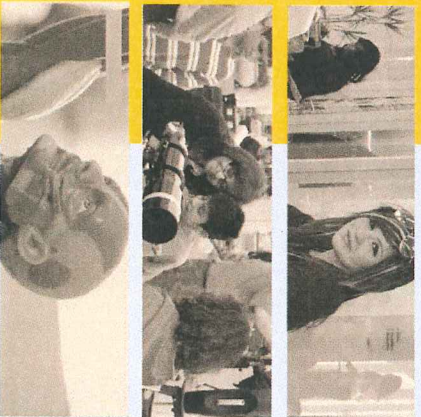


We Keep Houston
Working.



2012-2013 Fact Book

ACCREDITATION AND APPROVALS

SACS Accreditation

Houston Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission of Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the Accreditation of Houston Community College.

State Approvals

The Texas Higher Education Coordinating Board has approved college/university parallel offerings and programs in technical education.

The Texas Workforce Commission has approved programs for veteran education benefits.



HCC NEWS TODAY SPECIAL EDITION, WEDNESDAY, JUNE 27, 2012

SACS REAFFIRMS HCC ACCREDITATION

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmed the accreditation of Houston Community College on June 21, 2012. This is the fourth time HCC's accreditation has been affirmed in our 40-year history.

The Houston Community College District was first admitted into membership in SACS on December 19, 1977. Accreditation was granted provisionally and yearly for five years until a full Self-Study was completed and reaffirmation of accreditation was received for the ten years following December 17, 1982. HCC received its last reaffirmation of accreditation in 2002.

For more information about the Southern Association of Colleges and Schools Commission on Colleges go to <http://www.sacscoc.org/>.

PREFACE

The Houston Community College (HCC) 2012-2013 Fact Book provides statistical information about the college district. It is important for the reader to be aware that data presented in this publication may differ slightly from statistics found in other district reports. Such variances may result from differences methodology including the source of information used, the reporting period covered (semester, academic year), or the student base included (semester credit, continuing education, adult education and literacy). The source of the information in each table and graph is cited, along with the date generated, the reporting period, and the students included.

The 2012-2013 Fact Book is available online at <http://www.hccs.edu/oir>.

TABLE OF CONTENTS

GENERAL INFORMATION	1
STUDENT PROFILE	7
INSTRUCTIONAL PROGRAMS	18
ACADEMIC ACHIEVEMENT	32
PERSONNEL PROFILE	39
FINANCIAL INFORMATION	45

History of HCC

The Houston Community College District was created under the governance of the Houston Independent School District (HISD) as the result of a public referendum on May 18, 1971. In August of that year, more than 5,700 students enrolled in workforce education courses held at the Houston Technical Institute (housed in HISD's San Jacinto High School). In the following semester, academic transfer classes were added and taught at six HISD locations.

By 1977, HCC had an enrollment of more than 28,000 students and was accredited by the Southern Association of Colleges and Schools (SACS). In 1989, HCC separated from HISD, establishing its own Board of Trustees and taxing authority. HCC restructured in 1991, creating five regional colleges, as well as the College Without Walls, and selected presidents for each. The president of HCC then became the HCC System Chancellor. The Coleman College for Health Sciences replaced the College Without Walls in 2004. Dr. Mary S. Spangler became the seventh Houston Community College Chancellor in March of 2007. By Fall 2012, HCC had over 70,000 students enrolled, and consisted of 22 campuses with a service area of 628 square miles.

Since its opening in 1971, more than 2 million students have improved their lives through education and training obtained from Houston Community College. An open-admission public institution, HCC awards associate degrees and certificates in academic studies and career and technology programs. HCC is committed to meeting the needs of its diverse communities, providing academic courses for transfer to four-year institutions, terminal degrees and certificates in more than 70 fields of work; as well as, continuing education and corporate training, lifelong learning and enrichment programs, and the largest adult education program in Texas.

GENERAL INFORMATION

MISSION, GUIDING PRINCIPLES, VISION, & STRATEGIC INITIATIVES | 2012 - 2015

3

BOARD OF TRUSTEES

ELECTED BOARD OF TRUSTEES

4

BOARD MEMBER DISTRICTS MAP

4

SERVICE AREA

SERVICE AREA DEMOGRAPHICS

5

SERVICE AREA MAP - BY COLLEGE

6

MISSION, GUIDING PRINCIPLES, VISION, & STRATEGIC INITIATIVES | 2012 - 2015

OUR 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.

OUR 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

- Freedom with Responsibility
- Commitment to Excellence
- Respect for the Person
- Sound Stewardship

OUR VISION

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

OUR STRATEGIC INITIATIVES

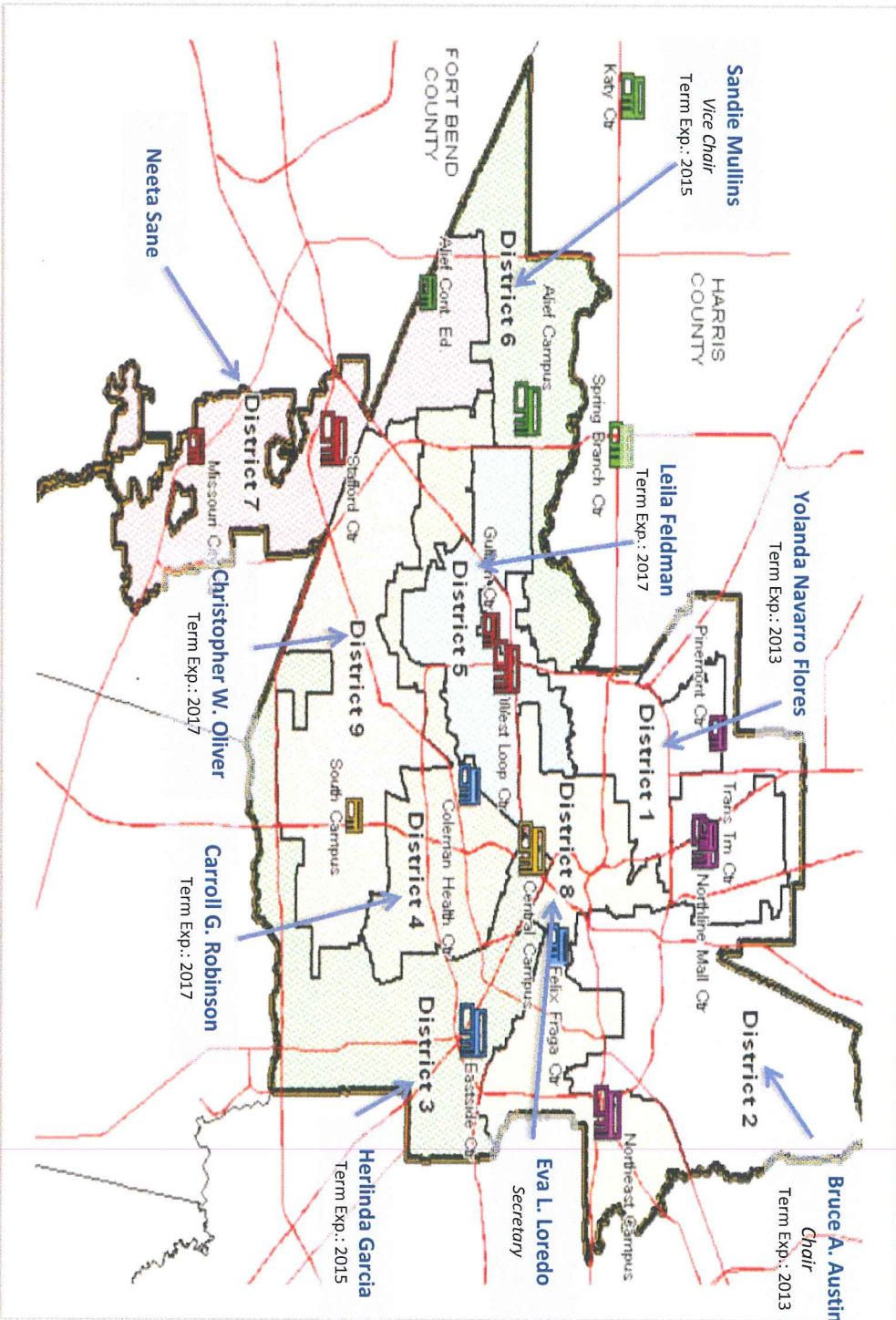
The seven initiatives of the 2012 – 2015 Strategic Plan are detailed in the following section:

1. Increase Student Completion through Advanced Educational Opportunities
2. Respond to the Needs of Business and Industry for Skilled Workers
3. Ensure Instructional Programs Provide the Knowledge and Skills Required for 21st Century Learners
4. Enrich Institutional Capacity for Faculty and Staff Professional Development and Student Leadership Development
5. Support Innovation as a Means to Improve Institutional Resilience
6. Cultivate an Entrepreneurial Culture Across the Institution
7. Leverage Local and International Partnerships for Institutional and Community Development

Approved by the HCC Board of Trustees, June 22, 2012.

BOARD OF TRUSTEES

BOARD MEMBER DISTRICTS MAP



Source: Tiger Reference Files, Census Bureau, 2010; GIS MapInfo v8, 2008; OIR Mapping files, HCC 2011 Redistricted Board District Boundaries submitted to Dept. of Justice, July 2011.

SERVICE AREA DEMOGRAPHICS

The demographics reflect the population residing within the boundaries of HCC Service Area, which includes the Houston Independent School District (HISD) plus Stafford, Missouri City school areas, Katy, Spring Branch, Alief, and North Forest ISD areas.

Population Information	2012 est.
Total Population	2,228,995
Adult Population (18 years & older)	1,648,758
Adult Population (% of total)	74.0%

Gender 2012 est.	Total Population
Male	50.1%
Female	49.9%
Median Age – 32.9 yrs	

Household Information	2012 est.
Total Households	828,954
Households with Income <\$15,000/yr	13.4%
Households with Income <\$25,000/yr	25.9%
Persons per Household	2.69
Households with Children	36.2%

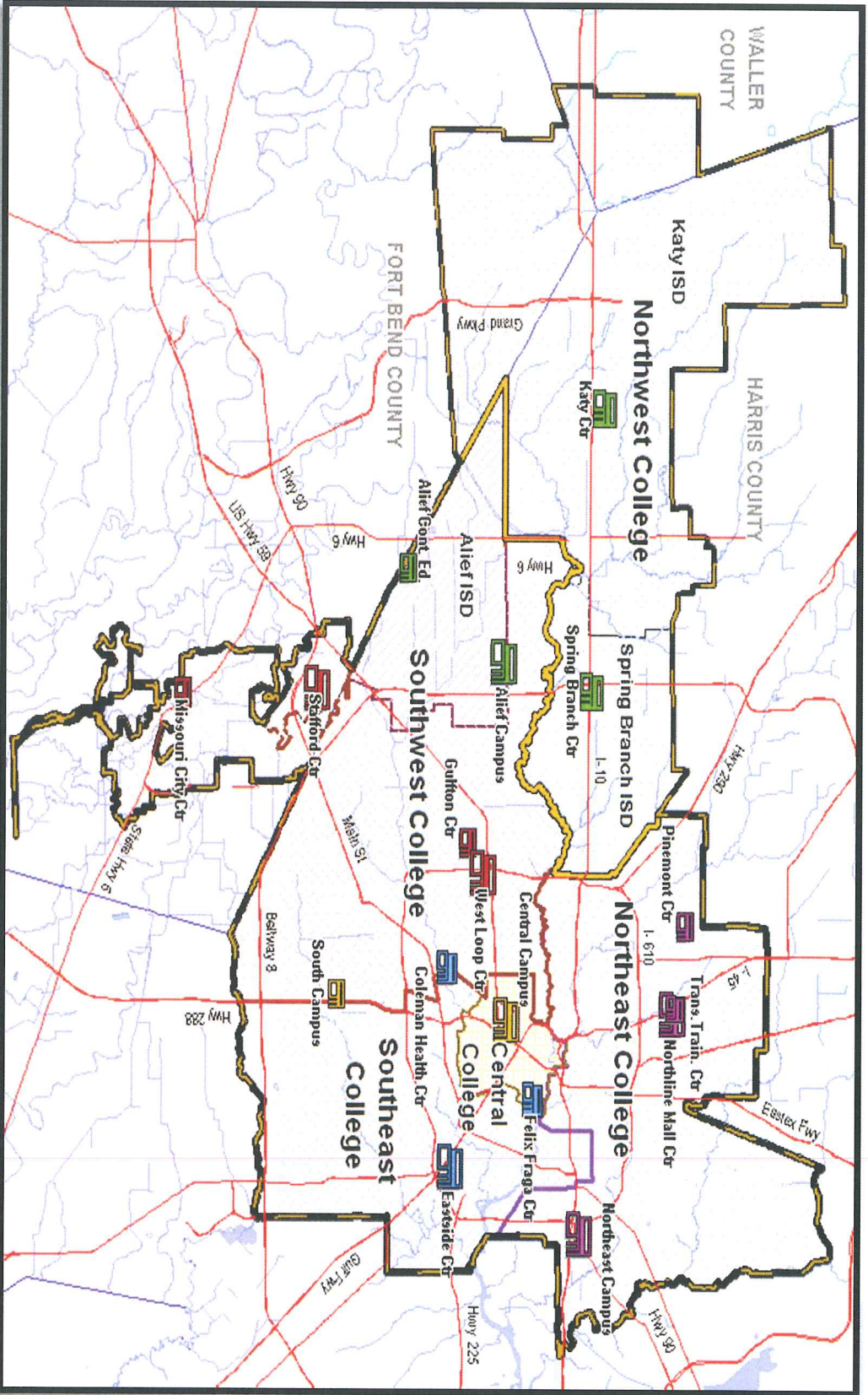
Ethnicity 2012 est.	Total Population
African American	21.7%
Hispanic	42.0%
Asian / Pacific Islander	4.3%
White	31.5%
Other or Multiple	9.5%

Income Information	2012 est.
Average Household Income	\$78,110
Median Household Income	\$48,736
Per Capita Income	\$29,049

Education Attainment Information 2012 est. (25 yrs and over)	Number	Percent
No High School or GED	336,028	23.7%
High School/GED	310,952	21.9%
High School plus Some College	260,709	18.4%
College Degree	511,223	36.0%

Source: HGCS MapInfo Files with 2011 Board Redistricting Boundaries, PCensus v10, TETRAD Computer Applications, Inc., 2012; and Applied Geographic Solutions (AGS) on PCensus CD-ROM, TETRAD Computer Applications, Inc., Oct. 2012 (with 2012 AGS for Business/Occupation info.).

SERVICE AREA MAP - BY COLLEGE



Note: US Tiger Files 2010; MapInfo v8, 2008; and OIR files of 1993 Admin. approved HCC boundaries, with 2002 & 2010 Annexations to In-District.



Be the first to earn an Engineering Degree with HCC, UT Tyler



Engineering Degree program on the HCC campus in Alief. The new program will allow students to obtain an Engineering degree in the normal four-year time period from UT Tyler, without any dislocation from the HCC Alief-Hayes Campus, while saving nearly 50% in their tuition costs. While beneficial for the student, the program is also designed to support the engineering field and the businesses which need to fill highly skilled job opportunities.

STUDENTS PROFILE

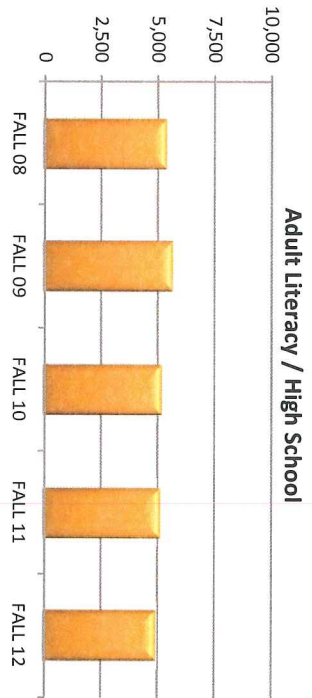
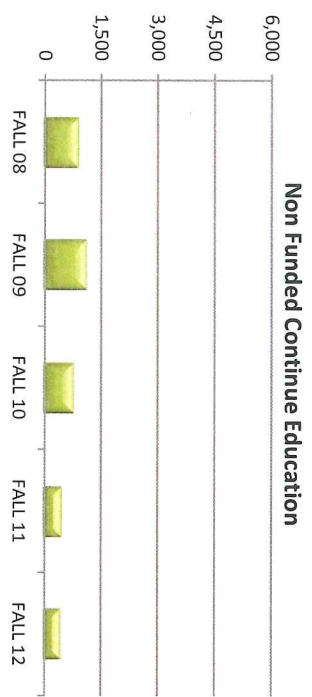
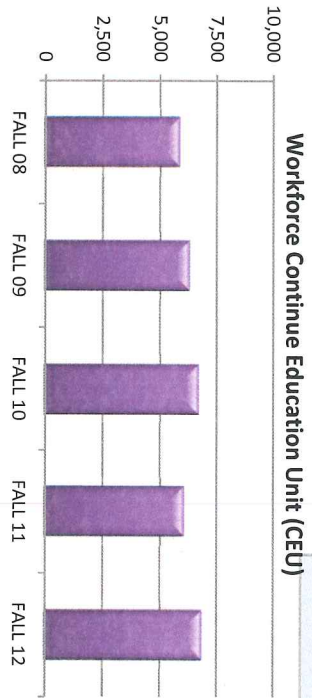
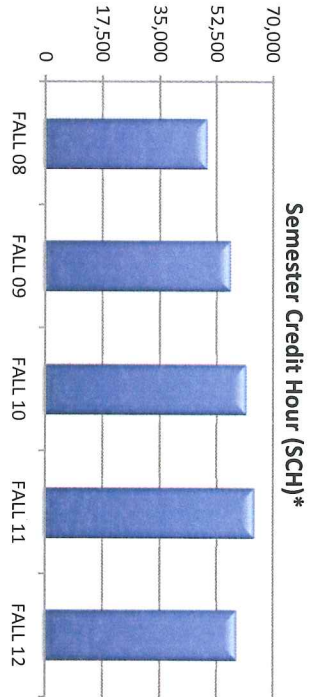
STUDENT PROFILE

TOTAL STUDENT ENROLLMENT—FALL 2008-FALL 2012	_____	9
SEMESTER CREDIT HOUR STUDENT ENROLLMENT—FALL 2012	_____	10
GENDER AND ETHNICITY	_____	11
GENDER AND ETHNICITY TRENDS	_____	12
AGE GROUP	_____	13
SEMESTER CREDIT HOUR STUDENTS RESIDENCY—FALL 2008-FALL 2012	_____	14
SEMESTER CREDIT HOUR ENROLLMENT BY 18 HIGHEST ZIP CODES—FALL 2008-FALL 2012	_____	15
INTERNATIONAL STUDENT POPULATIONS	_____	16
ALL INTERNATIONAL STUDENTS ENROLLMENT BY VISA TYPE —FALL 2010-FALL 2012	_____	16
INTERNATIONAL STUDENT POPULATIONS BY TOP 40 COUNTRIES —FALL 2011-FALL 2012	_____	17
DAY, EVENING, AND WEEKEND COURSE ENROLLMENT—FALL 2008-FALL 2012	_____	17

TOTAL STUDENT ENROLLMENT — FALL 2008-FALL 2012

Total Student Enrollment by Career Type

+15%
5-Year change in total unduplicated enrollment.

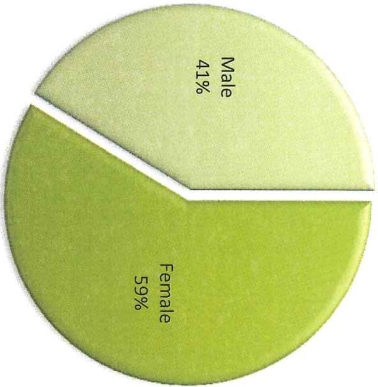


	FALL 08	FALL 09	FALL 10	FALL 11	FALL 12
Semester Credit Hour (SCH)*	49,591	57,046	61,867	64,333	58,908
Workforce Continue Education Unit (CEU)	901	1,125	782	457	422
Non Funded Continue Education	5,389	5,678	5,192	5,122	4,917
Adult Literacy / High School	5,896	6,318	6,713	6,083	6,858
TOTAL UNDUPLICATED ENROLLMENT	61,396	69,755	74,299	75,766	70,845

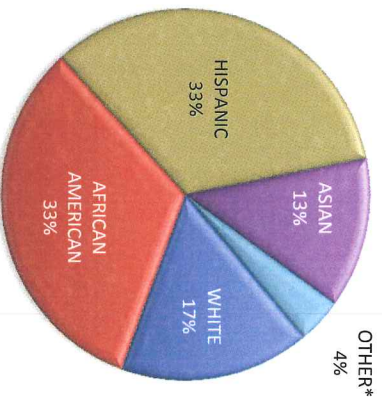
* Saigon Tech and CCQ included.
Source: HCC Student Headcount Report, End of Term, Fall 2008 - Fall 2012.

Semester Credit Hour Student Demographics by Gender and Ethnicity

Gender



Ethnicity



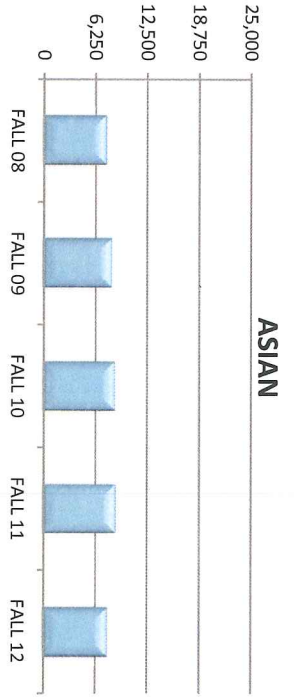
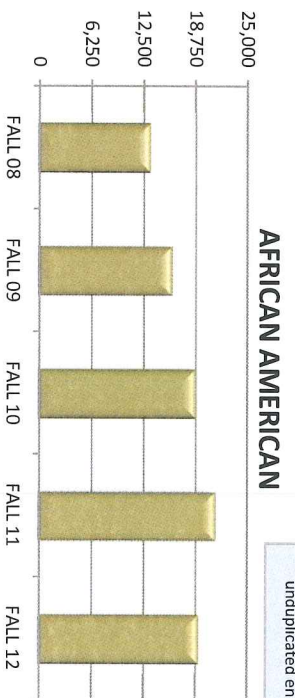
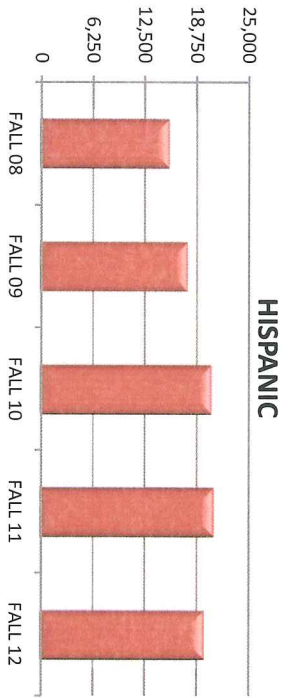
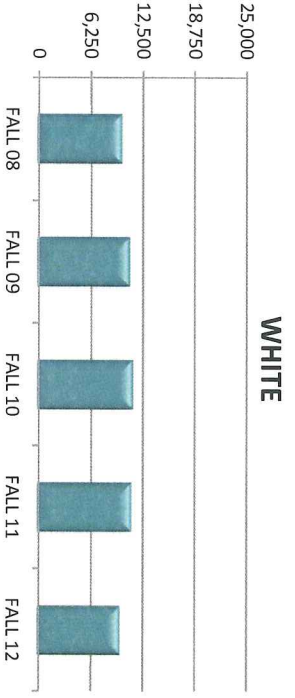
	WHITE		AFRICAN AMERICAN		HISPANIC		ASIAN		OTHER*		TOTAL	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
GENDER	5,198	4,579	12,398	6,692	11,476	8,198	4,029	3,679	1,235	1,050	34,336	24,198
TOTAL	9,780		19,114		19,687		7,714		2,292		58,587	

*Other: American Indian/Alaska Native, Multi-racial, Nonresident Alien, & Unknown Ethnicity.

Source: HCC OIR DataMart Files, End of Term, Fall 2012.

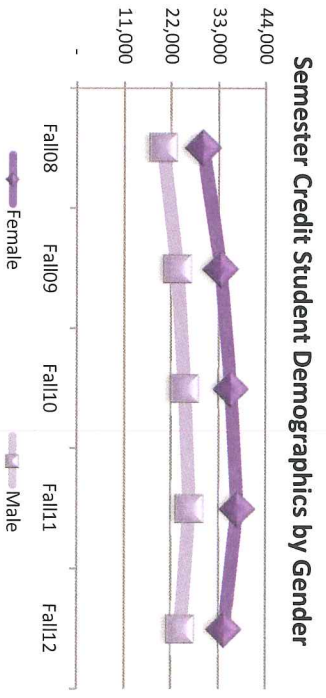
Semester Credit Hour Student Demographics by Ethnicity

+2%
5-Year change in Asian unduplicated enrollment.



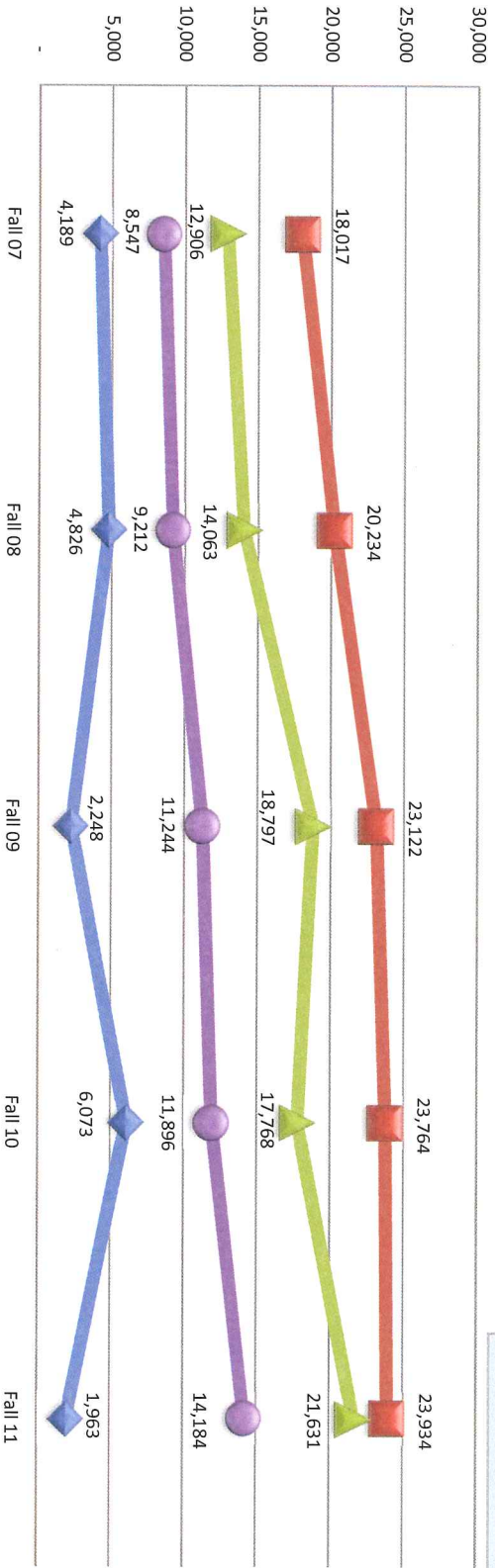
	FALL 08	FALL 09	FALL 10	FALL 11	FALL 12
WHITE	9,967	10,887	11,310	11,143	9,780
AFRICAN AMERICAN	13,343	15,895	18,782	21,219	19,114
HISPANIC	15,508	17,735	20,624	20,868	19,687
ASIAN	7,571	8,228	8,581	8,663	7,714
OTHER*	3,202	4,301	1,877	1,909	2,292
TOTAL	49,591	57,046	61,174	63,802	58,587

*Other: American Indian/Alaska Native, Nonresident Alien, & Unknown Ethnicity.
Source: HCC OIR DataMart Files, End of Term, Fall 2008 - 2012.

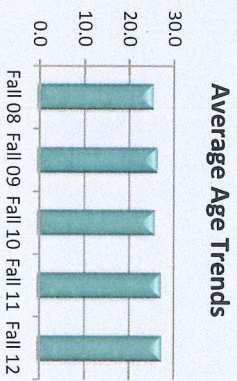
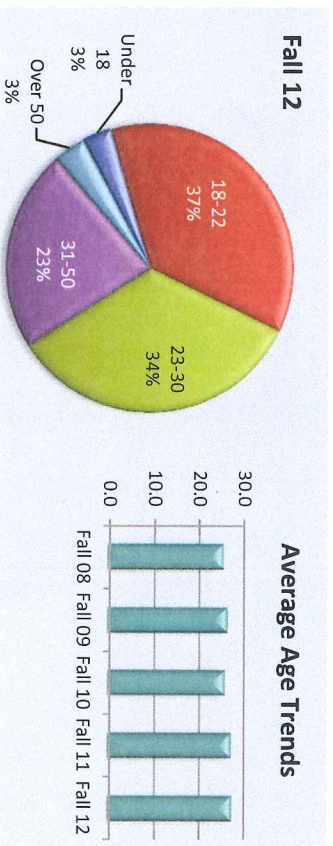


Semester Credit Hour Student Demographics by Age Group

+6%
5-Year change in '18 thru 22' age group.



Age Group	Fall 08	Fall 09	Fall 10	Fall 11	Fall 12
Under 18	4,826	2,248	6,073	1,963	1,953
18 thru 22	20,234	23,122	23,764	23,934	21,453
23 thru 30	14,063	18,797	17,768	21,631	19,755
31 thru 50	9,212	11,244	11,896	14,184	13,323
Over 50	1,238	1,612	1,662	2,084	2,100
Unknown	18	23	11	6	3
Total	49,591	57,046	61,174	63,802	58,587

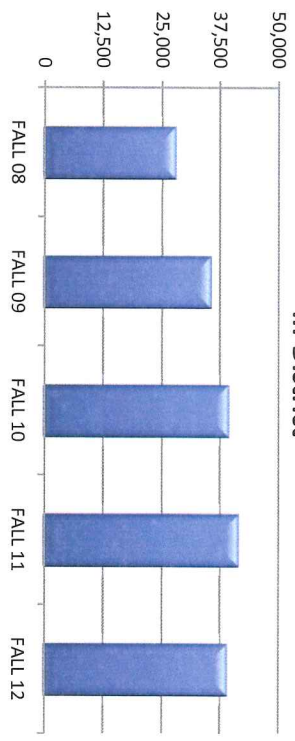


Source: HCC OIR DataMart Files, End of Term, Fall 2008 - 2012.

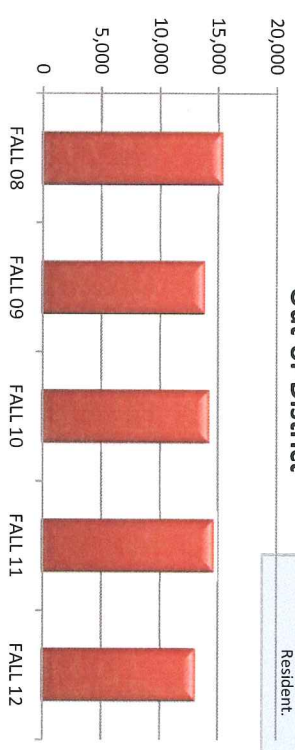
Semester Credit Hour Student Demographics by Residency

+62%
5-Year change in Out-of-State - US Resident.

