

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

**September 11, 2014**

**Minutes**

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, September 11, 2014, at the HCC Administration Building, 2<sup>nd</sup> Floor, 3100 Main in Seminar Room B, Houston, Texas.

**MEMBERS PRESENT**

Neeta Sane, *Chair*  
Christopher W. Oliver, *Vice Chair*  
David B. Wilson, *Secretary*  
Zeph Capo  
Eva Loredo  
Sandie Mullins  
Carroll G. Robinson  
Adriana Tamez  
David B. Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
E. Ashley Smith, Acting General Counsel  
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  
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  
Susan Goll, President, Faculty Senate  
Jodie Khan, President, COPA  
Other administrators, citizens and representatives from the news media

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

**CALL TO ORDER**

Mrs. Neeta Sane, Chair, called the meeting to order at 4:34 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

Mrs. Sane announced the passing of Dr. Doretha Eason on September 4, 2014 who served as the Executive Assistant to the Chancellor and supervisor of Board Services from 2003 through 2011. She also requested to take a moment to remember the survivors and victims of the September 11, 2001 terrorist attack.

Mr. Oliver announced that he attended the memorial services for Dr. Eason on Wednesday, September 10, 2014 and expressed appreciation for the work she did while with the college.

Dr. Tamez expressed the need to continue to remember 9/11 and that it should continue to be taught to children so that they know what happened.

Mr. Capo also expressed appreciation to the public servants and first responders of the 9/11 attacks.

Ms. Loredo noted that she remembers the kindness shown by Dr. Eason in making certain the Board had everything they needed. She also noted that the remembrance of the 9/11 attacks is vital.

Mr. Robinson informed that these two recognitions inspire him to continue to want to be a public servant.

Ms. Mullins expressed thoughts for Dr. Eason, the 9/11 victims, and their families.

Mrs. Sane noted that Dr. Eason was a good person and that she became a good friend. She expressed appreciation for Dr. Eason's kindness. She also commented on the importance of the remembrance of 9/11.

**PROPOSED BUDGET (AUXILIARY FUNDS) FOR FISCAL YEAR 2014-2015**

Motion – Mr. Oliver moved and Mr. Capo seconded.

Dr. Maldonado apprised that administration is bringing forward a budget for the auxiliary fund and noted that the past practice has not been to bring it forward for approval; however, he informed that the effort is to provide clarity regarding the fund.

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Mrs. Teri Zamora apprised that the intent is to have both the restricted and unrestricted budgets approved at the same time. She provided an overview of the line items that include scholarships and marketing.

Mr. Oliver inquired if the funds are off ledger. Mrs. Zamora noted that the funds are on ledger but are not public funds.

Mr. Oliver inquired how many scholarships have been awarded this academic year. He also requested clarification regarding the budget that shows \$14 million in revenues and \$13 million in expenses and inquired of the negative \$3.5 million. Mrs. Zamora informed that the negative \$3.5 million shows the net from FY2014. She apprised that the projected net revenues for FY2015 are \$941,221.

Mr. Oliver inquired how long the revenue generation regarding static items is anticipated. Mrs. Zamora noted that the sources are static and informed that the last three columns are restricted as it relates to the vending commissions, student activity, and student recreation.

Ms. Mullins inquired if the restricted funds should be in a different account. Mrs. Zamora apprised that they are part of the auxiliary; however, in the official books they are maintained in a different fund.

Mrs. Zamora noted that there is a fund balance of \$3.4 million in scholarships through Qatar and \$3.2 million collectively for student activities and recreations.

Ms. Mullins inquired about the marketing of media buys. Mrs. Zamora informed that the \$1.5 million is for media buys and that the public relations contract is in unrestricted funds.

Mr. Robinson inquired of the amount in Fund 1 for marketing. Mrs. Zamora apprised that the amount is \$882,000. Mr. Robinson recommended exercising oversight of advertising funds to ensure that it resonates with the community and to provide more information regarding registration. He noted that a number of media outlets have expressed that they do not interact with the system regarding media buys.

*(Mrs. Sane stepped out at 5:00 p.m. and Mr. Oliver presided over the meeting)*

Mr. Robinson inquired when the sports contracts will expire. Dr. Maldonado informed that there will be a closed session discussion to receive legal consultation. Mr. Robinson apprised that the funds going to sports contracts could be allocated towards scholarships. He noted that he is a big enterprise advocate and that he would like for a second building near 3100 Main to be considered.

