

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

**October 16, 2014**

**Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, October 16, 2014 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Neeta Sane, *Chair*  
Christopher W. Oliver, *Vice Chair*  
Robert Glaser, *Secretary*  
Eva Loreda  
Carroll G. Robinson  
Adriana Tamez  
David B. Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
E. Ashley Smith, Acting General Counsel  
Shantay Grays, Chief of Staff  
William Carter, Vice Chancellor, Information Technology  
Zachary Hodges, Acting Vice Chancellor, Academic Affairs  
Diana Pino, Vice Chancellor, Student Services  
Teri Zamora, Vice Chancellor, Finance and Planning  
Michael Edwards, Acting President, Coleman College  
Margaret Ford Fisher, President, Northeast College  
William Harmon, President, Central College  
Fena Garza, President, Southwest College  
Butch Herod, Acting President, Northwest College  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer  
Chuck Smith, Chief Facilities Officer

**OTHERS PRESENT**

Derrick Mitchell, Board Counsel, Bracewell & Giuliani  
Susan Goll, President, Faculty Senate  
Jodie Khan, President, COPA  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Mrs. Neeta Sane, Chair, called the meeting to order at 4:13 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

*(The following Trustees were present: Glaser, Loredo, Robinson, Sane, Tamez, and Wilson)*

### **PRAYER AND PLEDGE OF ALLEGIANCE**

Mr. Robinson led the prayer and the pledges.

### **APPROVAL OF MINUTES**

Motion – Ms. Loredo moved and Mr. Glaser seconded.

Vote – The motion passed with a vote of 6-0. The following minutes were approved:

Academic Affairs/Student Services Committee Meeting of September 11, 2014, Board Governance Committee Meeting of September 11, 2014, Committee of the Whole Meeting of September 11, 2014, Small Business Development Committee Meeting of September 11, 2014, Special Meeting of September 11, 2014, and Regular Meeting of September 18, 2014

### **CHAIRMAN'S REPORT**

Mrs. Sane announced accomplishments for the year achieved by the Board and Administration to include the approval of all fourteen Capital Improvement Projects (CIP) Bond Projects and the budget for FY 2014-2015.

Mrs. Sane mentioned that Dr. Maldonado will be unveiling his vision for the institution over the next couple months. She noted that four new Trustees have been integrated and expressed appreciation to everyone for their efforts this year.

- **Meetings Schedule for November**  
Committee and Committee of the Whole meetings will be held on Thursday, November 13, 2014 and the Regular meeting will be held on Tuesday, November 18, 2014.
- **Board Birthday Celebration**  
Mrs. Sane announced that Trustee Tamez will celebrate her birthday on October 25<sup>th</sup>

*(Mr. Oliver joined the meeting at 4:20 p.m.)*

### **CHANCELLOR'S REPORT**

Dr. Cesar Maldonado provided the following report:

- **Society of Petroleum Engineers Donation**  
The Society of Petroleum Engineers Gulf Coast Section donated \$100,000 in support of the RigOne and Petroleum Engineering Technology programs at the HCC Northeast Campus.

The group has been supportive of HCC with contributions dating back to 2007:

- Petroleum Engineering Technology Scholarship

- Chancellor's Symposium
- HCC Northeast STEM Fair

Dr. Maldonado invited Ms. Jeanne Perdue, Chapter Chair and Ms. Gabrielle Guerre, Education, Committee Chair to make remarks. Also, participating in the presentation were Dr. Ford Fisher, President, Northeast College, Dr. Madeline Burillo, Associate Vice Chancellor for Workforce Instruction, Dr. Joanna Kile, Executive Director, HCC Energy Institute, Ms. Carme Williams, Executive Director, HCC Foundation and Ms. Bea Emanuel-Sims, Director, Development for Workforce.

Dr. Tamez expressed appreciation to the Chancellor for the commitment and the outreach regarding the RigOne project. Dr. Maldonado expressed appreciation for the funding and informed that there will be an outreach regarding the personal connection.

Mr. Glaser apprised that the group is very important to the industry and noted he looks forward to the growth on both sides.

- **Sembradores de Amistad Scholarship Contribution**

The HCC Foundation received a contribution from Sembradores de Amistad to create a permanent scholarship resource for Hispanic and low-income students pursuing an education in Science, Technology, Engineering and Math (STEM) at HCC.

The Sembradores de Amistad has given scholarship funds since 2007 and this donation is to create a \$60,000 endowed scholarship fund. Matching provided a total endowed scholarship fund of \$120,000.

The Sembradores de Amistad has also added \$5,000 to their existing general scholarship fund.