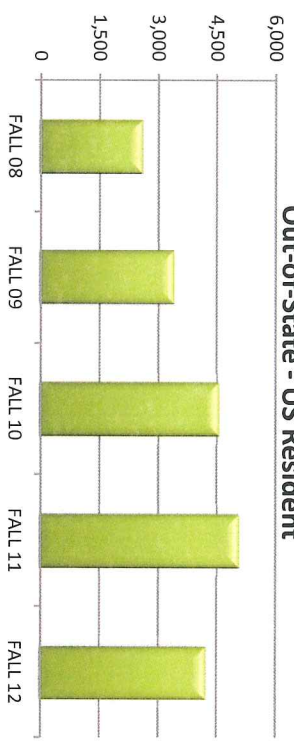
In-District



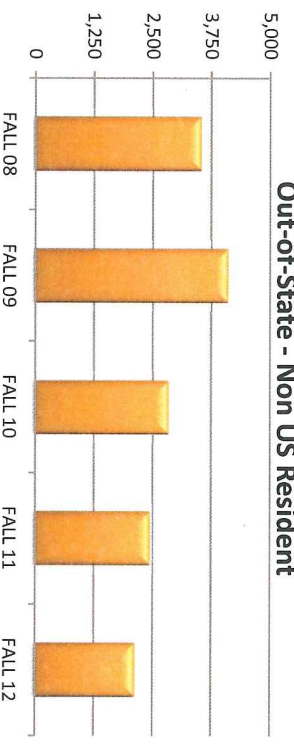
Out-of-District



Out-of-State - US Resident



Out-of-State - Non US Resident

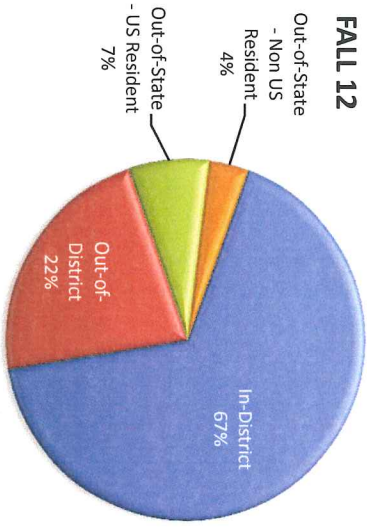


Total Enrollment Distribution

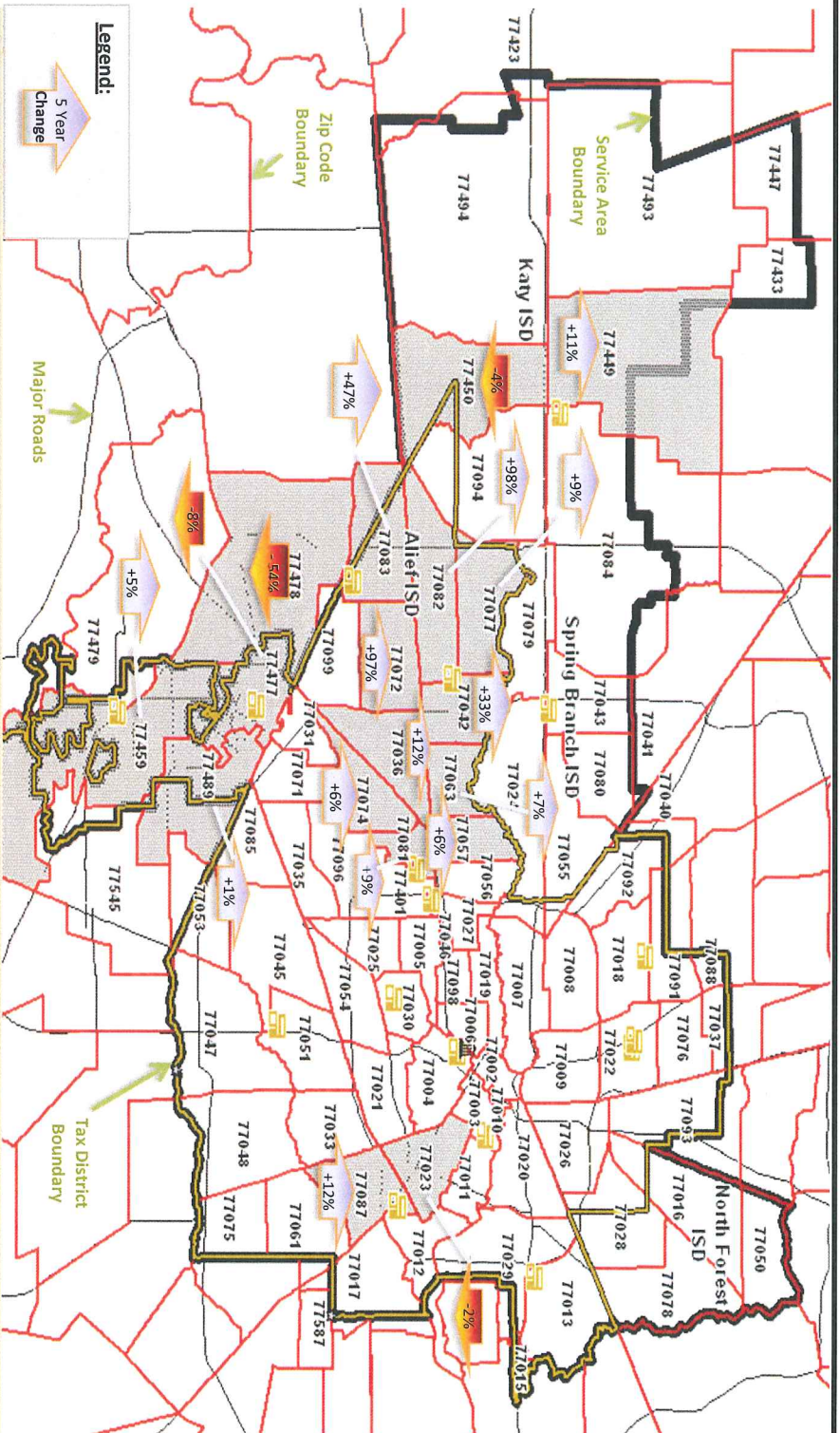
	FALL 08	FALL 09	FALL 10	FALL 11	FALL 12
In-District	28,037	35,668	39,512	41,635	39,127
Out-of-District	15,388	13,863	14,250	14,650	13,063
Out-of-State - US Resident	2,611	3,409	4,567	5,071	4,228
Out-of-State - Non US Resident	3,537	4,106	2,836	2,446	2,130
HCC CCO* Students	0	0	0	0	36
Total Credit Students	49,591	57,046	61,174	63,802	58,587

* Community College of Qatar

Source: HCC OIR DataMart Files, End of Term, Fall 2008 - 2012.



SEMESTER CREDIT HOUR ENROLLMENT BY 18 HIGHEST ZIP CODES—FALL 2008-FALL 2012

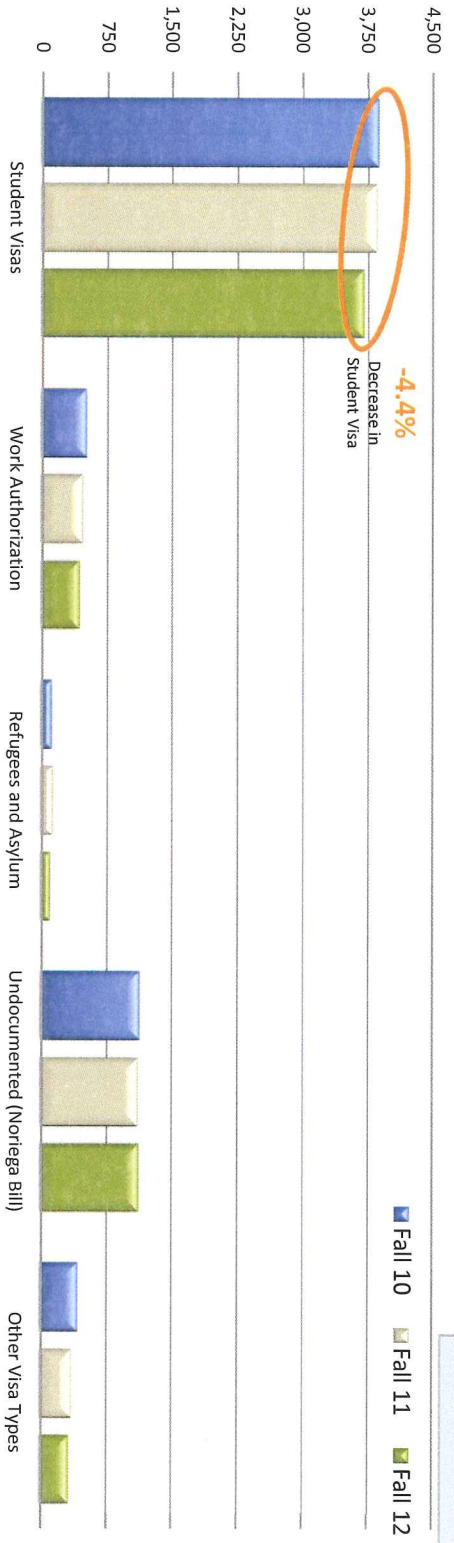


	FALL 08	FALL 09	FALL 10	FALL 11	FALL 12
77083	1,553	1,892	2,092	2,337	2,276
77072	973	1,280	1,672	1,973	1,914
77082	880	1,261	1,536	1,779	1,739
77077	1,387	1,433	1,552	1,643	1,505
77036	1,313	1,369	1,559	1,621	1,472
77459	1,249	1,380	1,469	1,474	1,314
77450	1,321	1,416	1,490	1,409	1,268
77042	865	1,026	1,085	1,219	1,147
77063	1,045	1,052	1,077	1,161	1,117

	FALL 08	FALL 09	FALL 10	FALL 11	FALL 12
77081	1,016	1,140	1,178	1,185	1,108
77087	940	1,103	1,106	1,022	1,050
77489	1,007	1,027	1,161	1,153	1,014
77023	1,006	1,045	1,048	964	988
77057	912	993	1,064	1,057	965
77074	901	957	944	995	956
77449	855	986	1,055	1,110	947
77477	999	1,056	1,119	1,110	919
77478	1,034	846	680	582	475

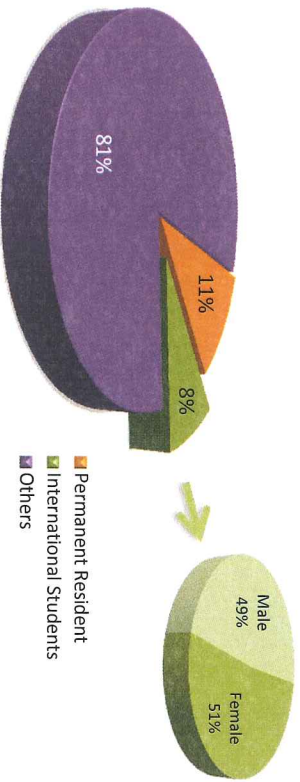
Source: HCC OIR DataMart Files, End of Term, Fall 2008-12.

All International Students Enrollment by Visa Type



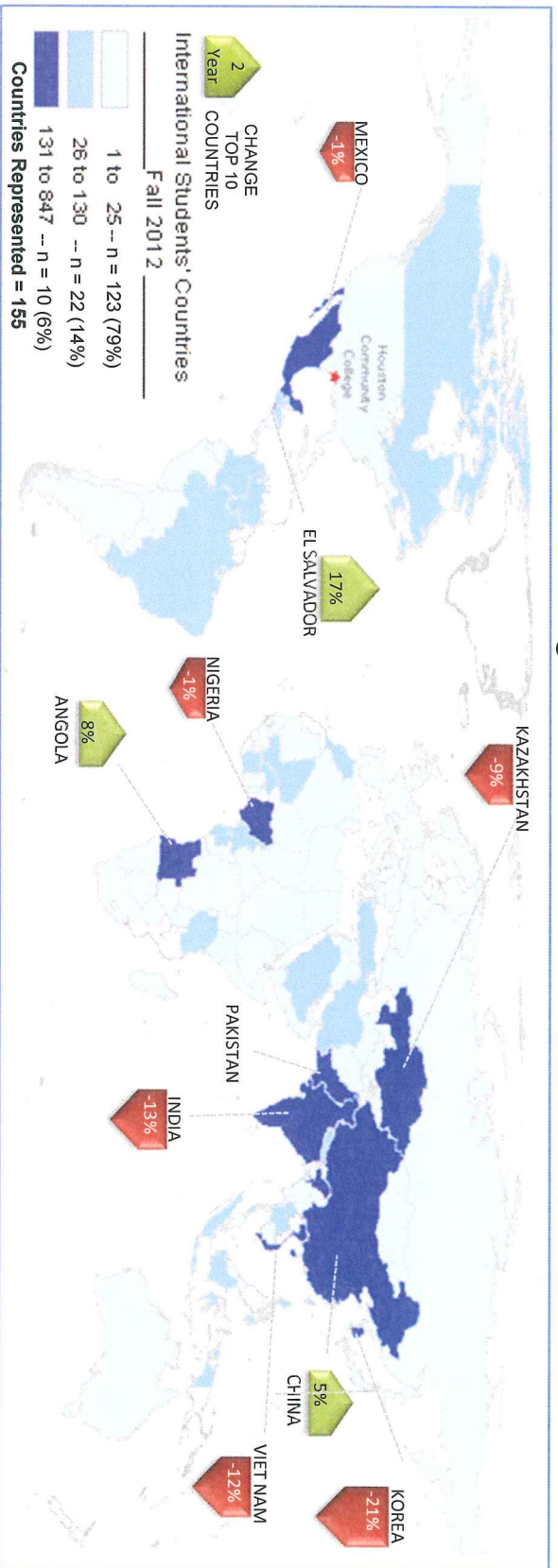
-6.1%
3-Year change in international student population.

VISA TYPE	Number of Students		
	Fall 10	Fall 11	Fall 12
Student Visas	3,878	3,853	3,708
Work Authorization	516	473	439
Refugees and Asylum	117	127	104
Undocumented (Norregia Bill)	1,131	1,111	1,124
Other Visa Types	424	355	324
Total International Students	6,066	5,919	5,699



* Saigon Tech students are not included.
Source: HCC OIR DataMart Files, End of Term, Fall 2010 - Fall 2012.

Countries with Highest Number of International Students



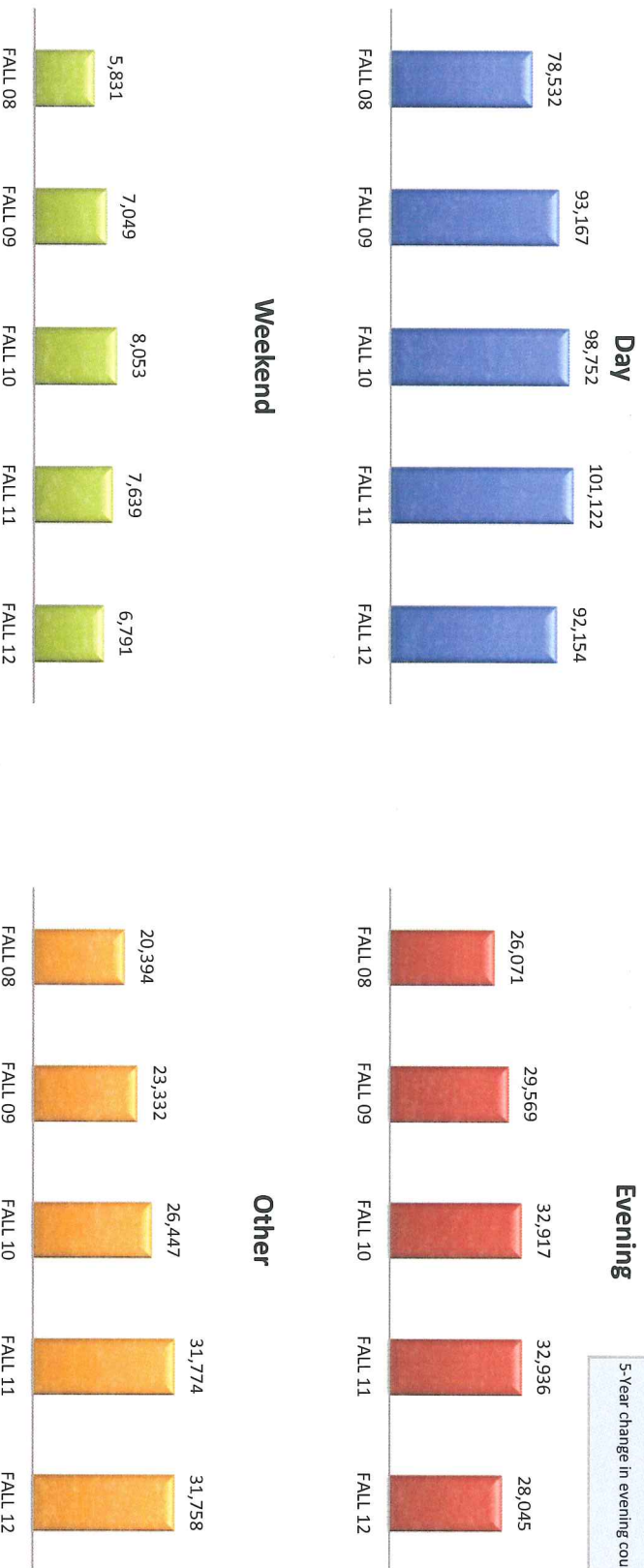
Country of Citizenship	Fall11	Fall12	Country of Citizenship	Fall11	Fall12	Country of Citizenship	Fall11	Fall12	Country of Citizenship	Fall11	Fall12
Mexico	859	847	Venezuela	134	122	Turkey	57	47	Iran	24	28
Viet Nam	756	666	Colombia	126	121	Philippines	51	45	Morocco	20	26
China	303	317	Saudi Arabia	63	116	Cameroon	47	42	Kenya	34	25
Kazakhstan	242	221	Nepal	180	106	Canada	39	38	United Kingdom	24	24
Angola	188	203	Honduras	70	85	Indonesia	34	36	Russian Federation	24	23
India	215	187	Equatorial Guinea	63	85	Brazil	45	36	France	23	22
Nigeria	171	169	Burkina Faso	114	83	Mali	55	34	Jordan	19	21
Pakistan	148	148	Gabon	79	73	Taiwan, Pro. of China	55	33	Senegal	22	20
El Salvador	114	133	Guatemala	51	62	Tanzania	26	30	Peru	27	19
Korea, Republic of	165	131	Thailand	48	54	Cote D'Ivoire	20	28	Japan	21	19

* Saigon Tech students are not included.

Source: HCC OIR DataMart Files, End of Term, Fall 2011 & Fall 2012.

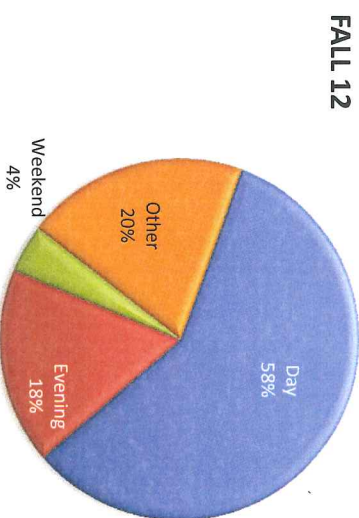
Day, Evening, and Weekend Semester Credit Hour Course Enrollment

+8%
5-Year change in evening courses.



Total Course Enrollment Distribution

	FALL 08	FALL 09	FALL 10	FALL 11	FALL 12
Day	78,532	93,167	98,752	101,122	92,154
Evening	26,071	29,569	32,917	32,936	28,045
Weekend	5,831	7,049	8,053	7,639	6,791
Other (Includes Distance Education)	20,394	23,332	26,447	31,774	31,758
Total Credit Course	130,828	153,117	166,169	173,471	158,748



Source: HCC OIR DataMart Files, End of Term, Fall 2008 - 2012.



East Early College High School named a National Blue Ribbon School

September 22, 2012 by HCC

The U.S. Department of Education has named East Early College High School a National Blue Ribbon School.

Houston Community College has five Early College High Schools.

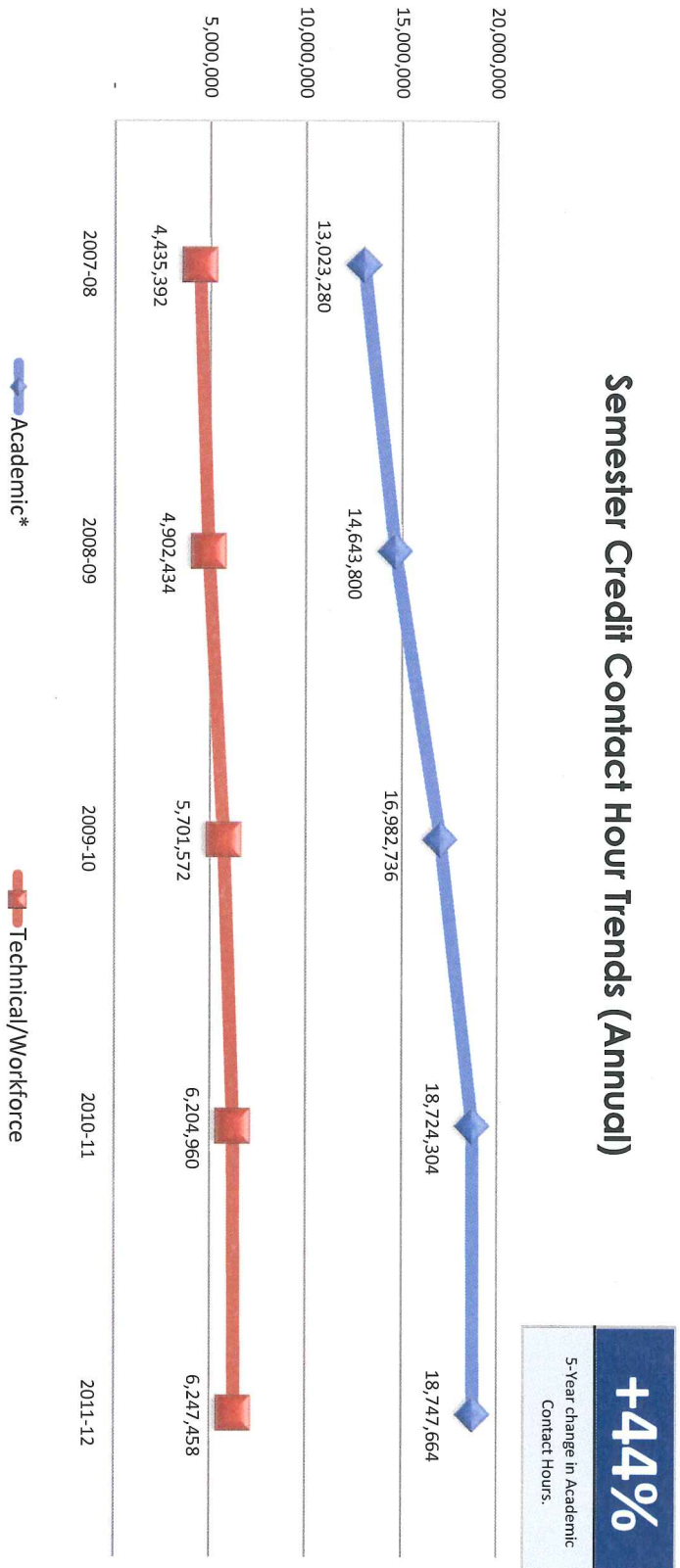
East Early College High School was created in 2006, in partnership with HISD. The early college high school is located on Houston Community College Southeast's Felix Fraga Campus.

INSTRUCTIONAL PROGRAMS

INSTRUCTIONAL PROGRAMS

SEMESTER CREDIT HOUR STUDENTS - ACADEMIC/TECHNICAL AREAS—2008-2012	
CONTACT HOUR TRENDS	20
TOP ACADEMIC DISCIPLINES BY CONTACT HOURS	21
TOP TECHNICAL PROGRAMS BY CONTACT HOURS	21
SEMESTER CREDIT HOUR COURSE ENROLLMENT AND SECTIONS—2008-2012	
COURSE ENROLLMENT TRENDS	22
NUMBER OF SECTIONS TRENDS	22
SEMESTER CREDIT HOUR DEVELOPMENTAL EDUCATION—Fall 2008-2012	
DEVELOPMENTAL EDUCATION STUDENT ENROLLMENT BY SUBJECT	23
DISTANCE EDUCATION COURSE ENROLLMENT AND SECTIONS—2008-2012	
COURSE ENROLLMENT TRENDS	24
NUMBER OF SECTIONS TRENDS	24
DUAL CREDIT—FALL 2008-FALL 2012	
DUAL CREDIT UNDUPLICATED ENROLLMENT BY INDEPENDENT SCHOOL DISTRICT	25
ADULT EDUCATION PROGRAMS—2008-2012	
ABE/GED/ESL	
ENROLLMENT BY GENDER	26
ENROLLMENT BY ETHNICITY	27
ENROLLMENT BY AGE GROUP	28
ADULT HIGH SCHOOL	
ENROLLMENT TRENDS AND TOP FEEDER HIGH SCHOOLS	29
CONTINUING EDUCATION COURSE ENROLLMENT BY CLUSTERS—2010-2012	
CONTINUING EDUCATION ENROLLMENT TRENDS	30
LIBRARY SERVICE—FALL 2008-2012	
	31

Semester Credit Contact Hour Trends (Annual)



	2007-08	2008-09	2009-10	2010-11	2011-12	5-Yr Change
Academic*	13,023,280	14,643,800	16,982,736	18,724,304	18,747,664	44.0%
Technical/Workforce	4,435,392	4,902,434	5,701,572	6,204,960	6,247,458	40.9%
Total	17,458,672	19,546,234	22,684,308	24,929,264	24,995,122	43.2%

* Include Developmental Education.

Source: THECB Compliance Reports, FCBM004, Fall 2008 through Summer II 2012.

SEMESTER CREDIT STUDENT - ACADEMIC/TECHNICAL AREAS—2008-2012

Top Academic Disciplines by Contact Hours (Annual)

ACADEMIC DISCIPLINES	2007-08	2008-09	2009-10	2010-11	2011-12	5 Yr. % Change
Mathematics, Developmental	1,028,928	1,172,176	1,382,032	1,597,424	1,390,704	35.2%
Chemistry	532,000	618,688	753,504	819,936	710,448	33.5%
Intensive English	769,040	908,880	955,360	1,030,480	947,280	23.2%
Psychology	649,712	697,440	813,552	885,936	797,712	22.8%
History	960,128	1,072,416	1,232,208	1,266,784	1,085,376	13.0%
Guided Studies	784,736	848,208	989,584	1,008,352	882,848	12.5%
English	1,302,288	1,433,712	1,601,616	1,653,968	1,417,680	8.9%
Mathematics	959,520	1,079,616	1,208,912	1,293,920	1,044,032	8.8%
Biology	1,633,872	1,802,160	1,976,976	2,066,352	1,749,312	7.1%
Government	900,320	979,408	1,112,176	1,162,800	953,216	5.9%

+19%

5-Year change in total academic contact hours.

Top Technical Programs by Contact Hours (Annual)

WORKFORCE/TECHNICAL PROGRAMS	2007-08	2008-09	2009-10	2010-11	2011-12	5 Yr. % Change
Business Technology	351,680	417,888	577,056	658,496	639,184	81.8%
Computer Science Technology	339,888	431,472	393,376	454,928	478,464	40.8%
Business Administration	298,704	316,576	366,208	413,632	420,960	40.9%
Accounting	382,800	436,912	494,736	486,272	417,280	9.0%
Cosmetology	251,408	323,952	428,352	400,240	314,400	25.1%
Digital Communication	184,992	200,544	220,256	233,424	223,440	20.8%
Associate Degree Nursing	305,440	275,280	236,096	213,744	207,312	-32.1%
Automotive Mechanics	143,616	162,400	192,128	211,936	191,344	33.2%
Drafting/Design Technology	212,832	277,056	255,664	192,160	182,624	-14.2%
Criminal Justice, Law Enforce	163,264	201,339	246,448	222,560	176,048	7.8%

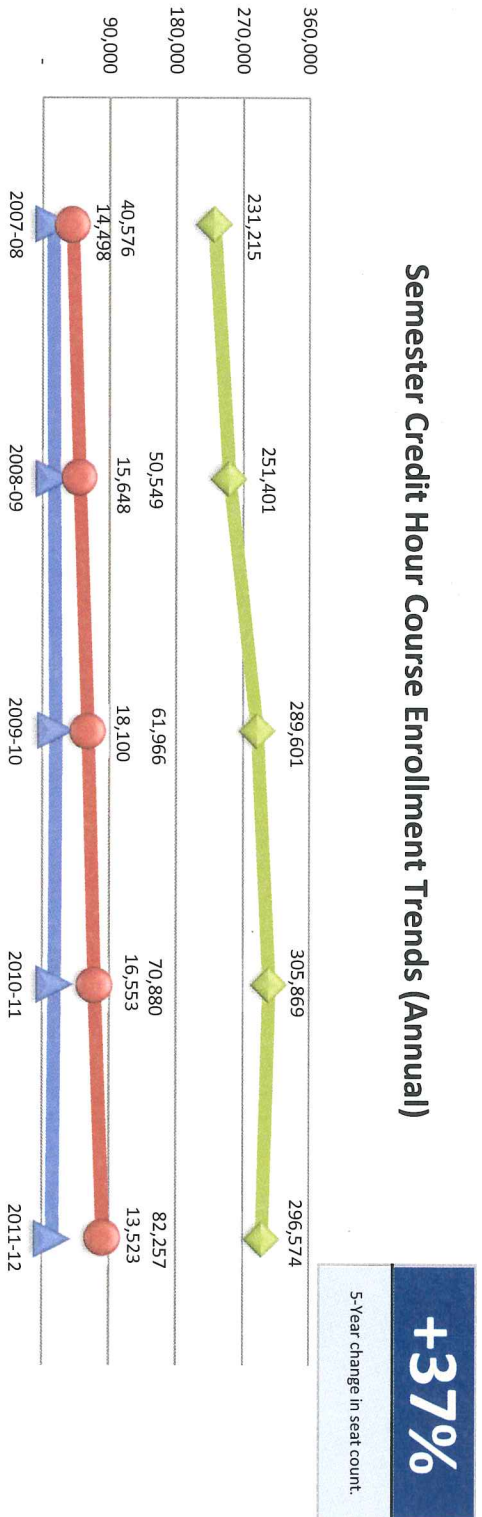
+16%

5-Year change in total technical contact hours.

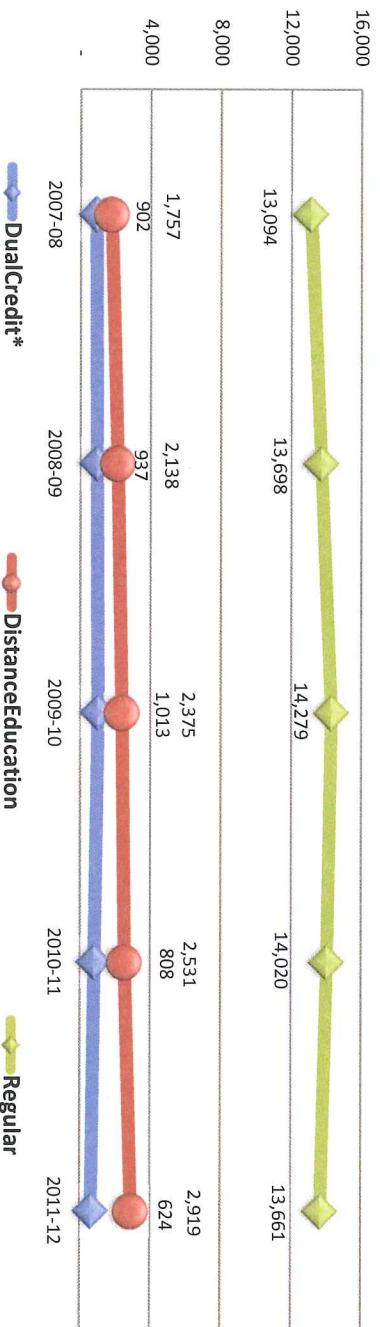
Source: HCC Fiscal Management Reports, Contact Hours by Program, Fall 2007-Summer 2012.

SEMESTER CREDIT HOUR COURSE ENROLLMENT AND SECTIONS—2008-2012

Semester Credit Hour Course Enrollment Trends (Annual)



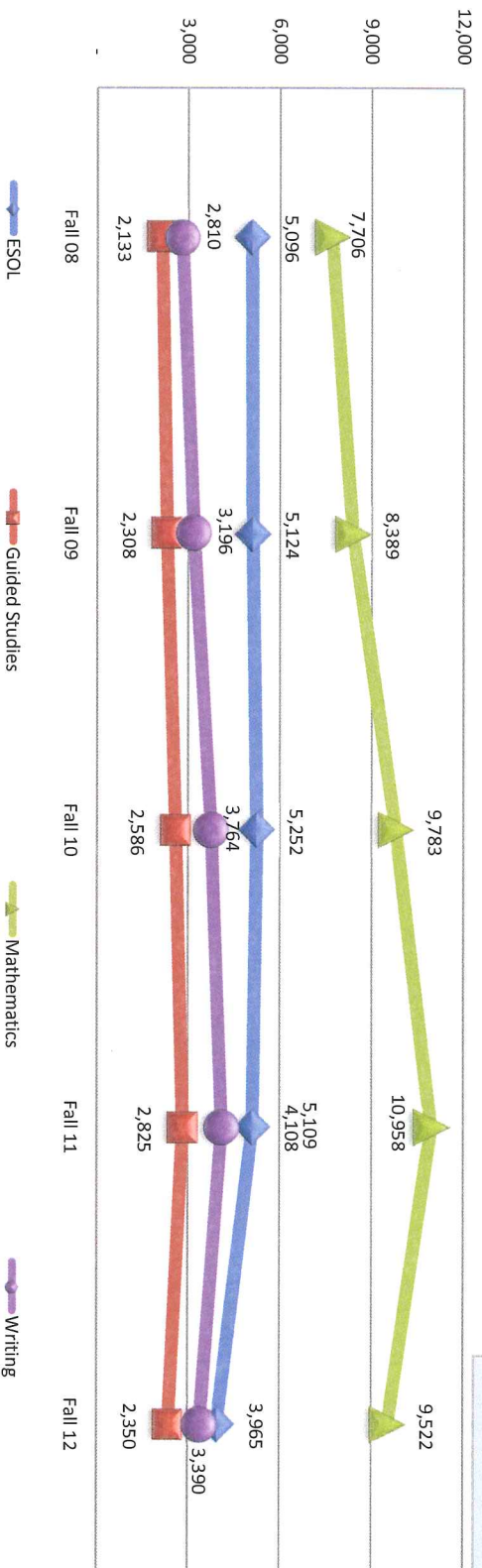
Number of Semester Credit Hour Sections Trends (Annual)



* Embedded dual credit students are counted as regular students.
Source: HCC OIR DataMart Files, End of Term, 2008 - 2012.

