

**REGULAR MEETING
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

November 21, 2013

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, November 21, 2013 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

BOARD MEMBERS PRESENT

Bruce A. Austin, *Chair*
Sandie Mullins, *Vice Chair*
Eva Loreda, *Secretary*
Dianne Johnson
Christopher W. Oliver
Carroll G. Robinson
Neeta Sane

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Success
Fred Zeidman, Vice Chancellor, Institutional Advancement
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Winston Dahse, Chief Administration Officer
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Relations

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Leslie Berardo, Carr, Riggs & Ingram, LLC
Alyssa Hill, Carr, Riggs & Ingram, LLC
Michelle Morris, Outside Counsel, Rogers, Morris & Grover, L.L.P

Narcisa Polonio, Consultant, Association of Community College Trustees (via Video Conference)

Richard Sanchez, Consultant, Association of Community College Trustees

Tom Sage, Bond Counsel, Andrews Kurth LLP

Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Austin, Chair, called the meeting to order at 4:30 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Austin led the prayer and the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

Approval of Minutes from Permanent Chancellor Search Committee Meeting of October 1, 2013, Special Meeting of October 1, 2013, Academic Affairs/Student Services Committee Meeting of October 10, 2013, Committee of the Whole Meeting of October 10, 2013, Minority Male Initiative Committee Meeting of October 10, 2013, Special Meeting of October 10, 2013, Facilities and Finance Committee Meeting of October 17, 2013, Regular Meeting of October 17, 2013, Chancellor Evaluation Committee Meeting of October 22, 2013, and Chancellor Search Advisory Committee Meeting of October 25, 2013

Motion – Mrs. Sane moved and Ms. Mullins seconded to approve. The motion passed with vote of 7-0.

AWARDS, PRESENTATIONS, AND RECOGNITIONS

- Tribute to HCC Faculty and Staff Military Veterans in Honor of their Service in the U.S. Armed Forces

Mr. Austin recessed the meeting at 4:39 p.m. for the reception in recognition of HCC Faculty and Staff Military Veterans.

Mr. Austin reconvened the meeting at 4:56 p.m.

(The following Trustees were present: Austin, Johnson, Loreda, Mullins, Oliver, Robinson, and Sane)

CHANCELLOR'S REPORT PROVIDED BY RENEE BYAS, ACTING CHANCELLOR

- **Check Presentation by Port of Houston Authority**
Mrs. Renee Byas introduced Port of Houston Authority representatives Commissioner Theldon Branch III, Phyllis Saathoff, Deputy Executive Director, Corporate Affairs, Gilda Ramirez, Managing Director, Corporate Affairs and Linda Clary, Maritime Academy Coordinator for a \$10,000 check to the HCC

Foundation in support of maritime logistics training for national certifications, college certificates and degrees for students at Stephen F. Austin and Jack Yates High Schools.

(Mr. Oliver joined the meeting at 5:00 p.m.)

- **Institutional Progress**

Mrs. Byas provided an update on the institution's progress and changes. She noted that HCC continues to surround its focus on putting students first and the fiscal soundness of the institution.

- **Announcement of New Vice Chancellors**

Mrs. Byas introduced Dr. Thomas Estes, Vice Chancellor for Finance and Facility Planning and Mr. Fred Zeidman, Vice Chancellor for Institutional Advancement

- **Organizational Identity Study**

Faculty and staff will be asked to participate in an important organizational identity study to help administration better understand cultural norms at both the district and individual college levels. The study will be helpful to identify needs and opportunities to better align with the experience for students and faculty.

- **Workforce Industry Partnerships**

HCC continues to make progress in building important partnerships with industry to help meet the workforce needs of the community and region; the following updates were provided:

- Committed resources to establish the HCC Global Oil and Gas Drilling Training Center
- Received \$902,965 from the Texas Workforce Commission to train approximately 2,100 employees of The Methodist Hospital System
- Hosted two skills summits during the 2012-13 school year focused on the skills needed in high demand, growth industries in the manufacturing, logistics, global supply management and transportation industries
- Partnerships with Lee College, Lone Star College, San Jacinto Junior College, Alvin Community College, Wharton County Junior College, Brazos College, Galveston College and College of the Mainland to train students pursuing certifications or completion of degree programs for instrumentation, electrical, machinist/millwright, welding, pipefitting and other skills needed to work in the chemical industry
- Expanded National Association of Manufacturing endorsed certifications by adding the level one, Certified Production Technology Certificate and launching two programs for veterans

