

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

October 25, 2013

Minutes

The Chancellor Search Advisory Committee (CSAC) of Houston Community College held a meeting on Friday, October 25, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

BOARD MEMBERS PRESENT

Sandie Mullins, *Chancellor Search Advisory Committee Chair*
Carroll G. Robinson, *Chancellor Search Advisory Committee Member*
Neeta Sane, *Chancellor Search Advisory Committee Member*
Bruce Austin, *Board Chair*

COMMITTEE MEMEBERS PRESENT

Ava Cosey, HCC Staff
Rebecca Fox, Katy ISD
Lupe Garcia, Community At-Large
Fena Garza, HCC Administration
John Hansen, Alief ISD
William Harmon, HCC Administration
Lance Hindt, Stafford MSD
Jodie Khan, HCC Staff
Arturo Michel, HCC Foundation
Michelle Novak, Faculty
Karen Peck, Spring Branch ISD
Jim Rice, Ft. Bend ISD
Mohamad Tlass, Faculty
Michael Webster, Houston ISD
William White, Community At-Large

ADMINISTRATION

Remmele Young, Associate Vice Chancellor, Governmental & External Relations

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Narcisa Polonio, Consultant, Association of Community College Trustees
Richard Sanchez, Consultant, Association of Community College Trustees
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Mullins, Chair called the meeting to order at 11:16 a.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

Ms. Mullins welcomed the committee and provided an overview of the Open Public Forums. The committee introduced themselves and the organization they are representing.

(Mrs. Sane left at 11:21 p.m.)

Ms. Mullins gave the charge to the committee.

DISCUSS THE PERFORMANCE EVALUATION OF THE ACTING CHANCELLOR

Dr. Narcisa Polonio provided an overview of the agenda and the qualifications of the Association of Community College Trustees (ACCT). Dr. Polonio summarized the partnership between the consultants and the committee.

Dr. Polonio yielded to Dr. Richard Sanchez, who introduced himself and his role to the process.

Dr. Polonio reviewed the following information:

- Confidentiality agreement
- Draft Chancellor Profile
- Timeline

The CSAC concluded to hold the meeting regarding the interview with candidates at an offsite location to maintain confidentiality.

(The meeting recessed at 12:03pm and reconvened at 12:12 p.m.)

The Committee reviewed the draft Chancellor Profile and noted the following amendments:

Sections 1-3

- Add HCC Foundation
- Accurately reflect the metropolitan area population
- Add \$425 million bond

Section 4

- Move 4.6 higher on the priority list (4.2)
- Urban suburban institution (4.1)
- Move 4.8 higher on the priority list
- Move 4.7 to 4.9
- Add management of \$425 million bond
- Define Achieving the Dream (4.3)
- Add strengthen/foster K-12 and dual credit (4.3)
- Entrepreneurial vision

Section 5

- Add innovational instruction (5.2)
- Add building a strong team (5.8)

Section 6

- Add preferred “teaching experience in higher education”
- Add suburban to urban diverse setting preferred
- Experience in economic and workforce development preferred

The Committee scheduled to following meetings:

- Friday, January 24, 2014 from 10:00 a.m.–3:00 p.m. (Offsite location TBD)
 - Meeting to review the applications and select the semi-finalists
 - Dr. Polonio will be available at 9:00 a.m.
 - Each member should bring laptop or tablet if available
- Thursday, January 30, 2014 at 8:00 a.m.
 - Meeting to interview semi-finalists
 - Offsite location (TBD)
 - Interviews will be conducted via video conference

Dr. Polonio expressed appreciation for the participation and apprised the Committee members that a revised timeline and draft Chancellor Profile will be provided.

ADJOURNMENT

With no further business, the meeting adjourned at 1:19 p.m.

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

Minutes Approved: November 21, 2013