Developmental Education Student Enrollment by Subject (Fall Semester)

+11%
5-Year change in developmental education enrollment.



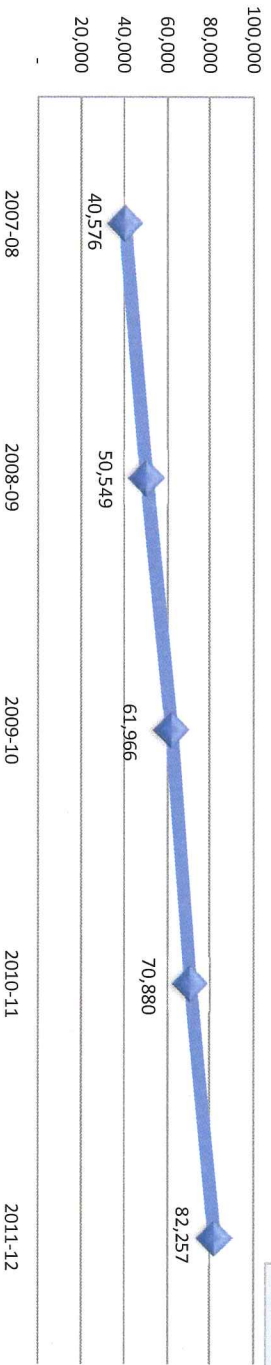
DEVELOPMENTAL EDU.	Fall 08	Fall 09	Fall 10	Fall 11	Fall 12
ESOL	5,096	5,124	5,252	5,109	3,965
Guided Studies	2,133	2,308	2,586	2,825	2,350
Mathematics	7,706	8,389	9,783	10,958	9,522
Writing	2,810	3,196	3,764	4,108	3,390
NCOS – Non-Course Offerings*	-	-	-	-	419
Total	17,745	19,017	21,385	23,000	19,646

* It include PREM, PREP, & PREM courses.

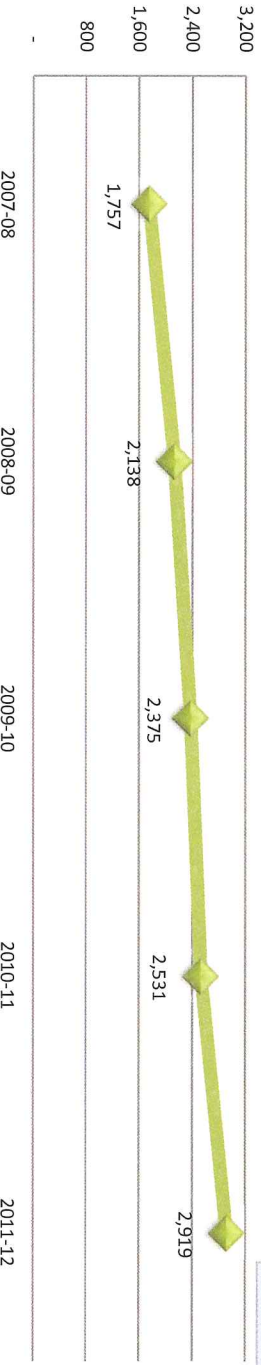
Source: THECB Compliance Reports, FCBM004, Fall 2008 to Fall 2012.

DISTANCE EDUCATION COURSE ENROLLMENT AND SECTIONS—2008-2012

Distance Education Course Enrollment Trend (Annual)

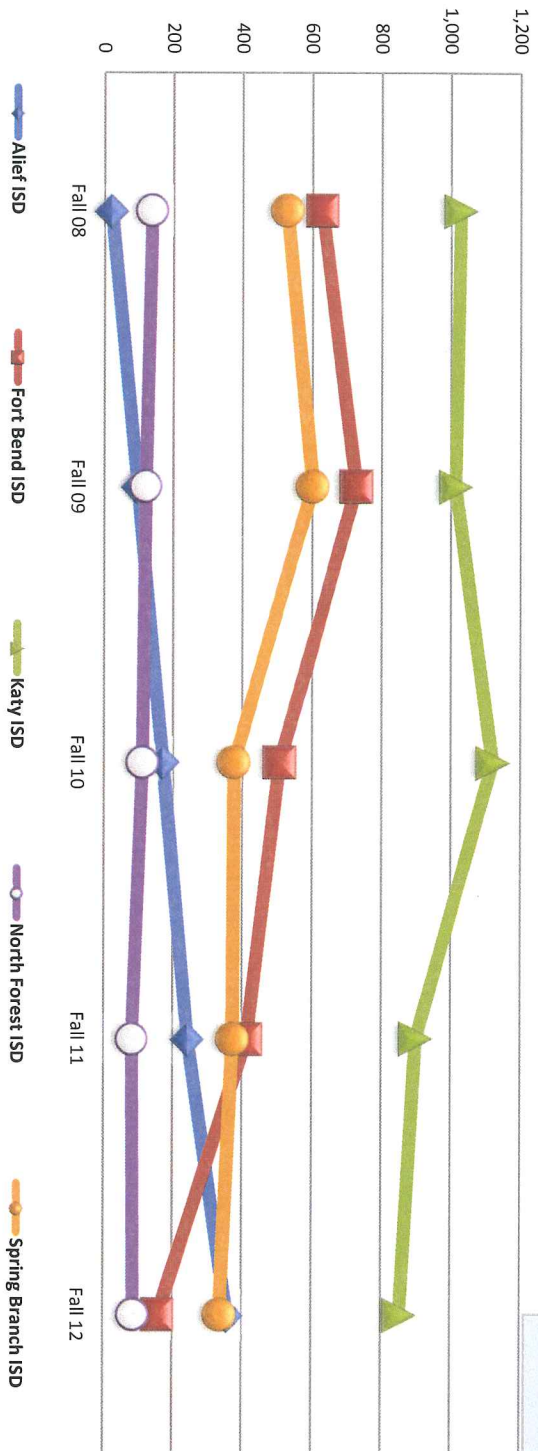


Number of Distance Education Sections Trends (Annual)



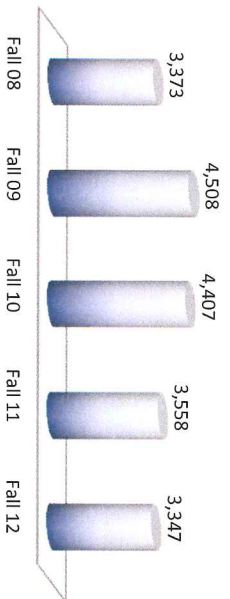
Source: HCC OIR DataMart Files, End of Term, 2008 - 2012.

Dual Credit Unduplicated Enrollment by Independent School District (ISD)



-10%
5-Year change in Unduplicated Enrollment in Dual Credit.

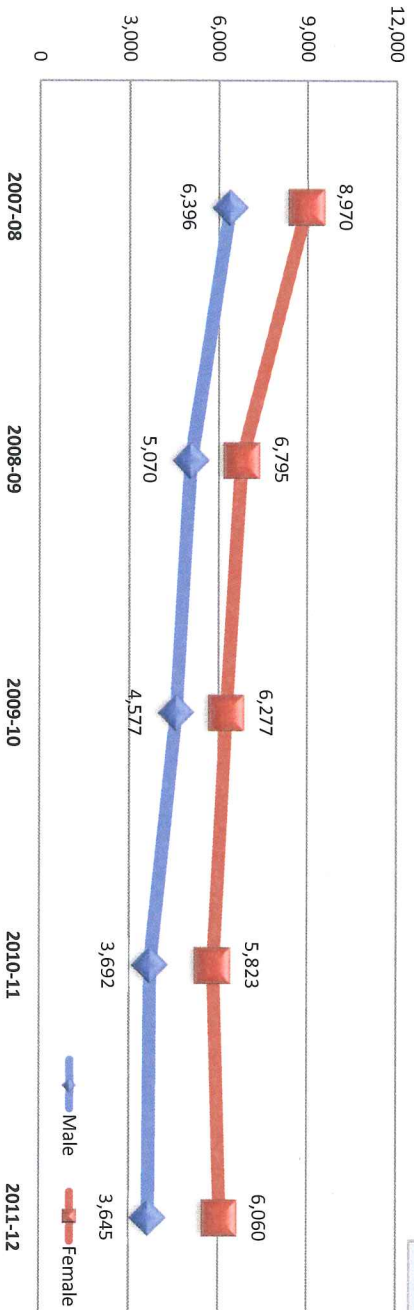
Houston ISD (Unduplicated Enrollment)



Source: HCC Fiscal Management Reports, 11c, Fall 2008-12.

ADULT EDUCATION PROGRAMS BY GENDER—2008-2012

ABE/ASE*/ESL Enrollment by Gender (Annual)



-43%
5-Year change in male population.

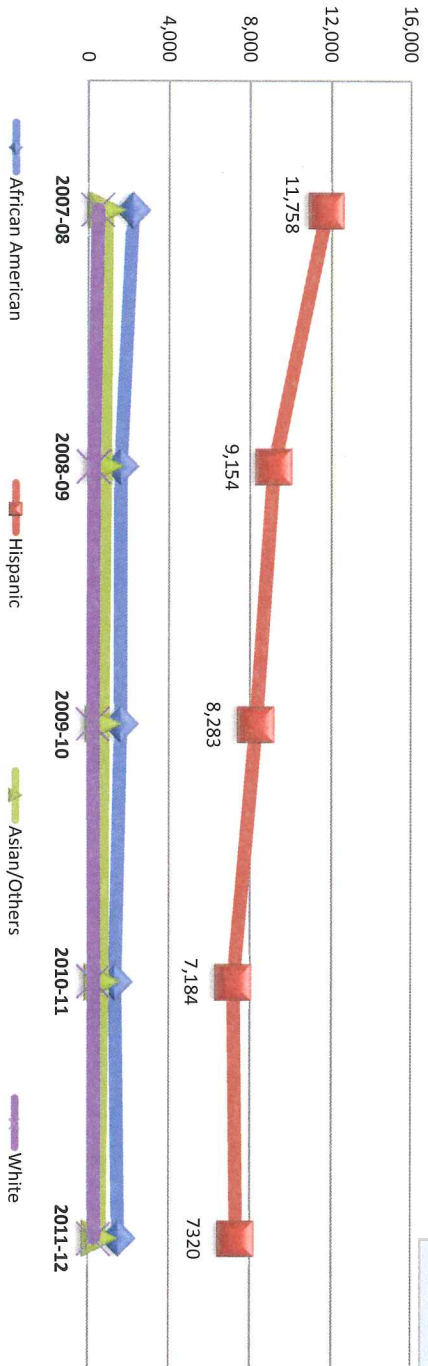
Gender	2007-08	2008-09	2009-10	2010-11	2011-12
Male	6,396 41.6%	5,070 42.7%	4,577 42.2%	3,692 38.8%	3,645 37.6%
Female	8,970 58.4%	6,795 57.3%	6,277 57.8%	5,823 61.2%	6,060 62.4%
Total	15,366	11,865	10,854	9,515	9,705

* ASE-Adult Secondary Education students function at the 9th grade level or higher in reading, mathematics, and language as assessed by the Test of Adult Basic Education (TABE).

Source: Texas Educating Adults Management System (TEAMs), 2008-2012.

ADULT EDUCATION PROGRAMS BY ETHNICITY—2008-2012

ABE/ASE*/ESL Enrollment by Ethnicity (Annual)



-32%
5-Year change in African American population.

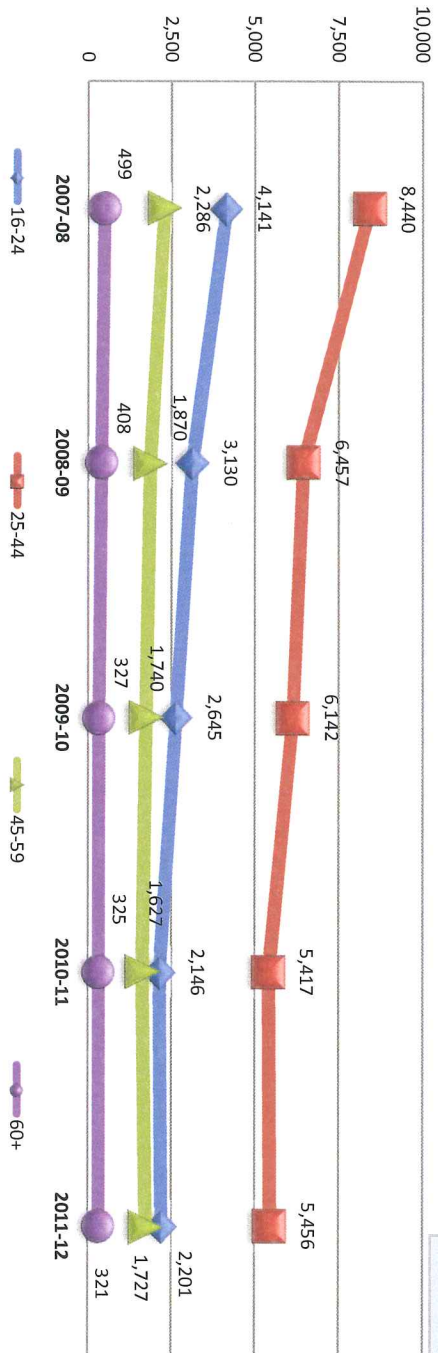
Ethnicity	2007-08		2008-09		2009-10		2010-11		2011-12	
	Enrollment	%	Enrollment	%	Enrollment	%	Enrollment	%	Enrollment	%
African American	2,223	14.5%	1,609	13.6%	1,609	14.8%	1,335	14.0%	1,503	15.5%
Hispanic	11,758	76.5%	9,154	77.2%	8,283	76.3%	7,184	75.5%	7,320	75.4%
Asian/Others	913	5.9%	828	7.0%	734	6.8%	705	7.4%	576	5.9%
White	472	3.1%	274	2.3%	228	2.1%	291	3.1%	306	3.2%
Total	15,366		11,865		10,854		9,515		9,705	

* ASE-Adult Secondary Education students function at the 9th grade level or higher in reading, mathematics, and language as assessed by the Test of Adult Basic Education (TABE).

Source: Texas Educating Adults Management System (TEAMS), 2008-2012.

ADULT EDUCATION PROGRAMS BY AGE—2008-2012

ABE/ASE*/ESL Enrollment by Age Group (Annual)



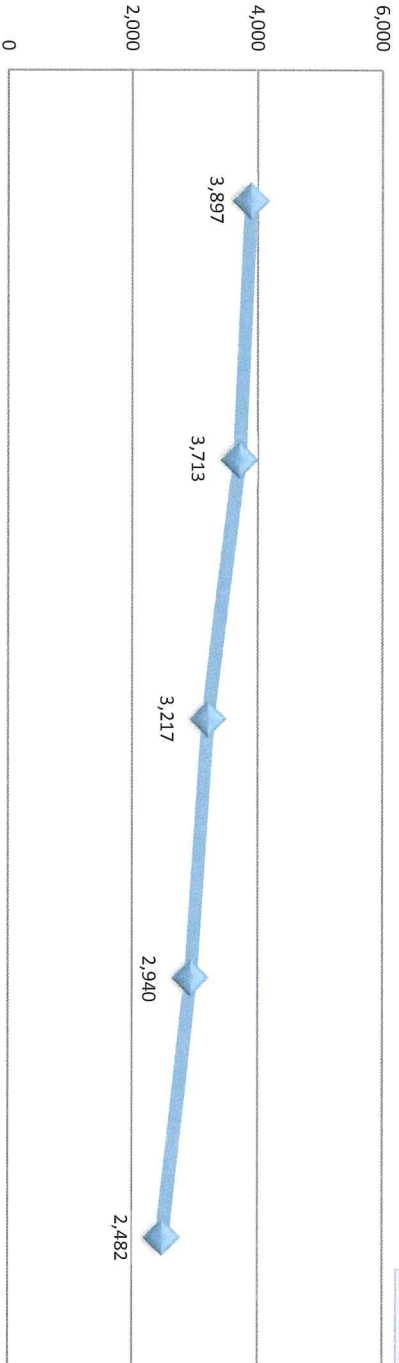
-37%
5-Year change in ABE/ASE*/ESL enrollment.

Age Group	2007-08	2008-09	2009-10	2010-11	2011-12
16-24	4,141 26.9%	3,130 26.4%	2,645 24.4%	2,146 22.6%	2,201 22.7%
25-44	8,440 54.9%	6,457 54.4%	6,142 56.6%	5,417 56.9%	5,456 56.2%
45-59	2,286 14.9%	1,870 15.8%	1,740 16.0%	1,627 17.1%	1,727 17.8%
60+	499 3.2%	408 3.4%	327 3.0%	325 3.4%	321 3.3%
Total	15,366	11,865	10,854	9,515	9,705

* ASE-Adult Secondary Education students function at the 9th grade level or higher in reading, mathematics, and language as assessed by the Test of Adult Basic Education (TABE).

Source: Texas Educating Adults Management System (TEAMS), 2008-2012.

Adult High School Enrollment Trend (Annual)



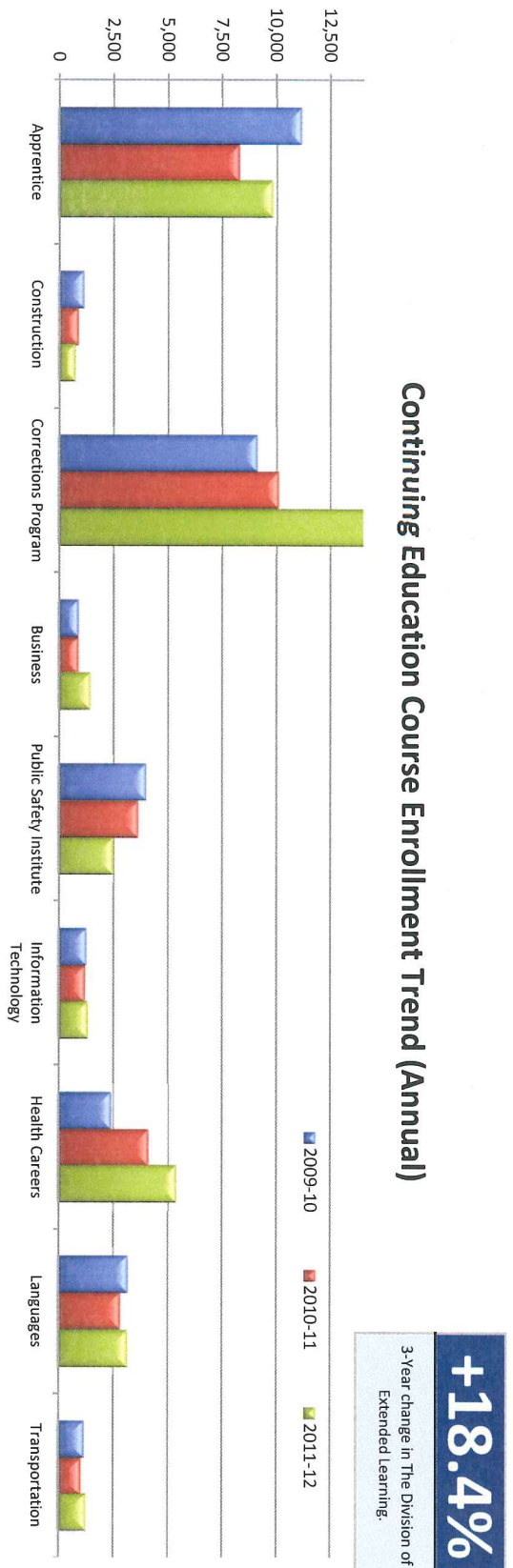
-36%
5-Year change in Adult High School enrollment.

The top ten feeder high schools for the Adult High School Program (2011-12)

High School Name	Enrollment	High School Name	Enrollment
Bellaire High School (Houston ISD)	92	Kempner High School (Fort Bend ISD)	43
Austin High School (Houston ISD)	55	Austin High School (Fort Bend ISD)	42
Milby High School (Houston ISD)	51	Hightower High School (Fort Bend ISD)	41
Hastings High School (Alief ISD)	50	Westside High School (Houston ISD)	40
Travis High School (Fort Bend ISD)	46	St Pius X High School (Private)	40

Source: HCC OIR DataMart Files, 2008-2012.

CONTINUING EDUCATION COURSE ENROLLMENT BY CLUSTERS—2010-2012



COURSE TYPE

Continuing Education Unit Content Area:	2009-10	2010-11	2011-12
Apprentice	11,188	8,304	9,828
Construction	1,156	886	738
Corrections Program	9,140	10,119	16,001
Business	918	900	1,451
Public Safety Institute	3,995	3,626	2,493
Information Technology	1,281	1,207	1,327
Health Careers	2,419	4,129	5,381
Languages	3,185	2,834	3,161

COURSE TYPE

Continuing Education Unit Content Area:	2009-10	2010-11	2011-12
Transportation	1,179	1,035	1,267
Total Enrollment (Duplicated)	34,461	33,040	41,647

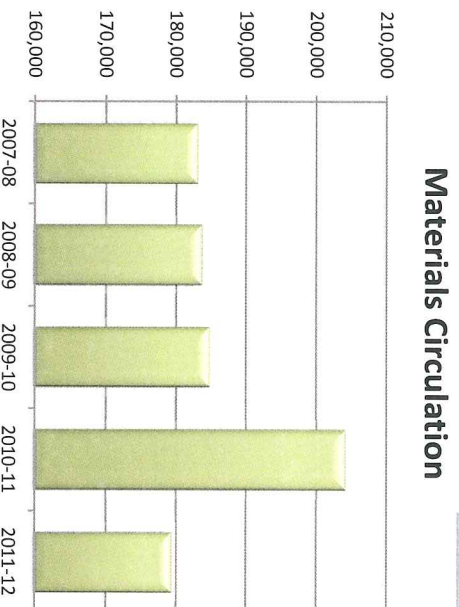
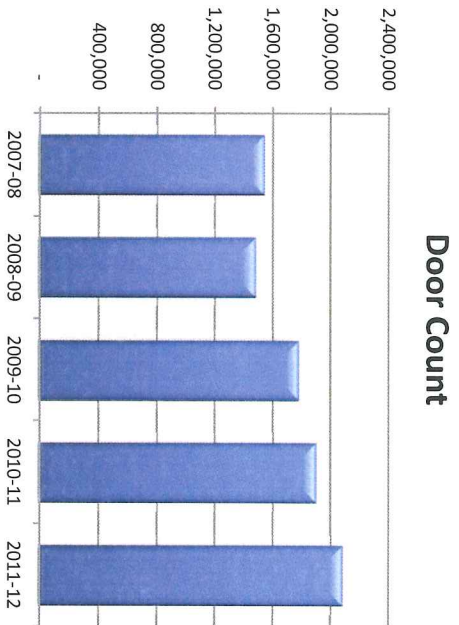
Non-Credit Content Area:	2009-10	2010-11	2011-12
Online CE Courses	1,293	1,081	1,485
Leisure	1,534	1,048	910
Transportation Motorcycle	121	144	246
Total Enrollment (Duplicated)	2,948	2,273	2,641

Numbers on this page represent seat count, not number of students.

Source: PeoplesSoft Query – "All ClassesMonitor" by Term - Fall 2009 to Summer 2012.

Library Service by Door Count and Materials Circulation

-2.1%
5-Year change in Library Materials Circulation.



	Use of Library Services			Library Collection		
	Door Count	Orientation Attendees	Materials Circulation	Book Volumes*	Subscriptions*	Media Titles**
2007-2008	1,544,137	12243	183,171	230,369	37,268	21,168
2008-2009	1,482,628	18,318	183,701	243,884	17,324	24,905
2009-2010	1,785,333	22,200	184,842	255,716	36,122	27,068
2010-2011	1,904,496	20,316	204,112	291,198	22,211	28,507
2011-2012	2,084,160	14,381	179,399	295,305	19,346	28,065

* Book Volumes and Subscriptions include e-books and e-journals.

** Media Titles includes Digital Video.

Source: The National Center for Education Statistics (NCES), 2008-2012.



In 2012, HCC was ranked **2nd** (in Two-Year Institutions) nationally in the number of Associate Degrees Produced by Community College Week, up from **5th** in 2011.

ACADEMIC ACHIEVEMENT

**ASSOCIATE DEGREES:
ALL DISCIPLINES**

2011 Rank*	Two-Year Institutions	State	Associate Degrees
8	Northern Virginia Community College	VA	4,695
12	Houston Community College	TX	3,606
14	Salt Lake Community College	UT	3,413
15	Lone Star College System	TX	3,320
16	Tarrant County College District	TX	3,298
17	CUNY Borough of Manhattan Community College	NY	3,180
18	Suffolk County Community College	NY	3,159
19	Brevard Community College	FL	2,961
20	Hillsborough Community College	FL	2,951
21	El Paso Community College	TX	2,945

* Out-of 100, Two-Year Institutions & Four-Year Institutions

ACADEMIC ACHIEVEMENT

AWARDS AND COMPLETIONS

AWARDS AND COMPLETIONS ACADEMIC YEAR 2011-2012

AWARD AND COMPLETION TRENDS — 2008-2012

_____ 34
_____ 35

GRADE DISTRIBUTION

GRADE DISTRIBUTION TRENDS — 2008-2012

_____ 36

TRANSFER STUDENTS

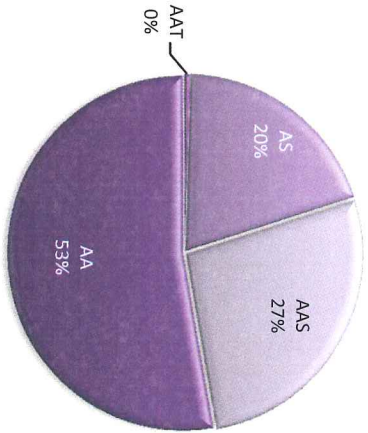
TOP PUBLIC TEXAS UNIVERSITIES FOR HCC TRANSFERS—FALL 2007 - FALL 2011

TRANSFER RATE TRENDS 2007-2011

_____ 37
_____ 38

Degrees, Certificates, Other Awards for Academic Year 2011-2012

Associate Degrees

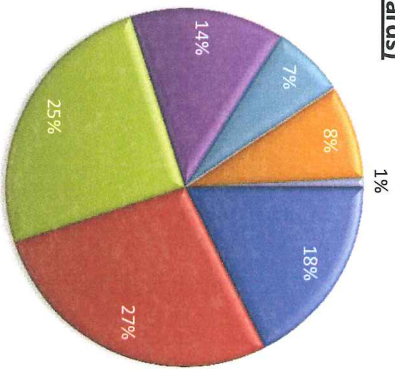


Associate Degrees	Number of Programs	Number Awarded
Associate in Arts (AA)	17	2,203
Associate of Arts in Teaching (AAT)	3	20
Associate in Science (AS)	4	817
Associate in Applied Science (AAS)	96	1,138
Associate Degrees Total	120	4,178

Certificates	Number Awarded
Certificate 1, 2, & 3	1,565
Advanced Technology (ATC)	15
Certificates Total	151

Other Awards	Number Awarded
Completion of Core Curriculum	2,898
Marketable Skills Achiever	1,098
Other Awards Total	44
TOTAL	315

Ethnicity (Total Awards)

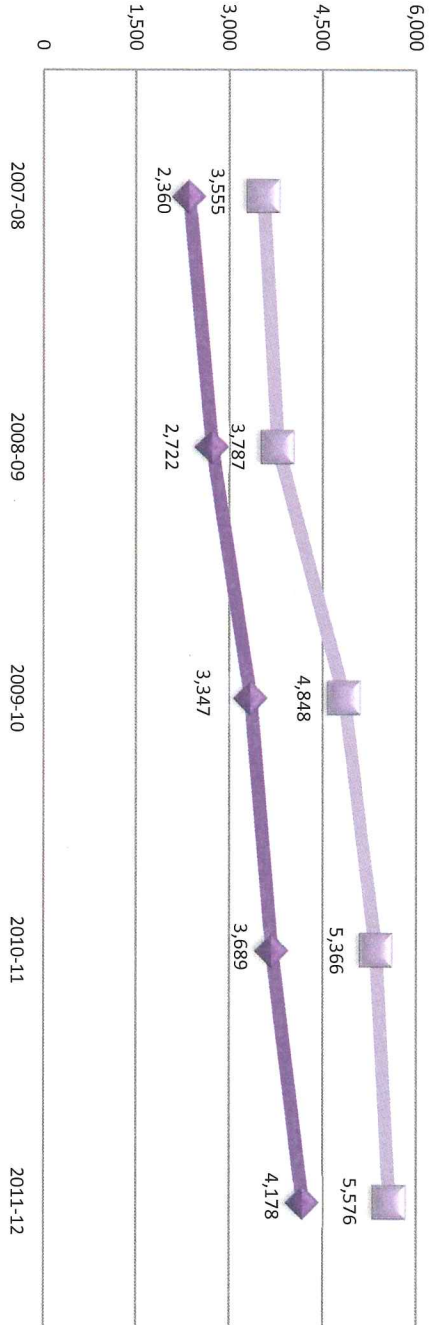


- White
- Black
- Hispanic
- Asian
- Other
- International
- Multi-Racial

Source: THECB Compliance Reports, FCBM009, FCBM00M Fall 2012.

AWARD AND COMPLETION TRENDS—2008-2012

Award and Completion Trends



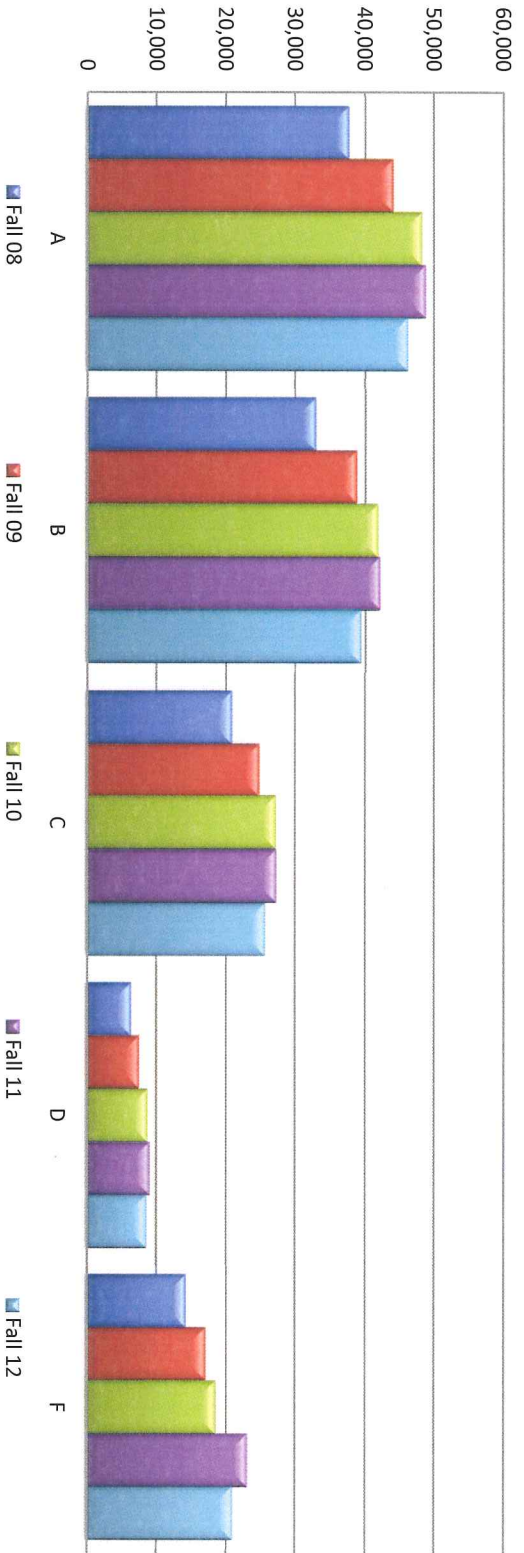
+77%
5-Year change in associate degrees.

	2007-08	2008-09	2009-10	2010-11	2011-12
Associate Degrees	2,360	2,722	3,347	3,689	4,178
Certificates/Other Awards	3,555	3,787	4,848	5,366	5,576
TOTAL	5,915	6,509	8,195	9,055	9,754
	39.9%	41.8%	40.8%	40.7%	42.8%
	60.1%	58.2%	59.2%	59.3%	57.2%

Source: Combined, certified THECB CBM009 and CBM00M Reports, Fall 2008 - 2012.

