

**COMMITTEE OF THE WHOLE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**August 13, 2015**

**Minutes**

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, August 13, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, *Chair*  
Robert Glaser, *Vice Chair*  
Adriana Tamez, *Secretary*  
Carolyn Evans-Shabazz  
Eva Loreda  
Sandie Mullins  
Christopher W. Oliver  
Neeta Sane  
David Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Shantay Grays, Chief of Staff  
Ashley Smith, Acting General Counsel  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
Pheryl Prestage for Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Irene Porcarello, Interim Vice Chancellor, Student Services  
Teri Zamora, Vice Chancellor, Finance and Administration  
Margaret Ford Fisher, President, Northeast College  
Fena Garza, President, Southwest College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Rudy Soliz, Interim President, Southeast College  
Janet May, Chief Human Resources Officer  
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani  
Susan Goll, President, Faculty Senate  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Mr. Zeph Capo, Chair, called the meeting to order at 4:19 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: Capo, Evans-Shabazz, Glaser, Loredo, Oliver, Tamez and Wilson).*

Mr. Capo apprised that item B.6 would be moved up for discussion.

**PROPERTY AND CASUALTY INSURANCE (PROJECT NO. 15-22)**

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

Dr. Maldonado noted that Mrs. Teri Zamora and Mr. Rogelio Anasagasti would provide a review of the recommendation.

Mr. Anasagasti informed that Irving Pozmantier, Independent Insurance Consultant, Pozmantier and Williams, and his associate Ms. Kellie Bell were present to provide subject matter expertise. Mr. Pozmantier apprised that as a result of the process, the annualized savings will be approximately \$1.7 million with good coverage. He noted that the detailed proposals were analyzed to determine the variance from the RFP and other bids. He informed that the best value is recommended for approval.

Mr. Wilson asked Mr. Pozmantier to explain the eighteen month term. Mr. Pozmantier informed that there are one or two policies that would be for one year such as the flood insurance. He noted that the largest premium is the property insurance that was quoted for eighteen months.

*(Mrs. Sane joined the meeting at 4:25 p.m.)*

Mr. Pozmantier informed that the key issue is having the property coverage for eighteen months which allows for a review outside of the hurricane season.

Mr. Wilson apprised that two proposals were evaluated as a single firm. Mr. Pozmantier noted that there were two partnership proposals out of the eight; including one where a small business partnered with a large firm.

Mr. Wilson inquired how the recommendation made regarding the Perez Insurance Agency. Mr. Pozmantier informed that the evaluation was rated higher because of the method of the approach.

Mr. Wilson apprised that there were three firms with the same score. Mr. Anasagasti noted that the Perez Insurance Agency is recommended as the small business prime.

Mr. Oliver inquired of the number of years Mr. Pozmantier has been doing this business. Mr. Pozmantier noted that he has been doing this for 58 years.

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Mr. Wilson referenced the United Educators Insurance and inquired if there were three policies last time and how does it compare to the previous rates. Mr. Pozmantier informed that all three policies were in place last year and apprised that the cost is slightly down. Ms. Bell noted that the term is eighteen months for the United Educators.

Mrs. Sane inquired of the amount of the savings. Ms. Kelly informed that the annualized savings is approximately \$1.7 million.

Mrs. Sane inquired of the explanation. Ms. Kelly apprised that the proposals offered eighteen months of coverage and the annualized premium provides the savings. She also noted that the benefit of the eighteen-month term provides for a review outside of the hurricane season.

Ms. Loredo inquired if the savings is from the eighteen months. Ms. Kelly informed that it is an overall savings. Mr. Pozmantier apprised that there is a down swing in the market especially in the area of the property insurance. He noted that only a small portion will be subject to variation.

Ms. Loredo inquired of the qualifications. Mr. Pozmantier informed that there is a list, which was evaluated based on the consultants' experience.

Dr. Tamez inquired if the carrier or the agent is evaluated. Mr. Pozmantier noted that the carriers were reviewed first and then the firms representing the carriers. He informed that the carriers actually made the proposals.

Mr. Pozmantier apprised that the number could be reviewed.

Dr. Evans-Shabazz informed that the document states \$1.7 million savings but the item denotes \$2.5 million. Mrs. Zamora apprised that the savings of \$2.5 million is estimation over an eighteen-month period and the \$1.7 million is an annual savings.

Mr. Wilson inquired as to how the United Educators is priced per year. Ms. Kelly noted that overall there is a slight reduction of maybe \$100,000, which is good in this market.

Vote – The motion passed with a vote of 7-0-1 with Mr. Wilson abstaining.

**CAPITAL & TECHNOLOGY PLAN FOR FISCAL YEAR 2015-2016**

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

Dr. Maldonado informed that Mrs. Zamora would provide an overview of the recommendation.

Vote – The motion passed with a vote of 6-0-2 with Trustees Loredo and Wilson abstaining.  
(Mr. Oliver stepped out at 4:48 p.m.)

**UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS**

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Dr. Maldonado apprised that the update includes June and July for 2015. He noted that Mr. Charles Smith would provide a CIP update for July, the most current month.

*(Mr. Capo left at 4:49 p.m. and Mr. Glaser presided over the meeting)*

Mr. Smith informed that the most current CIP shows that \$118.5 million has been expended, which is twenty-eight percent. He apprised the current Small Business Enterprise (SBE) percentage is thirty-eight percent.

*(Dr. Tamez stepped out at 4:50 p.m.)*

Mr. Wilson inquired of the percentage difference regarding the Alief project for June and July. Mr. Smith noted that number is the percentage of total expenditures paid to small businesses. He clarified that SBE participation was higher early in the project and that as more money was spent on other services the SBE percentage went down.