Mr. Robinson informed that he would like to see some collaboration between the college and the Foundation regarding the scholarship process. He apprised that since the

Foundation's inception, 7,700 scholarships have been awarded and that he would like to see the number increase.

Ms. Loreda noted that more advertising should be put in place regarding Neo's. Mr. Capo inquired if the student culinary is separate. Mrs. Zamora informed that her understanding is that they are separate but the students use the area.

Mr. Glaser inquired if the marketing and media should be in auxiliary. Mrs. Zamora apprised that it could be in the operating budget. Dr. Maldonado noted that the expenditures will be moved appropriately.

Mr. Capo inquired if there is a difference regarding the procurement side of marketing and if so, what are the restrictions. Mrs. Zamora informed that there are no restrictions.

Mr. Glaser referenced the international student services and inquired of the expenditures. Mrs. Zamora noted that the details could be provided.

Mr. Glaser inquired if Neo's expenses are for services provided to the college and inquired if the departments could be charged for the services. Mrs. Zamora informed that the departments are charged for the services. She apprised that a detail review has not been conducted regarding Neo's.

Mr. Oliver inquired if there is notation of the inquiries from the Board. He summarized to include:

- Negotiate contracts to include scholarship money
- Greater market penetration in local newspapers

Dr. Tamez noted that the effort should be to take advantage of every opportunity to increase revenues.

Vote – The motion passed with a vote of 8-0.

### **ORACLE PEOPLESOFT MULTI-YEAR MAINTENANCE CONTRACT**

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

*(Mr. Oliver stepped out at 5:14 p.m. and Mr. Glaser presided over the meeting)*

Mr. Capo noted that it seems that every institution uses PeopleSoft and every institution has issues. He inquired if it is because it is the only software available. Dr. Carter informed that there are other options and most of the issues are regarding the size. He apprised that PeopleSoft is one of the companies that is the most stable. Mr. Carter noted that anytime there are upgrades, it is difficult with users.

*(Mrs. Sane returned at 5:17 p.m. and presided over the meeting)*

Mr. Glaser inquired if there are any user groups or professional groups to discuss software products. Dr. Carter informed that there are higher education groups and noted that he sits on the Oracle Research and Education Council.

Dr. Maldonado apprised that some software do not allow customization.

Mr. Glaser inquired if there is an opt out opportunity. Dr. Maldonado noted that a decision to move would take time and be costly.

Dr. Carter informed that there is a termination with a ten-day notice and apprised that Dr. Maldonado is correct that it will take time to switch but noted that there is a saving associated with the contract of approximately \$400,000.

Ms. Loreda inquired if training is provided. Dr. Carter apprised that training is not part of the maintenance contract and noted that there is online training. He informed that experts are used for specialty training when concentrated efforts are needed.

Vote – The motion passed with a vote of 8-0.

#### **RIGONE SAFETY AND SKILLS TRAINING SIMULATOR AT NORTHEAST COLLEGE**

Motion – Mr. Glaser moved and Dr. Tamez seconded.

Dr. Maldonado apprised that the project has been in development for some time. He noted that Dr. Madeline Burillo would provide an overview of the program and Mrs. Zamora would provide an overview of the numbers.

Dr. Burillo informed that the concept was presented previously and noted that the presentation is to request funding for the construction of RigOne Simulator Safety Skills Lab. She apprised that a couple years ago a dialogue emerged from the discussion focusing on training promotable, retainable and safety conscience crewmembers to work in the industry. Dr. Burillo noted that the industry is facing a tremendous need to have different kind of workers who understand how to work on the rig in a safe manner. She informed that the students will learn essential components.

*(Mrs. Sane stepped out at 5:30 p.m.)*

Dr. Burillo provided an overview of the program to include:

- Orientation
- Courses
- Certificates
- Job Fairs

*(Mrs. Sane returned at 5:32 p.m.)*

Dr. Burillo apprised that 200 students have completed the introduction course and 80 are signed-up for the program. She noted that students requested financial aid; however, at this time none is available. Dr. Burillo apprised that the most essential skill needed is hands-on training. She informed that industry needs workers that have exposure and are prepared.

Ms. Mullins inquired of the hands-on training provided now. Dr. Burillo apprised that currently there is no hands-on training and noted that the introduction course is theoretical.