GRADE DISTRIBUTION TRENDS—FALL 2008 - FALL 2012

Grade Distribution Trends

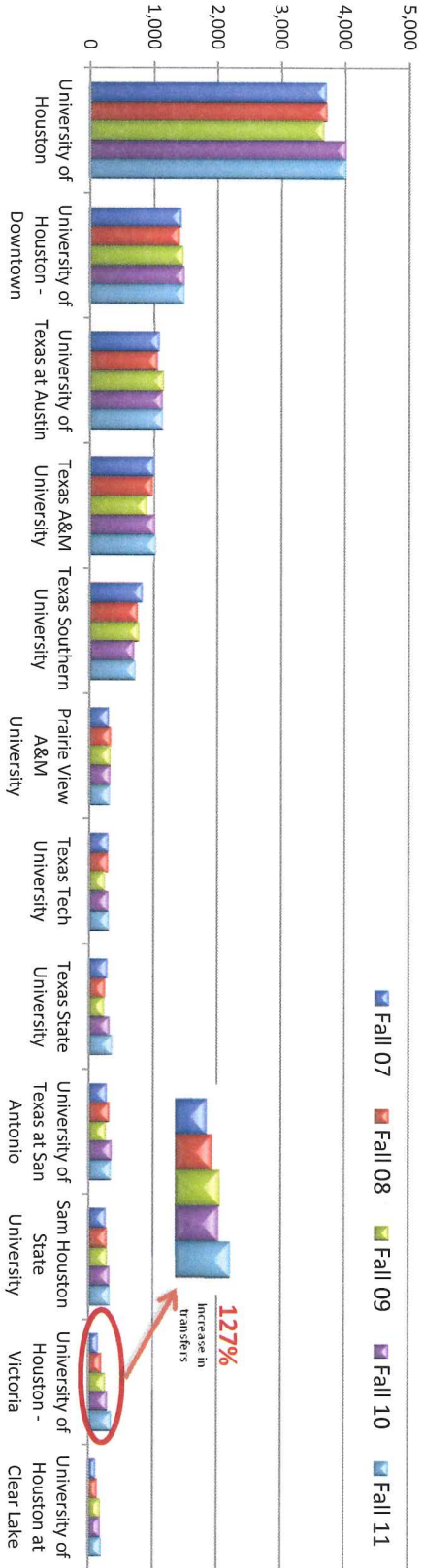


FALL	A	B	C	D	F	W*	I*	IP*	TOTAL
2008	37,778	33,044	20,948	6,320	14,338	14,198	2,099	1,683	130,408
2009	44,165	38,885	24,847	7,477	17,198	15,134	2,256	1,736	151,698
2010	48,316	41,910	27,252	8,720	18,601	18,379	2,183	1,808	167,169
2011	48,877	42,249	27,319	9,004	23,127	18,083	2,009	1,723	172,391
2012	46,319	39,455	25,718	8,577	20,972	13,497	1,739	1,548	157,825
	SUBTOTAL	SUBTOTAL	SUBTOTAL	SUBTOTAL	SUBTOTAL	SUBTOTAL	SUBTOTAL	SUBTOTAL	TOTAL
	91,770	107,897	117,478	118,445	111,492	6,320	14,338	20,658	130,408
	6,320	7,477	8,720	9,004	9,004	14,198	2,099	1,683	17,980
	14,338	17,198	18,601	23,127	23,127	15,134	2,256	1,736	19,126
	20,658	24,675	27,321	32,131	32,131	18,379	2,183	1,808	22,370
	29,549	29,549	29,549	29,549	29,549	18,083	2,009	1,723	21,815
	111,492	111,492	111,492	111,492	111,492	13,497	1,739	1,548	16,784
	157,825	157,825	157,825	157,825	157,825	157,825	157,825	157,825	157,825

*W = Withdrawal, I = Incomplete, IP = In Progress

Source: HCC Standard Report, HIRGRDSE, Fall 2008 - Fall 2011 & Program Review Dashboard, Fall 2012.

Top Public Texas Universities for HCC Transfers

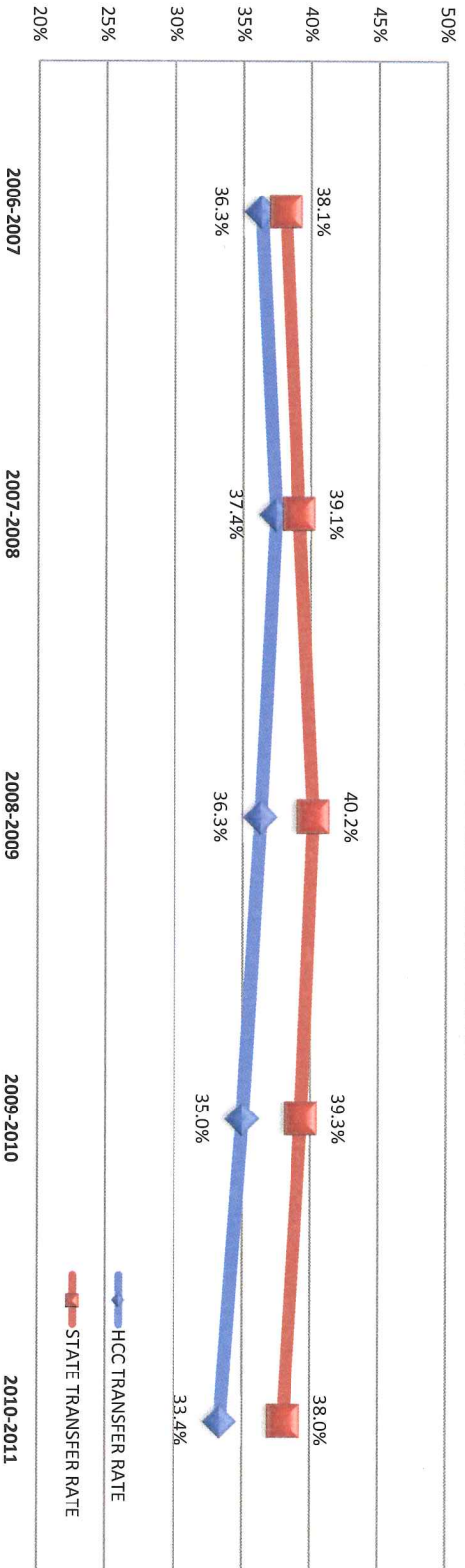


UNIVERSITY NUMBER HCC TRANSFERS

UNIVERSITY	Fall 07	Fall 08	Fall 09	Fall 10	Fall 11
University of Houston	3,710	3,716	3,673	4,015	4,010
University of Houston - Downtown	1,427	1,399	1,460	1,480	1,479
University of Texas at Austin	1,081	1,053	1,148	1,128	1,132
Texas A&M University	1,003	980	891	1,016	1,033
Texas Southern University	828	747	767	693	716
Prairie View A&M University	301	333	326	324	319
Texas Tech University	296	291	248	296	308
Texas State University - San Marcos	284	245	233	315	360
University of Texas at San Antonio	277	317	264	352	344
Sam Houston State University	272	286	289	325	330
University of Houston - Victoria	155	199	261	295	352
University of Houston at Clear Lake	116	142	186	187	199

Source: THECB, Automated Student and Adult Learner Follow-up System, Students Pursuing Additional Education By Institution, Fall 2007 - 2011.

Student Transfer Rate Trends 2007-2011



ACADEMIC YEAR	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
HCC TRANSFER RATE	36.3%	37.4%	36.3%	35.0%	33.4%
STATE TRANSFER RATE	38.1%	39.1%	40.2%	39.3%	38.0%

Transfer Rate is the percent of Students found to be enrolled in a Texas public higher education institution in the Fall following a given academic year.
 Source: THECB, Automated Student and Adult Learner Follow-Up System, Summary by Institution and Statewide.

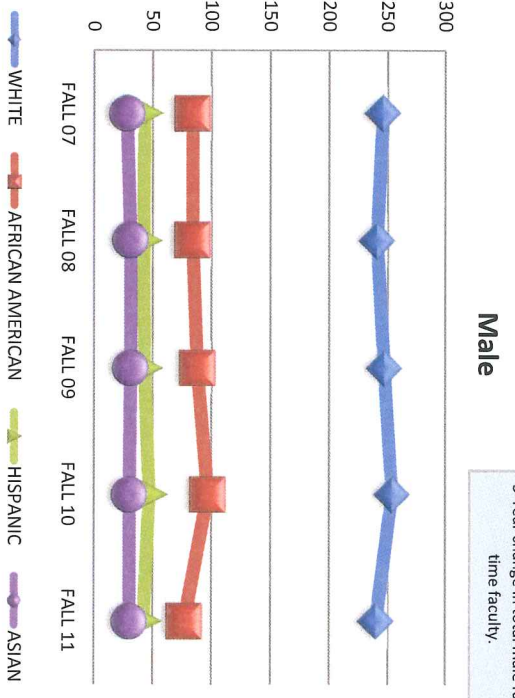
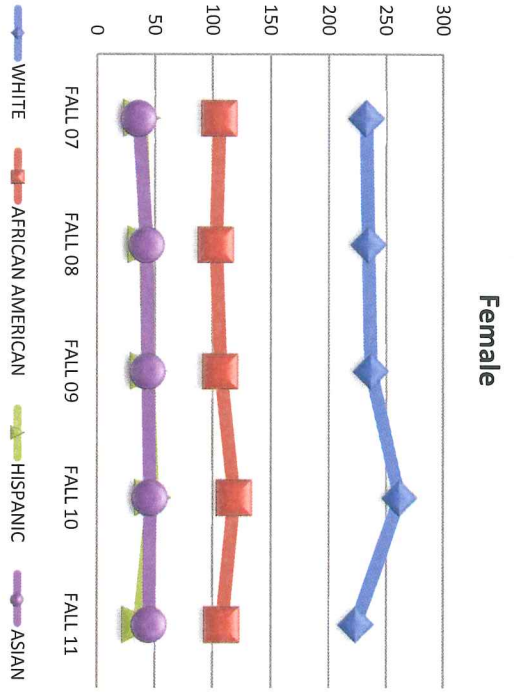
PERSONNEL PROFILE

PERSONNEL PROFILE

FULL-TIME FACULTY—FALL 2007-FALL 2011 GENDER AND ETHNICITY	41
PART-TIME FACULTY—FALL 2007-FALL 2011 GENDER AND ETHNICITY	42
FULL-TIME ADMINISTRATION—FALL 2007-FALL 2011 GENDER AND ETHNICITY	43
FULL-TIME SUPPORT STAFF—FALL 2007-FALL 2011 GENDER AND ETHNICITY	44

Full-Time Faculty by Gender and Ethnicity

-3%
5-Year change in total male full-time faculty.



	Female					Male				
	FALL 07	FALL 08	FALL 09	FALL 10	FALL 11	FALL 07	FALL 08	FALL 09	FALL 10	FALL 11
WHITE	233	235	237	262	224	246	241	247	254	240
AFRICAN AMERICAN	106	103	107	119	108	84	84	88	97	77
HISPANIC	38	42	44	48	37	43	42	43	47	42
ASIAN/PACIFIC ISLANDER	36	43	44	46	45	28	31	31	30	30
OTHER	3	3	3	3	3	4	5	4	4	3
TOTAL	416	426	435	478	417	405	403	413	432	392

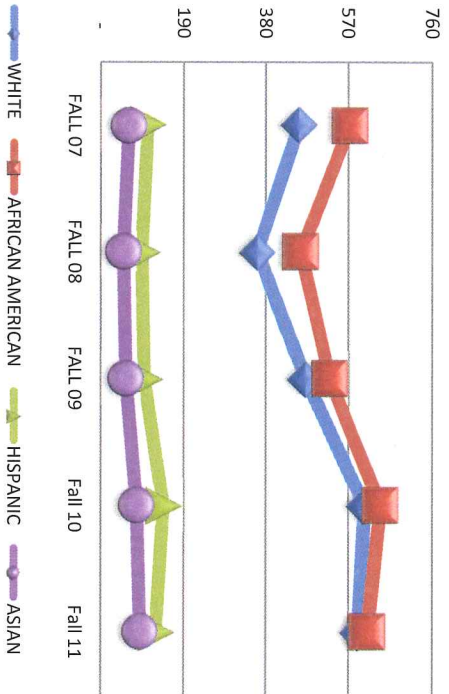
As of Fall 2011, the full-time faculty no longer include full-time librarians and counselors.

Source: IPEDS Human Resources Survey, Fall 2007-11.

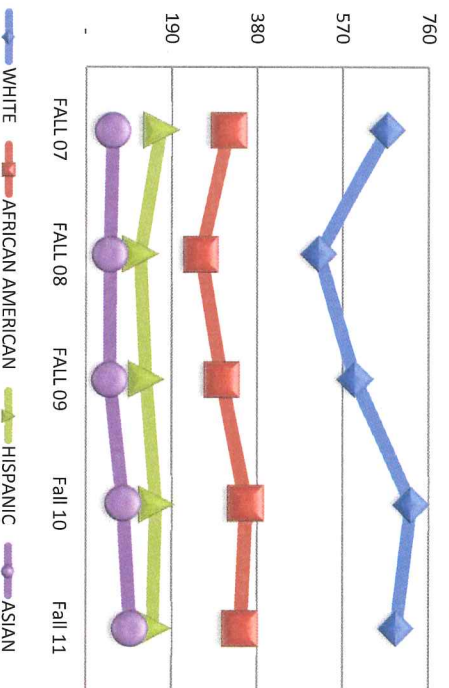
Part-Time Faculty by Gender and Ethnicity

+26%
5-Year change in total female part-time faculty.

Female



Male

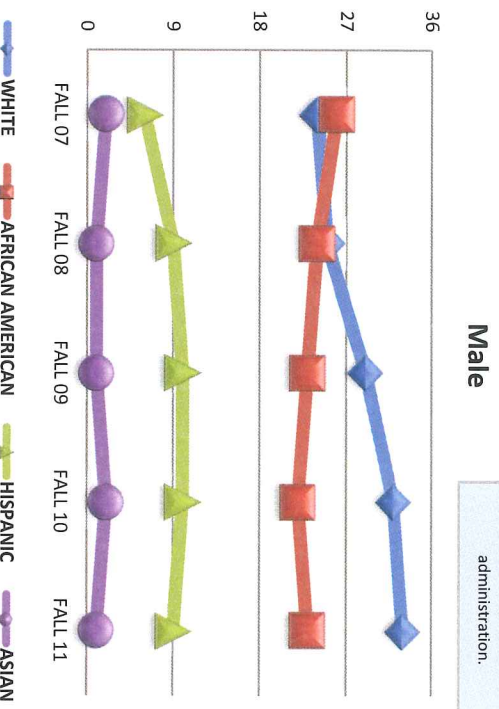
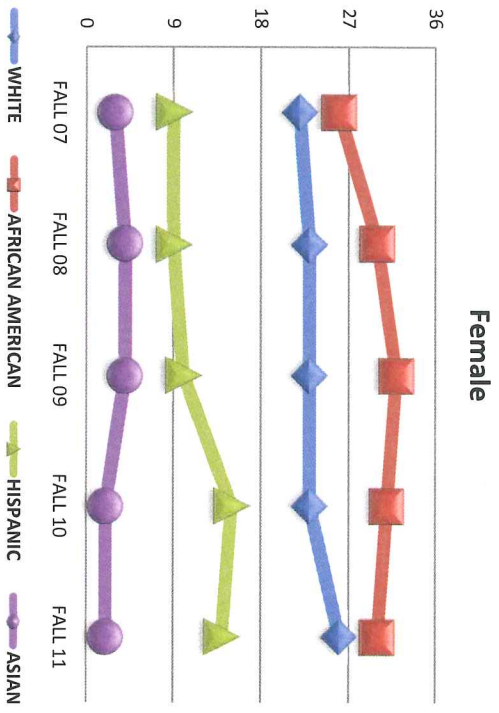


	Female					Male					TOTAL									
	FALL 07	FALL 08	FALL 09	FALL 10	FALL 11	FALL 07	FALL 08	FALL 09	FALL 10	FALL 11										
WHITE	456	361	472	607	592	669	518	598	722	688	1,246	1,051	1,219	1,548	1,476	1,253	998	1,126	1,373	1,305
AFRICAN AMERICAN	573	460	527	642	613	318	256	303	356	344	1,08	94	100	144	126	166	120	133	155	148
HISPANIC	108	94	58	82	90	65	52	84	82	90	44	84	62	73	55	60	54	53	82	98
ASIAN/PACIFIC ISLANDER	44	84	62	73	55	40	50	39	58	27										

Source: IPEDS Human Resources Survey, Fall 2007-11.

Full-Time Administration by Gender and Ethnicity

+20%
5-Year change in female administration.

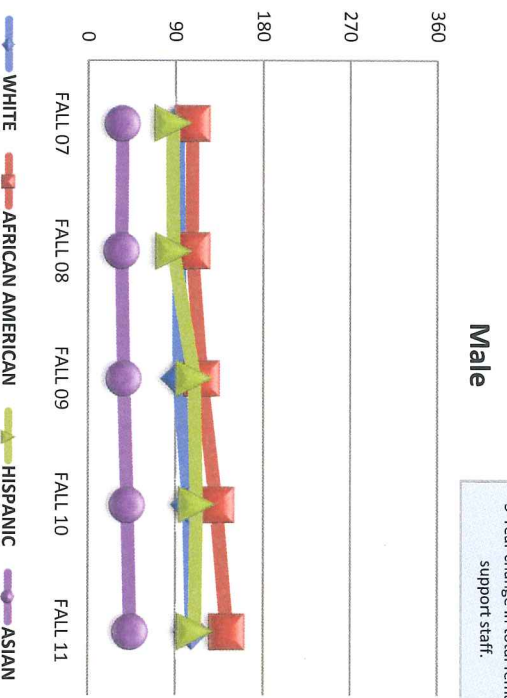
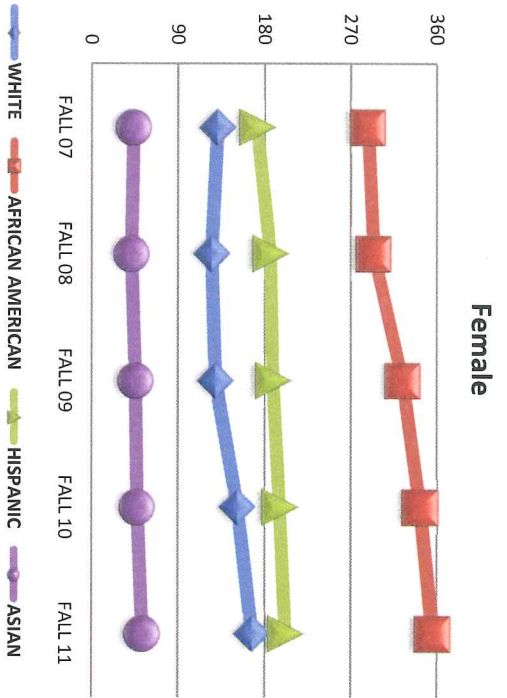


	Female					Male					TOTAL
	FALL 07	FALL 08	FALL 09	FALL 10	FALL 11	FALL 07	FALL 08	FALL 09	FALL 10	FALL 11	
WHITE	22	23	23	23	26	24	25	29	32	33	60
AFRICAN AMERICAN	26	30	32	31	30	26	24	23	22	23	66
HISPANIC	9	9	10	15	14	6	9	10	10	9	69
ASIAN/PACIFIC ISLANDER	3	4	4	2	2	2	1	1	2	1	71
TOTAL	60	66	69	71	72	58	59	63	66	66	

Source: IPEDS Human Resources Survey, Fall 2007-11.

Full-Time Support Staff by Gender and Ethnicity

+23%
5-Year change in total female support staff.



	Female					Male				
	FALL 07	FALL 08	FALL 09	FALL 10	FALL 11	FALL 07	FALL 08	FALL 09	FALL 10	FALL 11
WHITE	131	125	129	152	167	92	94	94	104	107
AFRICAN AMERICAN	288	294	325	343	356	107	107	117	132	143
HISPANIC	172	186	189	196	202	87	88	109	112	110
ASIAN/PACIFIC ISLANDER	44	42	46	48	53	36	35	37	41	44
OTHER	1	2	4	4	4	3	4	3	3	3
TOTAL	636	649	693	743	782	325	328	360	392	407

Source: IPEDS Human Resources Survey, Fall 2007-11.

The HCC Bond Referendum Passed



November 06, 2012

Office of the Chancellor

November 08, 2012

Dear HCC Family,

On behalf of the HCC Board of Trustees, thanks to you and all the members of the community that recognized the importance of higher education and the role of HCC. So many people contributed to the effort and made our 2012 bond initiative a truly collaborative undertaking. We could not have achieved our important goals without you.

This week HCC earned 67% approval from the Houston community to issue \$425 million in bonds. The community's vote in favor of HCC's bond referendum is a clear demonstration that you value higher education, Houston Community College, and the strong economic future we are working together to ensure.

We are grateful for the support we received across the community, including business owners, political leaders, community, education and religious leaders, parents, students, and others who are interested in what is best for the community. We recognize the sensitivities of the times in which we live and will work hard to continually demonstrate our significant level of fiscal responsibility and absolute commitment to doing what is right for Houston.

The initiative will provide each HCC college with new or renovated facilities and the technology to meet student needs, especially in high-demand areas such as health sciences, as well as science, technology, engineering and math (STEM) education. We will work diligently to deliver everything we have promised and will communicate our progress with you every step of the way.

Thank you again for your strong support of Houston Community College. Together, we can continue to strengthen our city in order to keep Houston working.

Sincerely,

Mary S. Spangler, Ed. D.
Chancellor

3100 Main, Houston, TX 77002 T 713.718.5059 F 713.718.2232 W hccs.edu

FINANCIAL INFORMATION

FINANCIAL INFORMATION

APPROVED BUDGET UNRESTRICTED REVENUES AND EXPENDITURES—2012-2013

DISTRIBUTION OF REVENUES _____ 47
DISTRIBUTION OF EXPENDITURES _____ 47

TAX RATE—2012-2013 _____ 47

AUDITED REVENUES, EXPENDITURES, AND FUNDS—2011-2012

DISTRIBUTION OF REVENUES _____ 48
DISTRIBUTION OF EXPENDITURES _____ 48

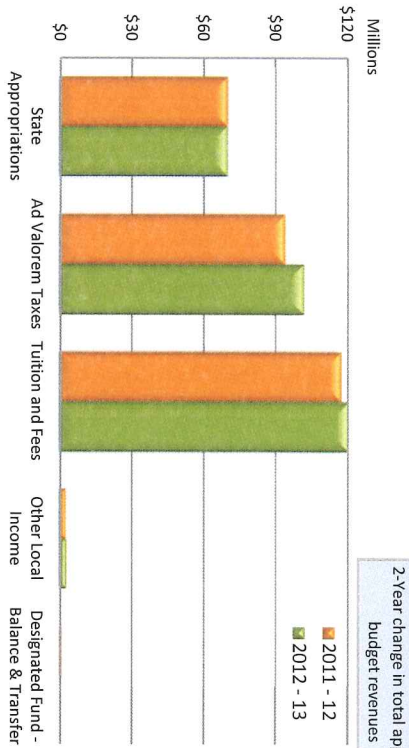
TUITION AND FEES _____ 49

FINANCIAL AID AWARDS

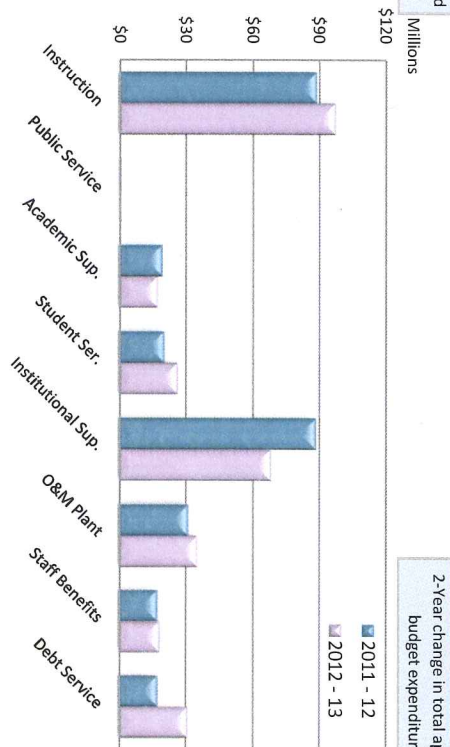
STUDENTS RECEIVING FINANCIAL AID AWARDS _____ 50
AMOUNT ACCEPTED BY FINANCIAL AID STUDENTS _____ 51

APPROVED BUDGET UNRESTRICTED REVENUES AND EXPENDITURES—2012-2013

Distribution of Revenues



Distribution of Expenditures



Distribution of Revenues	2011 - 12	2012 - 13
State Appropriations	\$ 70,326,504	\$ 70,232,038
Ad Valorem Taxes	94,285,726	102,195,871
Tuition and Fees	117,493,352	120,776,996
Other Local Income	2,794,987	2,952,370
Designated Fund - Balance & Transfer	985,081	0
Total Approved Budget Revenues	\$285,885,650	\$296,157,275

Source: HCC Fiscal Year 2011-12 & 2012-13 Budget, Unrestricted Funds.

Tax Rate—2012-2013

Tax Rate Per \$100 Valuation	2011	2013
HCC	0.097222	0.097173
State Community Colleges (Average)	0.163677	0.162594

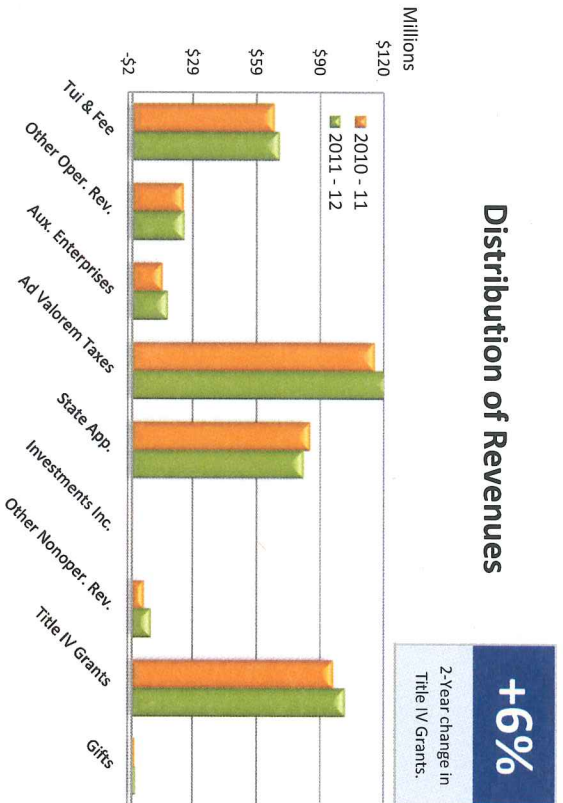
Source: Texas Association of Community Colleges, http://www.tacc.org/documents/FY13tax_006.pdf.

-0.065421

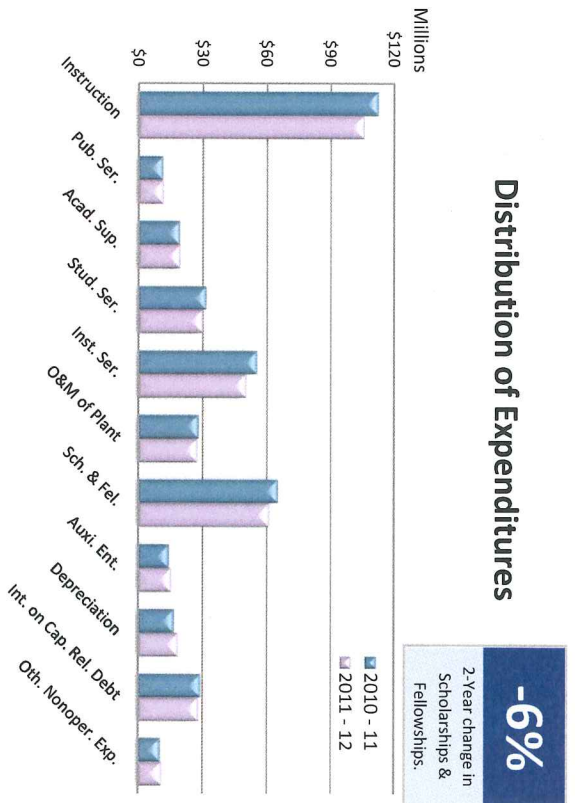
In 2012, difference between HCC & average tax rate state wide.

AUDITED REVENUES, EXPENDITURES, AND FUNDS—2011-2012

Distribution of Revenues



Distribution of Expenditures



NOTE: Revenues, expenditures, and funds categories based on GASB 34-35 format.
 Source: HCC Annual Financial Report for the Fiscal Year Ended August 31, 2010-11 & 2011-12.

TUITION AND FEES—2009-2013

Schedule of Tuition and Fees*

+21%

5-Year change in academic full-time (12 Semester Hours) cost.

Per Semester Hour	ACADEMIC COURSES					WORKFORCE COURSES				
	2008-09	2009-10	2010-11	2011-12	2012-13	2008-09	2009-10	2010-11	2011-12**	2012-13**
3	\$ 168.00	\$ 175.50	\$ 175.80	\$ 207.60	\$ 207.90	\$ 171.00	\$ 178.50	\$ 178.80	\$ 207.60	\$ 207.90
6	\$ 336.00	\$ 345.00	\$ 345.60	\$ 409.20	\$ 409.80	\$ 342.00	\$ 351.00	\$ 351.60	\$ 409.20	\$ 409.80
9	\$ 504.00	\$ 514.50	\$ 515.40	\$ 610.80	\$ 611.70	\$ 513.00	\$ 523.50	\$ 524.40	\$ 610.80	\$ 611.70
12	\$ 672.00	\$ 684.00	\$ 685.20	\$ 812.40	\$ 813.60	\$ 684.00	\$ 696.00	\$ 697.20	\$ 812.40	\$ 813.60
15	\$ 837.00	\$ 850.50	\$ 852.00	\$ 1,011.00	\$ 1,012.50	\$ 852.00	\$ 865.50	\$ 867.00	\$ 1,011.00	\$ 1,012.50

Per Semester Hour	ACADEMIC COURSES					WORKFORCE COURSES				
	2008-09	2009-10	2010-11	2011-12	2012-13	2008-09	2009-10	2010-11	2011-12**	2012-13**
3	\$ 330.00	\$ 337.50	\$ 358.80	\$ 408.60	\$ 423.90	\$ 333.00	\$ 340.50	\$ 361.80	\$ 408.60	\$ 423.90
6	\$ 660.00	\$ 669.00	\$ 711.60	\$ 811.20	\$ 841.80	\$ 666.00	\$ 675.00	\$ 717.60	\$ 811.20	\$ 841.80
9	\$ 990.00	\$ 1,000.50	\$ 1,064.40	\$ 1,213.80	\$ 1,259.70	\$ 999.00	\$ 1,009.50	\$ 1,073.40	\$ 1,213.80	\$ 1,259.70
12	\$ 1,320.00	\$ 1,332.00	\$ 1,417.20	\$ 1,616.40	\$ 1,677.60	\$ 1,332.00	\$ 1,344.00	\$ 1,429.20	\$ 1,616.40	\$ 1,677.60
15	\$ 1,647.00	\$ 1,660.50	\$ 1,767.00	\$ 2,016.00	\$ 2,092.50	\$ 1,662.00	\$ 1,675.50	\$ 1,782.00	\$ 2,016.00	\$ 2,092.50

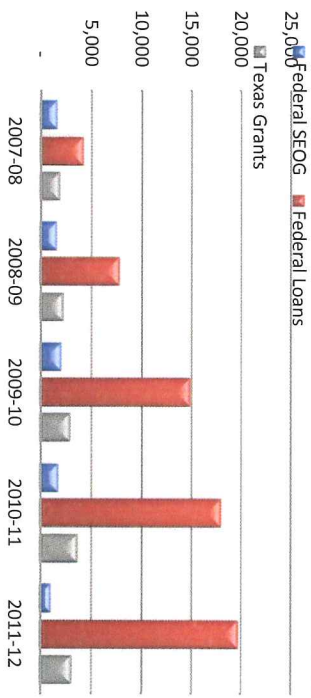
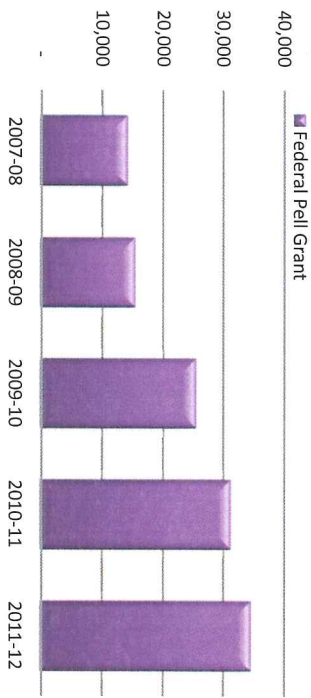
Per Semester Hour	ACADEMIC COURSES					WORKFORCE COURSES				
	2008-09	2009-10	2010-11	2011-12	2012-13	2008-09	2009-10	2010-11	2011-12**	2012-13**
3	\$ 427.00	\$ 434.50	\$ 427.80	\$ 458.10	\$ 473.40	\$ 430.00	\$ 437.50	\$ 430.80	\$ 458.10	\$ 473.40
6	\$ 780.00	\$ 789.00	\$ 849.60	\$ 910.20	\$ 940.80	\$ 786.00	\$ 795.00	\$ 855.60	\$ 910.20	\$ 940.80
9	\$ 1,170.00	\$ 1,180.50	\$ 1,271.40	\$ 1,362.30	\$ 1,408.20	\$ 1,179.00	\$ 1,189.50	\$ 1,280.40	\$ 1,362.30	\$ 1,408.20
12	\$ 1,560.00	\$ 1,572.00	\$ 1,693.20	\$ 1,814.40	\$ 1,875.60	\$ 1,572.00	\$ 1,584.00	\$ 1,705.20	\$ 1,814.40	\$ 1,875.60
15	\$ 1,947.00	\$ 1,960.50	\$ 2,112.00	\$ 2,263.50	\$ 2,340.00	\$ 1,962.00	\$ 1,975.50	\$ 2,127.00	\$ 2,263.50	\$ 2,340.00

COST OF CONTINUING EDUCATION COURSES -- Fall 12	
CEU Courses	Per course basis
Community Service	Per course basis
Adult Education	No tuition and fees
GED	\$25 materials fee per course
Adult High School***	\$175 per course

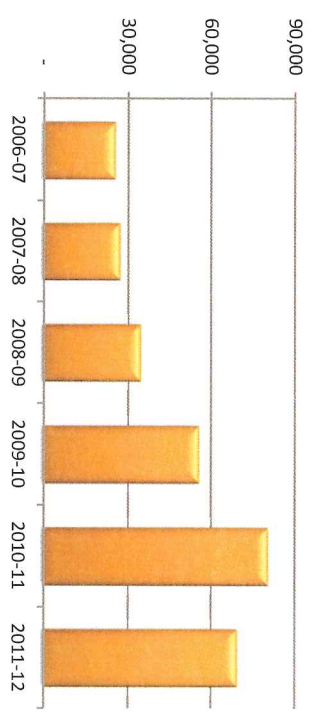
Note:
 * Laboratory/fees are not included.
 ** Same as Academic Courses.
 *** An Additional fee of \$10.00 for Art, BCIS, BIM, & Web Mastering only.
 Source: Student Financial Services, Fiscal Years 2009-2013.

