

Memorandum

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To: Presidents and Chancellors of Public Community Colleges Under
5,000 Full-Time Student Equivalent
Chief Financial Officers of Community Colleges Under 5,000 Full-
Time Student Equivalent

From: Carrie Gits, Assistant Commissioner, Student Success and
Institutional Partnerships

Date: October 6, 2026

Subject: Reporting Instructions for Shared Services

Texas Administrative Code Title 19, Part 1, Chapter 13, Subchapter S, Rule Section 13.563 requires public junior colleges with fewer than 5,000 full-time equivalent students which receives a scale adjustment under Section 13.554(b)(1)(C) to submit a report on their participation in shared services to the Texas Higher Education Coordinating Board (THECB) by November 1, of each even numbered year in which the college received a scale adjustment.

Institutions listed on the enclosed attachment have been identified as required to submit this report based on the formula funding for Fiscal Year 2025 and 2026 and is due to THECB no later than November 1, 2026.

The THECB has published a reporting form on the website located at: [Shared Services Report](#).

An authorized signature is required; however, it does not require the signature of the president. The individual signing shall be able to certify that the shared services report is complete, true, and accurate with respect to the institution's utilization of shared services and that the individual has the authority to submit the report on behalf of the institution.

Should you have any questions regarding this report or require any additional information, please contact Amy Pfluger at Amy.Pfluger@highered.texas.gov.

[Attachment](#)

c: Community College Institutional Liaisons

Institutions Required to Submit the 2026 Shared Services Report

Texas Administrative Code Title 19, Part 1, Chapter 13, Subchapter S, Rule Section 13.563

Based on formula funding for Fiscal Years 2025 and 2026 the following institutions must submit the report.

Alvin Community College
Angelina College
Brazosport College
Cisco College
Clarendon College
Coastal Bend College
College of the Mainland
Frank Phillips College
Galveston College
Grayson College
Hill College
Howard College District
Kilgore College
Midland College
Navarro College
North Central Texas College
Northeast Texas Community College
Panola College
Paris Junior College
Ranger College
Southwest Texas College
Temple College
Texarkana College
Texas Southmost College
Trinity Valley Community College
Vernon College
Victoria College
Weatherford College
Western Texas College
Wharton County Junior College