

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

September 19, 2013

Minutes

The Permanent Chancellor Search Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, September 19, 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*
Neeta Sane, *Alternate Committee Member*
Bruce A. Austin
Yolanda Navarro Flores
Eva Loredo

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
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

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

CALL TO ORDER

Ms. Mullins, Chair called the meeting to order at 3:03 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

**NAME ACTING/INTERIM CHANCELLOR TO SERVE UNTIL PERMANENT
CHANCELLOR IS SELECTED, AND ANY OTHER RELATED AUTHORIZATIONS**

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

Ms. Mullins informed that the Board has engaged the Association of Community Colleges of Trustees (ACCT) to assist with the process. She introduced Dr. Narcisa Polonio with ACCT who joined the meeting via video conference. Ms. Mullins apprised that Dr. Polonio would be facilitating the search process on behalf of the college.

Dr. Polonio apprised that she will be presenting a process for the Board to review. She noted the information presented is only an example. She informed that the timeline presented is a reasonable timeline to allow for the best selection possible and apprised that adjustments may be needed to meet the college's calendar.

Dr. Polonio noted that the package presented is just an example for consideration and reviewed the information provided to include:

- Proposed timeline
- Electronic survey feedback distribution
- Search committee, level, make-up and charge (if committee is utilized)
- Campus visits

Mr. Robinson informed that the Faculty submitted recommendations and requested that the information be provided to Dr. Polonio. He apprised that there are two items on the list that he is not in agreement with because the faculty should not have more representation than the students. Mr. Austin noted that he will provide the information to Board Services for dissemination to the ACCT.

Dr. Polonio informed that feedback will be obtained from everyone and will be provided to the Search Committee and the Board. She apprised that the Board will approve the profile and if the Board chooses to delegate the authority to approve the profile to the committee, it is their prerogative.

Ms. Mullins recommended that the full Board have input regarding the profile and recommend that the Board is included in the schedule for the community forums in October 2013. Dr. Polonio noted that the meeting scheduled for November 14 or 21, 2013 would include a review and approval of the profile by the full Board.

(Mrs. Flores arrived at 3:13 p.m.)

Dr. Polonio informed that the recruitment process has already started and informed that it is located on the ACCT website. She apprised that the only information provided was that there will be a search.

Mr. Robinson inquired if there will be interface with the Human Resources (HR) Department. Dr. Polonio noted that the Board would need to decide on that matter.

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Mr. Robinson informed that there has to be a discussion with HR to make certain HCC policies and procedures are followed. Mrs. Janet May apprised that the search for the Chancellor is a direct hire by the Board and often HR does not handle the process other than the standard background checks. Mr. Hollingsworth noted that historically, once the Board determines the general terms, deliberation regarding the contract are initiated.

Ms. Mullins inquired how the business community will be informed. Dr. Polonio informed that ACCT will work with the college's development office to make certain contacts are received to provide the announcement. She apprised that there are multiple means used for informing the public.

Mrs. Flores inquired of the difference from the previous process. Dr. Polonio noted that the process is more automated to include confidential submittal directly to ACCT as opposed to the Board Office. She informed that the recruitment strategy has changed.

(Mrs. Garcia joined the meeting at 3:23 p.m.)

Dr. Polonio apprised that the goal of the timeline is to make a selection by the end of February 2014.

Mrs. Flores inquired as to who will be included in the orientation. Dr. Polonio noted that the orientation is limited to the Search Committee and the Board. She informed that there will be separate community forums.

Mrs. Flores inquired as to when will there be input from internal stakeholders. Dr. Polonio apprised that when the profile is presented to the full Board, the stakeholders will have already been involved. She noted that the public forums will be public and open to the community and colleges.

Mrs. Sane inquired if the search committee will include internal and external representation and if the orientation will include the Search Committee as well as the Board. Dr. Polonio informed that there are two tiers and noted that the orientation will include both and noted that the composition of the Search Committee needs to include representation of the faculty, staff, and community. She referenced the sample Search Committee which represents two selections from the student body and three individuals representing faculty. She informed that there are multiple ways of doing the selection of the community and apprised that the Board could determine to have an individual to be selected by each of the trustees. She noted that the number of faculty, staff, students, and community representatives is a Board decision.

Mr. Hollingsworth inquired if there are Board decisions, there will need to be posted meetings with a quorum of the members present who must remain present doing the entire time. Dr. Polonio noted that is why, Boards often delegates the authority to the Committee.

Mrs. Garcia inquired as to which events the Board Counsel was referencing. Mr. Hollingsworth informed that the Board only acts in a meeting setting and that it would

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require a quorum of the Board. He apprised that the committee would only be a Committee action and not an action of the full Board.

Mrs. Garcia noted that she was the Chair during the Chancellor Search in 1996. Mrs. Garcia recommended that interviews are conducted by the Chancellor Search Advisory Committee to include all stakeholders (internal/external community).

Mrs. Garcia informed that there needs to be diversity regarding the Chancellor Search Committee and noted that the Board Chancellor Search Committee should make decisions regarding proceeding with the process. Dr. Polonio apprised that she does not disagree with the process. She noted that the previous process was similar with some modifications. She apprised that some candidates do not want that much exposure because it places their current position in jeopardy. She noted that ACCT will follow the lead of the Board.

Mrs. Garcia inquired if the Board will be informed of the outreach efforts and informed that the process has to be approached with trust and in a positive way. She apprised that there are a lot of organizations in Texas with exceptional candidates and asked that the Board is informed as to the outreach efforts.

Dr. Polonio noted that ACCT will be at various conferences and key meetings to recruit. She noted that when they recruit, the entire campus is informed and suggestions are solicited. She informed that ACCT will work directly with the Communications office regarding the advertisement.