- Teamed up with Ben E. Keith Foods, the eighth largest institutional foodservice distributor in the nation, to train nearly 100 distribution workers

- **Bond Initiative**

The bond projects are moving forward in a well ordered and thoughtful manner to include:

- Announcement of Small Business Enterprise (SBE) goal of 35 percent for the Bond Program. In order to achieve this significant goal, the college will host an SBE education and meet and greet kick-off event in January 2014
- Issuance of Request for Proposal (RFP) for the Bond Construction Managers-at-Risk (CMARs) project. HCC is utilizing the CMAR method for the bond program, allowing HCC to select, at the early stages of the design process, the firms that will act as the general contractor for the projects. The CMARs will work alongside the Program Manager, Project Managers and the project Architects/Engineers, ensuring team collaboration during the development of project drawings and specifications

- **New HCC Website**

HCC launched its new website on Monday, November 18, 2013; the new website is student focused, easy to navigate and mobile ready. It reflects the institution's vision for the future, and encourages current and future students to "Go Get It."

- **Faculty Senate Report**

Ms. Michelle Novak, President of Faculty Senate provided the Faculty Senate report to include special thanks to Trustee Neeta Sane. She asked the Board to reconsider making it a minimum requirement that the Permanent Chancellor has a doctorate and higher education experience.

Ms. Novak apprised that over \$10,000 was raised for faculty professional development through the Bedichek Orman Auction.

HEARING OF THE CITIZENS

The following individual(s) were present to speak:

- Jeremy Brewster

CHAIRMAN'S REPORT

Mr. Austin provided an update on the Chancellor search and noted that periodic updates are available on the college's website.

Mr. Austin apprised that the agenda items would be taken out of order to allow for consideration of the Chancellor Search items at the same time.

PROPOSED BUDGET RELATING TO PERMANENT CHANCELLOR SEARCH

Motion – Mr. Robinson moved and Mrs. Sane seconded.

Mr. Oliver inquired if there is anticipation of any additional expenses. Dr. Richard Sanchez informed that the budget is not anticipated to increase.

Mr. Oliver inquired if the search consultant expense is appropriate. Mr. Austin apprised that the contract was executed as a part an RFQ process.

Mr. Oliver inquired if it is necessary to have off-site meetings and inquired if funds are recaptured if unexpended. Dr. Sanchez noted that some of the expenses could be lower and informed that the effort would be to keep the expenses as low as possible.

Ms. Mullins apprised that the previous Chancellor Search budget was provided prior to establishing the proposed budget and noted that although the budget has increased slightly, it is close to the budget for the previous search.

Ms. Mullins requested that Dr. Tom Estes inform of funding source funds for the budget. Dr. Estes noted that \$25,000 is coming from the Vice Chancellor of Finance and Planning's contingency fund and the remaining \$100,000 is from the Chancellor's contingency fund.

Vote – The motion passed with vote of 7-0.

DISCUSS AND/OR CONSIDER RECOMMENDATIONS RELATING TO THE PERMANENT CHANCELLOR SEARCH PROCESS AND PROCEDURES, INCLUDING BUT NOT LIMITED TO POSTING AND ANNOUNCEMENT, JOB DESCRIPTION, PROFILE, SEARCH PROCESS, TIMELINE, AND ANY OTHER RELATED AUTHORIZATIONS

Motion – Mr. Robinson moved and Mr. Oliver seconded.

Ms. Mullins provided an update regarding the Chancellor search. Ms. Mullins asked Dr. Polonio to provide a review of the draft Chancellor Profile.

Dr. Polonio apprised that the only changes made to the draft profile during the Permanent Search Committee meeting was to add the language "highly preferred".

Mr. Oliver noted that his preference is that the candidate has experience working with an elected Board.

(Mr. Oliver stepped out at 5:31)

Mr. Robinson informed that he would not mandate a doctorate degree because the candidates will be filtered through the Chancellor Search Advisory Committee (CSAC). He apprised that he would like to make certain the individual has experience working with faculty.

Dr. Polonio referenced page 2, number 10 of the Chancellor Profile and noted that the language could be strengthened to include “working with an elected Board”.

(Mrs. Sane stepped out at 5:35 p.m. and returned at 5:36 p.m.)

Vote – The motion passed with vote of 6-0.

