

**SPECIAL MEETING
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

February 16, 2016

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Tuesday, February 16, 2016 at the HCC Administration Building, Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, Chair
Robert Glaser, *Vice Chair*
Carolyn Evans-Shabazz, Secretary
Zeph Capo
John P. Hansen
Eva Loreda
David Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, Acting General Counsel
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Carme Williams, Executive Director, HCC Foundation
Madeline Burillo, Interim President, Southwest College
Ken Holden for Margaret Ford Fisher, President, Northeast College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
David White, President, Faculty Senate
Other administrators, citizens and representatives from the news media.

CALL TO ORDER

Dr. Adriana Tamez, Chair, called the meeting to order at 4:08 pm, 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: Tamez, Capo, Evans-Shabazz, Glaser, Loreda, Hansen, and Wilson).

Dr. Tamez commented on the importance of open communication with everyone and how it serves and benefits the students. She stated the purpose of the meeting is to review the goals and responsibilities of the standing and ad-hoc committees and to reconsider some of the committees and their goals. She noted the committees should be aligned with the goals of the institution and the ongoing work of the strategic plan.

Mr. Jarvis Hollingsworth, Board Counsel, presented the following overview on the committees responsibilities:

Mr. Hollingsworth stated there are currently five standing and five ad-hoc committees.

Standing Committees Responsibilities:

- Committee of the Whole (Finance & Facilities)
- Academic Affairs/Student Services Committee (academic policies, athletic programs, student success, programmatic changes, diversity, new certificates and technology issues)
- Board Governance Committee (Board activities and training, marketing, outreach, Human Resources, and Board policy in monitoring outgoing assignments)
- Audit Committee (Financial oversight of Board's assets)
- External Relations (legislative matters, economic development, small business, college marketing and communications)

Ad-Hoc Committees:

- Board Self-Evaluation
- Local Relations
- Chancellor Evaluation
- Minority Male Initiative
- Strategic Planning Committee

Dr. Tamez asked that the committees be reviewed to include how they can be condensed and re-structured. Mr. Capo commented on how some committees were continued for respect, and how some have not met and can be merged into other committees. Ms. Loreda agreed with reviewing the committees' roles and responsibilities. Mr. Glaser agreed an annual review would be good to check alignment.

Mr. Capo noted he is pleased to see the alignment between the strategic planning, the Chancellor's goals and the board self-assessment on driving the success of the institution.

ALIGNMENT OF ANNUAL COMMITTEE: PRIORITIES AND INSTITUTIONAL GOALS WITH STRATEGIC PLAN

Dr. Maldonado presented on the following:

Strategic Plan and Institutional Goal Alignment to include four strategic pillars:

- **Student Success**
 - Student Preparedness
 - Experience
 - Completion
 - Success
- **Performance Excellence**
 - Unified Policy
 - Employer of Choice
 - Recognition and Awareness
- **Organizational Stewardship**
 - Diversity and Inclusion
 - Streamline Processes
 - Strategic Budget
- **Innovation**
 - Employee Engagement
 - Teaching & Learning
 - Technology Adoption

Strategic Plan Implementation Cycles- a multiple year objective

Dr. Maldonado stated he met with Committee chairs and noted the committees will be focused on the elements of the strategic plan. He stated that administration will be reporting the action plans that support the plan.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:29 p.m.

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena

Manager, Board Services

Minutes Approved as Submitted: April 21, 2016