1,696,659	-	49,907,663	(5,517,511)	54	418,631,013
Expenses												
Salaries	108,993,782	2,943,893	1,084,312	-	1,215,086	-	163,174	-	-	-	-	114,400,247
Employee Benefits	13,520,635	8,231,749	345,422	-	-	-	37,501	-	-	-	-	22,135,307
Supplies & General Exp	2,537,291	91,256	688,186	-	-	-	684	13,811	-	-	-	3,331,228
Travel	459,993	63,121	150,561	-	-	-	434	-	-	-	-	674,109
Marketing Costs	293,915	5,986	417,530	-	-	-	-	-	-	-	-	717,431
Rentals & Leases	1,539,043	77,925	33,126	-	-	-	3,757	-	-	-	-	1,653,850
Insurance/Risk Mgmt	4,541,915	4,921	2,930	-	-	-	-	-	-	-	-	4,549,766
Contracted Services	11,917,989	2,365,746	1,096,541	-	-	-	96,442	26,125	236,346	-	-	15,739,190
Utilities	4,636,885	-	304,634	-	-	-	-	-	-	-	-	4,941,520
Other Departmental Expenses	1,107,093	115,804	1,076,037	-	-	-	-	-	-	-	-	2,298,935
Instructional and Other Materials	6,035,909	213,219	124,132	-	-	-	134,438	-	-	-	-	6,507,697
Maintenance and Repair	435,581	225,524	4,991	-	225,758	-	-	52,138	-	-	-	943,992
Transfers (In)/Out ²	12,776,785	4,000,000	-	251,000	(2,541,026)	-	500,000	(9,000,000)	(5,986,759)	-	-	0
Debt	81,091	-	279	-	-	-	-	-	41,631,125	-	338,553	42,051,048
Capital Outlay	1,243,953	614,414	29,359	-	-	-	79,331,089	1,720,009	-	-	133,055	83,071,878
Depreciation	-	-	-	-	-	-	-	-	-	12,735,782	-	12,735,782
Scholarship Distribution	-	-	-	-	82,786,365	-	-	-	-	-	-	82,786,365
Total Expenses	170,121,860	18,953,559	5,358,041	251,000	81,686,182	-	80,267,519	(7,187,918)	35,880,712	12,735,782	471,608	398,538,346
NET REVENUE/(EXPENSES)	96,138,723	(396,850)	653,316	(251,487)	29,805	-	(78,570,860)	7,187,918	14,026,950	(18,253,293)	(471,555)	20,092,667
Fund Balance Entries	182,029	-	-	-	-	-	96,196,300	911,026	1,279,420	8,724,116	(137,996)	107,154,896
Fund Balance as of 3/31/2016	\$ 141,451,406	\$ 4,143,387	\$ 8,352,499	\$ 258,445	\$ (0)	\$ -	\$ 17,652,772	\$ 13,759,454	\$ 67,345,380	\$ 242,013,201	\$ (3,310,558)	\$ 491,665,984

¹The significant change in the unrestricted fund balance is attributable to the implementation of GASB 68, *Accounting and Reporting for Financial Pension*.

²Transfers include student revenue bond payment funds, scholarship matching funds, and transfers to Unexpended Plant and Capital and Technology Funds.

HOUSTON COMMUNITY COLLEGE SYSTEM
Comparison to Budget and Comparison to Previous Fiscal Year
as of March 31, 2016
58.3% of Year Expended