Dr. Zachary Hodges introduced the following distinguished members of Sembradores de Amistad:

- Martin Cuellar
- Manuel Davila
- Don Hollis
- Arturo Jacobs
- Vidal Ramirez
- Solomon Silva
- Adan Trevino, Emeritus Board Member, HCC Foundation
- Mrs. Joe Villarreal

The Board expressed appreciation to the Sembradores de Amistad for the donation to HCC and the opportunity to work with the organization and for their work in the community.

- **Hispanic Scholarship Committee**

Dr. Maldonado thanked Trustees Capo, Loredo, and Tamez for their efforts as chairs for the Hispanic Scholarship Council and noted that the annual luncheon held on October 10, 2014 raised over \$60,000 in scholarships.

Ms. Loredo thanked everyone for their support of the Hispanic Scholarship Council Luncheon and the contributions to the scholarship effort.

- **National Association for Community College Entrepreneurship (NACCE)**

NACCE is the nation's leading organization focusing on promoting entrepreneurship through community colleges. NACCE recently honored three individuals during their 12th annual conference in Phoenix; one of the honorees, Marilyn Harris, is a Houston Community College graduate.

Ms. Harris, Executive Director, Women Veterans Business Center in Houston, launched her business in 2010 to meet the unmet needs of Houston's 30,000 plus women veterans. The Women Veterans Business Center has touched the lives of over 7,200 women veterans and their families. Ms. Harris not only teaches entrepreneurship at HCC, she also collaborates with HCC to reach veterans and fuel HCC programs.

- **Faculty Senate Report**

Ms. Susan Goll, President of Faculty Senate thanked the Board for their interest in faculty professional development, a vital component of student success.

Ms. Goll announced that the Bedicek Orman Auction will be held Friday, October 24, 2014 at the West Loop Auditorium. She thanked the Trustees and administration for their generous support.

Ms. Goll apprised that faculty need instructionally meaningful programmed based opportunities and travel funds for development to ensure that they are meeting the needs of 21<sup>st</sup> century learners. She apprised that faculty also need time to develop innovative teaching resources and workload flexibility to engage in cross disciplinary collaboration.

Ms. Goll noted that the Quality Enhancement Plan (QEP) is an example of the creative collaboration that directly impacts student success. She informed that with the right professional development, the QEP model can be extended to other instructional programs.

Ms. Goll apprised that faculty is hopeful that funding will be made available for instructional programs system-wide.

## HEARING OF THE CITIZENS

There following individual(s) requested to speak before the Board:

- Daniel Arp

## CONSENT AGENDA

Motion – Mr. Glaser moved and Mr. Robinson seconded to approve the consent agenda item A.5. The motion passed with a vote of 7-0. The following item was approved:

- HCC Representative on Missouri City Tax Incremental Reinvestment (TIRZ) Zone 3

## **AUTHORIZE TRANSFER OF FUNDS FROM FUND BALANCE TO REIMBURSE BOND CIP PROJECT N (COLEMAN CAMPUS) FOR FUNDS TRANSFERRED TO BOND CIP PROJECT C (SOUTHWEST-WEST LOOP CAMPUS) AND BOND CIP PROJECT D (SOUTHWEST-BRAYS OAKS CAMPUS)**

Motion - Ms. Loredo moved and Mr. Glaser seconded to discuss item A.1.

Amended Motion - Mr. Robinson moved and Ms. Loredo seconded to amend the motion to include item A.2. The following items were discussed.

- Authorize Transfer of Funds from Fund Balance to Reimburse Bond CIP Project N (Coleman Campus) for Funds Transferred to Bond CIP Project C (Southwest-West Loop Campus) and Bond CIP Project D (Southwest-Brays Oaks Campus)
- Authorize Transfer of Funds from Bond CIP Project N (Coleman Campus) to Bond CIP Project C (Southwest-West Loop Campus) and Project D (Southwest-Brays Oaks Campus)

Ms. Loredo requested clarification of the process regarding items A.1 and A.2. Dr. Maldonado noted that the transaction is to pull Capital Improvement Plan bond proceeds from the Coleman project to cover the three projects and informed that the action for item A.2 will be to authorize replacing the money from the fund balance to reimburse the Coleman project.

Ms. Loredo inquired as why the funds are not taken from the fund balance regarding the three projects in item A.1. Dr. Maldonado apprised that the transaction took into consideration the tax implications as it relates to the spend down requirement.

Mr. Robinson noted that he is in agreement with items A.1 and A.2.

Vote - The motion passed to approve consent agenda items A.1 and A.2 with a vote of 7-0.

