

**MEETING OF THE  
BOARD GOVERNANCE COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**October 13, 2016**

**Minutes**

The Board Governance Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, October 13, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, Committee Chair

Robert Glaser, Committee member

Eva Loreda, Committee member

Carolyn Evans-Shabazz

John P. Hansen

**ADMINISTRATION**

Cesar Maldonado, Chancellor

Melissa Gonzalez, Vice Chancellor/Chief of Staff

Valerie Simpson for Ashley Smith, General Counsel

Teri Zamora, Senior Vice Chancellor, Finance and Administration

Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer

Athos Brewer, Vice Chancellor, Student Services

William Carter, Associate Vice Chancellor, Information Technology

Madeline Burillo, President, Southwest College

Margaret Ford Fisher, President, Northeast College

William Harmon, President, Central College

Zachary Hodges, President, Northwest College

Phillip Nicotera, President, Coleman College

Irene Porcarello, President, Southeast College

Janet May, Chief Human Resources Officer

Terrence Corrigan, Director, Internal Audit

**OTHERS PRESENT**

Melissa Mihalick, Board Counsel, Bracewell LLP

Melissa Miller-Waters, President, Faculty Senate

Other administrators, citizens, and representatives from the news media

**CALL TO ORDER**

Mr. Zeph Capo, Committee Chair, called the meeting to order at 10:08 a.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, and Loredo)*

**TOPICS FOR DISCUSSION AND/OR ACTION**

**REVISIONS TO BOARD BYLAWS-ARTICLE H: BOARD OPERATIONS RELATING TO REQUESTS FOR INFORMATION**

Motion: Ms. Loredo motioned and Mr. Glaser seconded.

Ms. Mihalick, Board Counsel apprised that the changes to the bylaws were discussed during the Board retreat to formalize the procedure regarding the request for information from administration.

Mr. Capo noted that the Board is attempting to be efficient and noted the procedure is being streamlined because of extenuating cost and time for both administration and attorneys.

Mr. Glaser noted he appreciated the efforts and conveyed that Board members request information in their position as elected officials. He noted that fiscal responsibility is important.

Ms. Loredo noted the information requested should be current and should not include requests for historical information causing a backlog.

Dr. Evans-Shabazz noted the request should be relevant to the duty as Trustees.

Mr. Capo noted that a workshop should be scheduled regarding the dashboard to allow an overview of relative information to include a review on how to integrate.

Vote: The motion passed with a vote of 3-0.

**REPORT ON FINANCIAL ADVISOR**

Mr. Capo noted the item was placed on the agenda at the request of his colleagues to review the role of the financial advisors.

Dr. Maldonado noted the predicate of the item is to explain to the Board the outline in working with financial advisors. He noted Mrs. Zamora would provide an overview of the financial advisors' role.

Mrs. Zamora provided an overview of the following:

- Board Bylaws – Article E.5 Financial Advisor
- Current Financial Advisor Contract

Mr. Capo requested the cost pay out and hours engaged since contract began in 2013 to allow for cost comparison regarding hourly rate. He noted the effort is to identify a baseline.

Mr. Capo inquired if it is standard practice to have a set fee. Mrs. Zamora noted there are three ways to set the fee. She noted that quantified information could be provided and noted that in 2013 it was a hybrid and apprised that the requested comparison would be provided.

Mr. Glaser noted the financial advisor reports to the Board but administration drives the activities, and apprised that it is his understanding Coastal Securities was hired to inform the Board what is going on regarding administration.

Mr. Glaser noted that if administration will be working with the financial advisor there may need to be a review of administration hiring a financial advisor and the Board would engage a consultant. Mr. Glaser noted that other institutions may need to be reviewed regarding their financial advisors.

Mr. Glaser apprised that the Board Financial Advisor should report to the Board the activities the administration is engaging. Mrs. Zamora noted that she does not disagree.

Mrs. Zamora noted a report item with the additional information will be presented. Mr. Capo recommended placing the item on the COTW under finance. Mr. Glaser agreed.

Mr. Capo noted there should be a rule of thumb regarding the tracking fees. Mrs. Zamora noted she would reach out to colleagues of other community colleges.

Ms. Loreda noted it would be beneficial to hold a workshop with the Financial Advisors.

*(Dr. Hansen joined the meeting at 10:31 a.m.)*

#### **REPORT ON BOARD EXPENDITURES FOR FY 2015-16**

Mrs. Sharon Wright provided an overview of the board expenditures for FY 2015-16 regarding the following:

- Board Travel
- Board Account for Community Affairs (BACA)

#### **ADJOURNMENT**

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With no further business coming before the Board, the meeting adjourned at 10:34 a.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: November 17, 2016