

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

December 12, 2013

Minutes

The Committee of the Whole of the Board of Trustees of Houston Community College held a meeting on Thursday, December 12, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

MEMBERS PRESENT

Bruce Austin, *Chair*
Sandie Mullins, *Vice Chair*
Eva Loreda, *Secretary*
Herlinda Garcia
Dianne Johnson
Christopher W. Oliver
Carroll G. Robinson

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
Fheryl Prestage for William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Success
Fred Zeidman, Vice Chancellor, Institutional Advancement
Julian Fisher for Fena Garza, President, Southwest College
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Amanda Edwards, System Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

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CALL TO ORDER

Mr. Austin, Chair called the meeting to order at 4:57 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

ADJOURNED TO CLOSED SESSION

Mr. Austin adjourned the meeting to Executive Session at 4:58 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. Mr. Austin 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. Austin reconvened the meeting in Open Session at 7:13 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Austin, Garcia, Johnson, Loreda, Mullins, Oliver, and Robinson)

Motion – Mr. Robinson moved and Mr. Oliver seconded to move all relevant items to the agenda for the Regular meeting except for item II.A.2. The motion passed with a vote of 7-0. The following items were moved to the Regular meeting agenda:

- Monthly Financial Report and Budget Update for Fiscal Year to Date
- Investment Report for October 2013
- Investment Policy for 2014
- Purchase of Property at West Belfort and South Gessner Related to 2012 Bond Capital Improvement Program
- Payment to Bracewell & Giuliani LLP for Professional Services Rendered as General Counsel to the Board
- Update on Bond Capital Improvement Plan (CIP) Related Matters

FISCAL YEAR 2014 IMPACT OF NEW TEXAS TEACHER RETIREMENT ELIGIBILITY RULE

Dr. Thomas Estes noted that upon his arrival at HCC, he was apprised of the situation regarding the Teacher Retirement System (TRS) eligibility rule and that he has been reviewing the changes. He informed that the effort is to handle the financial impact within the budget.

(Mrs. Garcia left at 7:16 p.m.)

Mrs. Renee Byas apprised that there will be a subsequent recommendation by administration regarding the two percent salary increase.

Mr. Robinson noted that there has to be an effort by the state policy advisors to monitor such possible issues. He informed that the scope has to be adjusted regarding the pending issues that could impact the college.

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Mr. Oliver apprised that it would be helpful to have a listing of pending issues that may possibly impact the system along with a plan of action. Dr. Estes mentioned that priorities were provided during an earlier discussion.

(Ms. Johnson left at 7:20 p.m.)

Mrs. Janet May provided an overview of the considerations and impact for the remaining eight months. She noted that the impact would be an estimated \$2.53 million as follows:

- \$1.1 million faculty overload
- \$74,800 benefits (TRS Regular faculty)
- \$849,000 benefits (TRS and ERS Adjunct Faculty)
- \$507,000 benefits (TRS and ERS Part-time Staff)

Mr. Robinson requested to review the workload policy and an outline of the faculty breakout when presenting the budget regarding the issue.

(Mr. Oliver stepped out at 7:27 p.m.)

Dr. Cook informed that most faculty have a 10.5 month contract, which consists of five classes in fall, five classes in spring and two classes over the summer..

(Mr. Oliver returned at 7:31 p.m.)

Dr. Estes reiterated that the item is being presented as a report. He noted that administration is working to cover the cost within the current budget. He apprised that the item may need to be revisited at mid-year.

Mr. Robinson noted that the request determines the number of courses that could be offered per semester based on the number of faculty workload hours. Dr. Charles Cook informed that has been done; however, the state changed the workload formula.

Mr. Robinson apprised that if the Board is aware of the number of possible classes, then a policy decision could be made about course scheduling. He noted that the conversation will need to be how many classes can be taught and which classes will be cut. He informed adjustments could be made with each start date.

REPORT ON FISCAL YEAR 2015 IMPACT OF FACULTY LAB LOAD HOURS

Mrs. May provided an overview of 2015 impact and informed that the recommendation would be to increase the lab load hours to 1 load hour rate to remain competitive. She noted that the recommendation would be 1 to 1, which is what other colleges are doing. She informed that the estimated expense is \$3.68 million as follows:

- \$3 million load hours
- \$122,400 benefits (TRS Regular Faculty)
- \$507,000 benefits (TRS & ERS Part-time Staff)

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Mrs. May noted that the long-term recommendation would be to increase the number of regular faculty in hard to fill lab programs to a ratio of sixty/forty.

Mrs. May apprised that if HCC remains within the TRS limits, the Affordable Healthcare Act impact will be minimal.

Mr. Austin informed that the discussion would need to be held during a budget planning session.

ADJOURNMENT

With no further business, the meeting adjourned at 7:40 p.m.

Recorded, transcribed and submitted by:
Sharon R. Wright, Manager, Board Services

Minutes Approved: January 23, 2014