Dr. Burillo noted that the employers who participated in a job fair indicated that through interviewing the HCC students, they are already at a higher level compared to most of the resumes and applications they receive. She apprised that the objective is to become the premier source for promotable, retainable and safety conscience employees. She noted that the best-selling product is the graduates when they are able to perform at an accelerated level.

Ms. Mullins recommended duplicating this effort in all workforce programs. She inquired if something else will come back to the Board for approval.

*(Mr. Oliver stepped out at 5:35 p.m.)*

Dr. Maldonado informed that the request is for a 20% approval to engage a designer. He apprised that once the design work is completed, the next step is the RFP for construction.

Mr. Capo inquired of the length of the program. Dr. Burillo noted that the introduction course is 8 weeks and two robust courses are 1 week each for a total of 10 weeks. Trustee Capo inquired of the profile for the individual that is sought for the program. Dr. Burillo informed that industry needs a level of maturity; she also apprised that the same skills set needed to work offshore are transferable to work onshore as well.

*(Mr. Sane stepped out at 5:40 p.m.)*

Dr. Tamez indicated that this is an excellent response to the demand and industry needs. She noted that it is essential to measure success to ensure students are getting jobs.

*(Mr. Oliver returned at 5:42 p.m.)*

Dr. Maldonado informed that 10 students are employed and together they are making \$1.5 million plus benefits.

Dr. Joanna Kiles, Executive Director, Energy Institute, noted that 25 students have been confirmed as employed; however, the actual number is higher.

*(Mr. Oliver stepped out at 5:49 p.m.)*

Dr. Tamez asked how the program is being promoted to the community.

*(Mr. Oliver returned at 5:50 p.m.)*

Dr. Burillo apprised that the program is located on the website and several press releases and articles have been released regarding the program. She noted that the marketing has moved slowly due to the need for the lab.

Ms. Loreda asked if this is the same rig that was discussed with industry previously, if so, will there be industry partners.

Dr. Burillo noted that it was and that donations have been received. She apprised that industry was waiting on the action from HCC.

Mr. Glaser asked if industry has been approached to partner with the college. Dr. Burillo informed that industry has been approached and that one company gave \$100,000 for scholarships and challenged other companies.

Vote – 8-0

#### **TEXAS ASSOCIATION OF COMMUNITY COLLEGES (TACC) MEMBERSHIP FOR 2014**

Motion – Ms. Mullins and Dr. Tamez seconded.

Dr. Maldonado apprised that the item is to approve the membership with Texas Association of Community Colleges for 2014.

Ms. Mullins inquired if HCC has a seat or interacts with the TACC Board. Dr. Maldonado noted that the college does not have a seat on the Board. He informed that he will be proactive to having a stronger presence.

Mr. Wilson suggested that our Board participate on the TAAC Board.

Vote – The motion passed with a vote of 8-0.

#### **INVESTMENT REPORT FOR THE MONTH OF JULY 2014 AND MONTHLY FINANCE STATEMENT FOR JULY 2014**

Motion – Mr. Capo moved and Dr. Tamez seconded to consider the Investment Report and Monthly Finance Statement for July 2014.

Vote – The motion passed with a vote of 8-0.

Ms. Loredo apprised that it would be ideal to have funds remaining to allocate for the libraries.

**REPORT ON INTERLOCAL & COOPERATIVE CONTRACTS COMPETITIVELY AWARDED**

Mr. Rogelio Anasagasti provided the quarterly reports for the months of March-May 2014 and June –August 2014.

**REPORT ON JOB ORDER CONTRACT (JOC) SOLICITATION UPDATE**

Dr. Maldonado informed that Mr. Anasagasti would provide an update on the JOC.

*(Mrs. Sane returned at 5:54 p.m.)*

Mr. Anasagasti apprised that Procurement is working with Facilities to have a full contract that is competitively awarded. He noted the target is mid November to finalize the scope for the solicitation.

**ADJOURNED TO CLOSED SESSION**

Mr. Oliver adjourned the meeting to Executive Session at 5:59 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. Oliver 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.

Mrs. Sane reconvened the meeting in Open Session at 6:58 p.m. and entertained any motions on pending matters.

*(The following Trustees were present: Capo, Loredo, Mullins, Oliver, Sane, and Wilson)*

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 6:58 p.m.

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

Minutes Approved as Submitted: October 16, 2014