

**MEETING OF THE
BOARD GOVERNANCE COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

May 16, 2013

Minutes

The Board Governance Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, May 16, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

COMMITTEE MEMBERS PRESENT

Neeta Sane, *Committee Chair*
Leila Feldman, *Committee Member*
Yolanda Navarro Flores, *Committee Member*
Eva Loredo, *Alternate Committee Member*
Bruce A. Austin
Yolanda Navarro Flores
Sandie Mullins

ADMINISTRATION

Renee Byas, Acting Chancellor
Art Tyler, Deputy Chancellor/COO
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
Charles Cook Vice Chancellor, Instruction
Diana Pino, Vice Chancellor, Student Success
Fena Garza, President, Southwest College
William Harmon, President, Central College
Butch Herod for Zachary Hodges, President, Northwest College
Paul Patterson for Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Remmele Young, Executive Director, Government Relations & Sustainability
Karen Edwards, Interim Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Todd Bisch, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mrs. Sane, Chair called the meeting to order at 3:39 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

DISCUSS PROPOSED REVISIONS TO BOARD BYLAWS AND COMPENSATION AND EXPENSE POLICY

Revisions to Board Compensation & Expense Policy

Mrs. Feldman expressed that her concern is adding the three conferences to the approved listing as she does not feel that the nature of the conferences are directly related to the college business.

Mrs. Flores apprised that the conferences focus on education and include workshops on public education and higher education. She informed that possibly more detailed information should have been shared with the Board regarding the nature of the conferences.

Mr. Robinson noted that the college is a regulated industry and not just by academic organizations. He informed that caucus events sponsored by non-partisan and non-profit foundations provide one of the most significant opportunities to have access to legislators or their Chief of Staff.

Mr. Robinson apprised that he obtained more information from attending the caucus than he may have from some of the other conferences that are geared to community colleges. He apprised that he sees the college as a regulated industry in academics, workforce and business.

Ms. Loreda informed that the conferences provide an opportunity for learning to planning, networking, and discussing topics centered on higher education.

Ms. Mullins apprised that she understands Mrs. Feldman's concern because the word caucus implies a legislative involved atmosphere. She noted that possibly the cost should be taken from the Trustee's campaign funds or the cost could be split between the Trustees and college.

Mr. Austin informed that there is often the opportunity to have discussions with people who could provide information that may assist with certain matters that the Trustee has been either discussing or need additional information on. He apprised that National Association of College and Universities Business Officials (NACUBO) provides information that assist with business issues such as auditing, accounting and risk management at an institution of higher education.

Mr. Austin recommended reviewing the list annually to determine if the conferences are still relevant.

Motion - Mrs. Flores moved and Mrs. Feldman moved to add the language of Foundation to the Congressional Black Caucus Conference.

Mrs. Feldman inquired regarding an Asian non-profit organization or caucus to be all inclusive. Mrs. Flores moved to add the Congressional Asian Pacific American Caucus (CAPAC).

Mr. Hollingsworth noted that it was a friendly amendment; therefore, a motion was not necessary.

The Committee concluded to add the CAPAC conference to the listing of approved conferences.

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

Resolution Reaffirming Commitment to College Safety and Security

Mr. Hollingsworth provided an overview of the resolution regarding reaffirming commitment to college safety and security. He informed that all of the Board's recommendations have been included.

Mr. Hollingsworth apprised that the Board would have an option regarding illegal weapons. He noted that the resolution would be acceptable regardless of what is passed in legislation.

(Mr. Robinson stepped out at 4:09 p.m.)

Mrs. Feldman suggested that the language should be to enhance security plan regarding active shooter since a plan currently exists. The committee concluded that the item should read "enhance".

(Mr. Robinson returned at 4:11 p.m.)

Revisions to Board Bylaws Regarding Article A

Mr. Hollingsworth noted that he was asked to review what other institutions are doing regarding blackout policy and campaign contribution limits. He provided a result of the survey of community colleges.

Mr. Hollingsworth informed that the revision provided would start the blackout period when solicitation closes and all responses are received. He apprised that the previous blackout period began when the solicitation was posted. Mr. Hollingsworth noted that a list of those firms who responded to the procurement will be provided so that the Board will be informed of those who have responded. He informed that the blackout would end after 45 days or when the Board approves the item or when there is a decision made to move forward.

Mr. Austin inquired as to what is industry standard. Mr. Hollingsworth apprised that the close of the prohibited communication normally would occur when the evaluation is completed.

Mr. Austin inquired of the number of full time employees needed in purchasing to make certain that the process could proceed in a timely manner. Mrs. Byas apprised that at least eight employees will be needed to complete the task in the timeframe desired. She noted that an authorization to increase the pay scale for the procurement staff is requested.

Mr. Austin informed that he brought the manner up because the Board gave authorization to fully staff the procurement department.

Mrs. Sane apprised that the staffing discussion is regarding a budget discussion.

Vote – The motion passed with a vote of 2-1-0 with Mrs. Feldman opposing.

ADJOURNMENT

With no further business, the meeting adjourned at 4:18 p.m.

Recorded, transcribed and submitted by:
Sharon R. Wright, Manager, Board Services

Minutes Approved: June 25, 2013