HCCS CURRENT UNRESTRICTED

	Year-to-Date Actuals			Year-to-Date Actuals			Increase (Decrease)	
	Thru March 31, 2016	FY2016 Budget	Actuals as a % of Budget	Thru March 31, 2016	Thru March 31, 2015	FY2016 Compared to FY2015	% Increase (Decrease)	
REVENUES								
State Appropriations	\$ 36,801,812	\$ 69,995,427	52.6%	\$ 36,801,812	\$ 36,303,190	\$ 498,622	1.4%	
Ad Valorem Taxes	130,275,952	136,000,000	95.8%	130,275,952	120,857,487	9,418,466	7.8%	
Tuition, Net	35,882,595	40,925,000	87.7%	35,882,595	34,777,847	1,104,748	3.2%	
Fees	55,165,262	65,325,000	84.4%	55,165,262	54,377,319	787,942	1.4%	
Other Local Income	1,532,199	2,250,000	68.1%	1,532,199	1,378,193	154,006	11.2%	
Tuition & Fee, Net	6,303,523	9,500,000	66.4%	6,303,523	6,888,634	(585,111)	-8.5%	
-- Extended Learning								
Indirect Cost Revenues, Grant	299,240	620,000	48.3%	299,240	361,173	(61,933)	-17.1%	
Total Revenues	266,260,583	324,615,427	82.0%	266,260,583	254,943,844	11,316,740	4.4%	
EXPENSES								
Salaries	108,993,782	189,104,482	57.6%	108,993,782	102,833,732	6,160,050	6.0%	
Employee Benefits	13,520,635	21,210,175	63.7%	13,520,635	11,275,769	2,244,866	19.9%	
Supplies Gen Exp	2,537,291	5,815,275	43.6%	2,537,291	2,303,830	233,462	10.1%	
Travel	459,993	1,885,780	24.4%	459,993	492,666	(32,673)	-6.6%	
Marketing Costs	293,915	1,046,169	28.1%	293,915	682,226	(388,312)	-56.9%	
Rental & Leases	1,539,043	2,530,295	60.8%	1,539,043	1,534,920	4,122	0.3%	
Insurance/Risk Mgmt	4,541,915	5,551,813	81.8%	4,541,915	6,398,732	(1,856,817)	-29.0%	
Contract Services	11,917,989	24,436,502	48.8%	11,917,989	11,930,034	(12,045)	-0.1%	
Utilities	4,636,885	10,246,651	45.3%	4,636,885	4,883,637	(246,751)	-5.1%	
Other Departmental Expenses	1,107,093	2,279,501	48.6%	1,107,093	761,177	345,916	45.4%	
Instructional & Other Materials	6,035,909	10,026,001	60.2%	6,035,909	5,081,013	954,895	18.8%	
Maintenance & Repair	435,581	1,233,274	35.3%	435,581	523,885	(88,304)	-16.9%	
Transfers/Debt	12,857,875	40,723,903	31.6%	12,857,875	4,756,152	8,101,723	170.3%	
Contingency	-	4,417,768	0.0%	-	-	-	0.0%	
Capital Outlay	1,243,953	4,107,837	30.3%	1,243,953	1,209,521	34,433	2.8%	
Total Expenses	\$ 170,121,860	\$ 324,615,427	52.4%	\$ 170,121,860	\$ 154,667,296	15,454,564	10.0%	
NET REVENUE/(EXPENSES)	\$ 96,138,723	\$ 0	0.0%	\$ 96,138,723	\$ 100,276,548	\$ (4,137,825)	-4.1%	

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund as of March 31, 2016

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Foundation	Marketing	Bookstore Commission	International Student Services	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
Fund Balance – September 1, 2015 (Audited)									\$ 3,391,564
FY2016									
Revenue	3,724,600	441,226	-	-	580,341	-	258,376	-	5,004,544
Salaries	152,700	338,452	63,872	-	-	182,999	139,655	-	877,677
Benefits	38,723	176,515	14,886	-	-	44,500	31,931	-	306,555
Supplies Gen Exp	24,846	83,566	2,571	-	-	-	4,148	-	115,132
Travel	-	14,295	2,438	-	-	-	-	-	16,733
Marketing Costs	-	374	-	417,155	-	-	-	-	417,530
Rental & Leases	2,340	25,500	-	-	-	-	-	-	27,840
Contract Services	836,157	66,740	15,445	-	-	-	1,839	-	920,180
Utilities	302,934	-	-	-	-	-	1,700	-	304,634
Departmental Expenses	300	179,458	-	842,470	-	6,450	-	-	1,028,677
Instructional & Other	600	2,695	-	-	-	-	120,633	-	123,927
Materials	-	-	-	-	-	-	-	-	-
Maintenance & Repair	850	69	-	-	-	-	4,072	-	4,991
Insurance/Risk Mgmt	-	168	-	-	-	-	-	-	168
Exemptions and Waivers	-	-	-	-	-	-	-	727,038	727,038
Transfer/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	27,742	-	-	-	-	-	-	-	27,742
Total Expense	1,387,192	887,832	99,212	1,259,625	-	233,949	303,977	727,038	4,898,825
Contribution to Fund Balance	2,337,408	(446,606)	(99,212)	(1,259,625)	580,341	(233,949)	(45,601)	(727,038)	105,718
Auxiliary Fund Balance - Uncommitted Portion									\$ 3,497,282