Number of Students Receiving Financial Aid Awards

+141%
5-Year change in the number of students.



Total Financial Aid Awards



	2007-08	2008-09	2009-10	2010-11	2011-12
Federal Pell Grant	14,165	15,365	25,446	31,290	34,661
Federal SEOG	1,708	1,715	2,189	1,867	1,097
Federal Loans	4,246	7,886	14,953	18,103	19,804
Texas Grants	1,977	2,327	2,986	3,696	3,098
Texas Loans	57	47	44	42	8
Federal/Texas Work Study	317	563	407	381	438
Scholarships	1,558	1,626	2,768	3,490	3,132
UNDULICATED TOTAL	16,685	19,402	33,375	37,205	40,262

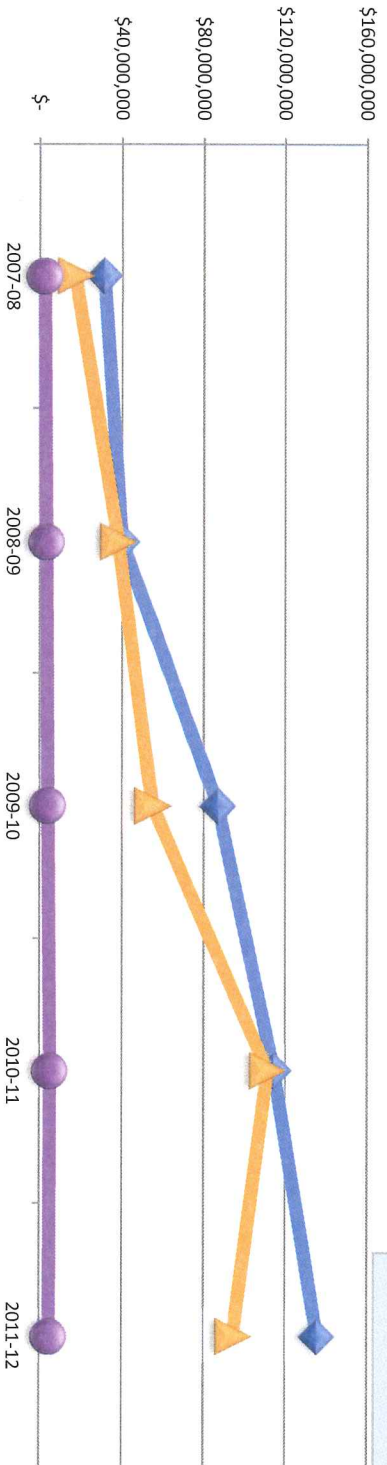
	2007-08	2008-09	2009-10	2010-11	2011-12
Federal Pell Grant	14,165	15,365	26,877	34,832	34,663
Federal SEOG	1,730	1,715	2,189	1,867	1,097
Federal Loans	6,936	12,308	19,739	35,472	26,546
Texas Grants	2,353	2,815	3,526	4,262	3,604
Texas Loans	74	59	66	60	8
Federal/Texas Work Study	319	566	407	381	438
Scholarships	1,754	1,726	2,980	3,601	3,228
DUPLICATED TOTAL	27,331	34,554	55,784	80,475	69,584

*Total number of students is unduplicated; students may receive more than one award.

Source: HCC Financial Aid DataMart.

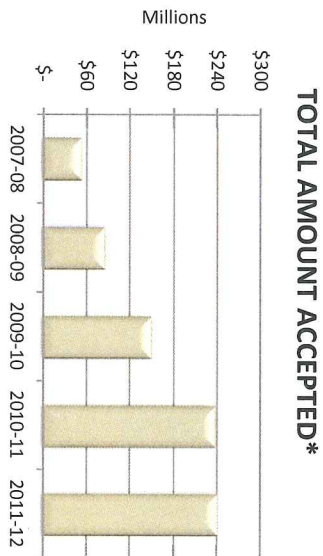
FINANCIAL AID AWARDS—2008-2012

Amount Accepted* by Financial Aid Students



\$187 Million
 Increase in the total amount accepted*,
 when compared to Yr. 2007-08.

	2007-08	2008-09	2009-10	2010-11	2011-12
Federal Pell Grant	\$ 31,417,993	\$ 40,168,313	\$ 86,933,555	\$ 114,624,079	\$ 135,634,106
Federal SEOG	1,449,975	1,459,830	1,815,503	1,580,450	1,142,201
Federal Loans	17,156,129	38,224,891	54,897,277	111,363,321	94,400,926
Texas Grants	2,328,543	3,225,135	4,116,185	5,116,992	4,690,345
Texas Loans	33,594	43,510	50,599	34,237	49,672
Federal Work Study	628,413	1,280,565	1,160,050	1,198,798	1,192,821
Texas Work Study	136,023	374,424	184,478	228,969	212,521
Scholarships	1,564,403	1,695,401	2,527,518	5,025,945	4,753,172
TOTAL	\$ 54,715,072	\$ 86,472,069	\$ 151,685,165	\$ 239,172,791	\$ 242,075,764



* Amount accepted may not equal to actual amount disbursed.

Source: HCC Financial Aid DataMart.

HOUSTON COMMUNITY COLLEGE

3100 Main Street

Houston TX, 77002

www.hccs.edu/

Office of Institutional Research

www.hccs.edu/oir

Martha Oburn, Ph.D., Executive Director of Institutional Research and Innovation

Damian Garza, Office Manager

Margaret Drain, Research Associate II

Hazel Milan, Research Analyst II

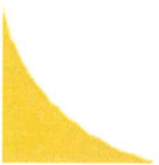
Ali Tipu, Research Associate I

Mario Heredia, Director of Research Support Services

Raymond Golitko, Research Associate II

Glenda Barrett, Research Technician

Houston Community College seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, sexual orientation, age, veteran status or disability. This policy extends to employment, admissions, and all programs and activities supported by the College. The information in this publication will be made available in large print, taped or computer-based format upon request.



Annual Report 2011

A Year of Growth and Transformation

Attachment

2

Table of *contents*

2	Letter from the Board Chair and Chancellor
3	Our Mission and Vision
5	Forty Years Strong
7	Achievements from 2011
7	<i>Serving Students</i>
8	<i>Innovative Programming</i>
11	<i>Fiscal Responsibility</i>
16	<i>Community Impact</i>
19	<i>Award-winning Recognition</i>
21	Six Colleges Transform the Community
24	Central College
25	Coleman College for Health Sciences
26	Northeast College
27	Northwest College
28	Southeast College
29	Southwest College
31	Financial Overview
35	Enrollment Trends
37	HCC Board of Trustees
38	HCC Administration
40	HCC District Map





Letter from the Board Chair and Chancellor

Dear community leaders and HCC supporters:

2011 marked the 40th anniversary of HCC's education and service to the Houston community. From our modest beginnings in 1971 as one college holding classes in HISD's San Jacinto High School, we have grown to a system of 6 colleges, 22 locations, 54 facilities and more than 75,000 students.

For the past 40 years, our purpose has remained steady, providing academic courses for transfer to four-year institutions, terminal degrees or certificates in more than 70 career and technical fields, as well as continuing education, corporate training, lifelong learning and enrichment programs, and the largest adult education program in the state of Texas.

HCC is proud to be a recognized fixture in this city today. We are also honored to be respected throughout the world for our outstanding programs, renowned faculty, and high-quality curriculum, as well as for our modern and technologically advanced facilities that enable our students to acquire the academic preparation and workforce skills necessary to compete at the highest level in the global marketplace.

This is a time of significant change for HCC and for all of the communities we serve. The institution continues to enrich the region with record numbers of qualified, highly educated students as we work to achieve our vision to be the most relevant college in the nation.

Through the partnership of the Board of Trustees and Chancellor, the institution has made significant investments in facilities, technology and operational efficiencies over the last four years, that have transformed HCC for a better future.

This past year the institution has witnessed record-breaking growth and significant transformation.

- Completed the ten-year Reaffirmation of Accreditation by the Southern Association of Colleges and Schools.
- Selected a five-year Quality Enhancement Plan (QEP) designed to advance student learning.
- Created innovative new programs utilizing emerging technologies to meet the diverse learning styles and needs of our students.
- Developed new revenue streams through grants and instituted cost-saving suggestions from the enterprising ideas of our employees.
- Completed work on the Strategic Plan for 2012-2015, with significant community input gathered throughout the year.

On behalf of the Board and Chancellor, we are grateful for your continued support of HCC. We look forward to continuing our commitments as we advance our vision for the future.

Sincerely,



Mary Ann Perez

Mary Ann Perez
Board Chair, HCC
2012 Term



Mary S. Spangler

Mary S. Spangler, Ed.D.
Chancellor, HCC
2007 -

Our 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 development, and lifelong learning to prepare individuals in our diverse communities for life and work in a global and technological society.

Our Vision

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



HCC is proud to recognize its 40 years of service to the community. Since its inception in 1971, more than 1.5 million students have improved their lives through education and training at Houston Community College.

Forty Years Strong

1971

Residents vote to establish Houston Community College as a component of the Houston Independent School District. Dr. Joseph Champagne is chosen as the first president.

1973

First issue of the student newspaper, *The Egalitarian*, is published.

1976

The HCC Foundation is incorporated as a non-profit organization; HCC Trustee Erwin Heinen is the first Foundation president.

1977

HCC receives accreditation from the Southern Association of Schools and Colleges (SACS).

1980

HCC begins an EMS training program with the City of Houston Fire and Health Departments and the Harris County Medical Society.

1986

HCC purchases the Central Campus complex and Student Services Building from HISD, including the San Jacinto High School building for \$12 million.

1987

Texas governor approves a bill to establish an HCC Board of Trustees separate from HISD. The nine-member board is to be appointed by the HISD Board and afterward be elected. Through passage of another bill, HCC is allowed to collect a tax equal to its current share of the HISD tax for two years.

1991

HCC begins an extensive restructuring plan, creating a system of five regional colleges and the College Without Walls. Dr. Charles Green selects six new Presidents, one for each of the colleges, and becomes the HCC System Chancellor.

1995

The City of Stafford approves \$7.5 million in bonds to construct a building to house Southwest College programs. It is a first-of-its-kind partnership between a community college and a city government. HCC is now the largest provider of technical training in the state.

1996

Dr. Ruth Burgess-Sasser becomes HCC's fifth leader and the first female Hispanic to head a major Houston institution of higher education.

1999

The new Northeast College campus and West Loop Center open. In December, Southeast College opens state-of-the-art facilities for its healthcare programs in the John B. Coleman Building, making HCC the first and only community college to have a physical presence in the Texas Medical Center.

2001

HCC is ranked second largest in the nation by *Community College Week*.

2004

HCC is recognized among the nation's top 10 large community colleges that are bridging the digital divide. HCC also receives a grant through the "Achieving the Dream" program to improve educational access and achievement of low-income and minority students.

2005

The Texas Higher Education Coordinating Board (THECB) awards "exemplary" rating status to 25 workforce programs at HCC, the most ever awarded.

2007

Dr. Mary S. Spangler joins HCC as the college's seventh chancellor in March 2007.

2009

HCC passes two annexation elections, in a two-year period, adding the Alief and North Forest communities to the taxing District.

The HCC Alumni Association is launched as a part of the HCC Foundation.

2010

HCC exceeds the 72,000 student-enrollment mark, the largest in the history of the college.

HCC establishes Qatar's first community college and the world's first nationally sponsored community college.

2011

Houston Community College celebrates 40 years of education and service to the Houston community.

HCC receives the prestigious National Bellwether Award in the highly competitive category of Workforce Development for its presentation "Exporting Houston Community College."

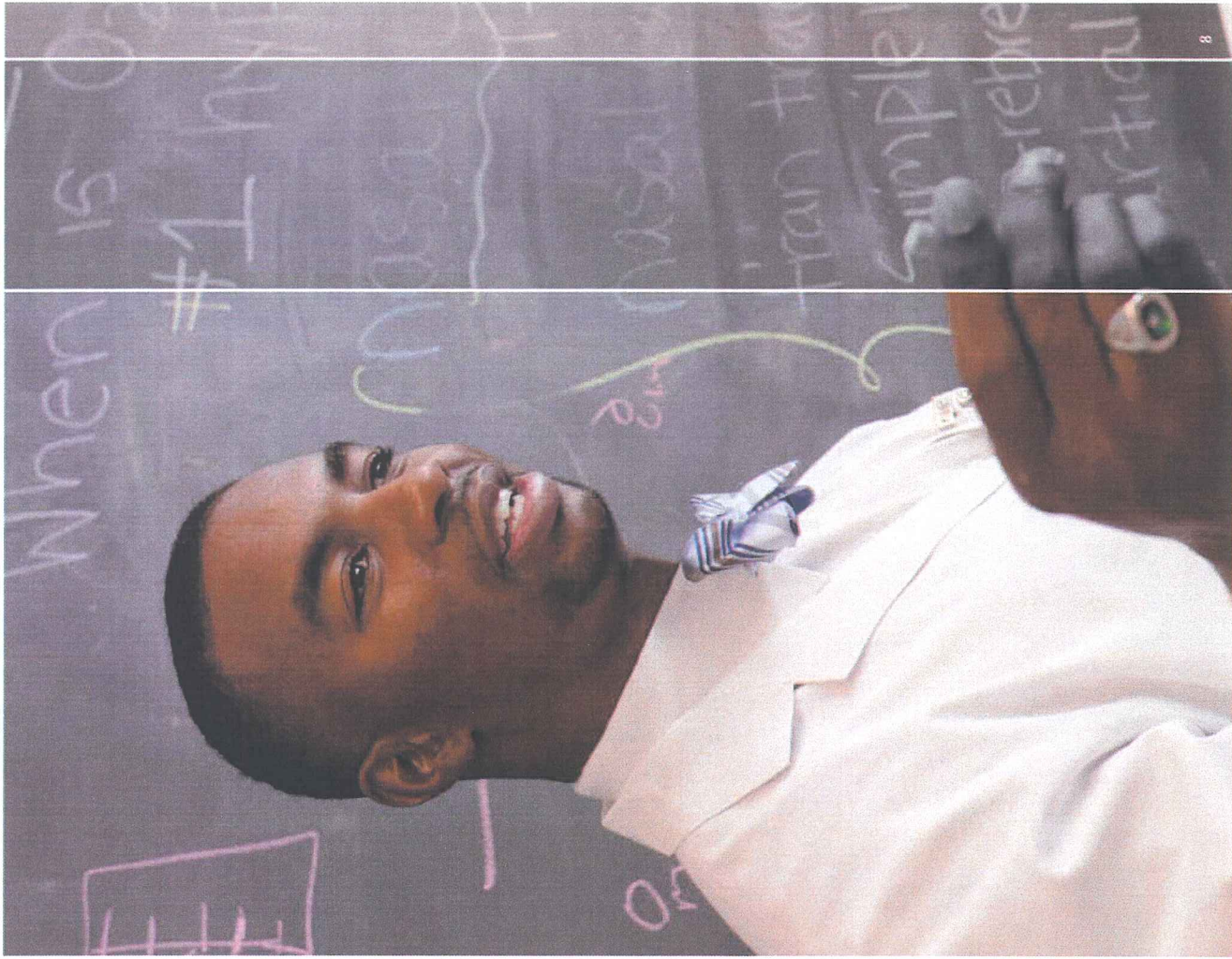
40
STRONG
YEARS

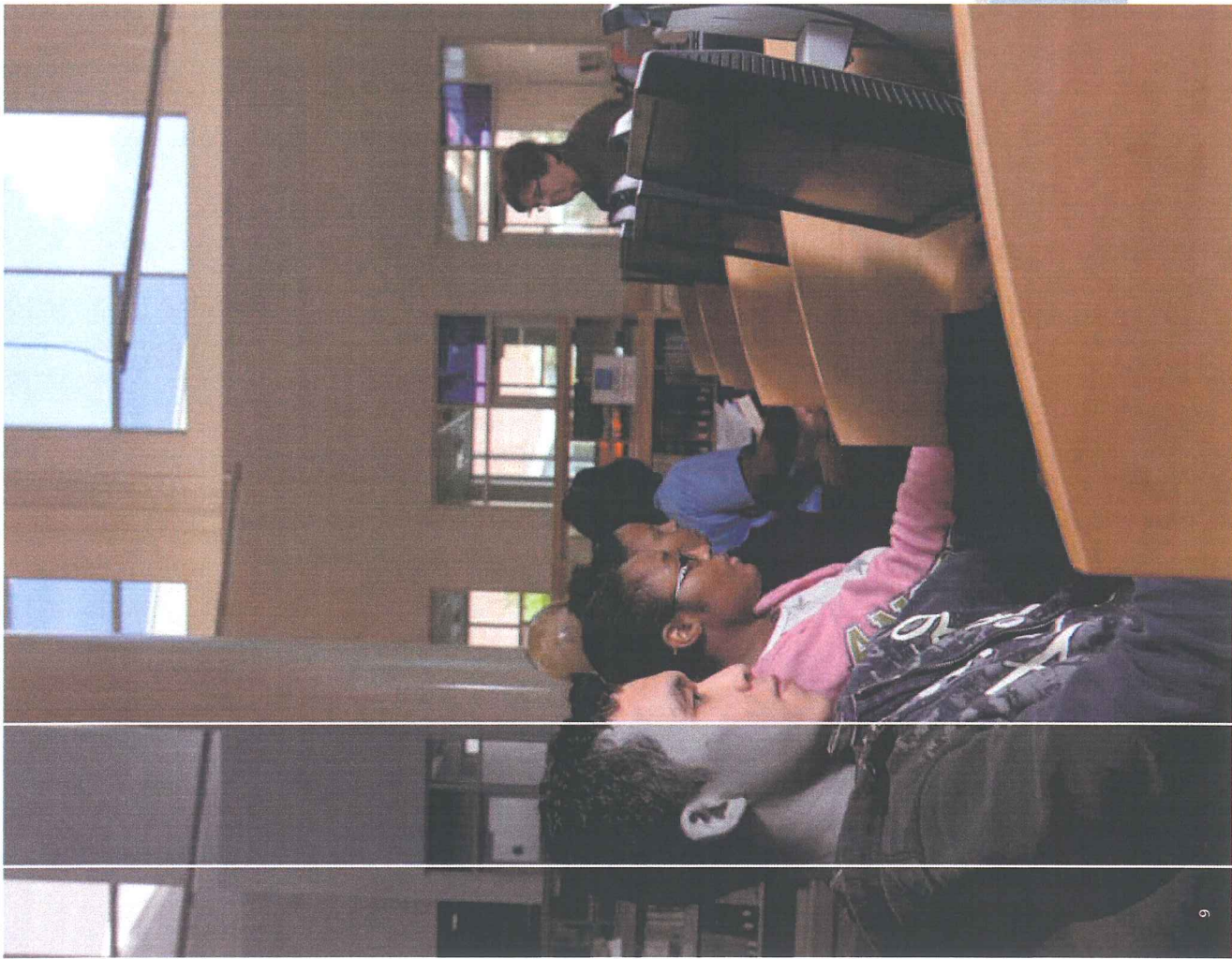
Growth |

Serving Students

- HCC educates and trains over 75,000 students each semester, which represents a 40% increase in the past five years. The college is operating at 92% efficiency.
- Nearly 5,000 HCC students received degrees, certificates and GEDs this past academic year. Of those, approximately 1,700 were in attendance at the 2011 graduation ceremony held in May at Reliant Stadium.
- HCC is ranked #1 in Texas and #5 in the nation in granting Associate Degrees, with 3,285 in 2011. HCC is ranked as the 6th largest degree-granting college in the country. (*Community College Week*)
- HCC's dual enrollment/high school students now top 7,500 and online students exceed 14,000. Over 1,800 students were co-enrolled at both HCC and U of H during the 2011 academic year.
- HCC is ranked #1 in international student enrollment of community colleges nationwide with 8,157 international students as of November 2011. It is ranked #6 out of 4,000 U.S. four-year institutions with F-1 students. (*Open Doors, 2011*)
- Financial aid has helped ease the cost of attendance by increasing dramatically from \$53 million in the 2007 academic year to \$203 million disbursed for the 2010 academic year, representing a 283% increase. In Fall 2010, HCC began implementing the federal direct-loan program awarding over 18,000 students \$95 million in loans.
- HCC is ranked #1 in Texas community colleges for placing students in jobs when they graduate.
- HCC is #1 in Associate Degree transfers to the University of Houston, and 2nd in transfers to UT and A&M.
- HCC introduced cost-saving measures for students by allowing them to rent textbooks to reduce costs by 40%.
- HCC's Honors College has a success rate of approximately 90% in terms of students transferring to universities and 95% success in graduating these students. An outstanding HCC student, Curtwin Bismark, won the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship, the most prestigious transfer scholarship in the United States. The award grants the recipient \$30,000 per year (for up to 3 years) to study anywhere in the world. He is one of 4 winners in a pool of almost 800 applicants around the country.
- HCC has initiated a partnership with UT Tyler in Engineering and Computer Science programs and HCC Northwest for students interested in an engineering degree and career options. This is an important step in creating an ABET accredited associate degree in engineering to provide the transition to a nationally recognized associate degree for students at HCC to a bachelor of science degree while studying at HCC.
- With one of the largest and most diverse student bodies in the country, HCC's Associate Degree graduates earn an average of \$59,700 annually, 35% more than students with a high school diploma. They enjoy a 14.9 % average rate of return on their HCC investment. (EMSI, 2010)

Achievements from 2011






- HCC selected a five-year Quality Enhancement Plan (QEP) designed to advance student learning.
- The HCC Foundation awarded over \$682,000 in general scholarship support for academic year 2010/2011.
- The HCC Foundation is engaged in a \$30 million endowment campaign to fund the Opportunity 14 Scholarship in perpetuity for future generations of Houstonians. Opportunity 14 is helping young people achieve their college ambitions at HCC by providing financial assistance for tuition, fees and books for every student who qualifies. During 2011, the endowment reached \$8.4 million.
- The HCC Foundation received an \$800,000 grant from The Kresge Foundation to fund the Adult Degree Completion Initiative at HCC. The four-year grant will provide funding for three key areas of support for HCC's adult students, including veteran support services, expansion of the Parent Academy to HCC's six colleges and a strategic partnership with the Council for Adult and Experiential Learning to develop on-site prior learning assessments. HCC is the first community college in Texas, and one of only a handful nationwide, to receive funding from The Kresge Foundation.
- Harriet and Joe Foster are providing educational support through the HCC/University of St. Thomas Foster Scholars program. The gift, in excess of \$260,000, will provide full-tuition scholarships for five HCC students who transfer to the University of St. Thomas to complete their undergraduate degree in the nursing program within two years.
- The John P. McGovern Foundation committed \$5 million in Fall 2011 to fund Opportunity 14 Endowed Scholarships. This historic gift—the largest single gift in the 40-year history of the college—will go a long way in furthering support for Opportunity 14 Scholarships at HCC.
- The HCC Foundation was named recipient of a \$300,000 grant in 2011 from the W.K. Kellogg Foundation to fund Capital IDEA At HCC: A Family Economic Security Project, including a Developmental Academy at HCC Southeast. HCC is the first community college to receive funding from the Kellogg Foundation in support of their Family Economic Security mission to organize community colleges to create stronger educational linkages between high schools and employers.

The college is ranked #1 in Texas and #5 in the nation in granting Associate Degrees.

Innovative Programming

- In HCC classrooms, we are testing iPad technology and using e-readers instead of traditional textbooks to enhance the way students learn and to change the way faculty teach. An online interactive self-service planner provides students with a tool to plan their courses for an individual term, multiple terms, or their entire stay at HCC.
- The institution continues its international initiatives in Qatar, Saudi Arabia and Brazil. These have provided us the opportunity to generate more resources to underwrite study-abroad programs, faculty programs, as well as to help support our operating costs.
- HCC has also formed its own Clean and Green Committee, which has developed energy-efficient processes and sustainable green projects for the college. The institution has instituted a recycling program to upgrade, retrofit and replace damaged, old or low-efficiency equipment and processes for buildings throughout the district, saving an estimated \$600,000 a year.
- At HCC, we are very proud of our faculty, who bring theory and practice to life in the classroom. This year we launched "Focus on the Faculty," a new public awareness campaign, to reinforce HCC's award-winning instructors and high-quality education, and their importance to the community.
- HCC was one of the first institutions of higher education to sign the American College and University Presidents' Climate Commitment (ACUPCC).
- The college developed an institutional dashboard, using Information Builders' WebFOCUS business intelligence (BI) platform. The Academic Dashboard allows board members, senior staff, and administrators to document and evaluate decisions, measure student enrollment, track student outcomes, and provide access to key financial indicators.
- Ten years ago HCC launched its international efforts through a partnership with Saigon Institute of Technology in Vietnam. Over the ten-year period, more than 900 degrees have been awarded in international business administration and computer science.
- HCC is partnering with the Goldman Sachs 10,000 Small Businesses initiative, along with the City of Houston, which includes a \$25 million commitment to provide loans to help local small businesses. Small-business owners will have access to a practical business education delivered by HCC that will help them access resources and grow their businesses.
- Texas Methodist Hospital and Lebanon American University (LAU) are partnering with HCC Coleman College to provide an opportunity for LAU students to learn the role of pharmacy technicians in the U.S. and to meet the requirements for their pharmacy program at LAU. Coleman College will provide the curriculum for the program to bridge the gap and to document prior learning through the LAU program to ensure the students meet the high standards of our Pharmacy Technician Program.

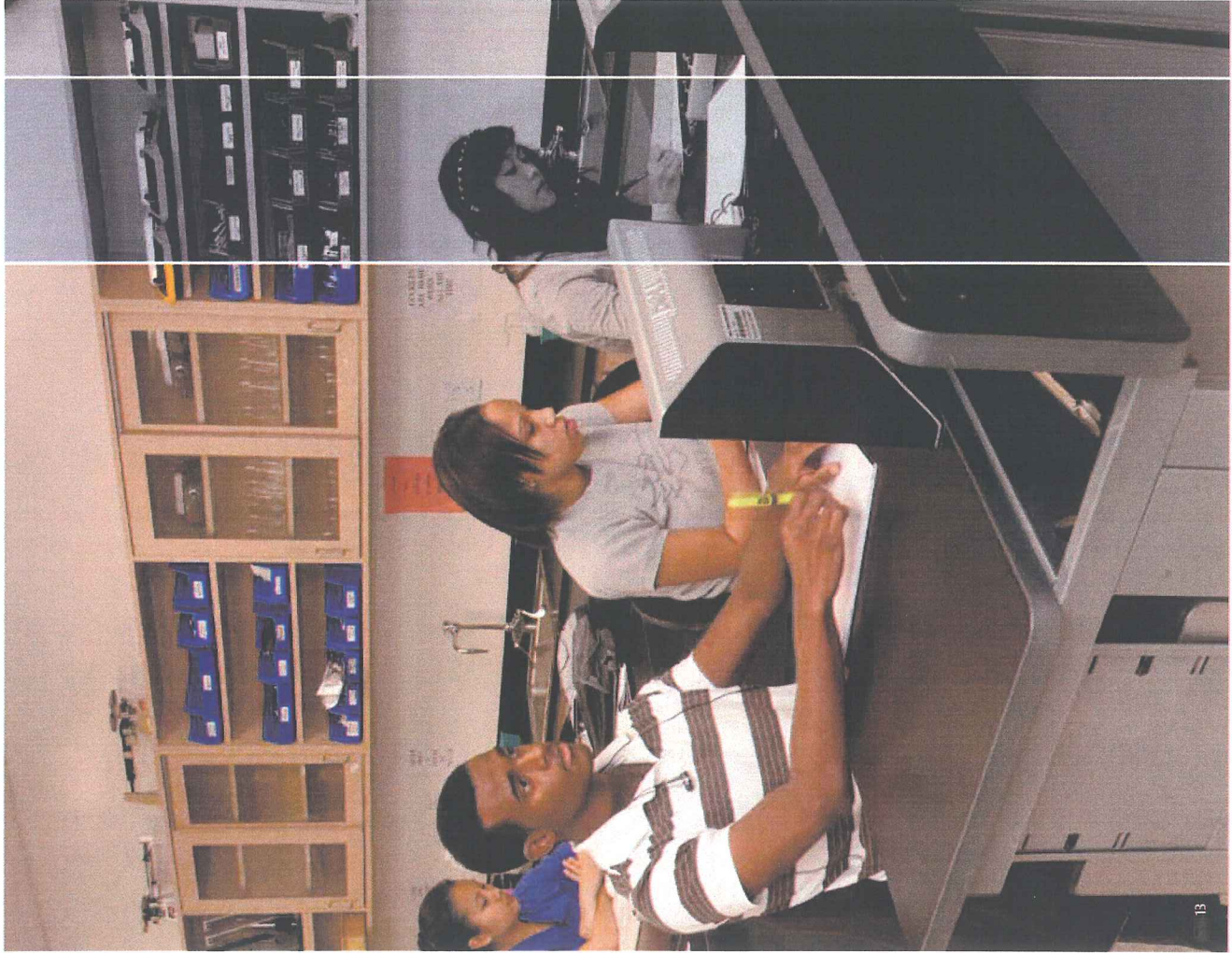


HCC is partnering with the Goldman Sachs 10,000 Small Businesses initiative, along with the City of Houston, which includes a \$25 million commitment to provide loans to help local small businesses.

Transformation |

Fiscal Responsibility

- State budget cuts of \$30 million forced HCC to take a dramatic look at operations, including raising tuition for the first time in eight years. However, HCC still has among the lowest tuition/fees in community colleges for quality higher education in the state.
- In the last biennium the state's contribution was 25% of our funding. This biennium it is 17%. The entire college community has been proactive in submitting suggestions to the cost-saving program initiated by the Chancellor's Office. This program has resulted in transformational process and system changes amounting to \$5.1 million in 2011 and \$16.7 million since 2007.
- For the first time in the institution's 40 year history, the college completed a Master Plan, including a Facilities Master Plan, and itemized all deferred maintenance.
- The institution completed the Reaffirmation of Accreditation by the Southern Association of Colleges and Schools (SACS) in November 2011.
- The HCC Foundation raised a record \$5.8 million in FY 2010/2011, the largest gift total since the Foundation was founded in 1976.
- HCC's policies are among the most stringent of any government entity in the state of Texas. We have put systems in place to ensure accountability for our procurement process by:
 - Moving procurement under the General Counsel's office
 - Developing 25 new policies around procurement
 - Raising the department standards by ensuring every person has a certification in their field
 - Creating the Office of Institutional Effectiveness to collect and evaluate the extensive, highly sophisticated data to inform our progress.
- HCC is one of the most efficient producers of learning, having reduced the average cost per student from \$4,100 in 2006 to \$3,325 in 2011. Today we are educating more students at a reduced average cost per student of \$550 with far greater outcomes.
- The institution has been extremely entrepreneurial in identifying ways to generate new revenue streams. In the past year, our revenue efforts, including restricted funds, generated \$25.4 million; since 2007, we have brought in \$97.4 million in new revenue, including grants.



