

**MEETING OF THE
CHANCELLOR SEARCH ADVISORY COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

December 12, 2013

Minutes

The Chancellor Search Advisory Committee (CSAC) of Houston Community College held a meeting on Thursday, December 12, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room B, Houston, Texas.

BOARD MEMBERS PRESENT

Sandie Mullins, Chair, *Chancellor Search Advisory Committee*

COMMITTEE MEMEBERS PRESENT

Kizzey Branch, HCC United Student Council
Ava Cosey, HCC Staff
Jodie Khan, HCC Staff
Michelle Novak, Faculty
Richard Schechter, Community At-Large Ann
Taylor, Greater Houston Partnership Linda
Toyota, Asian Chamber of Commerce
Mohamad Tlass, Faculty
William White, Community At-Large

OTHERS PRESENT

Narcisa Polonio, Consultant, Association of Community College Trustees (via video conference)
Richard Sanchez, Consultant, Association of Community College Trustees
Laurie Savona, Consultant, Association of Community College Trustees (via phone conference)
Other administrators, citizens and representatives from the news media

CALL TO ORDER

The meeting convened at 10:13 a.m. to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

CHANCELLOR SEARCH ADVISORY COMMITTEE SUPPLEMENTARY ORIENTATION SESSION

Dr. Richard Sanchez, Consultant, Association of Community College Trustees (ACCT) requested the Chancellor Search Advisory Committee (CSAC) members introduce themselves.

Dr. Sanchez provided an overview of the meeting materials and the initial orientation.

(Ms. Sandie Mullins arrived at 10:23 a.m.)

Ms. Mullins reiterated the charge of the CSAC.

Dr. Sanchez reviewed the Chancellor Profile, which was approved by the Board of Trustees on Thursday, November 21, 2013.

Ms. Ann Taylor requested a list of the CSAC committee. Dr. Sanchez noted that a list would be provided.

Dr. Sanchez informed that the meetings for reviewing applications and interviews will be held on January 24, 2014 and January 30, 2014. He informed members to bring a laptop or tablet on January 24th to review applications.

Ms. Mullins requested Dr. Sanchez review the minimum qualifications on the Chancellor's Profile.

Dr. Sanchez reviewed the following:

- Confidentially Agreement
- Chancellor's Profile

Mr. Richard Schechter inquired of websites that the profile is posted. Dr. Narcisa Polonio provided a listing of the websites. She informed that the profile has been emailed to approximately 8,000 higher educational individuals.

Ms. Mullins noted that CSAC members should refer individuals that they recommendations to the Association of Community College Trustees. Dr. Polonio provided the next level of outreach.

Ms. Linda Toyota inquired if the various organizations could site the HCC homepage on their websites. Dr. Polonio encouraged the process.

(Ms. Mullins stepped out at 11:07 a.m.)

Dr. Sanchez reviewed the timeline, ground rules and evaluation process.

(Ms. Mullins returned at 11:14 a.m.)

Ms. Toyota inquired of relationships between finalists and Board members. Ms. Mullins apprised that the Board would have a discussion with the consultants regarding disclosure/conflict of interest.

Dr. Laurie Savona provided an overview of the rating sheet and the electronic application review process.

Dr. Sanchez continued with an overview of the interviewing process.

ADJOURNMENT

With no further business, the meeting adjourned at 11:40 a.m.

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

Minutes Approved: January 23, 2014