* 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 March 31, 2016

Auxiliary Funds - International and Committed Portions

	International			Committed					Total
	Saigon Tech	Other International Initiatives	Subtotal International	Minority Business Development Agency	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
Fund Balance – September 1, 2015 (Audited) FY2016			\$ 1,818,386	\$ -	\$ 324,132	\$ 1,005,688	\$ 1,159,414	\$ 2,489,233	\$ 7,699,183
Revenue	23,333	-	23,333	8,020	63,000	938,326	713,925	1,723,270	6,751,147
Salaries	-	-	-	-	4,200	64,155	138,280	206,635	1,084,312
Benefits	-	-	-	-	-	5,911	32,955	38,866	345,422
Supplies Gen Exp	313	-	313	-	38,111	395,209	139,421	572,741	688,186
Travel	4,588	49,573	54,160	-	45	33,355	46,268	79,668	150,561
Marketing Costs	-	-	-	-	-	-	-	-	417,530
Rental & Leases	-	-	-	-	-	-	5,286	5,286	33,126
Contract Services	-	-	-	-	-	74,803	101,558	176,361	1,096,541
Utilities	-	-	-	-	-	-	-	-	304,634
Departmental Expenses	-	-	-	-	18,000	10,532	18,828	47,360	1,076,037
Instructional & Other Materials	-	-	-	-	-	-	205	205	124,132
Maintenance & Repair	-	-	-	-	-	-	-	-	4,991
Insurance/Risk Mgmt	-	-	-	-	-	462	2,300	2,762	2,930
Exemptions and Waivers	-	-	-	-	-	12,752	-	12,752	739,790
Transfer	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	1,896	-	1,896	29,638
Total Expense	4,901	49,573	54,473	-	60,356	599,076	485,101	1,144,532	6,097,831
Contribution to Fund Balance	18,432	(49,573)	(31,140)	8,020	2,644	339,250	228,824	578,738	653,316
Auxiliary Fund Balance - Intl, Committed, Total			\$ 1,787,245	\$ 8,020	\$ 326,776	\$ 1,344,938	\$ 1,388,238	\$ 3,067,971	\$ 8,352,499

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

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	ACADEMIC INSTRUCTION
Salary	\$ 9,176,215	\$ 8,742,439	\$ 11,606,160	\$ 10,210,913	\$ 5,634,592	\$ 12,529,367	\$ 11,630,986	\$ 56,249,614
Employee Benefits	-	-	-	-	-	-	-	-
Supplies & Gen	234,211	242,483	230,107	324,181	308,144	311,354	205,371	325,674
Travel	39,050	75,476	26,655	44,586	34,280	117,887	96,732	159,800
Marketing Costs	13,645	37,207	56,019	26,432	87,252	17,200	286,057	22,618
Rentals & Leases	5,270	59,271	940,162	503,206	60,566	497,054	26,243	23,560
Insurance/Risk Mgmt	-	-	-	-	-	126	-	511
Contracted Services	286,661	263,798	70,819	15,386	69,150	183,351	131,659	375,695
Utilities	5,125	-	4,600	1,826	-	-	-	-
Other Departmental Expenses	52,461	70,447	30,374	31,220	24,846	95,219	52,371	73,798
Instructional And Other Materials	318,891	61,854	194,499	119,968	72,905	246,156	841,695	1,200,826
Maintenance and Repair	138,855	43,512	126,999	11,815	27,390	60,718	123,511	44,366
Transfers/Debt	-	-	1,186	-	-	-	-	-
Contingency	465,698	487,943	120,335	286,867	47,663	427,785	201,794	-
Capital Outlay	502,712	223,540	232,518	209,074	150,230	115,081	125,643	333,895
Total	\$ 11,238,794	\$ 10,307,970	\$ 13,640,432	\$ 11,785,474	\$ 6,517,018	\$ 14,601,298	\$ 13,722,062	\$ 58,810,357