## **INVESTMENT REPORT FOR THE MONTH OF AUGUST 2014 AND MONTHLY FINANCE STATEMENT FOR AUGUST 2014**

Motion – Mr. Robinson moved and Dr. Tamez seconded.

Mrs. Teri Zamora informed that this is the final investment report for the fiscal year and that a total of \$2.3 million in interest was earned.

Mrs. Zamora apprised that this is the final financial report for the fiscal year 2013-2014 and noted that the year ended with approximately \$12 million added to the unrestricted fund balance. She informed that the auxiliary fund balance ended at \$6 million of which \$2.2 million is set aside for student concerns and the remaining is unrestricted.

Mr. Robinson requested an account of Fund 5 be provided.

Mr. Robinson inquired of the funds allocated for vacant positions. Mrs. Zamora apprised that \$10.3 million was unspent due to the moratorium to not fill positions over the summer.

Mr. Robinson inquired of the amount spent from the Opportunity Fund. Mrs. Zamora noted that colleges begin to run short on adjunct funds in the Spring and Summer. Mr. Robinson inquired of the budget for faculty development and informed he would like to see if some of the unused funds could be realigned for faculty development.

Mr. Wilson inquired of the \$7.3 million in excess of revenue. Mrs. Zamora apprised that it was due to property taxes.

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

#### **TOPICS FOR DISCUSSION AND/OR ACTION**

Mrs. Sane noted that items B.3, B.4, and B.5 were pulled by Administration.

#### **APPROVE THE 2014 TAX RATE FOR MAINTENANCE & OPERATIONS AND DEBT SERVICE**

Motion – Mr. Oliver moved and Ms. Loredó seconded.

Dr. Maldonado informed that two public hearings have been held regarding the tax rate and noted that the action is the formal adoption of the tax rates. He apprised that this is the last step in moving forward with the tax rate presented at the last two public hearings.

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

Mr. Oliver inquired if items B.3, B.4, and B.5 would eventually be discussed. Mrs. Sane noted that the Chancellor will bring the items back for consideration at a later time.

#### **ADJOURNED TO CLOSED SESSION**

Mrs. Sane adjourned the meeting to Executive Session at 5:09 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. Mrs. Sane 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.

Mrs. Sane reconvened the meeting in Open Session at 6:53 p.m. and entertained any motions on pending matters.

*(The following Trustees were present: Glaser, Loredo, Robinson, Sane, Tamez, and Wilson)*

**AUTHORIZATION TO ACQUIRE CERTAIN REAL ESTATE AT OR NEAR BRAYS OAKS**

Motion – Mr. Robinson and Mr. Glaser seconded.

Amended motion - Mr. Robinson and Ms. Loredo seconded to amend the item to approve the purchase of approximately 12 acres in relation to the Brays Oaks project.

Mrs. Sane recessed the meeting at 6:56 p.m. and reconvened at 6:57 p.m.

Mr. Derrick Mitchell informed that the initial action item was to negotiate and the amendment is to approve the purchase of the property.

Vote on amendment - The motion failed with vote of 4-1-1 with Mr. Wilson opposing and Ms. Loredo abstaining.

Mr. Sane recessed the meeting at 7:00 p.m. and reconvened at 7:01 p.m.

Vote Original motion – The motion failed with vote 4-1-1 with Mr. Wilson opposing and Ms. Loredo abstaining.

Mr. Robinson apprised that the Board just voted down the land for a project for which a Construction Manager-at-Risk (CMAR) and architect services were approved. Mrs. Sane advised the Chancellor to revisit the project with due diligence.

Mr. Robinson noted that he would like to change his vote to no to be on the prevailing side. The Chair informed that there will need to be a motion to reconsider.

Mr. Mitchell informed that the motion failed.

Mr. Robinson apprised that it is his anticipation that the Chancellor will bring the item back for reconsideration.

*(Mr. Oliver returned from closed session at 7:04 p.m.)*

**AUTHORIZATION TO ACQUIRE CERTAIN REAL ESTATE AT OR NEAR SOUTHWEST-WEST LOOP CAMPUS**

Motion – Mr. Glaser moved and Mr. Oliver seconded. The motion passed with a vote of 6-1 with Mr. Wilson opposing.

**PERSONNEL AGENDA (FACULTY)**

Motion – Mr. Oliver moved and Mr. Glaser seconded. The motion passed a vote of 7-0.

Mrs. Sane recessed the meeting at 7:06 and reconvened at 7:07 p.m.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 7:07 p.m.

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

Minutes Approved as Submitted: November 18, 2014