

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

**February 25, 2016  
Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, February 25, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Adriana Tamez, *Chair*  
Robert Glaser, *Vice Chair*  
Carolyn Evans-Shabazz, *Secretary*  
Zeph Capo  
John P. Hansen  
Christopher W. Oliver  
Neeta Sane  
Dave Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Valerie Simpson for Ashley Smith, General Counsel  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Associate Vice Chancellor, Information Technology  
Michael Edwards for Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Madeline Burillo, Interim President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer  
Carme Williams, Executive Director, HCC Foundation  
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

**OTHERS PRESENT**

Melissa Mahlick, Board Counsel, Bracewell & Giuliani  
David White, President, Faculty Senate  
Other administrators, citizens, and representatives from the news media

**CALL TO ORDER**

Dr. Tamez, Chair, called the meeting to order at 4:00 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, Hansen, Oliver, Sane, Tamez, and Wilson)*

**PRAYER AND PLEDGE OF ALLEGIANCE**

Mr. Glaser led the Board and guests in prayer. Jack Yates High School JROTC presented the colors and pledges.

**APPROVAL OF MINUTES**

Mrs. Sane motioned and Mr. Capo seconded.

The following corrections were noted on the minutes:

Special Meeting – January 12, 2016

- Correct title of Mr. Capo on page 2 regarding the vote for Vice Chair.
- Add Dr. Hansen on the vote for Mr. Glaser for Vice Chair on page 2.

Committee of the Whole Meeting – January 12, 2016

- Correct title of Dr. Hansen on page 2 under the Sale of 33 Acres in Missouri City
- Correction of substance on page 5 under the Sale of 33 Acres in Missouri City; should read 33 acres instead of 3 acres.

Regular Meeting – January 21, 2016

- Approval of Minutes on page 2, the minutes do not state who voted on the item for the December 17, 2015 minutes on pages 7 and 9; normal practice has been to state who voted on the item.
- Vote on the Amendment on page 4 under Adopt Revisions to Board Bylaw-Article H, Section 4 does not state who voted.
- Remove extra verbiage from first sentence on page 5; should read Dr. Hansen motioned to recommit Article H:7; the vote does not state who voted in favor or against.

Vote – The motion to approve the minutes as corrected passed 7-0-1 with Mr. Oliver abstaining.

**CHAIRMAN'S REPORT:**

**A. Trustee District Reports**

- District 3 – Dr. Tamez expressed thanks to Dr. Maldonado for the State of the College presentation.
- District 6 – Dr. Hansen informed he attended the ribbon cutting ceremony for the 3<sup>rd</sup> and 4<sup>th</sup> floors of the Alief- Hayes campus. He announced there will be another ribbon cutting ceremony for the Engineering COE on March 9<sup>th</sup>. He mentioned an Advisory Council is being put in place in March for the Alief ISD and surrounding school districts being served by Northwest College.
- District 1 – Mr. Capo reported on the opportunity for STEM students to attend the summer program at Rice University and the \$6000 stipend attached to the internships.
- District 9 – Mr. Oliver reported on the construction of the Early College High School. He requested a newsletter denoting the progress of the project be mailed to all constituents in District 9. He also thanked Dr. Harmon for a job well done on the Black History Gala.
- District 4 – Dr. Evans-Shabazz thanked Dr. Harmon and staff on the Black History Gala event and thanked Dr. Beatty for her presentation at the West Loop campus. She expressed appreciation to Jack Yates ROTC for attending the meeting to present the colors and pledges.
- District 5 – Mr. Glaser informed he attended an event at West Loop event and noted proclamations were presented by Congressman Gene Green and Congresswoman Sheila Jackson-Lee.
- District 7 – Mrs. Sane thanked Dr. Hodges on the ribbon cutting ceremony held at Alief Hayes.

**CHANCELLOR'S REPORT**

Dr. Cesar Maldonado provided the following report:

- Mexico President, Enrique Pena Nieto – Dr. Maldonado reported he was one of 30 Houstonians who met with the President of Mexico, Enrique Pena Nieto, along with Governor Greg Abbott, and Mayor Sylvester Turner. The President shared views of the economic and environmental challenges. Dr. Maldonado expressed gratitude for the scholarship support from the Mexican Consulate.
- 2016 Rocket Science Program – On April 5<sup>th</sup>, the Houston Rockets, representatives from Space Center Houston, the middle school students and their teachers will be at HCC Northeast to launch their rockets. For the next six weeks, these students from 20 middle schools will construct rockets with the curriculum developed by Space Center Houston.

