

**COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

December 8, 2016

Minutes

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, December 8, 2016, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, Chair
Robert Glaser, Vice Chair
Carolyn Evans-Shabazz, Secretary
John P. Hansen
Eva Loreda
Neeta Sane
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Ashley Smith, General Counsel
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
Athos Brewer, Vice Chancellor, Student Services/Academic Affairs
William Carter, Vice Chancellor, Information Technology
Madeline Burillo, President, Southwest College
Margaret Ford Fisher, President, Northeast College
Jason Wilson, Acting President, Central College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Charles Smith, Chief Facilities Officer
Remmele Young, Associate Vice Chancellor, Government and External Relations
Deborah Chambers, Interim Executive Director, HCC Foundation
Terrence Corrigan, Director, Internal Audit

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Bracewell LLP
Melissa Miller-Waters, President, Faculty Senate
Other administrators, citizens, and members of the press

CALL TO ORDER

Dr. Adriana Tamez, Board Chair, called the meeting to order at 12:39 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: Glaser, Hansen, Loredo, Sane, Tamez, and Wilson)

TOPICS FOR DISCUSSION AND/OR ACTION

MOTION TO AMEND ITEM PREVIOUSLY ADOPTED RELATING TO SPONSORSHIP AMENDMENT BETWEEN HCC AND HOUSTON TEXANS

Motion: Mr. Glaser motioned and Ms. Loredo seconded.

Dr. Maldonado noted that the motion was for approval to amend an item that was adopted in February 2014 and noted there was an omission of the amendment for the Houston Texans contract. He noted there is no fiscal impact according to the style of the February 2014 action.

Dr. Hansen inquired about future consideration regarding the benefits the institution receives from the adopted sport partnerships. Dr. Maldonado noted there is not a blanket overview for every one of the agreements in place. He elaborated on some of the benefits received from the sponsorships.

(Dr. Evans-Shabazz joined the meeting at 12:43 p.m.)

Ms. Loredo noted that it is part of HCC marketing efforts in reaching out to the community.

Dr. Tamez reiterated that the item is to amend to include the contract currently in place.

Mr. Wilson inquired as to why the approval is needed if the contract is already in place. Dr. Maldonado noted the two fiscal years, 2016 and 2017, for the Houston Texans were not included on the list when presented to the Board for ratification in February 2014. He noted that the effort is to make certain no action is being taken outside the Chancellor's scope of authority. He added that the work has been done and the effort is considered a transparency and a housekeeping issue.

Mr. Wilson noted that the contract was signed in May 2013 and ratified by the Board in February 2014. Dr. Maldonado concurred on the dates.

Dr. Evans-Shabazz expressed appreciation for the transparency. She noted that the work has been partially performed and appreciated the housekeeping item being brought forward to make certain the contract is performed as intended.

Vote: The motion passed with a vote of 6-1 with Mr. Wilson opposing.

INVESTMENT REPORT FOR THE MONTH OF OCTOBER 2016

Motion: Mr. Glaser motioned and Mrs. Sane seconded.

Dr. Maldonado noted that the monthly investment report for October 2016 will be provided by Mrs. Teri Zamora.

Mrs. Zamora noted \$215,906 was earned on investments that equated to 75 basis points that continues to increase the percentage.

Dr. Maldonado pointed out that the TexPool investments are noted on the last line of the report. Mrs. Zamora noted there is a high rate of return and same day cash can be received from the TexPool investments.

Vote: The motion passed with a vote of 7-0.

MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR OCTOBER 2016

Motion: Dr. Hansen motioned and Ms. Loredo seconded.

Dr. Maldonado noted that Mrs. Teri Zamora would provide a report on the monthly financial statement.

Mrs. Zamora reported a revenue of \$63 million has been recorded which equates to 18.6% of the revenue budget.

Mr. Wilson inquired if he had missed the final statement from last year. Mrs. Zamora indicated the final statement was presented in October 2016.

Vote: The motion passed with a vote of 7-0.

REPORT ON CONSTRUCTION AUDIT

Dr. Maldonado noted that Mr. Charles Smith would report on the construction audit conducted by R.L. Townsend and Associates regarding the CIP Bond Projects. Mr. Smith noted that eight reports have been provided and Ms. Debbie Townsend would be providing the third face-face report.

Ms. Townsend provided a report to include the following:

- Project Status
- Typical Audit Issues Identified
- Contract Language – Actual Labor Cost
- UGC's – Change Order Pricing
- UGC's – Prevailing Wage
- Audit Report Process
- 2017-2018 Audit Plan

(Dr. Tamez stepped out at 1:03 p.m. and Mr. Glaser presided)

Mr. Wilson inquired as to how much of the bond funds have been expended. Ms. Townsend noted that about \$176 million or 66% has been expended.

Mrs. Sane inquired as to the audit regarding the CIP projects. Mr. Glaser requested Mrs. Sane submit the inquiry to him as Chair of the Audit committee for a follow up response.

REPORT ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

Dr. Maldonado noted that Mr. Charles Smith would provide the monthly update on the CIP Bond program.

