

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

**January 12, 2016**

**Minutes**

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, January 12, 2016 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  
John P. Hansen  
Neeta Sane  
Dave Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Irene Porcarello, President, Southeast College  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Margaret Ford Fisher, President, Northeast College  
William Harmon, President, Central College  
Madeline Burillo, Interim Acting President, Southwest College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Janet May, Chief Human Resources Officer

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani  
Other administrators and citizens

**CALL TO ORDER**

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 2:14 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: Hansen, Capo, Glaser, Sane, Loreda, Tamez, Evans-Shabazz and Wilson)*

**APPROVAL OF CHANCELLOR’S GOALS FOR DOMAN 3.2 AND 3.3 FOR FISCAL YEAR 2016**

Motion – Mr. Capo moved and Ms. Sane seconded.

Dr. Tamez apprised that Dr. Maldonado will provide clarification to the memorandum presented to him by the Committee and Board Chairs.

Dr. Maldonado addressed the following:

**3.2 Increase revenues during fiscal year 2016 by the amounts**

- Item #1 – Increase Tuition and Fees Revenues (Net) by 2%, or \$1.5M

Dr. Hansen suggested the item be revised to “Increase Revenues from Tuition and Fees” (Net) by 2%, or \$1.5M”.

- Item #2 – Increase federal and state grants by 5%, or \$1.1M
- Item #3 – Clarify naming policy and secure two donors to fund the naming of a program or physical space

Dr. Maldonado explained that administration is working on a facilities naming policy to recommend to the Board. He noted the policy would allow for a strategic plan and a discussion with the donor regarding the different thresholds they must meet.

Mr. Glaser inquired as when the policy would be presented to the Board.

Dr. Maldonado apprised the policy should be presented in February to the Board.

- Item #4 – Increase auxiliary lease revenues by 20%, or \$1.1M

Dr. Maldonado stated the largest portion of the college lease income comes from 3100 Main, approximately \$5.6 million, which includes two tenants. He noted Pros lease expires September 2016 and St. Luke’s in December 2017. He noted there is other short-term income from the Auditorium and other facilities leases within the district. Dr. Maldonado stated that the plan is to increase total revenue from leases including new leases at Woodridge, and Southwest Campus. He stated this would increase revenue at \$1.1 million and long-term leases would be brought to the Board for approval.

Mr. Wilson inquired if the new leases would impact the amount of lease money the college can collect on the 5% of the total bond package, as the letter received from Andrew and Kurth implied.

Dr. Maldonado explained that there are some restrictions, but it does not unilateral apply. He noted there are restrictions from a time standpoint based on the funding mechanism and method of acquisition. He noted it would be reviewed by legal counsel before bringing to the Board for approval.

Ms. Loreda inquired if the community would be charged rental fees. Dr. Maldonado stated if the community request to use HCC facilities there would be a charge applied.

Ms. Sane asked if the financial goals in 3.2 are in line with the approved 2015 budget.

Dr. Maldonado expressed that the goal does not have any budget implications on 2015 budget. He noted that it is in alignment with the strategic vision and the desires of the Board.

Dr. Tamez conveyed the timeline would be posted in the Board Conference Room.

### **3.3 Achieve operating efficiencies in operations**

- Item #1 – Decrease hiring timeline by 7 days

Dr. Tamez requested that Board Services provide Dr. Hansen with a Chancellor Evaluation packet for his review.

Dr. Maldonado noted he would provide target numbers on item #1 to the Board when he provides an update on current performance. He stated that the schedule report on each domain is due on February 28, 2016.

Dr. Tamez requested, the Chancellor provide target numbers so the Board may support him and the system. She noted the Board should be comfortable with the numbers presented and that it is part of the evaluation instrument. The committee would meet in intervals to discuss percentages. She noted the Board and Chancellor should work as a team.

- Item #2 – Increase internal capacity for facilities maintenance and reduce reliance on primary vendor by 10% on an annualized basis

Dr. Maldonado advised HCC has a contractor that maintains our facilities. He proposed we use outside contractors for large maintenance, and internal and small business enterprises groups for small maintenance. This is in an effort to save cost in performing maintenance.

- Item #3 – Reorganize Information Technology departments to more efficiently serve the needs of the college, in accordance with study underway by Berkley Research Group

Dr. Maldonado apprised reorganization is underway for the Information Technology department. He noted the Berkley Research Group was hired to determine if HCC was operating efficiently and effectively through looking at the restructuring of the IT department and provide a structure that will fit the needs of our vision and transformation. In addition, the

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group will restructure the Information Technology department. He noted that we are moving from centers of delivery to Centers of Excellence, creating systems of support for the colleges and shared services. Entire IT structure will change with shared services and be responsive to the college's operation.

- Item #4 – Transition to participation in SouthEast Texas GigaPop (SETG) for providing internet connectivity and reduce costs by \$250,000 on an annualized basis

Dr. Maldonado advised that in order to exercise the membership with Texas GigaPop, cable must be put in place to connect to the main data line. He noted a fiber cable would be laid from Hayes Rd. and the System locations to the main trunk line. In addition, there will be upgrades at West Loop, Spring Branch and Katy Campuses. This will allow the college to receive a savings of \$250,000 a year on internet cost.

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

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 3:18 p.m.

*Minutes recorded, transcribed & submitted by:*

Rose Sarzoza-Pena

Manager, Board Services

Minutes Approved as Submitted: February 25, 2016