- HCC's financial strength was evaluated by Standard & Poor's, and its bond rating was improved from AA to AA+. The bond rating denotes a very substantial level of confidence in HCC's financial and operational excellence.
- The Board raised our fund balance limit, demonstrating their trust in the institution's financial stability. In July 2010, our cash balance was \$60.8 million, and in July 2011, our cash balance increased to \$74.3 million.
- New grant awards have risen from \$12.9 million in 2007 to \$18.7 million in 2011. Our total grant portfolio has risen from \$33.8 million to \$51.1 million for the same period.
- HCC Foundation's 2011 Faculty/Staff Campaign raised more than \$140,000 in support of scholarships, faculty development, and programs. This record high was made possible through the generosity of HCC faculty and staff as well as a matching grant from Barnes & Noble College Booksellers.
- We saved over \$1.8 million in electricity costs in 2011 through operational efficiencies and an environmental energy performance project with Chevron Energy Solutions. Over the next 15 years we will further reduce our energy footprint and costs while paying for the improvements and reducing our impact on the environment.

The college has expanded its infrastructure to serve 40% more students, without increasing administrative overhead substantially, but has increased classroom efficiency to 92%.



Growth |

Community Impact

- The college held a community-wide dialogue in August to discuss the future of education in Houston and HCC's role in that future. The event brought together more than 100 key leaders, elected officials and community stakeholders, whose input is helping us shape the institution's Strategic Plan from 2012 – 2015.
- HCC unveiled its new Eagle mascot and held a contest to choose the mascot's name. After receiving over 2,000 submissions from students, faculty and administrators, a Selection Committee announced the new name, "Swoop," to the public at a pep rally. The name is symbolic of the eagle in the HCC logo, which is representative of a student's upward and forward journey through HCC, and the limitless opportunity that an HCC education provides to our students and our community.
- HCC held 8 Community Forums throughout the fall at each of the six colleges to update the community on the colleges' impact and to gather feedback and suggestions from community stakeholders, students and the HCC family.
- HCC has been named the Official Education Partner of the Houston Texans. HCC is the only community college to be named an educational partner by the NFL.
- HCC participated in a national observance of the Latino Education and Advocacy Days (LEAD), a project partner of the White House Initiative on Educational Excellence for Hispanics.
- HCC's Minority Male Initiative (MMI) provides young men in the community with mentorship, tutoring and educational opportunities throughout middle school, high school and the completion of a college degree. 55 teams of prominent business and political leaders team-up to help raise over \$175,000 at the 3rd Annual Fall Golf Classic benefiting the MMI. This year's tournament proceeds will go to the MMI Summer STEM Academy to provide real life, practical, hands-on learning experiences for minority males in grades 7 through 12.
- Chancellor Dr. Mary Spangler hosted the 4th Annual State of the College event to report on the significant achievements of the institution. Over 300 business leaders, elected officials and community stakeholders were in attendance.
- The college launched its Executive Speaker Series, designed to bring national and local thought leaders from various organizations to HCC to share their ideas and to provoke inspired thinking. The first year featured former U.S. Secretary of Education Margaret Spellings, a leading expert on public policy, senior advisor to the U.S. Chamber of Commerce and vice president of the National Chamber Foundation.
- HCC is participating in the U.S. 2+2 project to enable community colleges and universities to collaborate and create transparency in the international student recruitment and transfer process created by the Center for the Global Advancement of Community Colleges (CGACC).



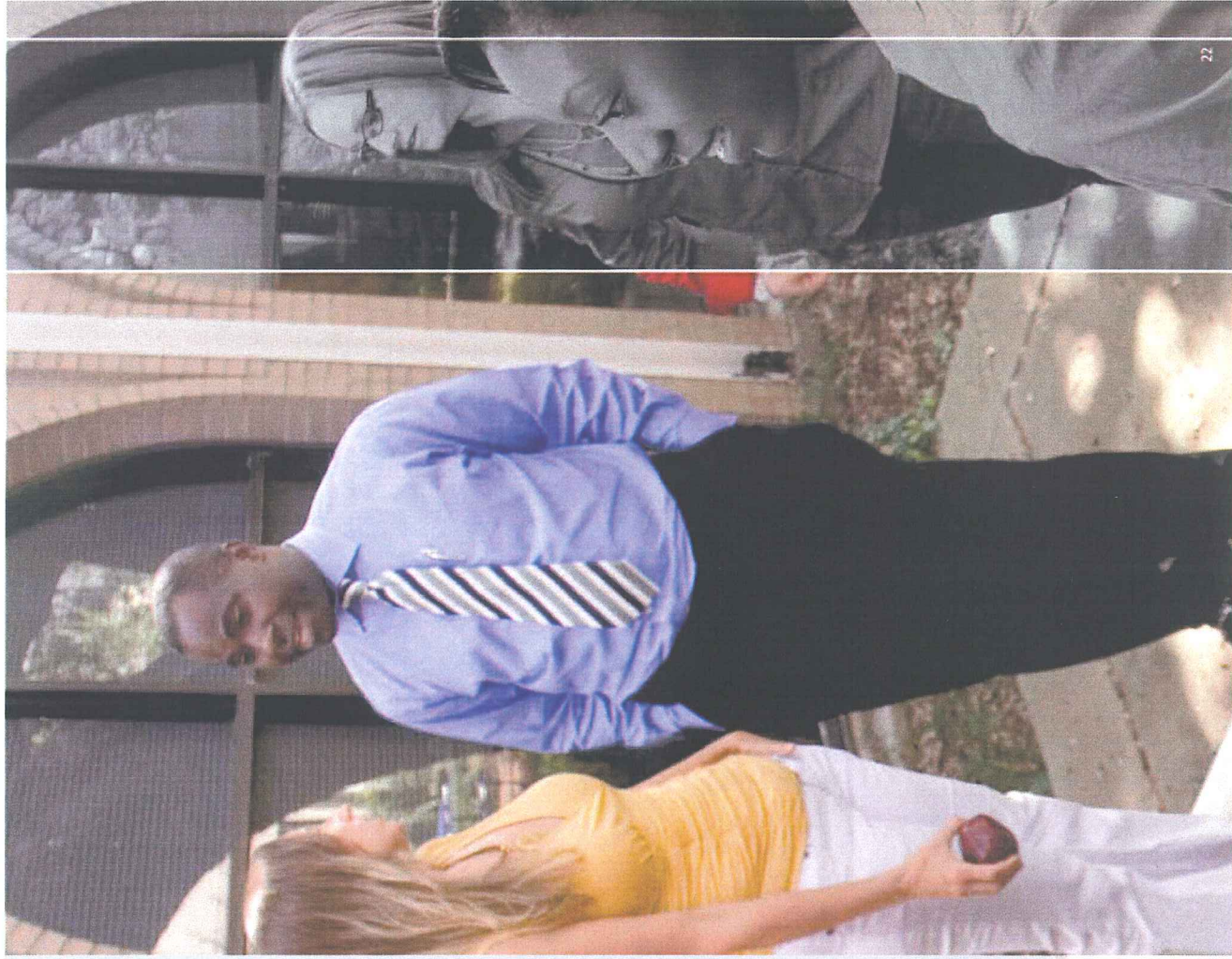
Transformation |

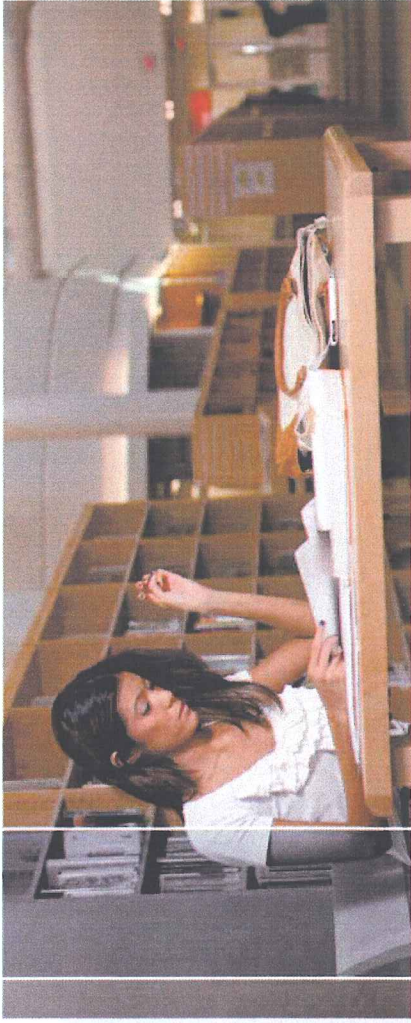
Award-winning Recognition

- HCC is ranked as the largest Houston-area College or University. (*Houston Business Journal 2012 Book of Lists*)
- HCC received the prestigious 2011 National Bellwether Award from the Community College Futures Assembly. The competitive Bellwether Awards recognize outstanding programs or activities at the forefront of innovation, excellence and effectiveness in community colleges throughout the United States and Canada. HCC's winning entry was in Workforce Development: "Exporting Houston Community College: Think Local, Act Global."
- HCC received the 2011 Heiskell Award from the Institute of International Education for innovative efforts in Internationalizing the Community College Curriculum. The combined International Business and Logistics and Global Supply Chain Management program has brought innovative ideas to its students and Houston as a result of faculty dedication.
- HCC received the TCCTA award (Texas Community College Teachers Association) in "best practices" succeeding on a campus level. TCCTA featured presentations of programs achieving results today in preparing students to perform successfully in college.
- HCC was given three NCMPR Paragon Awards in the following categories: Radio Advertisement/PSA, Series, and Television Advertisement/PSA. More than 80 judges from around the country reviewed over 1,850 entries in this annual competition that recognizes excellence in communications.
- HCC has been selected by the Texas Department of Assistive and Rehabilitative Services (DARS) as one of the Business of the Year recipients for hiring and accommodating people with disabilities as well as
- continuing to offer employment opportunities for people with disabilities.
- HCC received the Computerworld Laureate Award in June. HCC's Academic Dashboard was selected as one of the top visionary information technology applications in the world and was the only community college in the country recognized. Our Academic Dashboard has the following dimensions: Access, Placement, Student Engagement, Financial Aid, Transfers, Persistence, Completion, Faculty Ratios, and Satisfaction.
- HCC received the prestigious International Education Initiative Leadership Award from the International Trade Center of Houston as well as a \$1000 scholarship contribution to the international student fund at this year's International Trade Center Grand Ball.
- The Asian Chamber of Commerce honored HCC and Chancellor Dr. Mary Spangler with the 2011 Outstanding Academia of the Year Award. HCC was recognized as one of six awardees from different categories with the prestigious Entrepreneur of the Year Award. The award was presented in May at the Asian Chamber of Commerce Annual Gala.
- HCC's In-House Online Tutoring Program received the Texas Higher Education Star Award from the Texas Higher Education Coordinating Board in November in Austin. HCC was one of the six winners that represent the state's most effective efforts for closing the education gaps that challenge our state.
- Programs produced and created by HCC TV have received national and international awards. The department earned seven Ava Awards, sponsored by the Association of Marketing and Communications Professionals, and one Telly Award.



Six Colleges Transform the
Community





Central College

William Harmon, Ph.D.
President

- In collaboration with the University of St. Thomas, HCC received a \$5.9 million, five-year grant from the U.S. Department of Education to fund science lab upgrades and to promote increased graduation and transfer for students in STEM programs.
- Starting with a pilot program in Fall 2011, taught mathematics on the campus of TSU so students do not have to leave campus to gain this needed instruction.
- Received a "perfect score" on the TRIO Student Support Services Program renewal grant proposal which was funded for another five years for over \$2 million.
- Prepared for the restoration of the historic San Jacinto building and demolished the West Wing, at 1400 Alabama, and the upholstery building to implement the master plan of creating world-class facilities.
- Offered eight different learning communities in the Physical and Natural Science Department to strengthen the preparation of students entering the field of health sciences in Fall 2011. Many of the learning communities shared a common interdisciplinary theme (such as viruses, food, and, the impact of advertising) that allowed student engagement with real-world situations and applications.
- The Central College Upward Bound Program was one of 20 programs selected by the Dept. of Education from 951 Upward Bound Programs across the United States to participate in a pilot study to identify best practices and promising strategies for successful project implementation.
- Fashion design educator, former Regional Director of the Fashion Group International of Houston, and fashion legend Kay King recently retired as the Division Chair of Lifestyle Arts & Design Careers for HCC Central after three decades with the institution.



Northeast College

Margaret Ford Fisher, Ed.D.
President

- Awarded \$100,000 by the Houston Livestock Show and Rodeo to establish an EMS Simulation Laboratory at the Northeast College. The gift was coupled with a naming opportunity that establishes an ongoing partnership with the Houston Livestock Show and Rodeo and the inclusion of their name on the Simulation Laboratory, located at the Public Safety Institute.
- EMS students experienced a 100% pass rate for Emergency Medical Technicians National Registry exam; Fire Technology students experienced a 100% pass rate on the Texas Fire Commission certification exam, and Law Enforcement students experienced a 98% first-attempt pass rate on the licensing exam by the Texas Commission on Law Enforcement.
- Received the prestigious Texas Skill Standard Board (TSSB) Award for incorporating skills standards into the curricula for two programs: Instrumentation Engineering Technology and Biotechnology.
- Developed and secured a grant through Perkins funds to offer a new Associate in Applied Science Degree (AAS) in Electrical Power Technology. This specialization is designed to train students to work in power-related services companies and to also enhance credit transfer to Power Technology programs at 4-year universities with Power Technology degree programs.
- Expanded programmatic offerings in the North Forest community to include daytime classes at the Forest Brook campus. The College now occupies 39,000 square feet and offers academic and technical courses that have resulted in 100% growth in student enrollments in North Forest.
- Partnered with the North Forest community and SCORE to create a Small Business Incubator/Accelerator at the North Forest Vocational/Technical Campus to provide workshops, resource information, and technical support to aid new businesses.



Coleman College for Health Sciences

Betty Young, Ph.D.
President

- Accepted first class of dental hygiene students and opened a new state-of-the-art dental clinic.
- Hosted the 3rd Annual Chancellor's Symposium, focusing on allied health careers, and presenting the 2nd Annual HCC Coleman College Distinguished Alumni Award to Memorial Hermann Hospital – The Woodlands Director of Cardiovascular Services.
- Expanded the Videoconferencing in Teaching And Learning (VITAL) program, opening a new telepresence lab at the HCC Northwest College Katy Campus.
- Created HCC Coleman College President's Advisory Council. The council consists of 12 Charter Members, who are experts in the medical field and serve as community advocates for HCC Coleman that will bring value to the college as an educational institution.
- Created the Center of Health Professionals to provide continuing education to health professionals for continued certification and licensure.
- Developed a new on-boarding program for incoming students, offering weekly E.R. (Essential Requirement) meetings to assist students in choosing the best healthcare program and first-start semester orientations prior to the beginning of classes.
- Enhanced the college's online presence, creating a new HCC Coleman College Facebook page and Twitter account, reaching out to students online through "AskColeman," online chat sessions for prospective students, and printing of The Book, a 56-page guide to the admission requirements for each health science program.



Northwest College

Zachary Hodges, Ed.D.
President

- Signed an MOU with the College of Engineering and Computer Science at the University of Texas – Tyler to facilitate the partnership between HCC and UT – Tyler to provide HCC students the opportunity to enroll in junior- and senior-level engineering classes taught by UT – Tyler engineering faculty at the HCC Alief Campus. This unique opportunity includes HCC offering a new and innovative degree program for engineering majors, the Accreditation Board for Engineering and Technology (ABET) Accredited Associate Degree in Engineering.
- The West Houston Center for Science and Engineering has been working with a number of professional organizations, university consortia and federal labs to explore various opportunities for HCC students planning to transfer to regional universities in physical, computational and biological sciences and engineering. These collaborations include the Consortium for Nanomaterials for Aerospace Commerce (CONTACT) at the Smalley Institute at Rice University, the University of Texas – Tyler College of Engineering and Computer Science, Sandia National Lab (New Mexico) and various Department of Defense research laboratories.
- HCC Northwest Workforce Development won a \$245,000 USDA grant, the 7th in a row, designed to develop a new, sustainable, earth-conscious, green initiative in agriculture: Aquaponics, with a new curriculum that will teach students how to create and manage a remarkable and significant ecosystem.
- The HCC Center for Entrepreneurship in partnership with Newspring Inc., hosted the 4th Annual Business Plan Competition and awarded \$25,000 in seed money to the five competition finalists. Enrollment and participation in the center has more than doubled since its creation in 2009. The center offers courses, certificates and seminars to help entrepreneurs and small-business owners develop the skills and relationships needed to be successful in today's market.
- HCC was the only community college-based team in Apple Computer's Challenge-based Learning Project. The project is designed to leverage technology to link the real world with the classroom to allow students to address pressing social problems. An HCC Northwest government class was tasked by Apple to develop a creative solution to encourage fiscal responsibility.



Southeast College

Irene Porcarello, Ed.D.
President

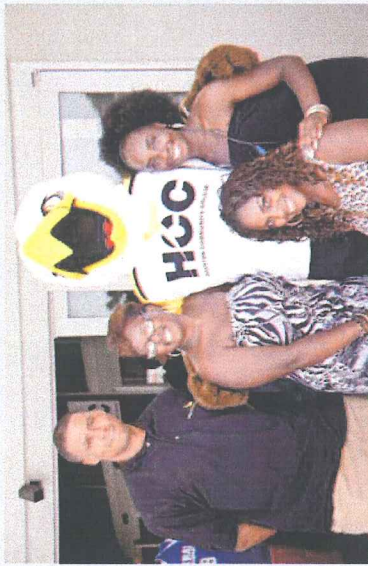
- Chaired the inaugural event, "For Colored Girls: Confronting the Challenges of Race, Gender and Class in the 21st Century," of the Africana African American and the Women's and Gender Studies Programs at the Learning Hub.
- Celebrated the grand opening of the Art Gallery which featured art displays and exhibits from seven different countries, including Turkey, China, Colombia, India, Iran, Mexico, and Germany. The event attracted approximately 300 participants representing the Houston international community.
- Leading a district effort in support of the Parent Academy funded by The Kresge Foundation. The program goal is to reduce the dropout rate of the participating dual credit students and provide their parents with college information to increase their interest in enrolling at HCC.
- Southeast College Cosmetology students won first place at the 13th Annual Texas Independent Beauty Suppliers Association (TIBSA).
- Announced the completion of renovation of Felix Morales and Angela Morales buildings. This renovation included the expansion of the science classrooms and labs, redesign of the writing center, enhancement of the faculty facilities, and creation of an art studio and music lab for pianos.
- Participated in the HCC/Baylor College of Medicine Summer 2011 Internship Program sponsored by the HCC Foundation Office. This program enabled six Southeast College Natural Science students to work in the Baylor research labs with doctoral research experts and to receive hands-on experience. Equally important, this program has allowed Southeast College students to be mentored by research scientists at Baylor.
- Mayor Annise Parker was joined by U.S. Senator John Cornyn, the Honorable Sheila Jackson Lee, and various other community and business leaders to congratulate 53 local entrepreneurs, the first in Houston to graduate from the Goldman Sachs 10,000 Small Businesses initiative. The inaugural graduation event was held at Southeast College.



Southwest College

Fena Garza, Ph.D.
President

- Received \$222,000 for STEM Lab upgrades. This joint articulation grant is a collaborative between HCC and the University of St. Thomas.
- Established a partnership between Urban Harvest and Southwest College to host a weekly Farmer's Market at the West Loop Campus. The partnership includes an internship/cooperative education component, providing students with an opportunity to integrate their classroom study with practical experience.
- The Stafford Campus METV Channel 16 TV station produced, videoed/or broadcast live 115 programming events.
- An unprecedented 409,925 students utilized the services of the open and library labs.
- Continuing Education at Southwest College served 4,301 students who enrolled in 334 classes.
- The newly established Facebook and Twitter pages served over 2,000 visitors with personal responses from the Southwest public relations department staff.
- The Southwest Counseling Department hosted the Second Annual Degree Plan and Graduation Completion Fair where 449 students completed a degree plan and 319 filed for graduation.
- To further assist students with discovering their career paths, Southwest College created the HCC Career Corridor. Located at every HCC Southwest campus, the new Career Corridor is a fast and simple way to obtain information about different career paths such as digital gaming and simulation, real estate, computer science, geographic information systems, property management and many more. As students walk through the corridor, they can explore the many directions HCC can take them and learn about program information, potential starting salaries and contact information from the displays.



Financial Overview

Assets

Fiscal Year 2011

In comparing fiscal year 2011 to fiscal year 2010, there was a decrease of \$6.2 million in cash and cash equivalents, short-term investments, and long-term investments. This net decrease is mainly due to investments resulting from the issuance of the Maintenance Tax Notes, Series 2011 of \$43.3 million, net of \$38.6 million spent on capital assets and \$10.9 consumed in general operations.

Overall returns on investments decreased by 17% in fiscal 2011 due to adverse market conditions and the economy. The investment portfolio is highly

liquid with 99% of the assets invested in local government pools, money market funds and short-term certificates of deposit. All local government pools and money market funds are rated at the highest level. Certificates of deposit, high-yield savings and other bank deposits are secured with United States treasuries or United States agencies which have the full faith and credit of the United States government. The balance of the portfolio is invested in government-sponsored entities/agencies with "AAA" credit ratings.

Statement of Net Assets

The Statement of Net Assets includes all assets and liabilities using the accrual basis of accounting. The accrual basis of accounting is similar to the accounting basis utilized by most private-sector

institutions. This statement defines the financial position of the System and includes a comparison for fiscal years 2011, 2010 and 2009.

	2009	2010	2011	2009 to 2010	2010 to 2011
ASSETS:					
Other Assets	\$ 268,684,993	\$ 316,985,213	\$ 313,162,868	\$ 48,300,220	\$ (3,822,345)
Capital Assets	617,594,388	665,669,143	696,519,999	48,274,755	48,274,755
TOTAL ASSETS	\$ 886,079,381	\$ 982,654,356	\$ 1,009,682,867	\$ 96,574,975	\$ 27,028,511
LIABILITIES:					
Current liabilities	\$ 104,669,477	\$ 121,797,866	\$ 123,995,933	\$ 17,128,389	\$ 2,198,067
Non-current liabilities	\$ 20,976,690	\$ 593,311,795	\$ 603,262,244	\$ 72,335,105	\$ 9,950,449
TOTAL LIABILITIES	\$ 625,646,167	\$ 715,109,661	\$ 727,258,177	\$ 89,463,494	\$ 12,148,516
NET ASSETS:					
Investment in Plant, Net	\$ 197,253,199	\$ 197,012,226	\$ 208,976,763	\$ (240,473)	\$ 12,964,037
Restricted-Expendable	449,237	449,237	488,477		\$ 39,240
Unrestricted	62,730,778	70,082,732	73,959,450	7,351,954	7,351,954
TOTAL NET ASSETS	\$ 260,433,214	\$ 267,544,695	\$ 284,424,690	\$ 7,111,481	\$ 16,879,995

Source: Houston Community College, Financial Statements and Single Audit Reports, November 9, 2011, Gainer Donnelly & Devoches

Statement of Revenues, Expenses and Changes in Net Assets

The Statement of Revenues, Expenses and Changes in Net Assets depicts the operating results of the System, as well as the non-operating revenues and expenses. Ad valorem taxes and State of Texas appropriations, while budgeted for operations, are

classified as non-operating revenues according to accounting standards. Operating and non-operating revenues have been reclassified for all years presented to comply with the GASB requirement that Title IV funds be reported as non-operating revenue.

	2009	2010	2011	2009 to 2010	2010 to 2011
Operating Revenues	\$ 90,770,009	\$ 99,231,149	\$ 106,884,254	\$ 8,461,140	\$ 7,653,105
Operating Expenses	288,375,601	342,882,674	356,790,421	54,507,073	13,907,147
Operating Loss	(197,605,592)	(243,651,525)	(249,906,167)	(46,045,933)	(6,254,642)
Non-operating Revenue, Net	205,171,881	250,763,006	264,786,162	8,038,947	14,023,156
Increase in Net Assets	\$ 7,566,289	\$ 7,111,481	\$ 14,879,995	\$ (38,006,986)	\$ 77,685,514

Liabilities

Fiscal Year 2011

Overall liabilities increased by approximately \$12.1 million from fiscal 2010 to fiscal 2011. Notes payable increased by \$39.1 million due to the issuance of the Maintenance Tax Notes, Series 2011 of \$43.3 million on March 10, 2011. Principal payments of \$4.2 million were made on Maintenance Tax Notes. Revenue bonds decreased by approximately \$2.3 million due to the issuance of Junior Lien Revenue Refunding Bonds, Series 2011 on March 10, 2011 of \$36.3 million, net of defeasance of \$38.6 million in Junior Lien Revenue Bonds, Series 2001A. Principal payments

made on Revenue Bonds totaling \$9 million; principal payments totaling \$3.7 million were made on PFC Lease Revenue Bonds; and general obligation bond principal payments of \$5.4 million were made during fiscal year 2011. Capital lease obligations decreased by \$2.6 million due to principal payments. There was a decrease in accounts payable of \$9.6 million and a decrease in accrued liabilities of \$4.9 million. Unearned revenues increased by \$9.9 million due to the increase in student enrollment.

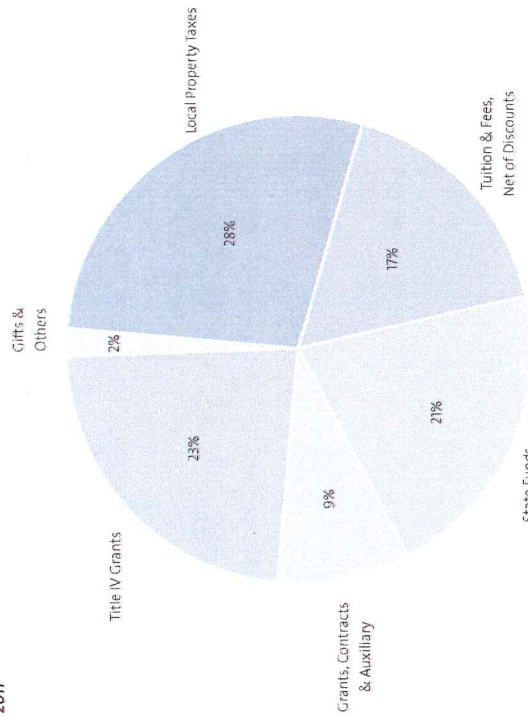
Financial Overview

Revenues

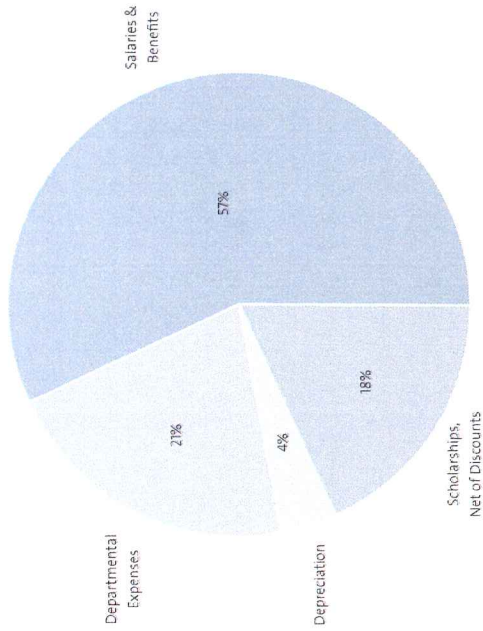
Operating revenues increased 7.7% in fiscal year 2011 as compared to fiscal year 2010 namely due to 1) an increase in student enrollment, 2) increases in tuition installment fees, and 3) an increase in out-of-district and out-of-state tuition and general fees. Non-operating revenues increased by 6.3%

in fiscal year 2011 compared with fiscal year 2010 due to increases in Title IV grants which is offset by a decrease in Ad Valorem tax revenue due to the reduction in property valuations. Also, there was a \$0.3 million decrease in investment income in fiscal 2011 related to a .17% decline in interest rates.

Revenues By Source August 31, 2011



Operating Expenses by Natural Classification August 31, 2011



Expenses

Operating expenses increased in fiscal year 2011 by \$11.6 million or 3.4% compared to fiscal year 2010 namely due to the following:

- Increase in benefit costs related to the combination of Employee Retirement System premium increases and increased hires. Also, employees were allowed to carry over 80 hours of vacation time, twice the 40 hours allowed in fiscal year 2010.
- Increased use of the Auxiliary funds is reflected in their expenditures.
- Continuing increase in Scholarships of \$15.4 million is due to increases in Title IV Pell.

	2009	2010	2011	2009 to 2010	2010 to 2011
	% of Total	% of Total	% of Total	% of Total	% of Total
Salaries and Benefits	\$ 175,359,186	\$ 193,207,277	\$ 200,986,168	\$ 17,848,091	\$ 7,778,891
Scholarships, Net of Discounts	8.6%	14.6%	18.3%	25,123,673	15,425,767
Departmental Expenses	77,121,682	84,922,330	73,390,701	7,800,648	(11,531,629)
Depreciation	11,098,086	14,832,747	17,067,464	3,734,661	2,234,717
	100%	100%	100%	100%	100%
	\$ 288,375,601	\$ 342,882,674	\$ 356,790,420	\$ 54,507,073	\$ 13,907,746

Enrollment Trends



2011 Fall Enrollment

	Percent	Number
Semester Credit Hour (SCH)	84.5%	63,802
CCU Credit	8.1%	6,083
Noncredit	0.6%	457
Adult Literacy	6.8%	5,122
Total (Unduplicated)	100.0%	75,235
Full-time Equivalent (SCH)		41,742
2009 Average Class Size (SCH)		23.5

Fall 2011 Student Attendance

	Percent
Full Time	30.0%
Part Time	70.0%
Day	58.3%
Evening	18.8%
Weekend	4.7%
Non-Specified	18.2%

SCH 2011 Student Body Characteristics

Gender	Percent	Race	Percent	Age	Percent
Male	41.2%	African-American	31.6%	Under 18	31%
Female	58.7%	American-Indian	0.5%	18-21	29.4%
		Asian	9.8%	22-35	51.8%
		Caucasian	16.7%	36-50	12.5%
		Hispanic	29.9%	51-Over	3.3%
		Nonresident Alien	9.2%	Average Age	271
		Unknown	2.2%		

Source: HCC Office of Institutional Research, Data for Fall 2011 (End of Term).

HCC Board of Trustees, 2012



Mary Ann Perez
Chair, District III



Bruce A. Austin
Vice-Chair, District II



Neeta Sane
Secretary, District VII



Yolanda Navarro Flores
District I



Carroll G. Robinson
District IV



Richard M. Schechter
District V



Sandie A. Mullins
District VI



Eva Loreda
Secretary, District VIII



Christopher W. Oliver
District IX

HCC Administration

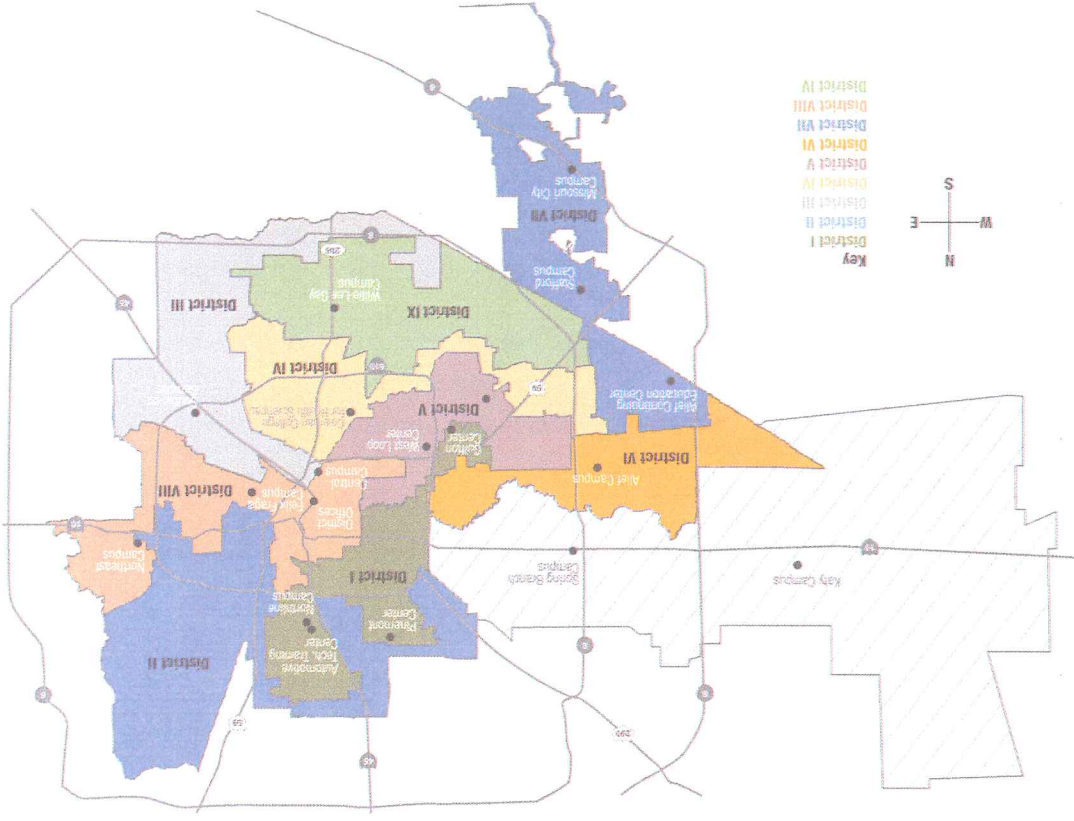


HCC Administrators (L to R) Dr. Charles Cook, Dr. Art Tyler, Dr. Diana Pino,
Dr. Mary Spangler, Bill Carter, Dr. Daniel Seymour

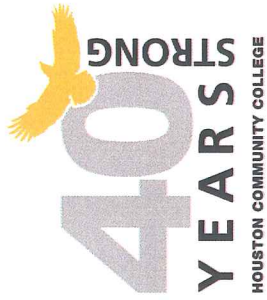


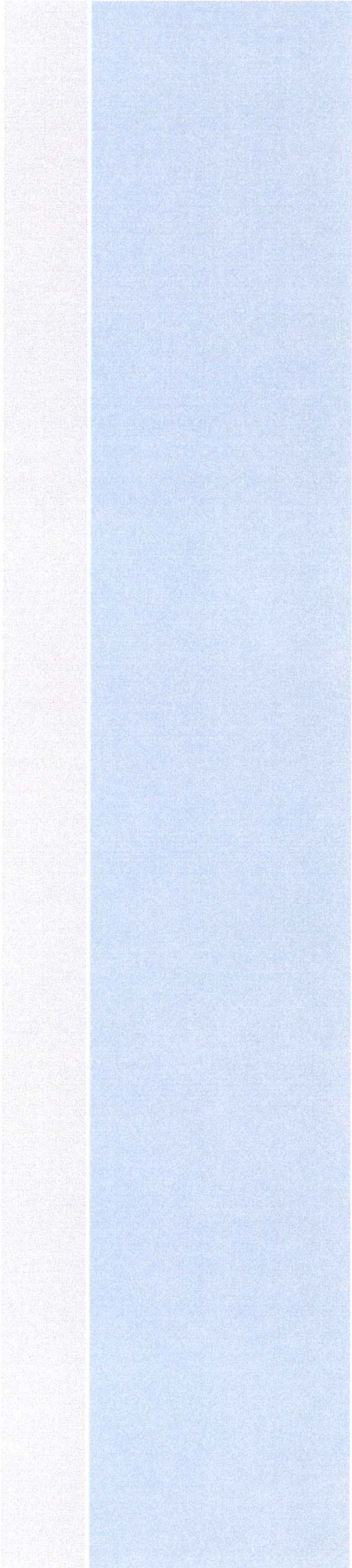
HCC Presidents (L to R) Dr. Betty Young, Dr. Fena Garza, Dr. Margaret Ford Fisher,
Dr. Zachary Hodges, Dr. William Harmon, Dr. Irene Porcarello

HCC District Map



The map reflects the redistricting of HCC Trustee District lines based on the 2010 Census, which was approved by the HCC Board of Trustees in June 2011.