Mr. Smith reported the following:

- Interns and Apprentices
- November 2016 Project Budget Summary
- Small Business Spotlight
- Small Business Top 10
- Highlights of HDR Architects and AutoArch Architects on the Coleman Tower Building
- Updates on the following building projects:
 - Brays Oaks Workforce
 - Eastside Workforce Building
 - Central South
 - Acres Homes Campus
 - West Houston Institute
 - Missouri City Center
 - Northline Building
 - Coleman Tower Building
 - North Forest Workforce
 - Felix Fraga STEM Facility
 - Central Campus Culinary Arts Building
- Upcoming Events
- Permit and Construction Schedule

Dr. Hansen referenced the Brays Oaks building and inquired of the dollar per square footage calculation. Mr. Smith noted the dollar per square footage has not been calculated. Dr. Hansen requested the square footage per CIP project to determine the cost per square footage.

(Dr. Tamez returned at 1:19 p.m.)

Ms. Loreda inquired of the status of the Felix Fraga project. Mr. Smith noted the project should be back to a normal construction pace in January 2017.

Ms. Loreda inquired of the delayed construction regarding North Forest. Mr. Smith noted that the project should also return to a normal construction pace.

Mr. Wilson inquired if the issue regarding impact fees had been resolved. Dr. Maldonado noted that an update will be provided in closed session.

Mr. Glaser inquired if there have been any issues with occupancy permits with the new buildings. Mr. Smith noted temporary certificates of occupancy are in place and permanent certificates of occupancy will not be obtained until the impact fees issue has been resolved.

Mr. Glaser inquired of the status regarding the property associated with the West Loop campus. Mr. Smith noted utilities are being connected for the use by the tenant. Mr. Glaser requested a regular update on the progress until the tenant moves into the building.

REPORT ON CAMPUS CARRY

Dr. Maldonado noted that a Campus Carry policy has been under review and noted that Dr. Beatty would provide a report on the steps and draft of the policies. He noted that the policy included in the packet is a draft and no action is being requested at this time.

Dr. Beatty provided an updated report on the Campus Carry policy that included the following:

- Accomplishments So Far
 - Task Force Appointed, December 2015
 - Closed and Open Meetings Established, December 2015
 - Open Carry Procedures Established, January 2016
 - Open Forums at All Campuses Conducted, March – April 2016
 - Survey Launched, November 2016
 - Draft Policy Developed, November 2016
- Next Steps
 - Finalize the Draft Policy, December 2016
 - Present Draft Policy to Executive Cabinet for Approval, December 2016
 - Present Draft Policy to Board of Trustees for Approval, January 2017
 - Present Approved Policy to the Special Legislative Committee for Approval, February 2017
 - Finalize Procedures for Implementation, February 2017
 - Finalize Training Modules, April 2017
 - Host Open Forums to Communicate Policy and Procedures, March – April 2017
 - Provide Training to all Employees, April – May 2017

Dr. Tamez requested the draft policy be circulated to Board members for input prior to presenting to the Board in January 2017. Dr. Maldonado noted the local policy draft, along with the legal policy will be provided to the Board in a brief.

Dr. Hansen referenced page 4 of the GFA draft policy. He inquired if childcare and Early College High School would be designated as weapons free zones. He inquired if he would be correct in his inference that areas where students are minors would be a weapons free zone. Dr. Beatty noted that exclusive areas with minors would be designated as weapons free and some areas would be reviewed by a district-wide campus security committee for weapons free zone consideration. Dr. Maldonado added the colleges leadership would submit an application requesting weapons free zone designations.

Dr. Hansen also referenced page 5 and noted the language under reporting violations reads that an annual report will be provided to the Chancellor. He recommended that language be considered for inclusion that a report be provided to the Board.

Mrs. Sane recommended the concealed handgun statement issued by the Texas Attorney General on November 30 be taken into account in drafting the policy concerning areas where minors congregate.

REPORT ON FAR WEST HOUSTON DEMOGRAPHIC AND ENROLLMENT ANALYSIS

Dr. Maldonado noted that a discussion has been held regarding expanding into far west Houston and added that Mr. Charles Smith would provide a report on the demographics.

Mr. Smith noted that Mr. Terry Phillips with Facility Programming and Consulting would provide a report on the Far West Houston Campus scope development.

Mr. Phillips provided an overview to include:

- Katy Development Trends - Katy ISD Development Density
- Katy Development Trends – Projected New Houston Occupancies
- Katy ISD Capture Rate/Trend
- Planning Trends
- Planning Lines
- Projected New Campus Space Requirements

Dr. Hansen inquired if insight could be provided on the basis for making the projections. Mr. Phillips noted the capture rate analysis was used.

Dr. Maldonado noted that the real estate information would be provided in closed session.

Mr. Glaser referenced the planning trends slide and inquired if the current campus flat baseline meant the building is at capacity. Mr. Phillips noted that is the current trend baseline and the campus has experienced a slow growth trend over the last four years.

Ms. Loreda inquired of the neighbor to the north. Mr. Phillips noted that the neighbor is north of Fox Lake.

Mr. Wilson inquired if the plans are to close the current campus. Dr. Maldonado noted that the plans will be discussed in closed session.

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 1:51 p.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. Dr. Tamez stated that any final action, vote or decision of 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 3:37 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Glaser, Hansen, Loreda, Tamez, and Wilson)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:37 p.m.

Minutes submitted by Sharon R. Wright, Director, Board Services

Minutes Approved as Submitted: January 19, 2017