

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

August 15, 2013

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, August 15, 2013 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Bruce A. Austin, *Chair*
Sandie Mullins, *Vice Chair*
Eva Loreda, *Secretary*
Yolanda Navarro Flores
Herlinda Garcia
Christopher W. Oliver
Carroll G. Robinson
Neeta Sane

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Diana Pino, Vice Chancellor, Student Success
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Paul Patterson for Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Winston Dahse, Chief Administration Officer
Ron Defalco, Chief Financial Officer
Janet May, Chief Human Resources Officer
Remmele Young, Executive Director, Government Relations & Sustainability

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Gene Locke, Andrews Kurth, LLP
Tod Bisch, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Austin, Chair, called the meeting to order at 4:15 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

PRAYER AND PLEDGE OF ALLEGIANCE

Mrs. Sane led the prayer and the Pledge of Allegiance to the Flag.

(Mrs. Flores arrived at 4:16 p.m.)

APPROVAL OF MINUTES

Approval of Minutes from Special Meeting of June 5, 2013, Academic Affairs/Student Services Committee Meeting of June 18, 2013, Board Governance Committee Meeting of June 18, 2013, Chancellor Search Committee Meeting of June 18, 2013, Committee of the Whole Meeting of June 18, 2013, External Relations Committee Meeting of June 18, 2013, Regular Meeting of June 25, 2013, and Special Meeting of July 11, 2013

Motion – Mrs. Sane moved and Ms. Loredo seconded. The motion passed with vote of 6-0.

AWARDS, PRESENTATIONS, AND RECOGNITIONS

- A. Representatives with JPMorgan Chase Foundation presented a check for \$75,000 in support of the enhancement of the Workforce education in manufacturing and trades program deliverables at HCC.

CHAIRMAN'S REPORT

- Mr. Austin presented information from Association of Community College Trustees (ACCT) regarding 2013 Community College Fast Facts
- Ms. Eva Loredo extended an invitation to the Hispanic Scholarship Council Luncheon scheduled for Tuesday, October 8, 2013 at 11:30 a.m., Hilton Americas to raise funds for scholarship opportunities
- Mr. Austin recognized the attendance of Mr. Welcome Wilson, Chair of Education of the Greater Houston Partnership and former Chair of University of Houston System Board of Regents
- Mr. Austin recognized Mrs. Leila Feldman who celebrated a birthday on June 20th and Mrs. Neeta Sane who celebrated a birthday on July 30th

CHANCELLOR'S REPORT PROVIDED BY RENEE BYAS, ACTING CHANCELLOR

- **Boys and Girls Club of Greater Houston**
Mr. Kevin Hattery, President & CEO of Boys and Girls Clubs of Greater Houston presented an overview of the Boys and Girls Club of Greater Houston. He requested that HCC consider collaborating with Boys and Girls Clubs of Greater Houston.
- **New Chief Human Resources Officer**
Mrs. Renee Byas recognized Ms. Janet May, Chief Human Resources Officer. Ms. May comes to HCC with over fourteen years of in-depth Human Resources experience in Employment, Compensation & Benefits, Payroll, Training and Professional Development and EEO/Employee Relations.
- **HCC 2013 Outreach Campaign**
Mrs. Byas informed that since being appointed Acting Chancellor in January 2013, the Board's direction was to do everything possible to better meet the needs of students. She apprised that administration, faculty and staff have listened to students, parents and community to develop the 2013 outreach campaign.

Mrs. Byas introduced the new campaign, "Go Get It. It's Yours". The campaign is a simple, strong and empowering message that encourages students to overcome obstacles and redefine themselves through the multitude of courses and opportunities offered at HCC. The television campaign is bold and unexpected, a departure from what other schools are doing, as well as what HCC has done in the past.

Mrs. Byas noted that the campaign will include television and radio ads, outdoor billboards, print and online ads. The television and radio spots are more relevant, modern and have an urban-leaning vibe and feature a local, yet nationally recognized Grammy Award winning artist, Baby Jay and HCC students.

Ms. Bev Taylor, Community Leader and Education Advocate, introduced Baby Jay to say a few words. Baby Jay made remarks regarding how he uses music to promote the importance of education and to positively impact young lives. Baby Jay thanked HCC leadership for "Go Get It. It's Yours".