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

Budgeted Expenditures	CHANCELLOR	FINANCE & ADMIN.	SUSTAINABILITY	INSTRUCTIONAL SERVICES	STUDENT SERVICES	SYSTEM	Grand Total
Salary	\$ 5,882,025	\$ 30,884,996	\$ 3,207,382	\$ 17,712,126	\$ 4,987,089	\$ 650,578	\$ 189,104,482
Employee Benefits	-	-	-	-	-	21,210,175	21,210,175
Supplies & Gen	706,980	969,636	156,250	305,848	195,036	1,300,000	5,815,275
Travel	180,675	252,601	68,218	741,881	47,939	-	1,885,780
Marketing Costs	238,000	254,739	5,000	2,000	-	-	1,046,169
Rentals & Leases	87,700	248,115	61,429	12,319	5,400	-	2,530,295
Insurance/Risk Mgmt	5,550,000	-	-	1,176	-	-	5,551,813
Contracted Services	3,329,976	15,583,885	76,914	146,343	1,376,812	2,526,053	24,436,502
Utilities	-	1,752,227	-	94	-	8,482,779	10,246,651
Other Departmental Expenses	778,896	341,513	95,846	522,052	110,458	-	2,279,501
Instructional And Other Materials	62,415	5,954,646	48,180	568,797	335,169	-	10,026,001
Maintenance and Repair	15,446	634,646	4,688	444	884	-	1,233,274
Transfers/Debt	200,000	43,591	-	-	-	40,479,126	40,723,903
Contingency	150,000	246,064	234,937	50,758	12,869	1,685,055	4,417,768
Capital Outlay	101,700	1,839,744	203,438	54,413	15,850	-	4,107,837
Total	\$ 17,283,813	\$ 59,006,403	\$ 4,162,282	\$ 20,118,251	\$ 7,087,506	\$ 76,333,766	\$ 324,615,427

Houston Community College

Balance Sheet By Fund

For Month Ended March 31, 2016

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	Total All Funds
ASSETS			
Current Assets:			
Cash & cash equivalents	\$ 157,850,336	\$ 43,715,163	\$ 201,565,499
Restricted cash & cash equivalents	3,118,316	-	3,118,316
Short term Investments	-	-	-
Accounts/Other receivable (net)	18,326,300	3,586,204	21,912,505
Deferred charges	5,273	-	5,273
Prepays	1,950,206	1,346,598	3,296,804
Total Current Assets	181,250,431	48,647,965	229,898,396
Non-current Assets:			
Restricted cash & cash equivalents	-	158,363,197	158,363,197
Restricted long-term investments	-	102,657,767	102,657,767
Long-term Investments	59,415,007	-	59,415,007
Deferred Outflows of Resources: Pension	11,299,015	-	11,299,015
Advance Funding Valuation Outflows	-	8,743,822	8,743,822
Capital Assets, net	-	1,003,159,462	1,003,159,462
Total Non-current Assets	70,714,022	1,272,924,248	1,343,638,270
Total Assets	\$ 251,964,453	\$ 1,321,572,213	\$ 1,573,536,666
LIABILITIES			
Current Liabilities:			
Accounts payable	5,378,062	1,855,374	7,233,437
Accrued liabilities	58,502	19,444	77,946
Compensated absences	2,526,083	-	2,526,083
Funds held for others	714,785	189,209	903,994
Deferred revenue	1,026,373	229,281	1,255,655
Notes payable-current portion	-	673,299	673,299
Bonds payable-current portion	-	15,640,000	15,640,000
Total Current Liabilities	9,703,806	18,606,608	28,310,414
Non-current Liabilities:			
Deposits	-	-	-
Net Pension Liability	67,428,372	-	67,428,372
Deferred Inflows of Resources: Pension	20,626,539	-	20,626,539
Advance Funding Valuation Inflows	-	795,245	795,245
Notes payable	-	153,344,686	153,344,686
Bonds payable	-	760,205,808	760,205,808
Capital lease obligations	-	47,849,058	47,849,058
Total Non-current Liabilities	88,054,911	962,194,798	1,050,249,709
Total Liabilities	\$ 97,758,717	\$ 980,801,406	\$ 1,078,560,123
Fund Balance-			
August 31, 2015 Audited	57,850,201	309,269,229	367,119,430
Revenues Over Expenditures			
Unrestricted	96,974,068		96,974,068
Restricted	(618,531)		(618,531)
Net Investment in Plant		31,501,579	31,501,579
Total Fund Balances	\$ 154,205,738	\$ 340,770,808	\$ 494,976,545
Total Liabilities & Fund Balances	\$ 251,964,455	\$ 1,321,572,213	\$ 1,573,536,666

