

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

September 22, 2016

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, September 22, 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
Eva Loreda
Christopher W. Oliver
Neeta Sane
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Vice Chancellor/Chief of Staff
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/Academic Affairs
William Carter, Associate Vice Chancellor, Information Technology
Julian Fisher for 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
Carme Williams, Executive Director, HCC Foundation
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs
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

Dr. Tamez, Chair, called the meeting to order at 4:31 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: Evans-Shabazz, Glaser, Loredo, Sane, Oliver, Tamez, and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

Mrs. Neeta Sane led the Board and guests in prayer. Waltrip High School JROTC posted the colors and led the pledges.

(Dr. Hansen joined the meeting at 4:33 p.m.)

APPROVAL OF MINUTES FOR JUNE 2016

Motion: Mrs. Sane motioned and Ms. Loredo seconded.

Mr. Wilson noted corrections to the minutes for June 2016. He noted that his book did not have minutes for the External Relations Committee on June 16, 2016; however, there were duplicates for the Special meeting of June 16, 2016 and his book did not have the minutes for Special meeting of June 27, 2016. He inquired as to what is the official record since the online version did have the Special meeting minutes of June 27, 2016 after reviewing. He inquired as to how is it certified if online.

Dr. Maldonado deferred to Board Counsel.

(Dr. Tamez stepped out at 4:36 p.m.; Mr. Glaser presided)

Mrs. Melissa Mihalick asked Mr. Wilson to restate the question. Mr. Wilson apprised that the minutes presented at the August 18 meeting were in error and noted the June 27 minutes were not included in the book. He inquired as to what is the official record regarding the information presented. Mrs. Mihalick informed that the inquiry would be reviewed.

Vote: The motion passed with a vote of 6-0-1 with Trustee Wilson abstaining.

(Dr. Tamez returned at 4:42 p.m.)

AWARDS, PRESENTATIONS, AND RECOGNITIONS

- **Direct Energy Check Presentation**
HCC Foundation received a \$13,000 check from Direct Energy Foundation to support students enrolled in the Culinary and HVAC programs.

(Dr. Evans-Shabazz stepped out at 4:45 p.m.)

- **Recognition of the Finance Department**

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to Houston Community College System by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

(Dr. Evans-Shabazz returned at 4:49 p.m.)

CHAIRMAN'S REPORT:

A. Trustee District Reports

District II – Mr. Wilson announced that the COE for Public Safety held a grand opening at Codwell on September 14, 2016. He noted the event was very well attended and commended Dr. Ford Fisher on efforts at Northeast College.

Mr. Wilson informed that he attended the Small Business Enterprise event on September 22, 2016 and noted the event was attended by small businesses in the neighborhood.

District IX – Mr. Oliver noted that the Chancellor and members of his executive team met with community members in his district consisting of coalition of civic clubs and community groups. He noted information was provided regarding immediate plans for 288 campus. He noted the issue regarding the sports field were addressed and apprised that there would be further review. Mr. Oliver noted the Chancellor was responsive to the need and noted he has come each time an invitation was extended.

District V – Mr. Glaser noted a visit to the West Loop campus and noted the parking garage is fully implemented and operational. He noted there is an art display at the campus based on Houston traffic.

District VI – Dr. Hansen noted from a community perspective, Alief School District will have a groundbreaking on its Career and Technology building on Tuesday, September 27. He noted that the building is not an HCC building but should generate a lot of students for workforce program.

Dr. Hansen noted a ceremony for the COE Performing and Visual Arts at Hayes Rd campus will be held on Wednesday, September 28. He noted that the enrollment numbers were up 10.5% regarding the Hayes Road campus.

(Mr. Glaser stepped out at 4:57 p.m.)

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Dr. Hansen apprised that he and Dr. Hodges took a walking tour of the West Houston Institute on Friday, September 9. He noted the expectation is that the building will be fully completed in March and noted things are progressing.

(Mr. Glaser returned at 4:59 p.m.)

District VIII – Ms. Loredo noted she also attended the Public Safety ribbon cutting and she also attended the Foundation meeting at Central College on September 20, 2016. She attended a leadership meeting at the Southeast campus that was community driven to review how to move the needle to get students involved and graduate.

Ms. Loredo noted she visited a senior facility in Denver Harbor.

(Dr. Tamez stepped out at 5:04 p.m.; Mr. Glaser presided)

Ms. Loredo announced that tables are still available for sponsorship regarding the Hispanic Scholarship Luncheon scheduled for October 21, 2016 to support student scholarships.

District VII – Mrs. Sane announced that a preview of the COE Manufacturing building at Stafford campus was held and the grand opening is scheduled for October 12. She noted that she has been invited to serve on the Alief Westchase Community Advisory board along with Dr. Hansen.

