

**MEETING OF THE  
BOARD SELF-EVALUATION COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**April 28, 2015**

**Minutes**

The Board Self-Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, April 28, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Robert Glaser, *Committee Chair*  
Zeph Capo, *Committee Member*  
Neeta Sane, *Committee Member*  
Adriana Tamez, *Alternate Committee Member*  
Eva Loredó

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Shantay Grays, Chief of Staff  
E. Ashley Smith, Acting General Counsel  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academics Officer  
William Carter, Vice Chancellor, Information Technology  
Irene Porcarello, Interim Vice Chancellor, Student Services  
Teri Zamora, Vice Chancellor, Finance and Planning  
Michael Edwards, Acting President, Coleman College  
Margaret Ford Fisher, President, Northeast College  
Julian Fisher for Fena Garza, President, Southwest College  
Rudy Soliz, Interim President, Southeast College  
Janet May, Chief Human Resources Officer

**OTHERS PRESENT**

Derrick Mitchell, Board Counsel, Bracewell & Giuliani  
Susan Goll, President, Faculty Senate  
Jodi Khan, President, COPA  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Mr. Robert Glaser, Committee Chair, called the meeting to order at 12:29 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, Loredó, Sane, and Tamez)*

**HCC BOARD OF TRUSTEES SELF-EVALUATION (PROJECT NO. INFORMAL RFP 15-15)**

Motion – Mrs. Sane moved for discussion and Mr. Capo seconded.

Mr. Glaser asked Mr. Rogelio Anasagasti to provide a summary of the two proposals received.

Mr. Anasagasti noted that the informal RFP was issued on Friday, April 20, 2015 and presented a high-level summary of the two proposals received as follows:

Association of Community Colleges (ACCT)

- Approximately 35 years of experience
- Approximately 100 plus assessments to include HCC
- Responded to staff experience with resumes of Narcisa Polonio and Richard Sanchez
- Cost is not to exceed at \$11,500
- Sample instrument for the evaluation
- References
- Additional information provided
  - policy action agenda pamphlet
  - Governance Institute for Student Success brief

BoardSource

- 26 years of experience
- Broader approach
- Proposed methodology (approximately 24 week)
- Projected timeline and fees (could be customized)
- Sample instrument for the evaluation
- Key personnel and consultant experience
- Sample Board evaluation plan
- References
- Sample Board action plan

Mr. Capo requested clarification regarding the hourly rate. He informed that BoardSource provided an hourly rate and inquired if ACCT provided an hourly rate to allow for comparison between the two. Mr. Capo apprised that the hourly rate would allow for consideration for future services if necessary.

Mr. Anasagasti noted that he would research the rate for ACCT and informed the proposal is a turnkey proposal and should be all-inclusive.

Mr. Capo apprised that the inquiry would be regarding the strategic planning process and noted that he would like to know if additional service were required would, it be covered under the proposal by ACCT.

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Dr. Tamez inquired as to which proposal is better, which one actually responded to the requirements of the solicitation.

Mr. Anasagasti noted that he would not pass judgment regarding to which is better than the other. He informed that one proposal responded to the Informal RFP. Mr. Anasagasti apprised that ACCT included everything that was requested.

Mr. Anasagasti noted that BoardSource focuses on more entities and informed that ACCT focuses on community colleges.

Mrs. Sane inquired if there were only two respondents. Mr. Anasagasti apprised that some agencies expressed that timing was a cause for the non-response.

Mrs. Sane inquired if the desire for the committee was to make a determination today. Mr. Glaser noted that is the anticipated desire.

Mrs. Sane inquired if BoardSource could be customized to fit HCC needs and standards. She requested that BoardSource provide input as to their specializations that cause them to stand out.

Mr. Glaser informed that the strict timeline resulted in the limited responses. He apprised that both ACCT and BoardSource responded to the same.

Mrs. Sane inquired if both could provide a summary of what they could provide differently to make the performance or evaluation better. She apprised that she does want to keep the timeline outline but has concerns as expressed regarding what they will provide differently.

Mr. Glaser noted that the request was informal and apprised that both would probably work with the Board to provide necessary services. He noted that discussion will continue with the firm that is selected.

Ms. Loreda informed that ACCT is familiar with the college because of the history.

Mr. Capo apprised that based on the financials submitted, he noted that the contact time proposed would allow sufficient time to customize with ACCT. He noted that it would be encumbered of the committee to discuss with the selected firm.

Mr. Anasagasti informed that efforts were to contact via email and phone calls. He apprised that he would be happy to prepare a new scope for next year. Mr. Anasagasti noted that some of the responses were that facilitations are booked at least six months in advance.

Mr. Capo informed that he would like to revisit the opportunity to provide feedback for developing a proposal for next year.

Motion - Mr. Capo moved and Mrs. Sane seconded to approve the proposal submitted by ACCT. The motion passed with vote of 3-0.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 1:03 p.m.

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

Minutes Approved as Submitted: May 21, 2015