CONSENT AGENDA

Motion – Mr. Robinson moved and Ms. Mullins seconded to approve the consent agenda with the exception of items B.3, D.6, and D.7. The motion passed with a vote of 6-0. The following items were approved:

- Wide Area Network Services Contract – ATT
- Approve New Associate of Science (As) Degrees In Biology, Chemistry and Physics
- Proposed Internal Audit Work Plan for 2014
- Payment to Bracewell & Giuliani LLP for Professional Services (September 2013)

ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, 2013

Motion – Mr. Robinson moved and Ms. Mullins seconded.

Mr. Robinson noted that he pulled the item to inform that the institution received an unmodified clean audit.

Vote – the motion passed with a vote of 6-0.

INVESTMENT REPORT FOR SEPTEMBER 2013 AND MONTHLY FINANCIAL STATEMENT FOR OCTOBER 2013

Motion – Mr. Robinson moved Ms. Mullins seconded.

(Mrs. Sane stepped out at 5:40 p.m.)

Mr. Robinson informed that he would like to see that the contingency funds are invested in providing an education for students. Mr. Austin apprised that he asked the Chancellor to review the priorities of the college.

(Mrs. Sane returned at 5:42 p.m.)

Mrs. Byas noted that an analysis of the childcare initiative is under review.

Mrs. Byas informed that she will meet with Dr. Estes to review priorities and apprised that the pre-admission conditional letter was delivered to the area school superintendents.

(Mr. Oliver returned at 5:43 p.m.)

Dr. Estes provided an overview of financial status and noted that there was a drop-off in revenues from same period last year to include a \$1.4 million appropriation that was not received from of the state.

Dr. Estes provided an overview of auxiliary funds to include:

- \$1.6 million in marketing funds expended
- \$4.5 million in set aside funds for South and Missouri City athletic fields
- \$2.4 million remaining balance in auxiliary funds

Mr. Robinson inquired of how many enrollment periods remain for the fall semester and requested the workload policy for faculty and course scheduling policy throughout the district especially regarding Friday classes.

Dr. Estes informed that the investments are safe.

(Ms. Loreda stepped out at 5:50 p.m.)

Mr. Oliver inquired if \$8.8 million is the net after everything has been paid and inquired if the anticipation is to remain sound by year end. Dr. Estes apprised that is correct.

Dr. Estes noted that the college is above the benchmark as it relates to investments.

Vote – The motion passed with vote of 6-0.

TOPICS FOR DISCUSSION AND/OR ACTION

PERSONNEL AGENDA FOR NOVEMBER 2013

Motion – Mr. Oliver moved to approve and Mr. Robinson seconded.

Mr. Robinson requested an update on the status of the energy institute.

Vote – The motion passed with vote of 6-0.

(Ms. Loreda returned at 5:52 p.m.)

REPORT ON SCHOLARSHIP FUNDS

Mrs. Byas informed that the item was pulled by administration and will be discuss at the next Academic Affairs/Student Services Committee meeting.

UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

Motion – Mr. Oliver motioned to accept the report and Ms. Loreda seconded.

Mr. Winston Dahse provided an update of the CIP program and informed that the process is moving swiftly. He apprised that the design standard reviews have been undertaken. He noted that a CIP book is being developed. He informed that the pre-bid conference was held on Monday, November 18, 2013 and noted that the goal is to provide the list of CMARs for approval in February.

Mr. Marvin Daniels provided an overview the website regarding the bond program.

Mr. Oliver inquired if the timeline takes into consideration the holiday schedule. Mr. Daniels apprised that the requests for the contractors are regarding costs, not a full bid.

Mr. Robinson inquired of the status regarding the 35% participation goal prior to approving the CMAR.

Mr. Robinson noted that his interest include energy efficiency efforts, baby changing tables, pregnancy parking, food services, and possibly childcare as it relates to the new buildings and informed that he would like to see an update on these issues.

Mr. Robinson apprised that he would like to see a maintenance schedule and costs regarding the old and new buildings.

Mr. Robinson also noted that there needs to be discussion regarding bond counsel for the Public Facilities Corporation.

Mrs. Byas informed that the Bond Oversight Committee (BOC) met on Wednesday, November 20, 2013 for orientation and announced that the next BOC meeting will be held in January 2014 at which time the Chair and Vice Chair will be elected.

Vote – The motion passed with vote of 7-0.

ADJOURNED TO CLOSED SESSION

Mr. Austin adjourned the meeting to Executive Session at 6:04 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Mr. Austin stated that any final action, vote or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Mr. Austin reconvened the meeting in Open Session at 6:48 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Austin, Johnson, Loreda, Mullins, and Oliver)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 6:49 p.m.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: December 17, 2013