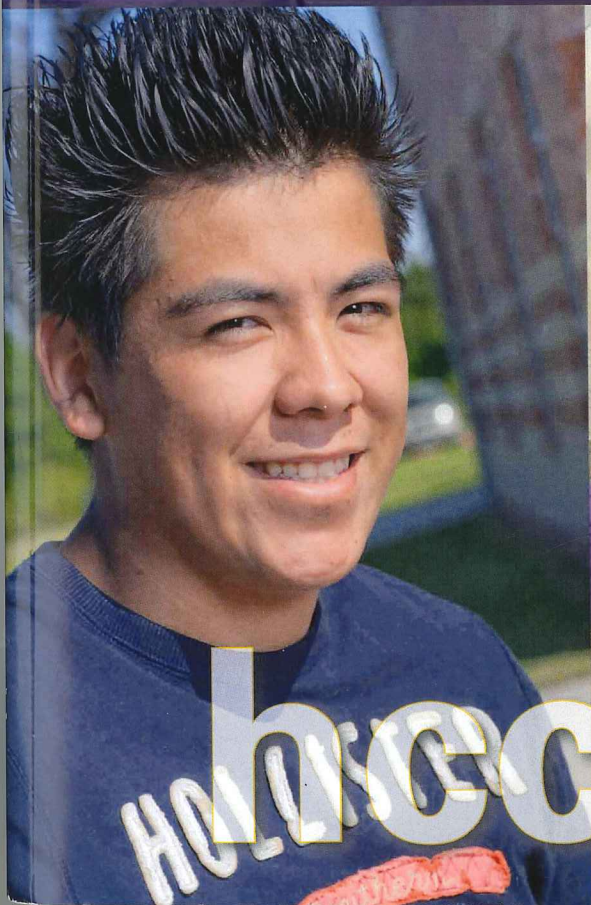




2011
2013

Catalog

Houston Community College

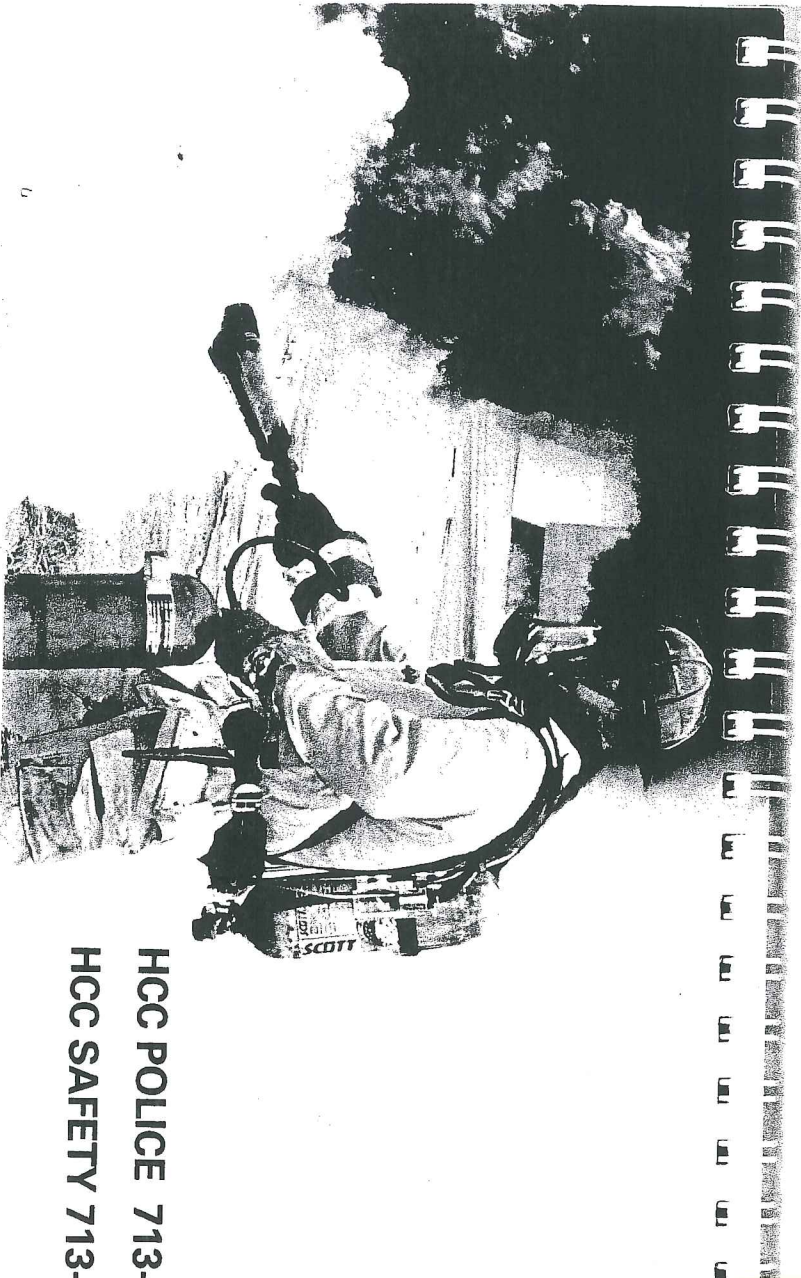


hccs.edu

Please see the following website for HCC 2011-2013 Catalog:

<http://digital.turn-page.com/title/6160>

Attachment 3



HCC POLICE 713-718-8888
HCC SAFETY 713-718-7561

HCC
HOUSTON COMMUNITY COLLEGE

Attachment
4

The material contained in this "Quick Reference Guide" is condensed from the *Houston Community College Safety Manual*. The safety manual contains additional information concerning responses to certain unplanned events which may threaten the college community. The manual also contains procedures developed to assist the college community in complying with safety and environmental requirements of federal, state and local regulatory authority.

The procedures contained in this "Quick Reference Guide" are suggested for general emergency situations that may threaten HCC buildings and occupants. No plan can provide direction for each specific circumstance which may develop. However, these guidelines serve as a general framework which should be evaluated as a course of action as similar situations arise.

In the event of an emergency, it is anticipated that adhering to the general steps developed in this guide will maximize the opportunity for the protection and, if necessary, orderly evacuation or relocation of all occupants. **Safety of building occupants is the primary concern** of any emergency plan. The preservation of the building and its contents is secondary. The success of the college community to prevent or respond to accidents requires a team effort by administration, faculty, staff and students.

The safety manual and this "Quick Reference Guide" are standard to the college system, with guidelines applying to all of the college community. Certain procedures must be developed to be specific to the particular environment in which they are applied. These specific procedures should be developed within work groups and included in the safety materials maintained at work sites. These procedures must then be made available in the workplace or classroom.

The Table of Contents for this HCC Safety Manual can be found on page 23 of this guide. An electronic version is maintained on the **safety web page** and may be accessed at <http://www.hccs.edu/portal/site/hcc>. Select *Faculty and Staff* on the HCC home page. *Safety and Loss Control* can be found under the *Finance and Administration* section.

CONTENT OF THIS GUIDE

EMERGENCY PLAN FOR FIRE	Page 2
Provides immediate procedures to follow in the event of suspected fire	
EVACUATION PROCEDURES/SHELTER-IN-PLACE	Page 4
Guidance for protection of occupants and evacuations of HCC facilities during and following an emergency	
ACCIDENTAL SPILL OF HAZARDOUS SUBSTANCE	Page 7
Initial steps in the event of a chemical or other hazardous substance spill	
MEDICAL EMERGENCIES	Page 9
Guidance in providing assistance to an individual during a medical emergency	
DISRUPTIVE OR DISORDERLY CONDUCT	Page 13
Guidance for obtaining assistance in dealing with disruptive or disorderly conduct	
WEAPONS ON CAMPUS	Page 14
Reporting and response to an incident of an armed person on college property	
TERRORISTIC THREAT PROCEDURES	Page 16
Steps to be followed upon receipt of a bomb threat, suspicious packages or letters and notifying authorities	
SEVERE WEATHER ALERT	Page 20
Outlines HCC decision and notification of severe weather related events	
HOUSTON COMMUNITY COLLEGE SAFETY MANUAL CONTENTS	Page 23
Contains the table of contents to the FULL safety manual	
EMERGENCY NOTIFICATIONS AND CONTACTS—SYSTEM & COLLEGES	Page 24
Office telephone numbers of key positions	
SPECIAL INSTRUCTION FOR LOCATION	Page 28
Additional safety procedures for this location may be recorded or referenced	
INFORMATION TO IDENTIFY PHYSICAL LOCATION IN EMERGENCY	Back Cover

SAFETY MANUAL SECTION IV EMERGENCY PLAN FOR FIRE

1. NOTIFICATION IN THE EVENT OF FIRE:

- Call 911 and be prepared to relay the exact physical street address: [example]
- "There is a fire at the Houston Community College building located at 1234 Smith Street near the corner of Main;"
- Also, give specific location within a building; [example]

"The fire is on the second floor in Room 234"

- Call HCC Police Department at 713-718-8888 and sound local fire alarm if available

2. IF YOU SEE OR SMELL SMOKE OR GAS:

- Call HCC Police 713-718-8888
- Sound local fire alarm if Evidence of Fire is observed
- Evidence of Fire = Smell or sight of smoke or flames or report of flames or smoke
- Initiate voice notification and alert if no alarm system is available

3. FOLLOW EVACUATION PROCEDURES — PAGE 4

Address information should be listed on the back cover of this guide.

4. IF YOU ENCOUNTER SMOKE OR FLAMES:

- Crawl low under the smoke to get to clean air
- Kneel or crouch by the door to test before opening
- Reach up as high as you can and touch the door and knob with the back of your hand
- Door is hot, use another escape route
- Door is cool, open it cautiously and continue along your escape route
- Isolate FIRE by closing off doors if possible
- Evacuate using stairwells not elevators
- Follow directions from those in authority
- STAY CALM

Authorized Employees:
* Use fire extinguisher only if you have been trained and fire is small.

- Once you are safe and immediate emergency procedures have been followed, notify appropriate administrative authority

5. ADDITIONAL FIRE SAFETY INFORMATION IS AVAILABLE IN THE HCC SAFETY MANUAL

- Section 4-1: Fire Safety
- Section 4-2: Emergencies Involving Fire
- Section 4-3: Flammable and Combustible Materials
- Section V: Evacuation Procedures
- Section III: Notifications and Contacts

SAFETY MANUAL SECTION V EVACUATION/SHELTER-IN-PLACE

The following Evacuation/Shelter-in-Place procedures are presented as general guidelines. Each college building and work area should establish procedures specific to the facility to ensure safety of employees, students and visitors.

1. SHELTER-IN-PLACE

- Shelter-in-Place simply means seeking immediate shelter inside a campus building. This course of action may need to be taken during a release of toxic chemicals or other materials to the outside air.
- Occupants will be advised to move to designated areas for Sheltering-in-Place. Any individual requesting to leave the building after being advised of the Shelter-in-Place instructions must do so in the first three (3) minutes of the initial notice.
- Prepare to evacuate should those instructions be issued. **Do not attempt to go outside or attempt to drive unless you are specifically instructed to evacuate.**
- See SECTION V: Shelter-in-Place (Section 5-4)

Special Evacuation Alarms or Notification Methods and other directions for this location should be listed on page 28 of this guide.

2. WHEN TO EVACUATE

- In the event of a fire alarm, response to the alarm will be IMMEDIATE AND MANDATORY
- For other emergencies that may require partial or total evacuation, you will be notified by Security, or other responsible authority
- Move to nearest fire exit
- If "Evidence of Fire," exit building to evacuation assembly area
- The method of NOTIFICATION of an evacuation will be identified and included in the facility fire plan

"Assembly Points" and other instructions for this location should be listed on the back cover of this guide.

3. EVACUATION ROUTES

- Primary evacuation routes for each floor of each building will be the nearest safe exit or stairwell
- All occupants should be familiar with secondary evacuation routes from their office or classroom areas
- Elevators should not be used for evacuation (may become inoperative/smoke hazard may develop)
- Evacuees should meet at designated area for accounting
- "Assembly points" to be used during an evacuation will be identified and included in the facility Fire Plan

4. TOTAL EVACUATION

- If a condition exists that requires immediate and total evacuation of the building, the fire alarm should be used for notification
- In buildings without a standard fire alarm system, a voice alert and/or the PA system will be used to alert occupants

5. METHOD OF EVACUATION

- Evacuation should begin with those persons not requiring assistance. This avoids the possibility of the disabled being injured
- Position persons with disabilities near the exit or stairwell farthest from danger
- If possible, designate one person to stay with disabled and another to notify emergency responders of their location
- Elevators will not be used during an emergency evacuation
- Flashlights or emergency lighting will be useful in case of electrical power failure
- Occupants will proceed to the exit or nearest exit or stairwell in an orderly manner, staying to the right side of the stairs and exiting the building on the ground floor
- Close office doors and windows as you leave
- Occupants should be informed to take personal items only if there is time
- Occupants should remain quiet in the evacuation process in order to hear directions

6. BOMB THREAT EVACUATION

- If the evacuation is due to a bomb threat, be alert to make a note of any unusual packages that may be in or near your office area
- Do not touch the package but report it to authorities immediately
- See SECTION VIII: **Bomb Threat Procedures (Section 8-1)**

7. CONDUCT FOLLOWING EVACUATION

- DO NOT PANIC**
- Once in the safe area, stay visible
- Names of occupants not accounted for will be submitted to fire fighters as missing
- Occupants will proceed to the area outside identified for assembly as warranted by existing conditions
- All personnel should follow instructions given by those in charge
- Do not return to an evacuated building unless "ALL CLEAR" designation is given by authorities
- Instructors and supervisors should make an accounting of occupants from their respective areas

8. EVACUATION PLANS FOR PERSONS WITH DISABILITIES

- Evacuation Assistance Registry and Program to provide pre-need planning
- Employees contact **HCC Safety Office 713-718-7561**
- Students contact College ADA Coordinator
- Planning for persons with disability (Section 5-3)
- Areas of assistance for mobility impaired — exit farthest from hazard
- Instructor/staff may assist Fire Wardens in aiding mobility impaired persons
- See SECTION V: **Mobility Impaired — Evacuation Procedures (Section 5-2)**

Special instructions for this location should be listed on page 28 of this guide.

ACCIDENTAL SPILL OF HAZARDOUS SUBSTANCE

1. ACTION: RESTRICT ACCESS TO AREA OF SPILL

- One (1) gallon or less
- Refer to the chemical's MSDS for spill clean-up instructions
- MSDS Section 7, "Precautions for safe handling and use"
- Use recommended Personal Protective Equipment
- Follow other precautions listed in MSDS
- Use appropriate neutralizer and absorbent medium (acid vs base)
- Most solids can be swept-up
- Transfer material into appropriate container
- Contact **HCC Safety Office** for disposal **713-718-7561**
- Mercury - Special procedures are required for any release of MERCURY
- Utilize special Mercury Spill Kit - contact HCC Safety Office for assistance and disposal
- Over one (1) gallon
- Evacuate immediate area. Contact **HCC Safety Office 713-718-7561**
- Contact HCC Police 713-718-8888
- Obtain MSDS and provide copy to responders
- IF QUALIFIED, initiate recommended spill containment and other procedures which may be safely and reasonably enacted

2. NOTIFICATIONS

- Notify instructor or work place supervisor
- Contact **HCC Safety Office 713-718-7561**
- Non-business hours contact **HCC Police 713-718-8888**

3. REFER TO LABORATORY CHEMICAL HYGIENE PLAN OR OTHER WORK AREA PROCEDURES WHICH HAVE BEEN ESTABLISHED FOR HAZARDOUS SUBSTANCE SPILLS.

HCC Safety Manual:

Section 12-1: Workplace Chemical Awareness

Section 12-4: MSDS Resources

Section 13-1: Hazardous Waste

Section 17: Science Laboratory Safety Manual (Chemical Hygiene Plan)

1. MAJOR MEDICAL EMERGENCIES

A. Action should be taken in cases of life threatening situations such as:

1. A person being unconscious

2. Having cardiac arrest

3. Severe bleeding or choking

B. Attempts should be made to assist the victim. Upon observation of the medical emergency, take the following actions:

1. If you are able, render first aid/CPR or obtain assistance of someone who is accessible and willing to manage the situation.

2. Call or have someone call **911** for EMS

3. State the nature or type of emergency

4. Give the location of building, floor, room

**SAFETY MANUAL SECTION VI
MEDICAL EMERGENCIES**



C. Identify the person and any other pertinent information which will help prepare responders.

1. Age
 2. Sex
 3. Symptoms victim is exhibiting
 4. Pre-existing health condition
 5. Medication the victim may be taking
 6. Stay with victim until emergency personnel arrive
- D. Have another individual in the area meet the emergency personnel upon their arrival to expedite their locating the victim inside a building.
- E. When time permits, contact the vice chancellor's, president's and/or dean's office so that he/she can assist as needed (refer to Emergency Contacts, pages 24-27)
- F. Following the medical emergency, prepare a brief report regarding the actions taken in response to the emergency. Copies of this report should be sent to the president, College Safety Team Leaders, HCC Safety and Loss Control Department, and Risk Manager.

continued

2. MEDICAL EMERGENCIES AND INJURIES (GENERAL)

- A. Injuries which are not life threatening, but which have occurred on college property.
1. First aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.
 - Access to first aid kits to treat minor injuries can be provided by HCC-Police/Security or Campus Manager
 2. Contact HCC Police 713-718-8888, to report the incident (refer Emergency Contacts, pages 24-27)
 - Injured employee's supervisor must complete "Employer's First Report of Injury" form within 24 hours and submit it to the Risk Management Office, MC 1119
 3. If necessary, HCC police will assist the injured person in arranging transportation to a hospital.
- B. College personnel will not, as college representatives, provide personal transportation for injured or ill persons Call EMS 911, and HCC Police 713-718-8888.

continued

3. REPORTS

A written report will be made by college police for any injury that occurs on college property.

1. Instructors shall submit a report to their department chair concerning circumstances of student injuries occurring in class activities.
2. Initial reports should be forwarded to the administrator immediately responsible for the instructional or operational program for appropriate distribution.
3. Supervisors remain responsible for reporting injuries and sickness of employees in compliance with System Worker's Compensation policies.
4. Employee worker's compensation reporting and benefits are coordinated through **HCC Risk Management, 713-718-5100.**

SAFETY MANUAL SECTION IX
DISRUPTIVE OR DISORDERLY CONDUCT

1. Incidents involving complaints or minor misconduct by students, visitors, or other non-employee individuals should be initially resolved by faculty/staff personnel when at all possible.
 2. The college dean, campus coordinator, or other supervisor on duty should be responsible for assisting faculty/staff personnel if they are unable to immediately resolve the incident/complaint.
 - College Police will respond to complaints/incidents if the situation or conduct warrants police intervention
 - Factors which might indicate police involvement is necessary may include violations of law and conduct which has escalated beyond the capabilities of the faculty or staff to manage
 - College Police should be called immediately by any student, faculty, or staff member when conduct may endanger personal safety or property
3. Report incidents or obtain police/security service by calling:
- **HCC Police/Security: 713-718-8888**
 - **Administrative Office of Chief of Police: 713-718-8888**

Conduct may be governed by one or more of the following:

- Board Policy
- HCC Student Handbook; **Section on Discipline**
- Texas Education Code; Chapter 51, **Higher Education**
- Subchapter E; **Protection of Buildings and Grounds**
- Subchapter E-1; **Maintaining Campus Order During Periods of Disruption**
- Texas Penal Code; Title 9, **Offenses Against Public Order and Decency**

SAFETY MANUAL SECTION X WEAPONS ON CAMPUS

1. Anyone having knowledge that an armed person is present on campus should immediately alert the HCC Police of the situation. **HCC POLICE 713-718-8888.**

2. Be prepared to provide the following information to the police:

- Location of the armed person
- How is the person armed, i.e. rifle, pistol, knife
- Actions (and if known, purpose) of armed individual
- A complete description of the individual
- Whether or not any shots have been fired
- Your name and where you can be located if needed

3. *Texas handgun licensing laws do not permit the carrying of handguns on college property.*

- Texas Penal Code: Section 46.03, **Places Weapons Prohibited**
- Section 46.035, **Unlawful Carrying of Handgun by License Holder**

4. After notifying the police, notify the president's and/or dean's office of the situation. *(Refer to Emergency Contacts, pages 24-27)*

- Unless otherwise directed, persons on campus should remain in their offices or classrooms with doors closed and locked, if possible
- If there is danger of shots being fired or if shots have been fired, all persons should lie on the floor and remain as calm as possible
- Individuals should remain in a safe place until assured that any danger has been resolved

5. College police should be called immediately by any student, faculty or staff member when conduct may endanger personal safety or property. **HCC POLICE 713-718-888**

6. Conduct may be governed by one or more of the following:

- HCC Board Policy
- Texas Education Code; Section 4.31, **Exhibition of Firearms**
- Texas Penal Code; Section 42.01, **Disorderly Conduct**
- Texas Penal Code; Chapter 46, **Weapons**

**SAFETY MANUAL SECTION VIII
TERRORISTIC THREAT**

HOUSTON COMMUNITY COLLEGE POLICE DEPARTMENT 713-718-8888

BOMB THREAT PROCEDURES (Section 8-1)

In the event you are contacted by phone regarding a bomb threat, these steps should be followed:

1. Remain calm, listen and take notes.
2. Remember what you hear!
3. Keep the caller talking while you notify someone near you that you are on a bomb threat call and to reach security.
4. If the call is received on a telephone instrument with caller ID display — **RECORD THE DISPLAYED NUMBER.**
5. Try to get as much information as possible — questions could include:

- Where is the bomb?
- What does it look like?
- Building in question?
- Why did you choose this building?
- Time of setting?
- Location of bomb?
- Why would you want to hurt innocent people?
- Could you repeat the message?
- Can you tell me the reason you are doing this?

continued

6. Record a description of the caller's voice.

- male, female
- juvenile, adult
- local, foreign, southern
- impediment, slurred
- excited, quiet, calm
- education level

7. Listen for background noises such as railroad, streets, aircraft.

8. Immediately call the **HCC Police at 713-718-8888.**

9. Do not discuss the call with anyone but appropriate "authority-in-charge" to prevent alarming others.

10. The HCC Police will contact the Houston Police Department, or other agency, for necessary assistance concerning the call, regardless of the validity of the threat.

11. Procedures to be implemented will be based on the content of the bomb threat and course of action selected by the authorities.

- Do not sound an alarm
- Decision for the type of response procedures will be made by police or college authorities
- If evacuation plan is implemented procedures outlined in Section V: **Evacuation Procedures** will be followed
- If the evacuation is due to a bomb threat, be alert to make a note of any unusual packages that may be in or near your office area
- Do not touch the package but report it to authorities immediately
- HCC Safety Manual Section 8-1: **Bomb Threat Procedures**
- HCC Safety Manual Section 8-2: **Bomb Threat Call Check List**

continued

SUSPICIOUS PACKAGE / LETTER (Section 8-3)

1. General Mail Handling.

- Do NOT open suspicious package or mail
 - Open all non-suspicious mail with a letter opener or a method that is least likely to disturb contents
 - Do not blow into envelopes.
 - Keep hands away from nose and mouth while engaged in mail handling activities
 - Wash hands after handling mail
- 2. Characteristics of Suspicious Package and Letters.**
- Crystals, powder, or powder-like residue on the surface
 - Suspicious or threatening language on the outside of package or letter
 - Restrictive endorsements such as "Personal" or "Confidential"
 - Distorted handwriting, block-printed, or poorly typed addresses
 - Rigid, uneven, irregular, or lopsided package
 - Package with soft spots, bulges, or excessive weight
 - Excessive postage
 - Misspelled addressee's name, title, or location
 - Protruding wires or aluminum foil

continued



3. If You Receive or Discover a Suspicious Package or Letter.

- Do NOT open the package or letter
- Do not shake, empty, or otherwise disturb its contents
- Put the package down and do not handle it further
- Do not touch, smell or try to clean up any spilled substance
- Alert others nearby – noting names of those in the area
- Do not remove ANY items from area
- Isolate and leave the area and gently close the door

After leaving the area:

- Wash hands well with soap and water
- Contact your supervisor and **HCC Police at 713-718-8888**
- Limit movements within the building to prevent spread of potentially harmful substance
- Designated Responders or Other Appropriate Authority Will Determine the Need for Further Action.
- HCC Police will evaluate and take appropriate action determined by situation
- Resolve concern over suspicious appearance, but otherwise harmless package/letter
- Initiate other emergency measures for protection of occupants and building
- Notify other Local, State or Federal authority as warranted
- Initiate criminal investigation

continued

SAFETY MANUAL SECTION VII

SEVERE WEATHER ALERT

A decision to dismiss classes or close a campus will be made by the Chancellor and/or college president when weather or other conditions pose a potentially serious threat to the health or safety of the College's students and/or employees.

The decision will be made by the Chancellor, or his/her representative, after consultation with appropriate college personnel and representatives of public health or safety agencies.

If conditions affect only a college or single facility (not entire system) the decision may be made by the college president. The president will notify the Chancellor (or his/her representative) at the System of the decision to close the campus.

DURING NON-BUSINESS HOURS

The decision to close the college for day classes will be made by 5 a.m. or as soon thereafter as possible. The decision to close or extend closing of college campuses for evening classes will be made by 2 p.m. or as soon thereafter as possible. And will include canceling all scheduled evening activities.

The decision will be communicated using the following process:

1. Upon notification from the Chancellor, the president will notify the respective deans and college operations officer.

- Who will in turn notify their staff and/or department heads
- Who then will notify the faculty and staff who report to them

2. Notification will be made to the HCC Police Department 24-hour communication center — 713-718-8888.

3. The president will notify the System Office of Communications which will notify the news media of the closing decision, if such notification is necessary.

continued

4. Radio stations and local television stations will be notified and should be monitored to serve as the principal source of information when a potential widespread emergency condition is present.

- Television: Channel 2, Channel 11, Channel 13, Channel 26, Channel 39, Channel 45, Channel 48
- Radio Stations: KTRH 740 AM, KPRC 950 AM, KLAT 1010 AM, and KQOK 106.5 FM

• <http://www.school-closings.net> (INTERNET BASED NOTIFICATION)

DURING BUSINESS HOURS

If classes are in session and offices occupied, the notification may be done in person or by telephone.

2. Notification will be made to the HCC Police Department 24-hour communication center at 713-718-8888.

3. Should the decision be made to close the college, employees should prepare work and classroom areas as necessary to lessen potential property loss from the adverse event.

- Disconnect all electrical equipment — computer, TV, VCR, typewriter, calculator, science equipment
- Move delicate or electrical equipment away from windows toward the interior walls to the extent possible

• Secure (close and lock) windows and doors when leaving and turn off all lights

Recommendations for hurricane preparedness can be found in Section XVI: Hurricane Planning

TORNADO

Tornadoes give little or no advance warning. Extreme and sudden winds can present similar hazards. Take precautions upon notification of tornado-like weather.