Ms. Mullins recommended meeting every other week or every third week to provide updates. She inquired if information can be shared with the Board regarding updates. Mr. Hollingsworth apprised that there could not be any back and forth discussions and noted that it is more prudent to actually hold meetings.

Ms. Mullins inquired if the naming of the committees could be identified to make certain there is no confusion of the committees roles and duties. Mrs. Sane referenced the Association of Governing Boards (AGB) guidelines and noted that the recommendation is to form a Transition Planning Committee.

Dr. Polonio informed that while the information provided by AGB is useful; however their efforts regularly deal with private independent institutions.

Mrs. Garcia apprised that the name could be the Screening Committee. Mrs. Sane inquired as to who reviews the profiles.

Dr. Polonio noted that the Board Search Committee is there to represent the full Board and has been delegated the authority to go through the search process; however, the selection of the Chancellor will be done by the full Board. She informed that the role of the Search Committee will be to assist the Board Chancellor Search Committee.

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Mrs. Garcia apprised that the Chair has assigned a committee who will move forward and the three members would serve on the Screening committee which will present the finalist to the Board. She noted that the full Board will make a decision on the Chancellor. She informed that a decision has to be made regarding historical processes that have worked. She apprised that previously each of the colleges was visited and the community was involved.

Mr. Robinson inquired if there will be decisions made at a separate meeting. He inquired if the four Trustee committee constitutes a separate committee. He noted that decisions need to be made as to the structure of the committee. He informed that additional conversation is needed. He apprised that he is comfortable in the sense of the proposed timeline; however, if the finalists are not presented by February 2014, he is amicable to pushing back the process to make a good selection.

Mrs. Flores noted that the previous process included visits to the campuses and informed that the finalists were able to visit the campuses.

Mrs. Sane apprised that the Advisory committee would be comprised of Board members but the Chancellor Search Committee would be comprised of the representation of all stakeholders. She noted that the Board Committee should be named the Advisory Search Committee.

Ms. Mullins recommended that the name for the Board committee be the Board Search Committee and the other Committee should be the Advisory Search Committee.

Ms. Mullins inquired of a recommendation for the naming of the two Committees.

Mr. Robinson inquired as to what the committee's purpose. Mr. Austin informed that the other full group is an advisory group and their decisions are incorporated.

Motion – Mrs. Sane moved to name the Board committee the Board Chancellor Search Committee and to name the stakeholder group the Chancellor Search Advisory Committee.

Mrs. Flores informed that Mrs. Sane is an alternate; therefore, the motion needs to come from one of the committee members present.

Motion – Ms. Mullins motioned that the Board committee would be named the Board Chancellor Search Committee and the stakeholder committee would be named the Chancellor Search Advisory Committee. Mrs. Garcia seconded.

Mr. Robinson apprised that his preference would be for the Board committee to meet to discuss the setup of the faculty and staff. He noted that additional discussions are needed. He observed that the item could be sent to the Board as a discussion item. He informed that there needs to be a review of the former process. Mr. Robinson apprised that when the vote is made, the outline is clear. He noted that he would abstain from the vote.

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Mrs. Sane informed that the participation of all nine members is essential. She apprised that she would rather have the full Board serve as the Board Chancellor Search Committee.

Ms. Mullins noted that the full Board is invited to all committee meetings.

Mrs. Flores informed that she does not feel as if she is included in the process. She apprised that there has not been filtering of information to the full Board.

Ms. Mullins noted that conversation began with Dr. Polonio this week because of the process regarding selection of the search firm. She informed that her recommendation would be to hold a follow up committee meeting.

Mrs. Flores apprised that previously there was a committee of nine and noted that the current process does not include all nine members.

Mr. Austin informed that the purpose of the committee is to setup the structure of the process and the Board approves or disapproves the committee's recommendation.

Dr. Polonio apprised that Trustee Garcia's process outlined is similar to the previous process.

Mrs. Garcia noted that she is sensitive to the concerns of Mrs. Flores. She informed that Board Counsel provided the Board with guidelines for conducting the Chancellor search and recommended that the Board review the information.

Dr. Polonio apprised that the recruitment of candidates has started and two questions will be asked: (1) what happen to the previous Chancellor and (2) what is this Board like to work with.

Mr. Austin noted that duty of the Board Chancellor Search Committee is to present the process to the full Board. He informed that the search committee does a lot of the administration work.

(Mrs. Garcia stepped out at 4:15 p.m.)

Mrs. Sane apprised that the full Board should have a vote regarding the decisions.

Dr. Polonio noted that the Board needs to make the decision regarding the full Board serving as the Board Chancellor Search Committee. She informed that she is available to talk with each Board member individually.

(Mrs. Garcia returned at 4:16 p.m.)

Dr. Polonio apprised that she needs authorization to move forward regarding the recruitment and advertising. She noted that there also needs to be clarification of the charge of the search committee.

Mrs. Garcia informed that the search should yield the top two at most the top three candidates.

Ms. Mullins and Mrs. Garcia withdrew their previous motion and second.

Motion - Mr. Robinson moved to authorize ACCT to begin the search process to include advertising, collecting information from the entire system and stakeholders, solicitation, website, profile, and electronic survey. Mrs. Garcia seconded.

Vote – The motion passed with a vote of 3-0

Dr. Polonio reminded that every member of the committee and HR staff needs to sign a confidentiality agreement, which pertains to any information regarding the candidates.

ADJOURNMENT

With no further business, the meeting adjourned at 4:24 p.m.

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

Minutes Approved: October 17, 2013