*(Dr. Tamez returned at 4:52 p.m.)*

Ms. Loredo inquired if the projects are moving according to schedule and inquired about reasons for the delays. Mr. Smith informed that due to a large construction boom getting permits have been hampered and apprised that there was approximately two months of bad weather.

Mrs. Sane inquired of the reason for the highlighted projects. Mr. Smith noted that those highlighted projects are the ones under construction.

Dr. Evans-Shabazz inquired of the status of North Forest. Dr. Maldonado informed that none of the bond projects are at 100% according to the original amount. He informed that the effort is to work with Houston Independent School District for an Early College High School in North Forest. Dr. Maldonado apprised that some of the expansion will need to be phased in. He noted that the focus is on delivery of the services and that programmatic services are being provided as identified in the original commitment. Dr. Maldonado informed that there are similar project adjustments to the Fraga and Hayes Road projects. He apprised that all projects are being designed with expansion in mind.

*(Ms. Mullins joined the meeting 5:00 p.m.)*

Ms. Loredo noted that community needs to be informed of the updates on the projects. Mr. Smith apprised that the message has been received.

**COOPERATIVE & INTERLOCAL CONTRACT APPROVALS FOR FISCAL YEAR 2016**

Motion – Ms. Loredo and Dr. Tamez seconded.

Dr. Maldonado informed that this is an annual item that allows the chancellor to negotiate and execute budgeted contract awards under the Cooperative Interlocal Agreements. He apprised that all contracts will be reported to the Board on a quarterly basis as well as adding to an online report.

Mr. Glaser requested an estimation of the total amount of the contracts under the contract for FY 2015. Mr. Anasagasti noted that the amount included a large bulk of business and informed that he would like to provide the number to the Board no later than the next day. Dr. Maldonado informed that the amount for 2015 will be provided in the Weekly Administrative Briefing.

Dr. Maldonado apprised that the items are purchased through Cooperative and Interlocal Agreements and noted that the entire list will be provided to the Board.

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

**COOPERATIVE CONTRACT AWARDS FOR FISCAL YEAR 2016**

Motion – Ms. Mullins moved and Ms. Loreda seconded.

*(Mr. Oliver returned at 5:11 p.m.)*

Dr. Maldonado informed that most of the items are awarded from the interlocal groups and government agencies approved under the Cooperative and Interlocal Agreement approved under item II.B.3. He apprised that the item is authorizing to enter into agreement under the designated amounts and noted that the funding source was approved under the 2015-2016 budget.

Vote – The motion passed with a vote of 8-0

**CORRECTION DEED AND DEED WITHOUT WARRANTY ON WAUGH DRIVE PROPERTY**

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

Dr. Maldonado informed that the correction is needed for the warranty deed and apprised that Mr. Ashley Smith would provide an overview of the item.

Mr. Smith noted that the correction deed addresses an issue regarding the conveyance of the Waugh Drive property. He informed that the effort is to eliminate the outdated court language and replace with current language.

Mr. Oliver inquired of the exact action. Mr. Smith apprised that the correction deed will eliminate the outdated language and there is a second deed noting that if any transaction occurs in the interim conveys the warranty by HCC.

Mr. Wilson inquired why the title company is not handling. Mr. Smith informed that the title company is the one requesting the warranty deed.

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Mr. Wilson inquired if there is any exposure to the college. Mr. Smith noted that there is no exposure to the college.

Vote – The motion passed with a vote of 8-0.

*(Dr. Tamez left meeting and Mr. Oliver stepped out at 5:24 p.m.)*

**TEXAS ASSOCIATION OF COMMUNITY COLLEGES (TACC) MEMBERSHIP FOR 2015/2016**

Motion – Mrs. Sane moved and Ms. Loredo seconded.

Dr. Maldonado apprised that the item is to approve the membership dues and associated fees for the Texas Association of Community Colleges.

*(Ms. Loredo stepped out at 5:25 p.m.)*

Ms. Mullins inquired about the due date and the benefits. Dr. Maldonado noted that the membership provides multiple benefits to include policy review, consolidated legislative efforts and sharing of best practices.

Ms. Mullins inquired about the fee for 2015. Dr. Maldonado informed that the fee is based on enrollment. Mrs. Zamora apprised that membership dues were similar but noted that the amount was over the Chancellor's signature authority.

Vote – The motion passed with a vote of 5-0

Motion – Mrs. Sane and Mr. Wilson moved to combine all items II.B.7, 8, 9, and 10. The motion passed with a vote of 5-0.

**INVESTMENT REPORT FOR THE MONTH OF MAY, 2015; INVESTMENT REPORT FOR THE MONTH OF JUNE, 2015; MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR MAY 2015; AND MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR JUNE 2015**

Motion – Mrs. Sane moved and Mullins seconded regarding items II.B.7, 8, 9, and 10.

Mrs. Zamora informed that expenses are currently under budget and revenues are over budgeted.

Vote – The motion passed with a vote of 5-0.

**UPDATE ON STRATEGIC PLANNING**

Mr. Glaser apprised that item II.B.11 would be moved to the Regular meeting scheduled for August 20, 2015.

**ADJOURNED TO CLOSED SESSION**

Mr. Glaser adjourned the meeting to Executive Session at 5:33 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open

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Meetings Law. Mr. Glaser 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. Glaser reconvened the meeting in Open Session at 6:09 p.m. and entertained any motions on pending matters.

*(The following Trustees were present: Evans-Shabazz, Glaser, Mullins, Sane, Tamez and Wilson).*

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 6:09 p.m.

*Minutes recorded, transcribed & submitted by:*  
Melinda Davila, Executive Secretary, Board Services

Minutes Approved as Submitted: September 17, 2015