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 March 31, 2016

Account	FY 2014-15		FY 2015-16	
	End of Year Activity	Year-to-Date Activity thru 3/31/2015	Year-to-Date Activity thru 3/31/2016	Year-to-Date Activity thru 3/31/2016
Tuition				
Budget:				
Adjusted Budget FY 2015-16, Net			\$	40,925,000
Revenues Received:				
Tuition	45,771,753	40,456,367		41,758,596
Waivers & Exemptions:				
Dual Credit & Early College HS	(5,045,017)	(4,285,220)		(4,646,627)
Other	(1,603,037)	(1,393,300)		(1,229,374)
Total Waivers & Exemptions	(6,648,054)	(5,678,520)		(5,876,001)
Total Tuition Revenue, Net	\$ 39,123,700	\$ 34,777,847	\$	\$ 35,882,595
Tuition - Extended Learning				
Budget:				
Budget FY 2015-16, Net			\$	9,500,000
Revenues Received:				
Tuition	8,931,465	8,092,127		7,232,805
Waivers & Exemptions:				
Department of Corrections	(2,021,386)	(1,203,493)		(929,282)
Total EL Tuition Revenue, Net	\$ 6,910,079	\$ 6,888,634	\$	\$ 6,303,523

Exemptions & Waivers	FY 2014-15		FY 2015-16		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year Activity	Year-to-Date Activity thru 3/31/2015	Year-to-Date Activity thru 3/31/2016	Year-to-Date Activity thru 3/31/2016	
Dept of Corrections	\$ 1,946,863	\$ 1,203,493	\$ 929,282	\$ 929,282	-22.8%
Dual Credit & Early College HS Waiver	5,045,017	4,285,220	4,646,627	4,646,627	8.4%
Other:					
Employee Fee Exemptions	61,121	48,046	48,154	48,154	0.2%
Firemen	12,870	11,311	7,403	7,403	-34.6%
Hazelwood	942,773	834,950	661,804	661,804	-20.7%
Deaf & Blind	190,174	160,178	179,815	179,815	12.3%
High Ranking Hi SCH Grad	1,805	1,805	1,519	1,519	-15.8%
Child of Disabled Vet ETC	7,264	7,264	3,295	3,295	-54.6%
Emp of State Coll & Univ	-	-	2,372	2,372	0.0%
Nonres Teach/Research Asst	6,363	6,098	80	80	-98.7%
Nonres Competitive Scholar	8,558	8,558	29,975	29,975	250.3%
Senior Citizens	13,668	12,505	11,274	11,274	-9.8%
Scholarship Distribution	2,800	-	2,800	2,800	0.0%
A VISA Waiver (Non-Alien Waiver)	888	888	-	-	-100.0%
Foster Children-Resident	247,117	217,956	138,997	138,997	-36.2%
Fire Academy Waiver	-	-	(15)	(15)	0.0%
Undocumented Students	5,723	5,378	1,859	1,859	-65.4%
TX Tomorrow Waiver	6,076	2,788	1,792	1,792	-35.7%
Surviving Spouse/Children	-	-	2,942	2,942	0.0%
Peace Officer Exemption	3,868	3,111	1,173	1,173	-62.3%
Adopted Student Waiver	91,719	72,464	134,135	134,135	85.1%
Stipends	250	-	-	-	0.0%
Total Other Exemptions	1,603,037	1,393,300	1,229,374	1,229,374	-11.8%
Grand Total Exemptions & Waivers	\$ 8,594,917	\$ 6,882,013	\$ 6,805,283	\$ 6,805,283	-1.1%