Branch Campus

Approval Process for Formation and Maintenance Tax Election

Suzanne Pickens
Program Director
Workforce, Academic Affairs and Research

November 6, 2012

Background

Texas Higher Education Coordinating Board (Coordinating Board) approval, under authority of the Texas Education Code, Chapters 130.086 and 130.087, is required for the formation of a branch campus of a community college and for conducting a branch campus maintenance tax election.

Coordinating Board rules, Chapter 8, Subchapter D & E.

Texas Higher Education Coordinating Board

Branch Campus Formation Approval Process

- ✓ **Letter of Application to the Commissioner** – Submission from the Community College District to the Commissioner
- ✓ **Self-Study** – Conducted by the District and submitted to the Coordinating Board
- ✓ **Evaluation of Self-Study**
  - – A review team conducts a site visit
  - – Board staff submit a recommendation to the Commissioner
- ✓ **Board Action** – Taken at the next appropriate quarterly Board meeting
- ✓ **Branch campus designation** – Shall be used only upon approval by the Board

Texas Higher Education Coordinating Board

Branch Campus Maintenance Tax Election Approval Process

- ✓ **Local Steering Committee Formation** – Committee composition and responsibilities are located at CB Rule 8.93
- ✓ **Joint Letter of Intent** – To the Commissioner from the Steering Committee and the Community College District
- ✓ **Feasibility Study** – Conducted by the Steering Committee and submitted to the Commissioner
- ✓ **Circulation of a Petition**
  - Required if population exceeds 150,000
  - Must include at least the proposed tax maintenance limits
  - Must be signed by no less than 5% of qualified electors
  - Must be certified by the appropriate governing body

Texas Higher Education Coordinating Board

Branch Campus Maintenance Tax Election Approval Process, cont'd

- ✓ **Presentation to the Commissioner** – At least 45 days prior to the scheduled Board meeting
- ✓ **Public Hearing** – *May* be conducted by Board Committee
- ✓ **Evaluation of Feasibility Study and Petition**
  - A review team *may* conduct a site visit
  - Board staff submit a recommendation to the Commissioner
- ✓ **Board Action** – Taken at the next appropriate quarterly Board meeting
- ✓ **Next Steps** – If Board grants approval, governing body enters an order for an election; if election fails, 12 months must elapse before resubmission to Board

Texas Higher Education Coordinating Board

Questions?

MacGregor Stephenson, J.D., Ph.D.
Assistant Commissioner
Division of Workforce, Academic Affairs and Research
Texas Higher Education Coordinating Board
Email: macgregor.stephenson@thecb.state.tx.us
(512) 427-6520

Texas Higher Education Coordinating Board