District IV – Dr. Evans- Shabazz announced that HCC passed out information and items at an advocacy boot camp was held in August. She noted that she attended the Texans check presentation on August 28 and attended the Congressional Black Caucus in Washington, DC.

Dr. Evans-Shabazz expressed condolences to Congressman Al Green and the family of Jacqueline Ellis on her passing. She noted that Ms. Ellis was supporter of HCC.

(Dr. Tamez returned at 5:08 p.m.)

Dr. Evans-Shabazz expressed appreciations to the Board, Chancellor, and HCC for their support and special thanks to Dr. Tamez for the beautiful flowers sent in honor of her recognition. She noted that Dr. Kimberly Beatty was also recognized. Dr. Evans-Shabazz provided Dr. Maldonado with an award of support from D-Mars.

Mr. Oliver associated with Dr. Evans-Shabazz in offering condolences to Ms. Jackie Ellis and noted that he had the opportunity to visit with Ms. Ellis during the visit to the Congressional Black Caucus. Members of the Board expressed their thoughts regarding the passing of Ms. Ellis.

(Mr. Oliver stepped out at 5:30 p.m.)

Dr. Tamez expressed appreciation to the Chancellor, Faculty, and Staff for all the efforts to make HCC. She noted that she attended the grand opening of the COE for Material Sciences.

Dr. Tamez announced the second public hearing regarding the proposed tax rate on Thursday, September 29 at 12pm and COTW/Committee meetings will be held on Thursday, October 13. She noted that a Special meeting will be held on October 13 to adopt the tax rate.

(Mr. Oliver returned at 5:31 p.m.)

CHANCELLOR'S REPORT

Dr. Maldonado thanked all the HCC family that is committed to expanding HCC's presence in the workforce. He noted that September has been set aside as National Workforce Development Month to honor all those professionals who play a vital role in local economic recovery efforts. In recognition of this initiative, HCC is hosting several workforce-related activities throughout September and they are listed on our New Workforce Development Month Website.

(Mr. Wilson stepped out at 5:46 p.m.)

Dr. Maldonado provided the Chancellor's report to include the following:

- **Achieving the Dream**
Provided great feedback from their April 2016 visit. Their observations included congratulatory remarks for the college's new strategic plan. They complimented the efforts for the intentional work to align HCC as one college that is geographically disbursed.
- **Best Colleges for Federal Work Study Employment**
In a recent study performed by Student Loans.net, HCC was ranked #3 for Best Colleges for Federal Work Study Employment. The study was run on the top colleges and universities that offer Federal Work Study opportunities. The ranking was based on 250 colleges that offer the most Federal Work Study program aid to its students.

(Mr. Wilson returned at 5:48 p.m.)

- **Pinning Ceremony**
On August 19, Dr. Maldonado was the speaker at the Pinning Ceremony for HCC students receiving their Associate Degree in Nursing.
- **Faculty and Instructional Leadership**
Dr. Maldonado met with new and adjunct faculty the last two weeks of August on campuses as part of their orientation and offered opening remarks to instructional leaders and staff at workshops about goal setting and student success.
- **Grand Opening and Ribbon Cutting Ceremonies**
 - August 31 - Grand Opening for Eastside Material Science Center of Excellence.
 - September 6 – Ribbon Cutting for Stafford Workforce Building

- September 14 – Grand Opening for Public Safety Center of Excellence
- **Awards**
 - HCC has been selected as a recipient of the prestigious **HEED Award**, which recognizes Higher Education Excellence in Diversity. This is the only national recognition honoring colleges and universities that exhibit outstanding efforts and success in the area of diversity and inclusion throughout their campuses.
 - Insight into Diversity reports that HCC is the most diverse campus in the nation and number ten in the world, with 151 nationalities represented. These new rankings have put HCC in the news, and we hope that the publicity will help us achieve our primary goal—to educate and train more and more students for success in today’s workforce
- Center of Excellence for Global Energy presentation was provided by Dr. Margaret Ford Fisher, Northeast College President and Dr. Morteza Sameei, COE Director of Global Energy Institute.
- Dr. Athos Brewer, Vice Chancellor for Student Success presented the Student Success Stories featuring two students from Coleman College.

Dr. Maldonado introduced Dr. Melissa Miller-Waters, the new Faculty Senate President.

- **Faculty Senate Report**

Dr. Miller-Waters provided a faculty report and acknowledgment of Dr. Maldonado and Vice Chancellor Beatty for attending all of the pre-semester meetings for full-time and adjunct faculty. She expressed appreciation to Trustee Sane for approaching the Senate and visiting earlier in the month. Dr. Miller-Waters noted in preparation for the service as Faculty Senate President, she had the opportunity to attend the SACSCOC, Achieving the Dream, and the League of Innovation conferences.

