

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

**May 18, 2017**

**Minutes**

The Board of Trustees of Houston Community College held a Special Meeting on Thursday, May 18, 2017 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas 77007.

**MEMBERS PRESENT**

Eva Loreda, Board Chair  
Neeta Sane, Secretary  
Zeph Capo  
Carolyn Evans-Shabazz  
Robert Glaser  
John Hansen  
Adriana Tamez  
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  
Athos Brewer, Vice Chancellor, Student Services  
William Carter, Vice Chancellor, Information Technology  
Kurt Ewen, Vice Chancellor, Planning and Institutional Effectiveness  
Julian Fisher for Madeline Burillo, President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
Muddassir Siddiqi, President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College  
Robert King, Interim Executive Director, HCC Foundation  
Terrence Corrigan, Director, Internal Audit

**OTHERS PRESENT**

Melissa Mihalick, Board Counsel, Bracewell LLP  
Melissa Miller-Waters, Faculty Senate President  
Other administrators, citizens, and representatives from the news media

**CALL TO ORDER**

Ms. Eva Loreda, Chair, called the meeting to order at 2:57 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, Loreda, Sane, Tamez, and Wilson)*

**TOPICS FOR DISCUSSION AND/OR ACTION**

**BUDGET WORKSHOP REGARDING STRATEGIC BUDGET INITIATIVES FOR FISCAL YEAR 2017-2018**

Dr. Maldonado noted the report would be on the strategic budget initiatives for the 2017-2018 cycle to be presented by Mrs. Teri Zamora.

Mrs. Zamora requested the Board members keep their budget resource materials binder for use as a budget development tool and as a resource throughout the year.

*(Mr. Capo stepped out at 3:01 p.m.)*

Mrs. Zamora noted the focus would be on tab 3 in the budget book regarding Strategic Initiatives. She noted approximately 94 initiatives would be considered according to budget availability.

*(Mr. Capo returned at 3:03 p.m.)*

Mrs. Zamora provided an overview of the top fourteen (14) priorities regarding the Strategic Initiatives influencing the unrestricted budget.

- 1 Enact Year 3 of Compensation Study Adjustments
- 2 2% Salary Increase for Full Time Employees
- 3 14 Additional Full Time Faculty Positions
- 4 Increase – Benefit Costs
- 5 Increase – Operation/Maintenance Costs of New CIP Facilities
- 6 Increase –Staffing of New CIP Facilities (Portion not provided in 2017)
- 7 Customer Relationship Management System (CRM)
- 8 Planning Process for Port Academy
- 9 Development of Challenger Center Project
- 10 Exploration of Process Technology Plant
- 11 Net reduction in debt payments
- 12 West Houston Institute
- 13 Completion of Student Services Transformation
- 14 Tutors and Technology to Implement PULSE

Houston Community College  
Special Meeting – May 18, 2017 – Page 3

Dr. Tamez referenced item 8 regarding the Port Academy and inquired about the \$100,000. Dr. Maldonado apprised it was for the development of the feasibility study.

Dr. Hansen referenced item 12 regarding the West Houston Institute (WHI) and requested clarification of what is included in the Performance Excellence pillar and whether it included furnishings. Mrs. Zamora noted furniture and equipment is not included.

*(Dr. Evans-Shabazz stepped out at 3:04 p.m.)*

Mrs. Zamora reference item 6 regarding the WHI and noted the \$420,000 includes the base manning needed for new facilities to hire building personnel and item 12 references those individuals who will be hired to report directly to the Director and operate the programs.

*(Dr. Evans-Shabazz returned at 3:08 p.m.)*

*(Ms. Loreda stepped out at 3:08 p.m.)*

Ms. Zamora continued with the overview of the priority items.

*(Ms. Loreda returned at 3:13 p.m.)*

Mr. Glaser inquired on the additional faculty positions and whether it is due to student enrollment or program growth. Dr. Beatty apprised that the 14 faculty positions is a net and that about 50 faculty will be hired due to retirement and program growth. Dr. Maldonado noted that for compliance with the Southern Association of Colleges and Schools (SACS) the goal is to have 50% credited hours taught by full time faculty while shifting the burden away from adjuncts.

Dr. Maldonado noted the Challenger Center project is administered by the Challenger Foundation and it is an academic STEM center targeting students from third grade through college freshmen as a learning lab for STEM fields.

Mr. Glaser inquired if there are any partnerships established for funding assistance. Dr. Maldonado noted the project is considered a college readiness initiative and not far along to reach out to ISDs. Mr. Glaser noted his concern of spending money on a development outside of the college's scope.

Mr. Wilson referenced item 11 and noted the item is a savings and inquired why it is included. Mrs. Zamora noted the item allows for the affordability of some of the initiatives.

Mr. Glaser inquired if there were any other program savings recorded on the list. Mrs. Zamora noted there is a recirculating process the departments follow to review their budgets and the list is what departments cannot afford to have and need. Mr. Glaser apprised that maybe there is way to fund from savings rather than an addition to the budget. Mrs. Zamora noted savings are constantly recycled to avoid seeking additional funds.

Dr. Evans- Shabazz inquired if the planning process for the Port Academy would affect engagement of the HISD programs and would it be combining the maritime programs. Dr. Maldonado noted discussion will be held with HISD on the programmatic design of the project.

Mrs. Loreda apprised that there are four HISD maritime academies currently in place. Dr. Maldonado noted it would be separate from the current programs and it includes a partnership with HISD and the Port Authority.

