



AGENDA

BOARD GOVERNANCE COMMITTEE OF THE BOARD OF TRUSTEES

Committee Members

Dr. Adriana Tamez, Chair

Trustee Robert Glaser

Trustee Sandie Mullins

Alternate Member

Trustee Eva Loreda

June 11, 2015

1:30 p.m.

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**

**NOTICE OF A MEETING OF THE
BOARD GOVERNANCE COMMITTEE
OF THE BOARD OF TRUSTEES**

HOUSTON COMMUNITY COLLEGE

June 11, 2015

Notice is hereby given that a Meeting of the Board Governance Committee of the Board of Trustees of Houston Community College will be held on Thursday, the eleventh (11th) day of June, 2015 at 1:30 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

II. Topics for Discussion and/or Action:

- A. Approval of Administrative Form for Trustee Requests for Documents.
- B. Board Counsel Review of Certain Categories of Contracts Above Chancellor's Signature Authority.
- C. Board Expenditure Report for Fiscal Year 2014-2015.

III. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters

- 1. Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

B. Personnel Matters

- 1. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or to hear complaints or changes against an officer or employee, unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

C. Real Estate Matters

1. Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

IV. Additional Closed or Executive Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning:

Section 551.071 – For the purpose of a private consultation with the Board's attorney about pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation to the System if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee, unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

Section 551.076 – To consider the deployment, or specific occasions for implementation of security personnel or devices, or a security audit.

Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing, unless an open hearing is requested in writing by a parent or guardian of the student or by

Houston Community College
Board Governance Committee – June 11, 2015

the employee against whom the complaint is brought.

Section 551.084 – For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

V. Reconvene in Open Meeting

VI. Adjournment

Certificate of Posting or Giving of Notice

On this 8th day of June, 2015, at or before 1:30 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; (2) the Harris County's Criminal Justice Center, 1201 Franklin, Houston, Texas 77002; (3) the Fort Bend County Courthouse, 401 Jackson, Richmond, Texas 77469; and (4) the Houston Community College website, www.hccs.edu. The Houston Community College's Fort Bend County public meeting notices may be viewed after hours (*i.e.* between the hours of 5:30 p.m. and 7:30 a.m.) on the kiosk located on the west side of the new Fort Bend County Courthouse (the "William B. Travis Building"), located at 309 South Fourth Street, Richmond, Texas 77469.

Sharon R. Wright, Manager
Board Services

ACTION ITEM

Meeting Date: June 11, 2015

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
A	Approval of Administrative Form for Trustee Requests for Documents	Ashley Smith Jarvis Hollingsworth

RECOMMENDATION

Create a form that will assist the administration in responding to Trustee requests for documents in a timely and efficient manner.

COMPELLING REASON/RATIONALE

In order to better accommodate Trustee requests for official college records, HCC is modifying its records access certification process. This form will enable Board members to request records by submitting an access certification form to the Board Chair for review in accordance with the procedures currently outlined in Article H, Section 7 of the Board Bylaws.

DESCRIPTION OR BACKGROUND

This form will facilitate efficiency and transparency in the Board's process for requesting access to HCC documents.

FISCAL IMPACT

None

LEGAL REQUIREMENT

None

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Draft Access Certification Form (Will be provided under separate cover)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

HCC Board of Trustees
REQUEST TO ACCESS OFFICIAL COLLEGE RECORDS

PLEASE COMPLETE AND RETURN TO: Board Services at board.services@hccs.edu

Name:	District:
Title:	Department:
Phone Number:	E-Mail:

Please describe the records requested:

Records may contain privileged or confidential information. Disclosure of privileged or confidential information or documents may constitute a violation of a Trustee's fiduciary duties. HCC does not elect to waive attorney-client privilege or agree to the public disclosure of the records.