- **Recognition of HCC Students**
Mrs. Byas recognized HCC students in the audience and invited Daniel Regaldo and Phi Beta Kapa to say a few words. The students expressed appreciation to HCC administration and Baby Jay.

The Board expressed appreciation to Baby Jay and the Acting Chancellor for hearing the message from the Board regarding and maximizing efforts in the community and focusing on the students.

(Mr. Oliver arrived at 4:59 p.m. and stepped out at 5:00 p.m.)

- **Faculty Senate Report**

Dr. Tod Bisch thanked Trustee Herlinda Garcia for being the guest speaker at the July Faculty Senate Meeting. He informed that Mrs. Garcia spoke regarding the educational environment, the need for strong qualified faculty, enrollment, retention, and student success.

Dr. Bisch provided a review of the past academic year and the transition of administration. He provided a year-end report in review of accomplishments over the past year to include program expansion of the workforce program.

(Mr. Oliver returned at 5:02 p.m.)

HEARING OF CITIZENS

The following individual(s) were present to speak:

- Daniel Arp
- Robert Rodriguez
- Gerri Rougeau
- Len Swanson
- Borris Miles, withdrew his request to speak

CONSENT AGENDA

Motion – Mr. Robinson moved and Mr. Oliver seconded to approve the Consent Agenda with the exception of items A.4, B.6, E.9, E.10, E.11, E.14 and E.18. The following items were approved with a vote of 8-0:

- Apprenticeship Training Agreement for Non-Credit Classes
- Student Exam Costs for Surgical Technology and Medical Assistance Programs
- Placement Test
- Renewal of Full-Time Faculty Employee Annual Contracts for fiscal Year 2013-14
- HCC Presidential Debate Resolution
- Executive Search Services (Project No. 13-41)
- Ground Lease with Texas Medical Center
- Television Production Services (Project No. 13-45)
- Armored Car Transportation Services (Project No. 13-43)
- Financial Advisory Services (Project No. 13-42)
- Payment to Bracewell & Giuliani LLP for Professional Services

CONDITIONAL LETTERS OF ADMISSION FOR 6TH GRADERS IN HCC SERVICE AREA

Motion – Mr. Oliver moved and Ms. Loredo seconded.

Mr. Robinson announced that the Academic Affairs Committee vetted the item and concurred that the 9th graders should be included in the effort as well. He noted that the conditional letter would provide an initiative for 6th and 9th graders to be admitted to HCC and if requirements are met for Opportunity 14; any financial aid gap would be filled.

Mr. Austin requested that the item be approved with contingent of review by legal counsel.

Mrs. Flores inquired as to the efforts that HCC will take to assist students in reading and math. Dr. Cook elaborated that the HCC Prep website has been developed to assist students in improving their skills while they are still in high school. He informed that the new state law requires that practice tests are taken prior to taking the placement test.

Mr. Oliver inquired if Katy is in the service area. Mr. Austin apprised that Katy is in the college's service area but not the taxing jurisdiction. He noted that legal counsel will review to make certain the college is adequately protected.

Ms. Loredo informed that the ninth graders will be added so that the seed is planted to make certain students have an opportunity to attend college.

Vote – The motion passed with a vote of 8-0.

(Mr. Robinson stepped out at 5:32 p.m.)

PROPERTY AND CASUALTY INSURANCE PROGRAM SERVICES (PROJECT NO. 13-35)

Motion – Mr. Oliver moved and Ms. Loredo seconded.

Ms. Mullins asked Mr. Rogelio Anasagasti to elaborate on the procurement process that was undertaken. Mr. Anasagasti apprised that the following process was followed:

- Solicitation issued on May 14th, posted for a total of 81 days
- Procurement letter to vendors, dated July 12th denoted that HCC adheres to the highest standards in competition and requested full cooperation regarding pricing
- Eight proposals were received, six of which were deemed responsive
- Six proposals were evaluated, four proposals did provide pricing information
- The recommendation is being made for one-year
- Developed new RFP
- Planning vendor day
- New solicitation to be published in December 2013

Mr. Oliver inquired of the time frame for finalizing the contract to prevent any exposure issues given that the insurance expires on September 1, 2013. Mr. Anasagasti apprised that given the short time frame the goal is to quickly finalize the binding process to avoid exposure issues.

