

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

February 21, 2014

Minutes

The Chancellor Search Advisory Committee (CSAC) of Houston Community College held a meeting on Friday, February 21, 2014 at the Crowne Plaza Houston near Reliant, 8686 Kirby, San Jacinto 1 & 2, Houston, Texas 77054.

BOARD MEMBERS PRESENT

Dr. Adriana Tamez, Chair, *Chancellor Search Advisory Committee*
Sandie Mullins, *CSAC Member*
Neeta Sane, *CSAC Member*

COMMITTEE MEMEBERS PRESENT

Kizzey Branch, HCC United Student Council
Ava Cosey, HCC Staff
James Donatto, African American Chamber and Greater Houston Black Chambers
Rebecca Fox, Katy Independent School District
Fena Garza, HCC Administration
John Hansen, Alief Independent School District
William Harmon, HCC Administration
Douglas Hidalgo, Hispanic Chamber of Commerce
Diane Johnson, Community At-Large
Alma Lara, Community At-Large
Jodie Khan, HCC Staff
Arturo Michel, HCC Foundation
Silvia Mintz, HCC Alumni Association
Michelle Novak, Faculty
Karen Peck, Spring Branch Independent School District
Gracie Saenz, Community At-Large
Richard Schechter, Community At-Large
Ann Taylor, Greater Houston Partnership
Linda Toyota, Asian Chamber of Commerce
Mohamad Tlass, Faculty
Michael Webster, Houston Independent School District
William White, Community At-Large
Kimberly Williams, Community At-Large

OTHERS PRESENT

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

Dr. Adriana Tamez, Committee Chair called the meeting to order at 9:02 a.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

Dr. Narcisa Polonio, Association of Community College Trustees (ACCT) welcomed everyone and asked the committee to introduce themselves.

Dr. Polonio reviewed the following:

- Committee charge
- Confidentiality agreements
- Ground rules
- Evaluation of candidate applications

Dr. Polonio apprised that there will be some invitational candidates who will be presented at the end of the process.

Ms. Michelle Novak inquired how personal acquaintance applications should be handled. Dr. Polonio apprised that the committee member should inform the consultants and not rate the applications.

Dr. Richard Schechter inquired if the Board of Trustees have specific requirements. Dr. Polonio informed that the role of the committee is to evaluate the applications with regards to the profile.

Ms. Anne Taylor inquired of the change in process for reviewing applications. Dr. Polonio apprised that the timeline changed due to new Board members being given the opportunity to appoint representatives to the committee. She noted that the decision was made by the Board to postpone the review of applications until today, as it would ensure that all committee members viewed the applications at the same time.

Dr. Polonio informed of the ground rules for rating the candidates.

- Rating candidates
- Power of one
- Every voice is equal
- Discussion management

Dr. Tamez informed that every committee member needs to have a signed confidentiality agreement on file. She asked Mr. Jarvis Hollingsworth to introduce himself.

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 9:59 a.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. Dr. Tamez 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.

Dr. Tamez reconvened the meeting in Open Session at 4:57 p.m. and entertained any motions on pending matters.

ADJOURNMENT

With no further business, the meeting adjourned at 4:57 a.m.

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

Minutes Approved: April 17, 2014