- HCC Title Night at the Houston Rockets – March 2<sup>nd</sup> is HCC Title Night at the Houston Rockets, one of the benefits of being the official education sponsor of the team. Dr. Maldonado encouraged attendance to see the display of videos the Houston Rockets created to support the HCC STEM programs; HCC Foundation will accept \$25,000 in scholarship money on behalf of the Houston Rockets. Additionally, \$5 from every ticket sold with the code “HCC” will be donated to the Foundation.
- Annual Black History Gala – the annual event was a great success again this year, raising more than \$90,000 that will be used to support student scholarships. Major General Charles F. Bolden, Jr., NASA administrator, was the featured speaker for the event.
- Major Bolden and a panel of NASA employees met with 200 middle and high school students to talk about space exploration and encourage them to reach for the stars.
- Houston Hispanic Forum – HCC participated in the annual Hispanic Forum at George R. Brown. The event showcased the programs of HCC, provided information about financial aid and counseling, and allowed students an opportunity for hands-on experience with several STEM related activities.
- Veteran Affairs – The Office of Veterans Affairs hosted the first annual College Fair for Veterans. Dozens of Veterans and their families participated with more than 15 institutions that provided information on achieving a four-year degree once their education is complete at HCC.
- COE Presentations – Continuing with the practice of highlighting our exceptional Centers of Excellence. This month highlight the great work that the faculty, staff and administration of Northwest College are doing to support our students through Transformation. Dr. Zachary Hodges introduced Dr. John Vacelli, Susan Thompson, and Dr. Chey and presented highlights on the following:
  - History of the Center
  - Market Assessment
  - Overview of the Engineering COE
  - Enrollment, Completion & Graduation History and Projections
  - Engineering COE Goals
  - Next Steps
  - Engineering Center of Excellence Contacts

Mr. Glaser expressed appreciation to Dr. Hodges on the program as well as the potential programs and commented on the importance of finding and aligning students in the engineering pathway. He stated HCC offers the value, accessibility and opportunity for students.

Mrs. Sane commented on College Readiness and the importance of partnering and P-16 programs to make certain students are college ready.

Mr. Oliver stated individuals who can earn an engineering degree with less than \$20,000 are outstanding.

Dr. Evans-Shabazz commented on the opportunity to be better prepared for the rigor of the engineering program. Dr. Maldonado stated he attended a conference in regards to the high demand of engineers.

*(Mr. Capo stepped out at 4:46 pm)*

- Student Recognitions - Dr. Philip Nicotera presented the Student Success Stories. The following students were recognized:
  - Kiran Sidana , Central College
  - Jie Chen, Coleman College
  - Carlos Cuevas, Northeast College
  - Marly Adams, Northwest College
  - Vilma Galvez-Burwick, Southeast College
  - Jimmy Lazo, Southwest College

*(Mr. Capo returned at 4:48 pm)*

Mr. Oliver commented on the videos and inquired if they are available to the public. Dr. Maldonado stated there is a marketing campaign to have student success related information available within the next 45 days. Mr. Oliver requested if the information could be available sooner.

Dr. Maldonado announced newsletters will be distributed to the Trustees next week. Dr. Tamez stated this is a major focus and HCC's story will be distributed in all forms of media.

Mr. Capo commented on the NASA students and noted programs such as automotive should not go unnoticed since a lot of focus is placed on high profile programs.

*(Mr. Oliver stepped out at 5:02 pm)*

- Faculty Senate Report – Dr. Maldonado presented Mr. David White, President, Faculty Senate to provide the faculty senate report.

David White extended an invitation to the Trustees to meet with the Faculty Senate. He expressed thanks to Mr. Capo, Mr. Glaser and Dr. Beatty for attending the faculty conference. Mr. White apprised faculty morale is being held back due to processes and provided examples such as the faculty conference and travel processes. He stated things need to change.

*(Mr. Oliver returned at 5:05 pm)*

## **HEARING OF CITIZENS**

The following citizens appeared before the Board:

- Joyce Roberta Miller-Alper
- Jesus Medel

## **CONSENT AGENDA**

Motion – Mr. Oliver moved and Ms. Sane seconded to approve the consent agenda with the exception of the items A.3, B.4, B.7, B.8, B.9, B.11, and B.17. Item A.2 was pulled entirely to be review at a future meeting. The motion passed with a vote of 8-0. The following consent agenda items were approved:

- Adopt Revisions to HCC Policy: Board Approval and Signature Authority
- Approval of Amendment to Ground Lease between HCC and TMC
- Adoption of Resolution for TexPool Participation
- Standard Modern Lathes for Stafford and South Campuses
- Reroofing at HCC's Katy Campus (Project No. 16-04)
- HCC Administration Building Eyebrow Reroofing at 3100 Main (Project No. 16-05)
- Physical Therapy Anatomage Table for Coleman College
- Investment Report for the Month of December 2015
- Monthly Financial Statement and Budget Review for December 2015

## **ADOPT REVISIONS TO BOARD BYLAWS**

Motion - Mr. Capo moved and Mr. Wilson seconded. The motion passed with a vote of 8-0.