The College is committed to assuring that Trustees have open access to all records of the college to the extent permitted by law. Please follow these steps in submitting a request for access to HCC documents, in accordance with Board of Trustees Bylaws, Article H, Section 7:

1. Submit this completed form to the Board Services office, which will forward it to the Board Chair.
2. The Board Chair shall request input from the administration if he or she determines that the request for documents is either (1) burdensome in the requested response time, (2) seeks information that is more than thirty (30) pages in length, or (3) requires the creation of reports or documents that do not currently exist. After considering the administration's input, the Board Chair, at his or her discretion, will determine the cost effectiveness of the request and the proper utilization of colleges resources necessary to effectively respond to the request.
3. If the Board Chair determines that the request is excessive or not reasonably related to official Trustee issues, the Board Chair will direct the Board member requesting the information to submit his or her request to the HCC administration under the Texas Public Information Act.
4. Board members submitting a request under the Texas Public Information Act will be responsible for any fees and costs associated with the request.

The Office of Board Services shall notify each Board member of all requests for documents submitted by Board members, and shall make a copy of responsive documents available to all Board members upon request, subject to the provisions above.

Signature
Name:

Date

REVISED ACTION ITEM

Meeting Date: June 11, 2015

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
B	Board Counsel Review of Certain Categories of Contracts Above the Chancellor's Signature Authority	Ashley Smith Jarvis Hollingsworth

RECOMMENDATION

Create policy requiring Board Counsel to review all real estate contracts, and any other contracts, as determined by the Board Chair in consultation with the Board, that have a cumulative expenditure of more than \$75,000.00 during the term of the contract before the contracts are executed.

COMPELLING REASON/RATIONALE

Requiring Board counsel to review these contracts prior to execution will ensure that the Board's concerns and issues are addressed, and will protect HCC and the Board from potential exposure to legal liability.

DESCRIPTION OR BACKGROUND

This item is a joint recommendation of the Chair of the Board Governance Committee and the Chancellor to manage risk by sufficiently reviewing contracts before execution. This item is in the best interests of HCC.

FISCAL IMPACT

None

LEGAL REQUIREMENT

None

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Proposed Policy: Board Counsel Review of Contracts**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Finance and Operations

Board Counsel Review of Contracts

Responsible Department: Finance and Accounting

Date Approved/Amended: June 23, 2015

Board Counsel Review of Contracts

HCC Board Counsel shall review all real estate contracts, and any other contracts as determined by the Board Chair in consultation with the Board, that have a cumulative expenditure of more than \$75,000.00 over the contract term before the final contract is executed.

ACTION ITEM

Meeting Date: June 11, 2015

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
B	Board Counsel Review of Certain Categories of Contracts Above the Chancellor's Signature Authority	Ashley Smith Jarvis Hollingsworth

RECOMMENDATION

Create policy requiring Board Counsel to review certain categories of contracts that have a cumulative expenditure of \$75,000.00 or more during the term of the contract before the contracts are executed. The possible categories of contracts for Board consideration are those contracts for real estate, insurance, goods and services, and employment.

COMPELLING REASON/RATIONALE

Requiring Board counsel to review these contracts prior to execution will ensure that the Board's concerns and issues are addressed, and will protect HCC and the Board from potential exposure to legal liability.

DESCRIPTION OR BACKGROUND

This item is a joint recommendation of the Chair of the Board Governance Committee and the Chancellor to manage risk by sufficiently reviewing contracts before execution. This item is in the best interests of HCC.

FISCAL IMPACT

None

LEGAL REQUIREMENT

None

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Proposed Policy: Board Counsel Review of Certain Contracts**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Finance and Operations

Board Counsel Review of Certain Contracts

Responsible Department: Finance and Accounting

Date Approved/Amended: June 23, 2015

Board Counsel Review of Certain Contracts

HCC Board Counsel shall review all contracts for real estate, insurance, goods and services, and employment services that have a cumulative expenditure of \$75,000.00 or greater over the contract term before the final contract is executed.

REPORT ITEM

Meeting Date: June 11, 2015

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
C	Board Expenditure Report for Fiscal Year 2014-2015	Board Services

DISCUSSION

Provide Board expenditure reports for Fiscal Year 2014-2015 for the period of September 1, 2014 through February 28, 2015:

1. Board Travel
2. Board Account for Community Affairs ("BACA")

DESCRIPTION OR BACKGROUND

The Board's Compensation and Expense policy specifies that the Board Governance Committee will make a semi-annual report (based on the College's fiscal year) at the Committee of the Whole meeting for travel expenditure indicating the amount, the event/travel and the requesting Trustee.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **1. Board of Trustees Travel Expense Report**
2. Board Account for Community Affairs (BACA) Report