Dr. Miller-Waters noted the Faculty Senate is committed to shared governance and to the students’ success. She expressed that the Senate looks forward to continuing the collective efforts, partnering with administration and the support of the Board, to sustain academic rigor. She also extended an invitation to the upcoming Bedicheck-Orman auction on Friday, October 14 at West Loop Campus.

Dr. Miller-Waters presented a message compiled by David Wilcox, Co-Chair of the Compensation, Workload and Benefits Committee dated August 19, 2016 regarding faculty salary and compensation.

HEARING OF CITIZENS

The following citizen(s) signed up to appear before the Board:

Mr. Al Kashani requested to speak before the Board in closed session.

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 5:56 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 of 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 7:30 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Capo, Hansen, Glaser, Loreda, Sane, Tamez, and Wilson)

CONSENT AGENDA

Motion: Dr. Hansen moved and Mrs. Sane seconded to approve the Consent Agenda.

Vote: The motion passed with a vote of 7-0. The following items were approved:

- Approve Additional Waivers for Adult Education Course Fees
- Approve Revisions to BBE (Local): Board Members- Authority and Board Counsel Guidelines

(Dr. Evans-Shabazz joined the meeting at 7:34 p.m.)

TOPICS FOR DISCUSSION AND/OR ACTION

BOARD SELF-ASSESSMENT FOR 2016

Dr. Narcisa Polonio provided a report on the Board Self-Assessment to include:

- Improving communications
- Improvement of key indicators of student success
- Targets for 2017
- Two year comparison from previous years

Dr. Polonio noted there are areas to be worked on; however, the overall goal is to continue towards success of the students.

CHANCELLOR'S EVALUATION FOR 2015-16/CHANCELLOR GOALS AND TARGETS FOR 2016-17

Dr. Tamez noted the Board conducted an evaluation of the Chancellor for 2015-16 and noted that the Board will provide a summary to the Chancellor at a later date.

Dr. Maldonado noted that agenda items regarding the Chancellor's Evaluation for 2015-16 and Chancellor Goals and Targets for 2016-17 should have been combined. He noted that Dr. Beatty would co-present with him regarding the overview of targets and goals for 2016-17.

(Dr. Tamez stepped out at 7:38 p.m.)

Dr. Maldonado noted the information is provided by the Office of Institutional Research. He noted that data from the THECB will be referenced throughout the presentation. He noted comparison of peer institution would be referencing the top 10 institutions, which includes HCC.

(Dr. Tamez returned at 7:44 p.m.)

(Mr. Capo stepped out at 7:44p.m.)

Dr. Beatty provided an overview of the institutional goals and targets for 2016-17 to include:

- Pillar I - Student Success
- Pillar II- Organizational Stewardship
- Pillar III - Performance Excellence
- Pillar IV - Innovation

(Mr. Capo returned at 7:46 p.m.)

Dr. Beatty noted the KPIs focused on the following:

- University Pathways (student transfers)
- Career Pathways
- Innovative

Mrs. Sane noted the college's capacity at this point has maximum capacity and inquired of the current capacity regarding enrollment at each location.

(Dr. Tamez stepped out at 7:55 p.m.)

Mrs. Sane inquired if the 89% means the college is almost at capacity. Dr. Maldonado noted it is the percentage of students leaving with an award.

(Dr. Tamez returned at 7:59 p.m.)

Mrs. Sane noted that she would request a response at a later time. Dr. Maldonado noted the number comes from the public higher education almanac and noted he would be glad to meet with Mrs. Sane to discuss any concerns regarding the numbers.

Dr. Tamez expressed appreciation to the Chancellor presenting the information and noted that the directions is to provide five or less resources for data such as the almanac.

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

PERSONNEL AGENDA - FACULTY

Motion: Mr. Capo motioned and Ms. Loreda seconded the motion.

Dr. Tamez noted that she did not cast her electronic vote and requested the record show she is in favor of the item.

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

REPORT ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

Mr. Smith provided an overview of the CIP report, to include:

- Small Business Top 10 List
- Featured Partner
- Project Updates
 - Brays Oak
 - Eastside Workforce
 - Eastside Student Center
 - Felix Fraga STEM
 - Central South
 - Acres Homes
 - West Houston Institute
 - Northline
 - Coleman Health Tower
 - Missouri City
 - North Forest
 - Central
- Upcoming Events
- Permit and Calendar
- Project Delays
- Project Triangle
- IRS Spending

(Mr. Capo stepped out at 8:05 p.m.)

