

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

May 28, 2013

Minutes

The Chancellor Search Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, May 28, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

MEMBERS PRESENT

Sandie Mullins, *Committee Chair*
Herlinda Garcia, *Committee Member*
Carroll G. Robinson, *Committee Member*
Leila Feldman, *Alternate Committee Member*
Bruce Austin

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
Fena Garza, President, Southwest College
Irene Porcarello, President, Southeast College
Remmele Young, Executive Director, Government Relations

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mrs. Sandie Mullins, Chair, called the meeting to order at 10:38 a.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

**REVIEW SOLICITATION DOCUMENTS FOR PROCURMENT SERVICES OF A
SEARCH FIRM TO ASSIST THE BOARD WITH THE SELECTION OF THE INTERIM
AND/OR FULL-TIME CHANCELLOR**

Motion – Mr. Robinson moved and Mrs. Feldman seconded.

Ms. Mullins informed that the discussion at the previous meeting was halted because of the detailed discussions. She noted that the efforts of the committee should be to allow procurement to proceed with their normal procedures.

Mr. Robinson advised that he received an update of the meeting from Board Services and was informed that the only issue was if the firm would be used for both the interim

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and permanent searches. He apprised that it is not his desire to get involved in the weeds of the procurement process.

Mrs. Feldman voiced the same sentiment that administration should complete the procurement process.

Ms. Mullins apprised that the consensus of the committee would be to go out for a firm to conduct both the interim and permanent search.

Mrs. Feldman noted that one of the other discussions was if a committee of the Board would participate in the evaluation of the procurement and noted that the consensus was that the Board would not participate in the evaluation of the firm.

Mr. Austin informed that the normal process would be for procurement to present a pool of firms and the Board would determine which of the firms would best fit the desire of the Board. Ms. Mullins apprised that she would prefer not to be involved in evaluating and ranking the firms.

Mr. Austin noted that historically the short list is presented to the Board and the Board would select the firm. He informed that the Chancellor is the only person that is hired by the Board. He apprised that a selection of the top three, four or five firms are normally presented to the Board for consideration and the Board would select from the pool.

Mr. Robinson noted that he is fine with the process if it is similar to that used for the external auditor.

Ms. Mullins asked for clarification from Board Counsel. Mr. Hollingsworth confirmed that is the process previously used in selecting a search firm. Ms. Mullins inquired if the firms would be presented to the Search Committee or the full Board.

Mr. Hollingsworth informed that the Board's ability to choose the firm would be driven by the type of procurement. He apprised that a best value RFP procurement states that the evaluation committee would rank and bring the number one firm to the Board for approval.

Mr. Austin noted that the process should allow the Committee to review as many as five and then send the recommended firm to the full Board.

Mr. Hollingsworth informed that the only type of services with procurement options where the Board could select are professional services. He apprised that the Board's role and responsibility are determined by the procurement method.

Mr. Austin recommended a proposed solution. He noted that the solution should be the one that is used by the majority of colleges and universities around the country. He informed that a committee of the Board dwindles the group down and recommends the top firms to present to the full Board.

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(Ms. Loredo arrived at 10:51 a.m.)

Mrs. Feldman apprised that the search firm should be able to present good candidates. Mr. Austin noted that this procurement is different from the normal because the firm will assist with selecting the Chancellor on a temporary and/or permanent basis. He informed that the Trustees are the policy-makers who determine what direction the college should move and hire a Chancellor to execute that direction.

Mrs. Feldman apprised that she agrees with that process for selecting a Chancellor; however, procurement should evaluate and recommend the search firm based on best value.

Mr. Hollingsworth noted that the only time the Board has discretion is with procurement based on professional services.

Mr. Austin inquired if there has been an historical error regarding the previous searches. He informed that when the Board seeks to select a search firm, it would do so in same process as procurement does.

Ms. Mullins apprised that she does not want to be involved in selecting the search firm; however, Mr. Austin has a different view. She asked Board Counsel to advise on the process.

Mr. Hollingsworth noted that the Board could only participate in the evaluation if the process would be professional services. He informed that the Board may consider the opinion of the Attorney General.

Ms. Mullins requested legal opinion regarding if a search firm is considered a professional service and what the Board is legally able to do.

Ms. Loredo inquired if there would be multiple firms. Ms. Mullins informed that the desire of the Committee is to select a firm that is able to conduct both the interim and permanent searches. Mr. Hollingsworth advised that committee desires the latitude to utilize one firm if possible.

Ms. Loredo inquired that if the procurement goes out as an RFP would the Board not be able to select from the top three firms. Mr. Hollingsworth apprised that the best value analysis is made by procurement unless the Board decides to conduct the evaluation.

Mr. Hollingsworth noted that this discussion was held during the Board training. He informed that the Board should have input on the criteria that will be used in evaluating the professionals as the administration goes through it best value analysis. He apprised that this is why the statute allows for the catch all at the end of the analysis. He noted that this allows the Board to provide input for the best value criteria.

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Mrs. Feldman referenced the page nine of the RFP and informed that the Board should not micro-manage beyond the criteria noted on page nine of the RFP.

Ms. Mullins inquired if there is any other information that needs to be on the criteria. Mr. Hollingsworth reference page fourteen and noted that community colleges are somewhat unique organizations; therefore, determining if the firm has community college experience should be broken out with specifications. He apprised that there are some firms that may have conducted a search for higher education but not specifically for a community college.

Mr. Hollingsworth noted that the Board will provide criteria to the search firm and the criteria may need to include inquiry as to whether the firm has historically provided assistance with a community college system.

Mrs. Feldman apprised that the criterion that weighs the most should include previous experience with similar community colleges, multi-campus urban institutions and experience involving Faculty Senate and community stakeholders.

Mr. Hollingsworth noted that the criteria should ask of the experience dealing with multi-campus urban college.

Mr. Hollingsworth provided additional input regarding the criteria as follows:

- (1) What is the rationale for three-year contract with two one-year renewal options; should possible change to have one year and then multiple year renewal
- (2) Ability to conduct any other searches beyond the permanent should be eliminated for the RFP.

Mr. Anasagasti apprised that the concept of the larger term would be to allow opportunity for additional searches if necessary. Mr. Hollingsworth noted that he would include additional language to state that HCC is not obligated to utilize the firm beyond the interim search. He informed that the firm may be considered for other searches within the institution for senior administration.

Mr. Robinson apprised that he would like the firm to do the interim search with the option of being selected to conduct the permanent search if the Board chooses.

Ms. Mullins inquired if it would remain open for the Interim Chancellor to be considered for the permanent position. Mr. Hollingsworth noted that the Board would provide directives to the search firm regarding the searches.

Mr. Robinson informed that his personal preference would be to have a standalone firm as opposed to a firm associated with an organization. Mr. Hollingsworth apprised that

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the solicitation is currently open to firms that have connections to the educational organizations as well as standalone firms.

(Mrs. Garcia arrived at 11:19 a.m.)

Ms. Mullins provided an overview of the discussion and noted that the only area the committee provided input on was regarding pages nine and fourteen.

Mr. Hollingsworth apprised the solicitation is for a firm to conduct the search for the interim and that the firm may be considered to conduct the permanent search if desired by the Board.

Mr. Hollingsworth informed that committee action is not necessary as the Board provided input regarding the procurement analysis.

(Mrs. Feldman left at 11:22 a.m.)

Mrs. Garcia apprised that the firm will assist with the criteria for the candidate. She noted that the candidates could be local, national or internal.

ADJOURNMENT

With no further business, the meeting adjourned at 11:23 a.m.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: June 25, 2013