## **APPROVAL OF THE OFFICIAL HCC SCHEDULE OF TUITION AND FEES**

Motion - Mr. Oliver moved and Mr. Glaser seconded. The motion passed with a vote of 8-0.

Motion – Mr. Oliver moved and Mr. Capo seconded to combine the approval of items B.7, B.8 and B.9.

Mr. Oliver inquired why separate purchase transactions were being made for the similar items and what were the savings using the different RFPs. Mr. Rogelio Anasagasti, Executive Director of Procurement, explained that it maximizes the competitive bidding process and noted the item may not be available from the vendor.

Mr. Oliver requested more specifics be given in the future such as sole source.

Vote - The motion passed with a vote of 8-0. The following items were approved:

**STAFFORD WORKFORCE CAMPUS MANUFACTURING COE EQUIPMENT PURCHASE (COOP. PURCHASE)**

**HAAS CNC LATHES, MILLS AND SIMULATORS – STAFFORD CAMPUS (PROJECT NO. 16-14); AND BRIDGEPORT SERIES 1 MILLING MACHINE – HCC STAFFORD CAMPUS (PROJECT NO. 16-12)**

**BOOKSTORE AND RELATED SERVICES**

Motion - Mr. Capo moved and Mr. Oliver seconded.

Mr. Capo questioned the length of the contract and his concern about how the buyback policy works for students. He inquired about the hiring practices for the bookstore staff and who sets the standards. Mrs. Zamora responded that the contract is for five years and noted there are industry standards on book buyback policy. She apprised that former HCC graduates currently work at the bookstore.

Mr. Capo informed that he would be voting against the item due to other concerns about the contract length and noted that he has further questions regarding what is done with the funding from the contract.

Mr. Glaser requested figures on how much HCC saves in structuring contracts where the vendor supplies the buildout. Mrs. Zamora stated she is not able to quote any figures and noted vendors have their own marketing scheme and prefer their own fixtures.

Dr. Hansen noted that he supports administration's recommendation and apprised that he would be interested in the responses to the issues raised by Mr. Capo on how the revenue is going to be used.

Mr. Wilson asked if the revenues are going into the auxiliary funds. Mrs. Zamora informed the revenues are set up to go into the auxiliary funds and are used as a source for student scholarships.

Vote - The motion passed with a vote of 7–1 with Mr. Capo opposing.

**APPROVAL OF LEASE AGREEMENT FOR 5505 WEST LOOP SOUTH HOUSTON, TEXAS**

Motion - Mr. Oliver moved and Mr. Wilson seconded.

Mr. Wilson noted that the Board is asked to approve a lease and there is no backup to the item. Dr. Maldonado noted that the approval requested is according to the terms discussed in closed session.

Mr. Wilson apprised that before the Board vote on the item, he would like a re-cap be given in opened session of the item as discussed in closed session for transparency reasons based on the Open Meetings Act in Section 551.072. Dr. Tamez stated discussions on the item were held at length in the executive closed sessions and asked Board Counsel to expound on the request by Mr. Wilson.

Ms. Melissa Mihalick, Board Counsel, explained the Open Meeting Act does permit the discussion of a pending negotiated lease in closed session if there will be a detrimental effect where the terms are not final. Dr. Tamez noted that a non-disclosure was signed, which would be detrimental to the organization. Ms. Mihalick apprised that she has not seen the lease but if there is a non-disclosure, discussion in open session would be detrimental.

Call the Question – Mr. Capo called the question. Mr. Oliver seconded.

Vote on Calling of the Question – The motion passed with a vote of 6-2 with Dr. Hansen and Mr. Wilson opposing.

Vote: The motion passed with a vote of 6-1-1 with Mr. Wilson opposing and Dr. Hansen abstaining.

#### **PERSONNEL AGENDA**

Motion - Mrs. Sane moved and Dr. Evans-Shabazz seconded.

Mr. Capo asked about the time frame for the hiring process of full-time and adjunct faculty. Dr. Maldonado noted that the efforts are to improve the hiring processes in terms of the length of time. Mrs. Janet Mays, Chief Human Resource Officer explained the hiring process and noted that faculty positions are posted for two weeks. She informed that the hiring process could take from 45 - 100 days especially regarding hard to fill positions.

Mr. Oliver questioned why the Board is reviewing hiring of the personnel and not the Chancellor. Dr. Maldonado stated all contract employees are brought before the Board for approval.

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

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

Dr. Tamez adjourned the meeting to Executive Session at 5:57 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. Dr. Tamez 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.

Dr. Tamez reconvened the meeting in Open Session at 6:30 p.m. and entertained any motions on pending matters.

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

#### **ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 6:30 pm.

*Minutes recorded, transcribed & submitted by:*



Rose Sarzoza-Pena  
Manager, Board Services

Minutes Approved as Submitted: April 21, 2016