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

HCC BOARD OF TRUSTEES
 TRUSTEE TRAVEL EXPENSE SUMMARY
 September 1, 2014 - February 28, 2015

Conference	Date	Total	Comments
Congressional Black Caucus (Washington D.C.)			
Oliver, C.	09/24/2014 09/27/2014	\$2,340.92	
Total:		\$2,340.92	
Association of Community College Trustees Annual Leadership Congress (Seattle WA)			
Capo, Z.	10/22/2014 10/25/2014	\$2,144.58	
Loredo, E.	10/21/2014 10/25/2014	\$2,856.96	
Oliver, C.	10/21/2014 10/24/2014	\$2,902.92	
Sane, N.		\$1,020.00	Travel cancelled by Trustee
Tamez, A.		\$895.00	Travel cancelled by Trustee
Total:		\$9,819.46	
Texas Higher Education Coordinating Board Leadership Conference (Austin, TX)			
Capo, Z.	11/19/2014 11/21/2014	\$826.58	
Loredo, E.	11/19/2014 11/21/2014	\$1,186.00	
Robinson, C.		\$300.00	Travel cancelled by Trustee
Total:		\$2,312.58	
Joint CCATT/TACC Legislative Conference/Community College Day (Austin, TX)			
Capo, Z.	02/02/15 02/03/15	\$236.49	
Total:		\$236.49	
Association of Community College Trustees National Legislative Summit (Washington D.C.)			
Oliver, C.	02/10/2015 02/12/2015	\$3,100.13	
Robinson, C.	02/10/2015 02/12/2015	\$1,895.79	
Wilson, D.	02/09/2015 02/11/2015	\$2,069.28	
Total:		7,065.20	
ACCT Diveisty Leadership Institute (Miami, FL)			
Capo, Z.	02/26/15 03/02/15	3,045.77	Extended stay due to inclement weather (flight cancelations)
Total:		3,045.77	

BOARD ACCOUNT FOR COMMUNITY AFFAIRS
September 1, 2014 - February 28, 2015
BALANCES

Trustee	Date	Organization	Function	Cost	Balance
Trustee Zeph Capo					
					\$4,000.00
Total Expense				\$ -	
Trustee Eva Loredo					
					\$4,000.00
	1/14/2015	LULAC Council #402		500.00	\$3,500.00
Total Expense				\$ 500.00	
Trustee Sandie Mullins					
					\$4,000.00
Total Expense				\$ -	
Trustee Christopher Oliver					
					\$4,000.00
	9/4/2014	Welcome Reception	Event Expenses	1,051.00	\$2,949.00
	2/20/2015	Black History Gala	Scholarship	1,500.00	\$1,449.00
Total Expense				\$ 2,551.00	
Trustee Carroll Robinson					
					\$4,000.00
	9/9/2014	St. Kitts-Nevis Association of Houston	Sponsorship	120.00	\$3,880.00
	9/10/2014	Texans Together Educational Fund	Donation	250.00	\$3,630.00
	10/29/2014	The Carribbean American Heritage	Donation	500.00	\$3,130.00
	10/30/2014	Jamaica Foundation of Houston Luncheon	Event Expense	700.00	\$2,430.00
	10/30/2014	Top Ladies of Distinction	Sponsorship	500.00	\$1,930.00
	11/11/2014	Community Dinner	Food Expense	494.00	\$1,436.00
	1/16/2015	Black History	Sponsorship	1,000.00	\$436.00
Total Expense				\$ 3,564.00	
Trustee Adriana Tamez					
					\$4,000.00
Total Expense				\$ -	
Trustee Neeta Sane					
					\$4,000.00
	9/30/2014	NAACP Missouri City Freedom Fund Banq.	Sponsorship	500.00	\$3,500.00
	11/5/2014	2015 YMCA Spring Golf Classic	Sponsorship	1,000.00	\$2,500.00
	3/5/2015	Health Symposium	Event Expense	155.82	\$2,344.18
Total Expense				\$ 1,655.82	
Trustee Robert Glaser					
					\$4,000.00
Total Expense				\$ -	
Trustee David Wilson					
					\$4,000.00
Total Expense				\$ -	