

**MEETING OF THE  
SMALL BUSINESS DEVELOPMENT COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**August 21, 2014**

**Minutes**

The Small Business Development Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, August 21, 2014, at the HCC Administration Building, 2<sup>nd</sup> Floor, 3100 Main in Seminar Room B, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, *Committee Chair*  
Adriana Tamez, *Committee Member*  
David B. Wilson, *Committee Member*  
Robert Glaser  
Eva Loredo  
Carroll G. Robinson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Shantay Grays, Chief of Staff  
William Carter, Vice Chancellor, Information Technology  
Zachary Hodges, Acting Vice Chancellor, Academic Affairs  
Diana Pino, Vice Chancellor, Student Services  
Teri Zamora, Vice Chancellor, Finance and Planning  
Fred Zeidman, Vice Chancellor, Institutional Advancement  
Michael Edwards, Acting President, Coleman College  
Margaret Ford Fisher, President, Northeast College  
Fena Garza, President, Southwest College  
Butch Herod, Acting President, Northwest College  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer

**OTHERS PRESENT**

Derrick Mitchell, Board Counsel, Bracewell & Giuliani  
Michele Novak, President, Faculty Senate  
Ava Cosey, President, COPA  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Mr. Zeph Capo, Committee Chair, called the meeting to order at 3:37 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

*(The following Trustees were present: Capo, Glaser, Loredo, Robinson, Tamez and Wilson)*

**DISCUSS DIRECTION AND INITIATIVES REGARDING THE SMALL BUSINESS DEVELOPMENT PROGRAM**

Dr. Maldonado informed that a committee has been established regarding the evaluation process and noted that he will be disseminating a letter shortly with the charge to the committee to include a Small Business Enterprise (SBE) component. He apprised that there are currently ten members on the committee, which is co-chaired by Ms. Linda Toyota, Asian Chamber of Commerce and Ms. Michelle Morris, Rogers, Morris and Grover, L.L. P. Dr. Maldonado noted that the committee is comprised of representatives from minority suppliers, designers, real estate, insurance, project management, HCC administration and a retired member from METRO procurement.

Mr. Wilson referenced the Asian Chamber of Commerce luncheon attended today and informed that it appears to him that Ms. Toyota is a great fit for the committee.

Ms. Loredo inquired as to when the first meeting will take place with the group. Dr. Maldonado apprised that he has proposed a date of September 30, 2014.

Mr. Robinson noted that his biggest concern is having Ms. Morris on the committee. He informed that the Board was improperly characterized as it relates to the bond program.

Mr. Robinson apprised that Dallas Independent School District provides the Board members the evaluation committee members and the actual scoring sheets. He noted that the processes and procedures are not followed in regards to keeping proper records and videotaping of the proceedings. Mr. Robinson apprised that it is important to see what was done since the procurement department is carrying out the proceedings delegated by the Board. He noted that there are best practices of other entities that should be put in place. Mr. Robinson informed that awarding points relating to small business participation have been discussed but not implemented. He apprised that having Ms. Morris on the committee might be an issue especially with being told by this person that certain requests by the Board could not be done.

Dr. Maldonado noted that the role of Ms. Morris is to review legal compliance with Chapter 13. He informed that he would not get into the committee work but noted that standard procedures will be expected for all proposals.

*(Dr. Tamez stepped out at 3:47 p.m.)*

Mr. Robinson informed that it is difficult for him to accept that an attorney who has given inconsistent information in the past will be reviewing legal compliance. He apprised that \$350,000 was spent on a law firm and noted that the firm stated that the people recommended by procurement are not qualified. He informed that due diligence and proper analysis should be done on the front end. Mr. Robinson apprised that if the staff is going to take ownership of team construction, there would be instances of increased legal liability exposure.

*(Dr. Tamez returned at 3:50 p.m.)*

Mr. Capo referenced transparency and noted that the commitment was to work on building trust and developing the right process. He noted that the Small Business Development has suffered due to the hiring of a chancellor and the bond process. Mr. Capo informed that there needs to be a handle on the small business. He apprised that there is not a thorough and congruent understanding of the current small business system. He inquired of the authority of the chancellor to appoint the committee. Dr. Maldonado noted that the chancellor has the authority to appoint committees to advise administration.

Mr. Capo informed that he would like to schedule another meeting to discuss the small business process and how it is conducted at other agencies within the community.

Dr. Tamez apprised that she has asked for the same information in an effort to get a clear understanding.

Dr. Maldonado noted that everything he has done in appointing the committee was with transparency. He apprised that the Board was informed of the actions and noted that this is within the normal operations of the college. Dr. Maldonado apprised that the requested information will be provided at the next meeting.

#### **ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 3:54 p.m.

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

Minutes Approved as Submitted: September 18, 2014