

**MEETING OF THE  
CHANCELLOR EVALUATION COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**June 27, 2015**

**Minutes**

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Saturday, June 27, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Adriana Tamez, *Chair*

Zeph Capo, *Committee Member*

Eva Loreda, *Committee Member*

Carolyn Evans-Shabazz, *Alternate Committee Member*

Robert Glaser

David Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani

Narcisa Polonio, Facilitator, ACCT

Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 8:13 a.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, Evans-Shabazz, Glaser, Tamez and Wilson)*

**UPDATE ON CHANCELLOR'S PERFORMANCE APPRAISAL AND RELATED MATTERS**

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

Dr. Maldonado noted that the item was discussed previously; however, it was not formally adopted.

Dr. Tamez informed that she would work with Board Services to schedule the one-on-one meetings. Dr. Maldonado apprised that the one-on-one meetings were not listed on the 2014-15 calendar.

Mr. Capo noted that it was previously discussed that the one-on-one meetings were scheduled. He inquired if there is anything prohibiting using the 2015-16 calendar. Mr. Hollingsworth informed that he would recommend including the actual year so that it is identified.

Dr. Tamez apprised that individual meetings would take place in July.

*(Ms. Loredo arrived at 8:19 a.m.)*

Dr. Maldonado noted that the proposal is to take everything after June 30 and modify to fit the schedule for 2015-16. Mr. Hollingsworth informed that the intent is to use the 2015-16 June 30 – August 31 schedule for 2014-15.

Dr. Polonio recommended that the one-on-one meetings should include an option that would be at the discretion of the Trustee to include phone conference.

Mr. Capo apprised that it should be clarified that the Chancellor should make a good faith attempt to meet with all the Trustees.

Dr. Polonio inquired of the purpose of the meeting. Dr. Tamez noted that the purpose would be to provide each Trustee with the opportunity to meet with the Chancellor prior to the evaluation.

Dr. Polonio informed that it is a good idea but noted that it is always good to loop in the purpose such as to discuss the priorities.

Dr. Tamez apprised that the recommendation from the Chancellor Evaluation Committee is to schedule the one-on-one meetings with the Chancellor and Trustees in July and conduct the evaluation in August. The Chancellor's Performance Appraisal calendar for 2015-16 will be adopted for 2014-15 from June 30, 2015 forward.

Vote - The motion passed with a vote of 3-0.

### **ADJOURNED TO CLOSED SESSION**

Dr. Tamez adjourned the meeting to Executive Session at 8:23 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. Mr. Capo 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 9:30 a.m. and entertained any motions on pending matters.

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

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 9:30 a.m.

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

Minutes Approved as Submitted: August 20, 2015