Mr. Austin inquired as to why the college needs to address certain issues. Mrs. Byas noted that as of September 1, 2013 the following would occur: expiration of automobile and workers' compensation insurance, violation of the governance with the bonds, expiration of building and disability insurance.

Mrs. Flores informed that a number of questions were raised regarding the item. She apprised that although the procurement process began in May 2013, there remains a close time frame; however, there has also been concerns regarding the market assignment. She noted that she is concerned to hear a citizen say that the process is worse than it was two years ago. She expressed appreciation that administration has already started the process for the future contract.

Ms. Loreda informed that her concerns were not regarding the insurer but the timing of the presentation of the item. She apprised that procurement needs to be aware of the deadlines for future items and not just this particular item.

Mr. Oliver inquired as to why the contract term was for one year as opposed to the previous five years. He inquired if the structure in place will address timing issues. Mr. Anasagasti noted that the efforts are to improve all the areas of procurement and not just this particular item.

Vote – The motion passed with a vote of 5-0-2 with Mrs. Flores and Mrs. Garcia abstaining.

(Mr. Robinson returned at 5:50 p.m.)

ORDER CALLING FOR TRUSTEE ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2013; AND MAKING PROVISIONS RELATED TO THE SUBJECT Motion – Mrs. Sane moved and Mr. Oliver seconded.

Ms. Destinee Waiters informed that the item is the order to call for election for the Trustee elections as well as authorize the Acting Chancellor to negotiate the contracts with Harris County and Fort Bend County.

Amendment Motion - Mrs. Sane moved and Ms. Mullins seconded to amend to authorize the Chancellor to negotiate the election services contract with Harris and Ft. Bend Counties. The motion passed with a vote of 8-0.

Vote on Original Motion – The motion passed with a vote of 8-0.

INVESTMENT REPORT FOR THE MONTH OF MAY 2013, INVESTMENT REPORT FOR THE MONTH OF JUNE 2013, AND MONTHLY FINANCE REPORT FOR JULY 2013

Motion – Mr. Robinson moved and Mrs. Flores seconded.

Mr. Ron Defalco apprised that Fitch rating agency has confirmed Houston Community College as AA+. He noted that there are \$700 million in investments, which remain steady.

Mrs. Sane inquired how the excess reserve will be used. Dr. Karla Bender noted that the Board approved to utilize a portion of the funds for improvement of student services, instructional areas and security.

Mr. Austin informed that he has asked the financial department to provide an itemized analysis of the financials.

Mr. Oliver inquired what the current investments of the college are. Mr. Defalco apprised that all investments are 95% liquid and are totally bulletproof safe investments.

Ms. Loreda referenced the investment portfolio and inquired as to how the \$1 million loss was covered. Mr. Defalco noted that the loss was totally a paper loss, which will not be realized. He informed that there are step instruments that yield 2% which cover various market fluctuations.

Mrs. Sane requested to review a timeline regarding the bond projects from the financial standpoint. Mr. Robinson requested to review the second year of the two-year budget.

Mrs. Garcia inquired of the current bottom line. Dr. Bender apprised that the bottom line is \$60.2 million and next year is anticipated to be \$54 million.

Mrs. Garcia inquired of the enrollment for all the colleges. Mrs. Byas noted that the unduplicated student head count is down 2.5 % and combined distance education and dual credit is down by 2.9%; however, distance education only is up by 1.8% and dual credit only is up by 175% and workforce/continuing education is up 12.6%.

Mrs. Garcia requested a breakdown of enrollment and revenues by colleges.

Ms. Mullins informed that space utilization needs to also be reviewed in the report.

Vote – The motion passed with a vote of 8-0.

ADJOURNED TO CLOSED SESSION

Mr. Austin adjourned the meeting to Executive Session at 6:12 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. Mr. Austin stated that any final action, vote

or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Mr. Austin reconvened the meeting in Open Session at 7:15 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Austin, Flores, Loreda, Mullins, Oliver, Robinson, and Sane)

PROPOSED REVISIONS TO BOARD BYLAWS

There was no action on the item.

TOPICS FOR DISCUSSION AND/OR ACTION:

PERSONNEL AGENDA FOR AUGUST 2013

Motion – Mr. Oliver moved and Mrs. Sane seconded. The motion passed with a vote of 7-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 7:18 p.m.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: September 19, 2013