

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

September 11, 2014

Minutes

The Small Business Development Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, September 11, 2014, at the HCC Administration Building, 2nd 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 Loreda
Sandie Mullins
Carroll G. Robinson
Neeta Sane

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

CALL TO ORDER

Mr. Zeph Capo, Committee Chair, called the meeting to order at 1:37 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, Mullins, Robinson, Sane, Tamez and Wilson)

DISCUSS DIRECTION AND INITIATIVES REGARDING THE SMALL BUSINESS DEVELOPMENT PROGRAM

Dr. Maldonado noted that Mr. Arturo Michel, Co-chair of the Small Business Development Committee was present. He informed that one of the first things he was asked to do upon his arrival was to review the procurement process including the Small Business Enterprise (SBE) component. He introduced Mr. Michel and apprised that the committee consists of many community members. Dr. Maldonado noted that the committee will provide recommendations regarding the process by the end of the year.

Mr. Michel informed that the committee is appreciative of the opportunity to review the process and provide recommendations that will improve the efforts to support the students. He apprised that there are ten members on the committee.

Dr. Maldonado noted that Mr. Rogelio Anasagasti would make a brief presentation regarding the Small Business Program update.

Mr. Anasagasti presented the small business program's current operations to include:

- Program Summary
 - Participation Goal 35%
 - Community Outreach
- Evaluation and Assignment of Points
- Sample SBE Sliding Scale
- Recognized SBE Certificates

Mr. Capo inquired if there is a means to track the SBE commitment. He also inquired if there is a way to address future procurements if a vendor commits to a certain percentage and does not meet the goal. Mr. Anasagasti informed that it could be done through the business review approach with the internal client and with the vendor, which will review the trending.

Mr. Robinson referenced the agenda book from the Regular meeting held on June 25, 2013 and he apprised that all the subcontractors (subs) were listed and inquired if a report could be provided that provides the status of the subs and how the funds have been spent in good faith. He noted that every sub was listed and he is trying to see if they did any work and if they were paid. Mr. Robinson informed that his inquiry is regarding the bond projects and noted that this inquiry would be until the architect and engineering (A&E) projects are completed.

Dr. Maldonado apprised that the monthly report for the bond projects includes the percentage for SBE.

Mr. Robinson noted that when the item was approved regarding the A&E, each of the subs was listed on the agenda item.

Mrs. Sane informed that there should be some kind of small business compliance component in place for monitoring. She apprised that it should be applied to all system contracts.

Mr. Anasagasti noted that there are instruments in place to track the bond projects on a monthly basis. He informed that for other contracts the B2G System is used for tracking and noted that the system is being expanded. Mr. Anasagasti informed that there is a review underway to integrate systems. He apprised that the concern raised is one of the targets regarding the recommendation for staffing efforts to track reporting.

Mr. Robinson inquired if the contracts that are scheduled for solicitation in January could be provided in December. Dr. Maldonado noted that the effort is to publish ahead of time to give businesses the opportunity to submit; however, there will be times when it will not be possible.

Mr. Robinson informed that there have been times when the Board was pressed regarding considering a contract at the last minute because procurement was not aware that the contract was expiring.

Mrs. Sane apprised that the monthly schedule referenced by Mr. Robinson goes back to Board Governance because there is a policy in place.

(Mr. Robinson stepped out at 1:56 p.m.)

Dr. Tamez noted that the Board needs to be proactive in identifying the SBEs. She associated with Mrs. Sane regarding the need to have the schedules in place. Dr. Tamez informed that some of the outreach feedback received was that the information was not helpful and inquired if there is a review on how productive the session was. Mr. Anasagasti apprised that there is an option on the website to allow the vendor to provide information regarding what they would like to see from training prospective. He noted that expanding the longitude data is something that the department is reviewing.

Mr. Wilson informed that the Board should stop approving last minute items.

(Mr. Robinson returned at 2:02 p.m.)

Mr. Glaser apprised that he had a question regarding timing and resources. He inquired as to how much the Executive Director and the procurement department are committed to the effort. Mr. Anasagasti noted that approximately 20% of his time is going towards the effort, but informed that he would like to be able to dedicate more time. He apprised that his commitment is to do more and that the new staffing position for the small business coordinator will assist in allowing more available time to focus on the efforts. He apprised that the mission is to communicate and provide more information.

Mr. Glaser inquired if the 80 events mentioned by Mr. Anasagasti are only from the college. Mr. Anasagasti noted that the events include various organizations and small business driven opportunities but not all events are SBE driven.

Mrs. Sane inquired as to how many training sessions are geared towards minority business owners.

Mr. Anasagasti informed that there has been participation in various events and noted that a report could be provided to give an ideal of the participation.

Mr. Robinson asked that the following be reviewed:

- Post award evaluation
- RFQ process where 3 or 4 are recommended equally

(Ms. Loreda arrived at 2:05 p.m.)

Mr. Robinson noted that his understanding is that Dallas Independent School District Board receives a listing of the evaluators and actual scoring sheets. He requested that the same information be provided after the process concludes.

(Mrs. Sane stepped out at 2:09 p.m.)

Mr. Robinson informed that historically the Board has been told that the evaluator's information could not be provided. Dr. Maldonado apprised that going forward; the ranking and evaluator will be included in the information provided to the Board.

Mr. Robinson noted that when he was with the city, RFQs were not a point-based process as it was based on qualification. He informed that if 15 met the qualification then the 15 would receive work over some period of time.

Dr. Maldonado apprised that with RFQs are handled in rotation basis format.

(Mr. Robinson stepped out at 2:11 p.m.)

Mr. Capo noted that the committee will provide recommendations. He recommended crosswalk comparisons of other entities' small business programs during the review process. He apprised that he would like to see the Board informed along the process.

(Mrs. Sane returned at 2:13 p.m.)

Mr. Capo inquired of the concern regarding the role of the evaluator as it relates to their expertise. He noted that their purpose on the evaluation committee should be based on reliability regarding the individual score.

Mr. Wilson apprised that the GameChanger has been mentioned and noted that he has attended the meetings. He informed that there has been a lot of talk but not certain of the

results. Mr. Wilson apprised that he received a certificate from Sheila Jackson-Lee office regarding AME Changer. He noted that there is a lot of talk but still have not met the 35% participation goal.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:17 p.m.

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

Minutes Approved as Submitted: October 16, 2014