Mrs. Sane noted the signage needs to be more visible at Stafford Workforce building. Mr. Smith noted the signage is to mark where HCC location begins and not so much as the building. He noted that the signage would be reviewed.

Mrs. Loreda inquired if the bond insurance could be charged for the delays or possibly changing the contractor due to the flaws. She noted that there needs to be efforts to move the project along. Mr. Smith noted that all options have been evaluated and the effort is to take measures to get the project completed. He noted concrete pours are scheduled for the end of October.

Mr. Wilson inquired about the permitting delays regarding the North Forest project.

(Mr. Capo returned at 8:19 p.m.)

Mr. Smith noted a redesign had to be completed for the project. He noted the project has been submitted nine times regarding permits.

REPORT ON WEST HOUSTON/UH PARTNERSHIP

Dr. Maldonado noted the Board was briefed regarding the partnership with UH and noted opportunities are being explored with UH. He apprised that the item is separate from the project with UHD. He noted that Dr. Beatty would provide an overview of the project.

Dr. Beatty provided an overview to include:

- Work Completed
- Initial Programmatic Options for West Houston
- Development Plan
- Area Map Illustrating Population Density

Dr. Maldonado noted administration would develop a business case proposal for the Board's consideration.

Ms. Loreda inquired if the Katy campus would be moved. Dr. Maldonado noted that there will not be any closure of campuses without the Board's approval. He noted the intent is for the new location to be the replacement for the Katy campus.

Mr. Wilson inquired as to who owns the property. Mr. Charles Smith noted Moody Partners are the owners.

Mr. Wilson inquired if the land is donated by UH. Dr. Maldonado noted the Business Case has not been developed at this time.

Mr. Glaser inquired if there is a demarcation. Dr. Beatty noted there is not a demarcation.

Mr. Wilson inquired of the competitors. Mr. Hodges noted the competitors are Lone Star and Wharton.

SETTLEMENT AGREEMENT WOODRIDGE

Motion: Mrs. Sane motioned and Dr. Evans-Shabazz seconded.

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

AUTHORIZATION TO FINANCE ENERGY EFFICIENCY PROJECT THROUGH A LOAN FROM THE STATE ENERGY CONSERVATION OFFICE

Motion: Mr. Capo motioned and Dr. Evans-Shabazz seconded.

Mr. Wilson noted that he sent in a request regarding the energy management project with Chevron. He noted that he requested detail studies regarding the paybacks. Mr. Wilson noted

that it is his understanding CenterPoint has a rebate program that pays back 20 to 30% and inquired if the college has reviewed the program.

Dr. Maldonado noted that a response to the Chevron inquiry will be included in the WAB for this week. He noted the structure for the project is different. He also apprised that he would look into the CenterPoint program.

Mr. Wilson reiterated his request included:

- What was saved in the past (accountability)
- Study on ROI
- CenterPoint rebate program application

Mr. Capo recognized Dr. Maldonado and Dr. Beatty for their work in moving forward in the employment of full-time faculty.

Vote: The motion passed with a vote of 7-1 with Mr. Wilson opposing.

ADOPTION OF RESOLUTION TO ADD DESIGNATED REPRESENTATIVES WITH FIRST PUBLIC/LONESTAR INVESTMENT POOL

Motion: Mr. Capo motioned and Mrs. Sane seconded.

Vote: The motion passed with a vote of 7-1 with Mr. Wilson opposing.

**INVESTMENT REPORT FOR THE MONTH OF JULY 2016
MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR JULY 2016**

Motion: Ms. Loredo moved to combine approval of the Investment Report for July 2016 and Monthly Financial Statement for July 2016. Mrs. Sane seconded.

(Mr. Capo left at 8:41 p.m.)

(Dr. Tamez left at 8:41 p.m.; Mr. Glaser presided over the meeting)

Vote: The motion passed with a vote of 6-0.

(Ms. Loredo stepped out at 8:55 p.m.)

STUDENT SUCCESS/SERVICES REPORT ITEMS

Dr. Evans-Shabazz requested that the Student Success report items be moved to next month's agenda. Dr. Hansen inquired if the items could be considered on the agenda for the second public hearing.

Mr. Glaser recessed the meeting at 9:02 p.m. and reconvened 9:05 p.m.

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(Trustees present: Evans-Shabazz, Glaser, Hansen, Loredo, Sane, and Wilson)

Motion – Dr. Evans-Shabazz moved and Mrs. Sane seconded to move the items to the special meeting scheduled for next week. The motion passed with a vote of 5-1 with Mr. Wilson opposing.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 9:05 p.m.

Minutes submitted by Sharon R. Wright, Director, Board Services

Minutes Approved as Submitted: October 20, 2016