

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

November 14, 2013

Minutes

The Committee of the Whole of the Board of Trustees of Houston Community College held a meeting on Thursday, November 14, 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 Loredo, *Secretary*
Yolanda Navarro Flores
Dianne Johnson
Christopher W. Oliver
Carroll G. Robinson
Neeta Sane

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Diana Pino, Vice Chancellor, Student Success
Fred Zeidman, Vice Chancellor, Institutional Advancement
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

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Narcisa Polonio, Association of Community College Trustees (via video conference)
Richard Sanchez, Association of Community College Trustees
Laurie Savona, Association of Community College Trustees (via video conference)
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Austin, Chair called the meeting to order at 4:07 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

Mr. Austin apprised that the Board would consider the report from the Permanent Chancellor Search Committee regarding the Chancellor Search.

DISCUSS AND/OR CONSIDER RECOMMENDATIONS RELATING TO THE PERMANENT CHANCELLOR SEARCH PROCESS AND PROCEDURES, INCLUDING BUT NOT LIMITED TO POSTING AND ANNOUNCEMENT, JOB DESCRIPTION, PROFILE, SEARCH PROCESS, TIMELINES AND BUDGET; AND ANY OTHER

Ms. Mullins informed that the Committee met prior to the COTW; however, the information is being presented to provide the opportunity for the full Board to give input regarding the Chancellor Profile. She noted that the Permanent Chancellor Search Committee approved to move the proposed budget for the Chancellor Search to the consent agenda. She apprised that the Chancellor Profile was revised since the Committee meeting and referenced the updated profile which will be on the agenda for the Regular Meeting on November 21, 2013 as a topic for discussion and/or action.

Mr. Hollingsworth noted that the Chancellor Search Committee approved the budget in committee; therefore, it would go to the consent agenda.

FACILITIES AND FINANCE

Motion – Mr. Robinson moved and Ms. Mullins seconded to move the following items to the consent agenda:

- Report on Scholarship Funds
- Update on Bond Capital Improvement Plan (CIP) Related Matters

Vote – The motion passed with a vote of 5-0.

ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, 2013

Motion – Mr. Robinson moved and Ms. Mullins seconded. The motion passed with a vote of 5-0.

INVESTMENT REPORT FOR SEPTEMBER 2013

Motion – Mr. Robinson moved and Ms. Mullins seconded.

Dr. Karla Bender provided an overview of the investment report. She noted that there was a one-time distribution to the state and therefore, the numbers are slightly down compared to the same point this time last year. She informed the following for auxiliary (Fund 3):

- \$1.6 million expenditure for marketing
- \$4 million transferred from auxiliary to unexpended plant for athletic fields.
- Auxiliary fund balance is \$2.4 million

Dr. Bender apprised that the combined balance of all funds is up by \$10 million.

Mr. Robinson inquired if \$1.4 million remains for marketing. Dr. Bender apprised that the amount is correct.

Vote – The motion passed with a vote of 5-0.

MONTHLY FINANCIAL STATEMENT FOR OCTOBER 2013

Motion – Mr. Robinson moved and Ms. Mullins seconded. The motion passed with a vote of 5-0.

(Mr. Oliver and Mrs. Sane joined the meeting at 4:17 p.m.)

Mr. Robinson noted that a portion of the \$3.5 million allocated for the small business program was reallocated to security.

PAYMENT TO BRACEWELL & GIULIANI LLP FOR PROFESSIONAL SERVICES RENDERED AS GENERAL COUNSEL TO THE BOARD

Motion – Mr. Oliver moved and Ms. Mullins seconded.

Mr. Robinson requested that the item be pulled and replaced with an item to approve the payment for September 2013. He informed that the effort is to make certain the firm is paid. He apprised that the contractual portion needs to be corrected through an RFQ process.

(Mrs. Flores joined the meeting at 4:18 p.m.)

Ms. Mullins noted that the firm is providing professional services and noted that the Board has the option to elect the firm. She asked General Counsel to provide clarification.

Ms. Destinee Waiters informed that the issue could be discussed in open session; however, the request is regarding a legal opinion and probably should be discussed in closed session.

Mr. Austin requested that the item be suspended until item #6 is discussed in closed session.

The Board concluded to suspend the discussion until closed session.

REPORT ON EXPANDING SMALL BUSINESS ENGAGEMENT

Mr. Rogelio Anasagasti provided a report on expanding small business engagements to include:

- HCC Website
- Standing Advertisements
- Expanded Email
- Community Outreach

Mr. Anasagasti apprised that the effort is a continuous process of expanded strategies to include seeking opportunities to reach out to the community on “How to Do Business with HCC”.

Mrs. Flores referenced the pre-bid conferences and inquired of the role of the procurement department. Mr. Anasagasti noted that the conferences feature key elements of the solicitation.

Mrs. Flores inquired as to how the small business person is informed. Mr. Anasagasti apprised that information is provided which allows businesses to connect themselves.

Mr. Oliver inquired as to where the meetings are held. Mr. Anasagasti noted that the conferences are held according to the location of the business need.

Mr. Robinson informed that there are concerns regarding the moving of deadlines. He apprised that the effort will be to determine why there is moving of deadlines on some bids, but not all bids. Mr. Anasagasti noted that the information is helpful and noted that the efforts are to make certain the community is informed.

Mr. Oliver inquired as to what happens if a solicitation requests a certain requirement and no one qualifies. Mr. Anasagasti informed that if there is a stipulated requirement and no one qualifies, the bid should be revisited and resent as soon as possible.

Ms. Mullins inquired of the advertising agencies/associations listed. Mr. Anasagasti apprised that the effort would be to continue to update the list.

ACTION AND/OR REPORT ITEMS FROM APPOINTED AND AD HOC COMMITTEE(S):

ACADEMIC AFFIARS/STUDENT SERVICES

Ms. Loreda informed that the Academic Affairs Committee moved two agenda items to the consent agenda and noted that the following reports were received:

- Report on Partnership: HCC and Capital IDEA
- Memorandum of Understanding between HCC and Project Grad
- 2012-2015 HCC Strategic Plan Critical Indicators of Success

AUDIT

Mr. Oliver apprised that the Audit Committee received the annual audit for the period ending August 31, 2013, which was a cleaned unmodified opinion. He informed that the Audit Committee also approved the proposed Internal Audit Work Plan for 2014.

ADJOURNED TO CLOSED SESSION

Mr. Austin adjourned the meeting to Executive Session at 4:41 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 5:21 p.m. and entertained any motions on pending matters.

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

**PAYMENT TO BRACEWELL & GIULIANI LLP FOR PROFESSIONAL SERVICES
RENDERED AS GENERAL COUNSEL TO THE BOARD**

Motion – Mr. Robinson moved and Mr. Oliver seconded payment to Bracewell & Giuliani for most recent unpaid invoice. The motion passed with a vote of 6-0.

ADJOURNMENT

With no further business, the meeting adjourned at 5:22 p.m.

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

Minutes Approved: December 17, 2013