Mrs. Sane inquired about the sequencing and referenced the homestead exemptions. She inquired if it is premature and should the discussion wait until after the legislative session. Mrs. Zamora noted that no action is requested on the item. She noted that a recommended budget will be presented next week with the anticipation of a final review for action in June after the legislative session.

Dr. Hansen inquired if consideration has been given in raising the homestead exemption and apprised that the ISDs have \$25,000 exemption. Mrs. Zamora noted the college operates on a different statute than the ISDs and the \$5,000 is set by the state. She added that the percentage can be changed.

Mr. Capo inquired about the timeframe regarding the hiring process for full time faculty. He inquired if notification is provided to the deans regarding lack of applicant documents. Mrs. Zamora noted the hiring process for faculty has been streamlined. Dr. Beatty noted the hiring is done in a collective group process and dedicated individuals from Talent Management working with committees to assist with the faculty hiring. She noted that a more systematic approach can be identified to assure the process.

Mr. Capo inquired if the process is applicable to adjunct faculty hiring. Dr. Beatty noted the adjunct faculty pool is left open to recruit actively.

Mr. Capo reference General Salary Increase (GSI) and inquired as to where everyone else stands in comparison to this year. Mrs. Zamora noted a review is conducted to see where the college stands in comparison to other institutions and data is unavailable for the coming year. She noted one to three percent is the norm. Mr. Capo requested that any available information be provided prior to the request for budget approval.

Mr. Capo referenced the compensation study increase for faculty to move to market level and inquired which of the factors are correct. Mrs. Zamora noted the GSI is compounded.

#### **FEASIBILITY STUDY FOR FAR WEST HOUSTON IN HCC SERVICE DELIVERY AREA**

Motion: Mr. Capo motioned and Dr. Tamez seconded.

Dr. Maldonado noted the request is for authorization to conduct a feasibility study and for Administration to provide a recommendation to the Board.

Mr. Capo inquired as to how to make certain all of the communities are brought along with complete information. Mr. Capo thanked Mr. Wilson for the robo calling and noted he was able

to discuss it with his constituents and all but one would support the efforts. Mr. Capo requested written documentation be provided to one of his constituents on the project. He requested that when more data is available, sites be identified to provide information to the constituents.

Dr. Tamez noted she is in favor of the feasibility study.

Dr. Hansen inquired if the Chancellor had any idea of the cost of the feasibility study. Dr. Maldonado noted he is not certain of the estimate cost, but it would be within his authority limit with the individual contracts that would include communications, financial analysis and preliminary site drawings. Dr. Hansen asked for clarification on the Chancellor's \$100K threshold. Dr. Maldonado apprised it would be per agreement. He noted he could develop an estimate to provide to the Board and added that he does not anticipate the cost to exceed \$100,000 per consultant engaged.

Dr. Tamez inquired if the feasibility study exceeds the Chancellor's signature authority, would it come back to the Board. Dr. Maldonado noted an estimate could be provided in the Weekly Administrative Briefing (WAB) and apprised that he is not able to provide an amount at this time.

Mr. Capo inquired if a typical feasibility study would include what is in mind or would it include other contracts as mentioned. Mr. Capo requested clarification on the contracts in order for due diligence. Dr. Maldonado noted all the information needs to be provided to the Board to make an informed decision on the project. He noted that no funds will be spent on construction and design if the Board does not support the effort. He noted the study would involve reaching out to the communities to understand the project.

Mr. Wilson noted the reason for breaking the contracts into smaller parts is to fall within the Chancellor's signature authority to avoid having to obtain Board approval and appearing to circumvent the rules. He noted he felt uncomfortable with the item being opened ended.

Mrs. Sane noted she has expressed her concerns regarding the project and the fiscal impact. She apprised that a feasibility study on the project has already been conducted.

Ms. Loreda noted she also received the calls and noted the constituents were more in favor once clarification was provided. She noted she is in favor of the feasibility study that will identify what needs to be provided to the area without hurting the local area. She noted the project will be successful provided the community is informed.

Dr. Maldonado noted that Administration is willing to cap the expenditures at \$300,000 and any additional costs would come back before the Board.

Dr. Tamez read the definition of a feasibility study and noted that is what should be relayed and it should involve all communities.

Houston Community College  
Special Meeting – May 18, 2017 – Page 6

Mr. Capo concurred with Dr. Tamez and added that the communication contract needs to come after the study has been completed to share with the community and cap at \$250,000.

Motion to Amend to Cap Feasibility Study to \$250,000: Mr. Capo moved to cap at \$250,000 and Dr. Evans-Shabazz seconded.

Vote on Amendment: The motioned passed with a vote of 6-1-1 with Mr. Wilson opposing and Mrs. Sane abstaining.

Mr. Glaser inquired as to how much has been expended so far. Mrs. Zamora noted \$94,000 has been spent. Mr. Glaser inquired if community outreach would include local and outside. Dr. Maldonado noted it would include both.

*(Dr. Tamez stepped out at 3:49 p.m.)*

*(Mr. Glaser stepped out at 3:50 p.m.)*

*(Mr. Glaser returned at 3:50 p.m.)*

Vote: The motion failed with a vote of 4-2-1 with Mr. Glaser and Mr. Wilson opposing and Mrs. Sane abstaining.

*(Dr. Tamez returned at 3:51 p.m.)*

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 3:51 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: June 15, 2017