Seek shelter inside buildings or

Occupants should move to the main or lower floor as quickly as possible

If time does not allow for movement, cover should be taken away from glass windows and under protective items such as tables

continued

- Once individuals have reached a shelter or "take cover" location, they should assume a seated position on the floor with their heads down and their hands over their heads or place themselves under a desk or between fixed seating (if available) with heads lower than the backs of the seats
 - Hallways and stairwells away from glass are also acceptable shelters/"take cover" areas
 - Once the hazard has stabilized, exit from the building to the Evacuation Assembly Point
 - Stay away from downed power lines and damaged structures
- The most common type of all natural hazards is flooding. This is particularly true for the Greater Houston area which includes areas surrounding many HCC facilities.
- Be aware of road conditions during periods of extremely heavy rainfall
 - HCC facilities may not be exposed to flooding, but hazardous conditions may exist in traveling to and from these locations
 - Avoid going near flooded areas
 - Do not drive into flooded streets. Water depth is unknown and the condition of the roadway is not certain
 - Listen to local radio and TV stations for college closing information

HOUSTON COMMUNITY COLLEGE SAFETY MANUAL CONTENTS

<p>SECTION I Safety and Security Planning</p> <p>SECTION II System Leadership Team</p> <p>SECTION III System Safety Advisory Council</p> <p>SECTION IV College Safety Team Leaders</p> <p>SECTION V College Safety Committee</p> <p>SECTION VI System Safety Advisory Council</p> <p>SECTION VII Chief of Police</p> <p>SECTION VIII Director of Safety</p> <p>SECTION IX Emergency Plan for Fire</p> <ul style="list-style-type: none"> • Section 4-1: Fire Safety • Section 4-2: Emergencies Involving Fire • Section 4-3: Flammable and Combustible Materials <p>SECTION X Evacuation/Shelter-in-Place</p> <ul style="list-style-type: none"> • Section 5-0: Occupant Instructions • Section 5-1: Fire Exit Drill Procedures • Section 5-2: Mobility Impaired - Evacuation Procedures • Section 5-3: Planning for Persons with Disability • Section 5-4: Shelter-in-Place <p>SECTION XI Armed Person on Campus</p> <p>SECTION XII Disruption and Disorderly Conduct</p> <ul style="list-style-type: none"> • Section 8-1: Bomb Threat Procedures • Section 8-2: Bomb Threat Call Check List • Section 8-3: Suspicious Packaging/Letter <p>SECTION XIII Terroristic Threats</p> <p>SECTION XIV Hazard Communication</p> <ul style="list-style-type: none"> • Section 11-1: Generalized Safety Survey Guide (Self Inspection) • Section 11-2: Workplace Chemical Awareness • Section 12-1: Asbestos Exposure • Section 12-2: Pest Control Information • Section 12-3: MSDS Resources • Section 12-4: Chemical Inventory Form • Section 12-5: Blood Borne Pathogens • Section 12-6: Blood Borne Pathogens <p>SECTION XV Medical Emergencies</p> <ul style="list-style-type: none"> • Major Medical Emergencies • Medical Emergencies and Injuries (general) <p>SECTION XVI Severe Weather Alert</p> <ul style="list-style-type: none"> • College Closings • Notification • Section 7-1: Tornado/Severe Winds <p>SECTION XVII Hazard Communication</p> <ul style="list-style-type: none"> • Section 12-1: Workplace Chemical Awareness • Section 12-2: Asbestos Exposure • Section 12-3: Pest Control Information • Section 12-4: MSDS Resources • Section 12-5: Chemical Inventory Form • Section 12-6: Blood Borne Pathogens <p>SECTION XVIII Hazard Communication</p> <ul style="list-style-type: none"> • Section 12-1: Workplace Chemical Awareness • Section 12-2: Asbestos Exposure • Section 12-3: Pest Control Information • Section 12-4: MSDS Resources • Section 12-5: Chemical Inventory Form • Section 12-6: Blood Borne Pathogens <p>SECTION XIX Accident Prevention and Inspection Plan</p> <ul style="list-style-type: none"> • Section 11-1: Generalized Safety Survey Guide (Self Inspection) <p>SECTION XX Department Safety Rules</p> <p>SECTION XXI General Safety Rules</p> <p>SECTION XXII Hazard Communication</p> <ul style="list-style-type: none"> • Section 13-1: Hazardous waste • Section 13-2: Chemistry glassware and precursor chemicals • Section 13-3: Chemical Waste Disposal Form and Instruction <p>SECTION XXIII Regulated Materials</p> <p>SECTION XXIV General Safety Rules</p> <p>SECTION XXV Department Safety Rules</p> <p>SECTION XXVI Hazard Communication</p> <p>SECTION XXVII Hazard Communication</p> <p>SECTION XXVIII Hazard Communication</p> <p>SECTION XXIX Hazard Communication</p> <p>SECTION XXX Hazard Communication</p> <p>SECTION XXXI Hazard Communication</p> <p>SECTION XXXII Hazard Communication</p> <p>SECTION XXXIII Hazard Communication</p> <p>SECTION XXXIV Hazard Communication</p> <p>SECTION XXXV Hazard Communication</p> <p>SECTION XXXVI Hazard Communication</p> <p>SECTION XXXVII Hazard Communication</p> <p>SECTION XXXVIII Hazard Communication</p> <p>SECTION XXXIX Hazard Communication</p> <p>SECTION XL Hazard Communication</p> <p>SECTION XLI Hazard Communication</p> <p>SECTION XLII Hazard Communication</p> <p>SECTION XLIII Hazard Communication</p> <p>SECTION XLIV Hazard Communication</p> <p>SECTION XLV Hazard Communication</p> <p>SECTION XLVI Hazard Communication</p> <p>SECTION XLVII Hazard Communication</p> <p>SECTION XLVIII Hazard Communication</p> <p>SECTION XLIX Hazard Communication</p> <p>SECTION L Hazard Communication</p>	<p>SECTION I Safety and Security Planning</p> <p>SECTION II System Leadership Team</p> <p>SECTION III System Safety Advisory Council</p> <p>SECTION IV College Safety Team Leaders</p> <p>SECTION V College Safety Committee</p> <p>SECTION VI System Safety Advisory Council</p> <p>SECTION VII Chief of Police</p> <p>SECTION VIII Director of Safety</p> <p>SECTION IX Emergency Plan for Fire</p> <ul style="list-style-type: none"> • Section 4-1: Fire Safety • Section 4-2: Emergencies Involving Fire • Section 4-3: Flammable and Combustible Materials <p>SECTION X Evacuation/Shelter-in-Place</p> <ul style="list-style-type: none"> • Section 5-0: Occupant Instructions • Section 5-1: Fire Exit Drill Procedures • Section 5-2: Mobility Impaired - Evacuation Procedures • Section 5-3: Planning for Persons with Disability • Section 5-4: Shelter-in-Place <p>SECTION XI Armed Person on Campus</p> <p>SECTION XII Disruption and Disorderly Conduct</p> <ul style="list-style-type: none"> • Section 8-1: Bomb Threat Procedures • Section 8-2: Bomb Threat Call Check List • Section 8-3: Suspicious Packaging/Letter <p>SECTION XIII Terroristic Threats</p> <p>SECTION XIV Hazard Communication</p> <ul style="list-style-type: none"> • Section 11-1: Generalized Safety Survey Guide (Self Inspection) • Section 11-2: Workplace Chemical Awareness • Section 12-1: Asbestos Exposure • Section 12-2: Pest Control Information • Section 12-3: MSDS Resources • Section 12-4: Chemical Inventory Form • Section 12-5: Blood Borne Pathogens • Section 12-6: Blood Borne Pathogens <p>SECTION XV Medical Emergencies</p> <ul style="list-style-type: none"> • Major Medical Emergencies • Medical Emergencies and Injuries (general) <p>SECTION XVI Severe Weather Alert</p> <ul style="list-style-type: none"> • College Closings • Notification • Section 7-1: Tornado/Severe Winds <p>SECTION XVII Hazard Communication</p> <ul style="list-style-type: none"> • Section 12-1: Workplace Chemical Awareness • Section 12-2: Asbestos Exposure • Section 12-3: Pest Control Information • Section 12-4: MSDS Resources • Section 12-5: Chemical Inventory Form • Section 12-6: Blood Borne Pathogens <p>SECTION XVIII Hazard Communication</p> <ul style="list-style-type: none"> • Section 12-1: Workplace Chemical Awareness • Section 12-2: Asbestos Exposure • Section 12-3: Pest Control Information • Section 12-4: MSDS Resources • Section 12-5: Chemical Inventory Form • Section 12-6: Blood Borne Pathogens <p>SECTION XIX Accident Prevention and Inspection Plan</p> <ul style="list-style-type: none"> • Section 11-1: Generalized Safety Survey Guide (Self Inspection) <p>SECTION XX Department Safety Rules</p> <p>SECTION XXI General Safety Rules</p> <p>SECTION XXII Hazard Communication</p> <ul style="list-style-type: none"> • Section 13-1: Hazardous waste • Section 13-2: Chemistry glassware and precursor chemicals • Section 13-3: Chemical Waste Disposal Form and Instruction <p>SECTION XXIII Regulated Materials</p> <p>SECTION XXIV General Safety Rules</p> <p>SECTION XXV Department Safety Rules</p> <p>SECTION XXVI Hazard Communication</p> <p>SECTION XXVII Hazard Communication</p> <p>SECTION XXVIII Hazard Communication</p> <p>SECTION XXIX Hazard Communication</p> <p>SECTION XXX Hazard Communication</p> <p>SECTION XXXI Hazard Communication</p> <p>SECTION XXXII Hazard Communication</p> <p>SECTION XXXIII Hazard Communication</p> <p>SECTION XXXIV Hazard Communication</p> <p>SECTION XXXV Hazard Communication</p> <p>SECTION XXXVI Hazard Communication</p> <p>SECTION XXXVII Hazard Communication</p> <p>SECTION XXXVIII Hazard Communication</p> <p>SECTION XXXIX Hazard Communication</p> <p>SECTION XL Hazard Communication</p> <p>SECTION XLI Hazard Communication</p> <p>SECTION XLII Hazard Communication</p> <p>SECTION XLIII Hazard Communication</p> <p>SECTION XLIV Hazard Communication</p> <p>SECTION XLV Hazard Communication</p> <p>SECTION XLVI Hazard Communication</p> <p>SECTION XLVII Hazard Communication</p> <p>SECTION XLVIII Hazard Communication</p> <p>SECTION XLIX Hazard Communication</p> <p>SECTION L Hazard Communication</p> <p>SECTION LI Hazard Communication</p> <p>SECTION LII Hazard Communication</p> <p>SECTION LIII Hazard Communication</p> <p>SECTION LIV Hazard Communication</p> <p>SECTION LV Hazard Communication</p> <p>SECTION LVI Hazard Communication</p> <p>SECTION LVII Hazard Communication</p> <p>SECTION LVIII Hazard Communication</p> <p>SECTION LIX Hazard Communication</p> <p>SECTION LX Hazard Communication</p> <p>SECTION LXI Hazard Communication</p> <p>SECTION LXII Hazard Communication</p> <p>SECTION LXIII Hazard Communication</p> <p>SECTION LXIV Hazard Communication</p> <p>SECTION LXV Hazard Communication</p> <p>SECTION LXVI Hazard Communication</p> <p>SECTION LXVII Hazard Communication</p> <p>SECTION LXVIII Hazard Communication</p> <p>SECTION LXIX Hazard Communication</p> <p>SECTION LXX Hazard Communication</p> <p>SECTION LXXI Hazard Communication</p> <p>SECTION LXXII Hazard Communication</p> <p>SECTION LXXIII Hazard Communication</p> <p>SECTION LXXIV Hazard Communication</p> <p>SECTION LXXV Hazard Communication</p> <p>SECTION LXXVI Hazard Communication</p> <p>SECTION LXXVII Hazard Communication</p> <p>SECTION LXXVIII Hazard Communication</p> <p>SECTION LXXIX Hazard Communication</p> <p>SECTION LXXX Hazard Communication</p> <p>SECTION LXXXI Hazard Communication</p> <p>SECTION LXXXII Hazard Communication</p> <p>SECTION LXXXIII Hazard Communication</p> <p>SECTION LXXXIV Hazard Communication</p> <p>SECTION LXXXV Hazard Communication</p> <p>SECTION LXXXVI Hazard Communication</p> <p>SECTION LXXXVII Hazard Communication</p> <p>SECTION LXXXVIII Hazard Communication</p> <p>SECTION LXXXIX Hazard Communication</p> <p>SECTION LXXXX Hazard Communication</p> <p>SECTION LXXXXI Hazard Communication</p> <p>SECTION LXXXXII Hazard Communication</p> <p>SECTION LXXXXIII Hazard Communication</p> <p>SECTION LXXXXIV Hazard Communication</p> <p>SECTION LXXXXV Hazard Communication</p> <p>SECTION LXXXXVI Hazard Communication</p> <p>SECTION LXXXXVII Hazard Communication</p> <p>SECTION LXXXXVIII Hazard Communication</p> <p>SECTION LXXXXIX Hazard Communication</p> <p>SECTION LXXXXX Hazard Communication</p>
--	---

Available at: <http://www.hccs.edu/portal/site/hcc>
 On the home page, select Faculty and Staff, Safety and Loss Control can be found under the Finance and Administration section.

HCC-SAFETY MANUAL SECTION III EMERGENCY NOTIFICATIONS AND CONTACTS SYSTEM AND COLLEGES EMERGENCY TELEPHONE NUMBERS

1. IMMEDIATE and LIFE THREATENING EMERGENCY
 2. CALL DIRECT TO 911 (remember - dial "9" for outside line if necessary)
 3. Stay on the telephone - DO NOT HANG UP UNTIL TOLD
 4. Give complete information for responding emergency personnel. Specific nature of emergency "FIRE" - "POLICE" - "AMBULANCE" (EMS).
4. If time permits, also call HCC Police: 713-718-8888

OTHER POLICE - SECURITY SERVICE

Reports of crime and requests for Police, Security and Safety services on Houston Community College property which are not immediately life threatening should be made to college authorities. HCC is party to a Memorandum of Understanding whereby HCC Police are responsible for primary response and initial reporting of criminal activity on HCC property.

HCC POLICE DEPARTMENT	24-HOUR Police and Security COMMUNICATION CENTER	713-718-8888
SAFETY DEPARTMENT	ADMINISTRATIVE OFFICE for Chief of Police	713-718-8888
	NON-BUSINESS HOURS and EMERGENCY ISSUES	713-718-8888
	ADMINISTRATIVE OFFICE for Safety Department	713-718-7561

continued

HCC-SAFETY MANUAL SECTION 3-1 HCC-District Office

[Notifications made as necessary according to nature of emergency or event]

CHANCELLOR	713-718-5059
VICE CHANCELLOR, ECONOMIC DEVELOPMENT	713-718-5037
VICE CHANCELLOR, EDUCATIONAL DEVELOPMENT & ADMINISTRATION	713-718-5040
VICE CHANCELLOR, FINANCE & ADMINISTRATION	713-718-5096
VICE CHANCELLOR, STUDENT SUCCESS	713-781-5115
DIRECTOR OF MAINTENANCE	713-718-7576
FACILITIES OFFICE	713-718-7575
COMMUNICATIONS DEPARTMENT	713-718-5061
DISPATCH	713-718-8888
CHIEF OF POLICE	713-718-8888
SAFETY DEPARTMENT	713-718-7561
DISABILITY COORDINATOR	713-718-5165

OTHER KEY PERSONS

Title _____
Telephone _____

HCC-SAFETY MANUAL SECTION 3-2 HCC-Central

[Notifications made as necessary according to nature of emergency or event]

PRESIDENT	713-718-6040
COLLEGE OPERATIONS OFFICER	713-718-6356
DEAN, ACADEMIC DEVELOPMENT	713-718-6080
DEAN, WORKFORCE DEVELOPMENT	713-718-6003
DEAN, STUDENT DEVELOPMENT	713-718-6075
ADMINISTRATIVE OFFICE FOR SAFETY DEPARTMENT	713-718-7561
DISPATCH	713-718-8888
MAINTENANCE - ARAMARK	713-718-5555
DISABILITY COORDINATOR	713-718-6164

OTHER KEY PERSONS

Title _____
Telephone _____

HCC-SAFETY MANUAL SECTION 3-3

[Notifications made as necessary according to nature of emergency or event]

HCC-Northeast

PRESIDENT 713-718-8010

COLLEGE OPERATIONS OFFICER 713-718-5201

DEAN, ACADEMIC DEVELOPMENT 713-718-8056

DEAN, WORKFORCE DEVELOPMENT 713-718-5316

DEAN, STUDENT DEVELOPMENT 713-718-8067

ADMINISTRATIVE OFFICE FOR SAFETY DEPARTMENT 713-718-7561

DISPATCH 713-718-8888

MAINTENANCE - ARAMARK 713-718-5555

DISABILITY COORDINATOR 713-718-8083

OTHER KEY PERSONS

Title _____
Telephone _____

HCC-SAFETY MANUAL SECTION 3-4

[Notifications made as necessary according to nature of emergency or event]

HCC-Northwest

PRESIDENT 713-718-5721

COLLEGE OPERATIONS OFFICER 713-718-5726

DEAN, ACADEMIC DEVELOPMENT 713-718-5724

DEAN, WORKFORCE DEVELOPMENT 713-718-5778

DEAN, STUDENT DEVELOPMENT 713-718-5690

ADMINISTRATIVE OFFICE FOR SAFETY DEPARTMENT 713-718-7561

DISPATCH 713-718-8888

MAINTENANCE - ARAMARK 713-718-5555

DISABILITY COORDINATOR 713-718-5708

OTHER KEY PERSONS

Title _____
Telephone _____

HCC-SAFETY MANUAL SECTION 3-5

[Notifications made as necessary according to nature of emergency or event]

HCC-Southeast

PRESIDENT 713-718-7071

COLLEGE OPERATIONS OFFICER 713-718-7565

DEAN, ACADEMIC DEVELOPMENT 713-718-7065

DEAN, WORKFORCE DEVELOPMENT 713-718-7038

DEAN, STUDENT DEVELOPMENT 713-718-7049

ADMINISTRATIVE OFFICE FOR SAFETY DEPARTMENT 713-718-7561

DISPATCH 713-718-8888

MAINTENANCE - ARAMARK 713-718-5555

DISABILITY COORDINATOR 713-718-7218

OTHER KEY PERSONS

Title _____
Telephone _____

HCC-SAFETY MANUAL SECTION 3-6

[Notifications made as necessary according to nature of emergency or event]

HCC-Southwest

PRESIDENT 713-718-7748

COLLEGE OPERATIONS OFFICER 713-718-7735

DEAN, ACADEMIC DEVELOPMENT 713-718-7746

DEAN, WORKFORCE DEVELOPMENT 713-718-7913

DEAN, STUDENT DEVELOPMENT 713-718-7789

ADMINISTRATIVE OFFICE FOR SAFETY DEPARTMENT 713-718-7561

DISPATCH 713-718-8888

MAINTENANCE - ARAMARK 713-718-5555

DISABILITY COORDINATOR 713-718-7909

OTHER KEY PERSONS

Title _____
Telephone _____

HCC-SAFETY MANUAL SECTION 3-7

[Notations made as necessary according to nature of emergency or event]

HCC-Coleman College of Health Sciences

PRESIDENT 713-718-7628

COLLEGE OPERATIONS OFFICER 713-718-7212

DEAN, HEALTH SCIENCES 713-718-7404

ADMINISTRATIVE OFFICE FOR

SAFETY DEPARTMENT 713-718-7561

DISPATCH 713-718-8888

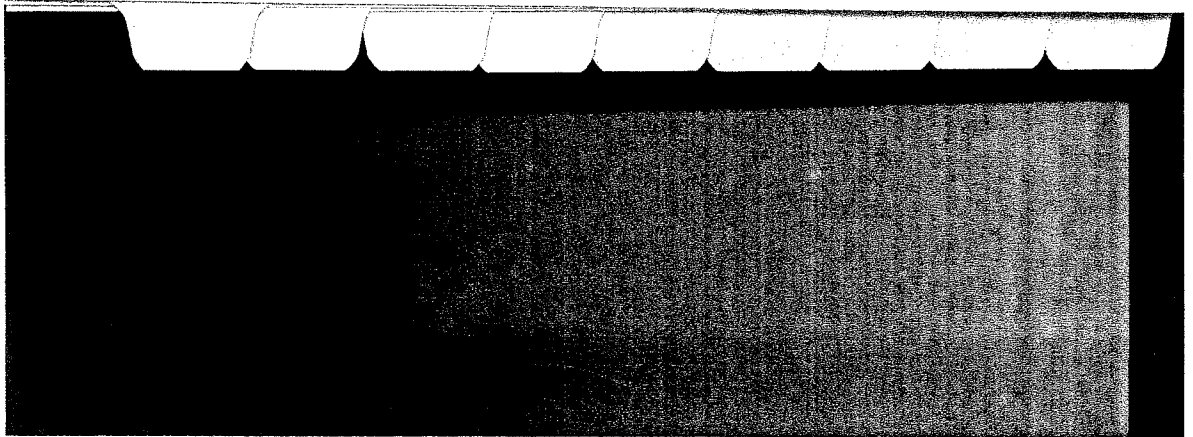
MAINTENANCE - ARAMARK 713-718-5555

DISABILITY COORDINATOR 713-718-7631

OTHER KEY PERSONS

Title _____

Telephone _____



SPECIAL PROCEDURES/INFORMATION FOR THIS LOCATION



Emergency Personnel For This Site Telephone _____

(Avery Label 5164)

Emergency Personnel For This Department Telephone _____

(Avery Label 5164)

ACCOUNT LOSS HISTORY ANALYSIS



	Current 2012/2013	1st PREVIOUS YR. 2011/2012	2nd PREVIOUS YR. 2010/2011	3rd PREVIOUS YR. 2009/2010	4th PREVIOUS YR. 2008/2009	5th PREVIOUS YR. 2007/2008
WORKERS' COMPENSATION	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Texas Mutual 0001121115	Texas Mutual 0001121115	Texas Mutual 0001121115	Texas Mutual 0001121115	Texas Mutual 0001121115	Texas Mutual 0001121115
VALUATION DATE	02/1/13	02/1/13	02/1/13	02/1/13	02/1/13	unknown
NUMBER OF ACCIDENTS REPORTED	20	48	43	50	28	
PAID LOSS	\$30,611	\$192,249	\$196,238	\$289,594	\$89,004	
RESERVES	\$12,554	\$58,395	\$0	\$0	\$0	
RECOVERIES	\$0	\$0	\$0	-\$727	\$0	
INCURRED LOSSES (PD & O/S)	\$43,165	\$250,644	\$196,238	\$288,868	\$89,004	
ENVIRONMENTAL LIABILITY	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Zurich 5977994	Zurich 5977994	Zurich 5977994	Zurich 5977994	Zurich 5977994	Zurich 5977994
VALUATION DATE	06/30/12	06/30/12	06/30/12	06/30/12	06/30/12	06/30/12
NUMBER OF ACCIDENTS REPORTED	0	0	0	0	0	0
PAID LOSS	\$0	\$0	\$0	\$0	\$0	\$0
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$0	\$0	\$0
EXCESS ENVIRONMENTAL LIABILITY	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	2007 - 2008
Carrier	Markel XOMS176412	Markel XOMS176411	Markel XOMS176410	Markel XOMS176409	Markel XOAZ119308	UNKNOWN
VALUATION DATE	02/13/13	02/13/13	02/13/13	02/13/13	02/13/13	
NUMBER OF ACCIDENTS REPORTED	0	0	0	0	0	
PAID LOSS	\$0	\$0	\$0	\$0	\$0	
RESERVES	\$0	\$0	\$0	\$0	\$0	
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$0	\$0	\$0

Attachment
5

ACCOUNT LOSS HISTORY ANALYSIS



	Current 2012/2013	1st PREVIOUS YR. 2011/2012	2nd PREVIOUS YR. 2010/2011	3rd PREVIOUS YR. 2009/2010	4th PREVIOUS YR. 2008/2009	5th PREVIOUS YR. 2007/2008
GENERAL LIABILITY	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	United Educators	United Educators	United Educators	United Educators	United Educators	United Educators
VALUATION DATE	04/03/13	04/03/13	04/03/13	04/03/13	04/03/13	unknown
NUMBER OF ACCIDENTS REPORTED	2	5	10	8	4	6
PAID LOSS	\$0	\$0	\$0	\$152,492	\$0	\$0
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$152,492	\$0	\$0
EDUCATORS LEGAL LIABILITY	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	United Educators	United Educators	United Educators	United Educators	United Educators	United Educators
VALUATION DATE	04/03/13	04/03/13	04/03/13	04/03/13	04/03/13	unknown
NUMBER OF ACCIDENTS REPORTED	6	14	11	13	12	11
PAID LOSS	\$0	\$0	\$0	\$76,284	\$0	\$0
RESERVES	\$0	\$0	\$0	\$716	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$77,000	\$0	\$0
AUTO LIABILITY	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	America First Insurance 8875453	America First Insurance 8875453	Praetorian Ins. PICTX0001232	Praetorian Ins. RICHU0001544	Praetorian Ins. RICHU0001035	Praetorian Ins. PSITX0002387
VALUATION DATE	04/12/13	04/12/13	02/14/13	02/14/13	02/14/13	02/14/13
NUMBER OF ACCIDENTS REPORTED	6	5	11	10	4	2
PAID LOSS	\$29,535	\$12,993	\$138,731	\$12,372	\$106,147	\$4,442
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$29,535	\$12,993	\$138,731	\$12,372	\$106,147	\$4,442

ACCOUNT LOSS HISTORY ANALYSIS



AUTO PHYSICAL DAMAGE		9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Current 2012/2013	1st PREVIOUS YR. 2011/2012	2nd PREVIOUS YR. 2010/2011	3rd PREVIOUS YR. 2009/2010	4th PREVIOUS YR. 2008/2009	5th PREVIOUS YR. 2007/2008	
Carrier	Included above	Included above	QBE Specialty QSITX0002741	QBE Specialty QSIHU0001973	QBE Specialty QSIHU0001162	Old American DSSB4214013	
VALUATION DATE			02/14/13	02/14/13	02/14/13	02/14/13	
NUMBER OF ACCIDENTS REPORTED			4	5	1	4	
PAID LOSS			\$14,073	\$12,981	\$2,471	\$11,354	
RESERVES			\$0	\$0	\$0	\$0	
INCURRED LOSSES (PD & O/S)			\$14,073	\$12,981	\$2,471	\$11,354	
CRIME							
Carrier	Travelers 104574034	Travelers 104574034	Travelers 104574034	UNKNOWN	UNKNOWN	UNKNOWN	
VALUATION DATE	02/13/13	02/13/13	02/13/13				
NUMBER OF ACCIDENTS REPORTED	0	0	0				
PAID LOSS	\$0	\$0	\$0				
RESERVES	\$0	\$0	\$0				
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0				
ACCIDENT UPWARD BOUND PROGRAM							
Carrier	Charitis SRG0009102430	Charitis SRG0009102430	Charitis SRG0009102430	Charitis SRG0009102430	Charitis SRG0009102430	Charitis SRG0009102430	Charitis SRG0009102430
VALUATION DATE	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13
NUMBER OF ACCIDENTS REPORTED	0	0	0	0	0	0	0
PAID LOSS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ACCOUNT LOSS HISTORY ANALYSIS



ACCIDENT TRUCK DRIVER PROGRAM	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
	Current 2012/2013	1st PREVIOUS YR. 2011/2012	2nd PREVIOUS YR. 2010/2011	3rd PREVIOUS YR. 2009/2010	4th PREVIOUS YR. 2008/2009	5th PREVIOUS YR. 2007/2008
Carrier	Charitis SRG0009102437-B	Charitis SRG0009102437-B	Charitis SRG0009102437-B	Charitis SRG0009102437-B	Charitis SRG0009102437-B	Charitis SRG0009102437-B
VALUATION DATE	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13
NUMBER OF ACCIDENTS REPORTED	0	0	0	0	0	0
PAID LOSS	\$0	\$0	\$0	\$0	\$0	\$0
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$0	\$0	\$0
HEALTH SCIENCE PROGRAM	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Charitis SRG0009102439	Charitis SRG0009102439	Charitis SRG0009102439	Charitis SRG0009102439	Charitis SRG0009102439	Charitis SRG0009102439
VALUATION DATE	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13
NUMBER OF ACCIDENTS REPORTED	0	0	0	0	0	0
PAID LOSS	\$0	\$88	\$2,342	\$1,746	\$2,062	\$0
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$88	\$2,342	\$1,746	\$2,062	\$0
HIGH SCHOOL CONSTRUCTION TRADES	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Charitis SRG0009112065	Charitis SRG0009112065	Charitis SRG0009112065	Charitis SRG0009112065	Charitis SRG0009112065	Charitis SRG0009112065
VALUATION DATE	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13
NUMBER OF ACCIDENTS REPORTED	0	0	0	0	0	0
PAID LOSS	\$0	\$0	\$0	\$0	\$0	\$0
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$0	\$0	\$0

ACCOUNT LOSS HISTORY ANALYSIS



	Current 2012/2013	1st PREVIOUS YR. 2011/2012	2nd PREVIOUS YR. 2010/2011	3rd PREVIOUS YR. 2009/2010	4th PREVIOUS YR. 2008/2009	5th PREVIOUS YR. 2007/2008
WORKERS' COMPENSATION	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Texas Mutual 0001121115	Texas Mutual 0001121115	Texas Mutual 0001121115	Texas Mutual 0001121115	Texas Mutual 0001121115	Texas Mutual 0001121115
VALUATION DATE	02/11/13	02/11/13	02/11/13	02/11/13	02/11/13	unknown
NUMBER OF ACCIDENTS REPORTED	20	48	43	50	28	
PAID LOSS	\$30,611	\$192,249	\$196,238	\$289,594	\$89,004	
RESERVES	\$12,554	\$58,395	\$0	\$0	\$0	
RECOVERIES	\$0	\$0	\$0	-\$727	\$0	
INCURRED LOSSES (PD & O/S)	\$43,165	\$250,644	\$196,238	\$288,868	\$89,004	
ENVIRONMENTAL LIABILITY	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Zurich 5977994	Zurich 5977994	Zurich 5977994	Zurich 5977994	Zurich 5977994	Zurich 5977994
VALUATION DATE	06/30/12	06/30/12	06/30/12	06/30/12	06/30/12	06/30/12
NUMBER OF ACCIDENTS REPORTED	0	0	0	0	0	0
PAID LOSS	\$0	\$0	\$0	\$0	\$0	\$0
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$0	\$0	\$0
EXCESS ENVIRONMENTAL LIABILITY	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	2007 - 2008
Carrier	Markel XOMS176412	Markel XOMS176411	Markel XOMS176410	Markel XOMS176409	Markel XOAZ119308	UNKNOWN
VALUATION DATE	02/13/13	02/13/13	02/13/13	02/13/13	02/13/13	
NUMBER OF ACCIDENTS REPORTED	0	0	0	0	0	
PAID LOSS	\$0	\$0	\$0	\$0	\$0	
RESERVES	\$0	\$0	\$0	\$0	\$0	
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$0	\$0	\$0

ACCOUNT LOSS HISTORY ANALYSIS



	Current 2012/2013	1st PREVIOUS YR. 2011/2012	2nd PREVIOUS YR. 2010/2011	3rd PREVIOUS YR. 2009/2010	4th PREVIOUS YR. 2008/2009	5th PREVIOUS YR. 2007/2008
GENERAL LIABILITY	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	United Educators	United Educators	United Educators	United Educators	United Educators	United Educators
VALUATION DATE	04/03/13	04/03/13	04/03/13	04/03/13	04/03/13	unknown
NUMBER OF ACCIDENTS REPORTED	2	5	10	8	4	6
PAID LOSS	\$0	\$0	\$0	\$152,492	\$0	\$0
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$152,492	\$0	\$0
EDUCATORS LEGAL LIABILITY	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	United Educators	United Educators	United Educators	United Educators	United Educators	United Educators
VALUATION DATE	04/03/13	04/03/13	04/03/13	04/03/13	04/03/13	unknown
NUMBER OF ACCIDENTS REPORTED	6	14	11	13	12	11
PAID LOSS	\$0	\$0	\$0	\$76,284	\$0	\$0
RESERVES	\$0	\$0	\$0	\$716	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$77,000	\$0	\$0
AUTO LIABILITY	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	America First Insurance 8875453	America First Insurance 8875453	Praetorian Ins. PICTX0001232	Praetorian Ins. RICHU0001544	Praetorian Ins. RICHU0001035	Praetorian Ins. PSITX0002387
VALUATION DATE	04/12/13	04/12/13	02/14/13	02/14/13	02/14/13	02/14/13
NUMBER OF ACCIDENTS REPORTED	6	5	11	10	4	2
PAID LOSS	\$29,535	\$12,993	\$138,731	\$12,372	\$106,147	\$4,442
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$29,535	\$12,993	\$138,731	\$12,372	\$106,147	\$4,442

ACCOUNT LOSS HISTORY ANALYSIS



	Current 2012/2013	1st PREVIOUS YR. 2011/2012	2nd PREVIOUS YR. 2010/2011	3rd PREVIOUS YR. 2009/2010	4th PREVIOUS YR. 2008/2009	5th PREVIOUS YR. 2007/2008
AUTO PHYSICAL DAMAGE	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Included above	Included above	QBE Specialty QSITX0002741	QBE Specialty QSIHU0001973	QBE Specialty QSIHU0001162	Old American DSSB4214013
VALUATION DATE			02/14/13	02/14/13	02/14/13	02/14/13
NUMBER OF ACCIDENTS REPORTED			4	5	1	4
PAID LOSS			\$14,073	\$12,981	\$2,471	\$11,354
RESERVES			\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)			\$14,073	\$12,981	\$2,471	\$11,354
CRIME	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Travelers 104574034	Travelers 104574034	Travelers 104574034	UNKNOWN	UNKNOWN	UNKNOWN
VALUATION DATE	02/13/13	02/13/13	02/13/13			
NUMBER OF ACCIDENTS REPORTED	0	0	0			
PAID LOSS	\$0	\$0	\$0			
RESERVES	\$0	\$0	\$0			
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$0	\$0	\$0
ACCIDENT UPWARD BOUND PROGRAM	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Chartis SRG0009102430	Chartis SRG0009102430	Chartis SRG0009102430	Chartis SRG0009102430	Chartis SRG0009102430	Chartis SRG0009102430
VALUATION DATE	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13
NUMBER OF ACCIDENTS REPORTED	0	0	0	0	0	0
PAID LOSS	\$0	\$0	\$0	\$0	\$0	\$0
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$0	\$0	\$0

ACCOUNT LOSS HISTORY ANALYSIS



	Current 2012/2013	1st PREVIOUS YR. 2011/2012	2nd PREVIOUS YR. 2010/2011	3rd PREVIOUS YR. 2009/2010	4th PREVIOUS YR. 2008/2009	5th PREVIOUS YR. 2007/2008
ACCIDENT TRUCK DRIVER PROGRAM	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Chartis SRG0009102437-B	Chartis SRG0009102437-B	Chartis SRG0009102437-B	Chartis SRG0009102437-B	Chartis SRG0009102437-B	Chartis SRG0009102437-B
VALUATION DATE	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13
NUMBER OF ACCIDENTS REPORTED	0	0	0	0	0	0
PAID LOSS	\$0	\$0	\$0	\$0	\$0	\$0
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$0	\$0	\$0
HEALTH SCIENCE PROGRAM	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Chartis SRG0009102439	Chartis SRG0009102439	Chartis SRG0009102439	Chartis SRG0009102439	Chartis SRG0009102439	Chartis SRG0009102439
VALUATION DATE	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13
NUMBER OF ACCIDENTS REPORTED	0	0	0	0	0	0
PAID LOSS	\$0	\$88	\$2,342	\$1,746	\$2,062	\$0
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$88	\$2,342	\$1,746	\$2,062	\$0
HIGH SCHOOL CONSTRUCTION TRADES	9/1/12 - 9/1/13	9/1/11 - 9/1/12	9/1/10 - 9/1/11	9/1/09 - 9/1/10	9/1/08 - 9/1/09	9/1/07 - 9/1/08
Carrier	Chartis SRG0009112065	Chartis SRG0009112065	Chartis SRG0009112065	Chartis SRG0009112065	Chartis SRG0009112065	Chartis SRG0009112065
VALUATION DATE	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13	04/24/13
NUMBER OF ACCIDENTS REPORTED	0	0	0	0	0	0
PAID LOSS	\$0	\$0	\$0	\$0	\$0	\$0
RESERVES	\$0	\$0	\$0	\$0	\$0	\$0
INCURRED LOSSES (PD & O/S)	\$0	\$0	\$0	\$0	\$0	\$0