

**MEETING OF THE  
SMALL BUSINESS DEVELOPMENT COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**February 20, 2014**

**Minutes**

The Small Business Development Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, February 20, 2014, at the HCC Administration Building, 2<sup>nd</sup> Floor, 3100 Main in Seminar Room B, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, *Committee Chair*  
Adriana Tamez, *Committee Member*  
David B. Wilson, *Committee Alternate*  
Robert Glaser  
Sandie Mullins  
Christopher W. Oliver  
Carroll G. Robinson  
Neeta Sane

**ADMINISTRATION**

Renee Byas, Acting Chancellor  
Destinee Waiters, Acting General Counsel  
Shantay Grays, Chief of Staff  
William Carter, Vice Chancellor, Information Technology  
Charles Cook, Vice Chancellor, Academic Affairs  
Thomas Estes, Vice Chancellor, Finance and Planning  
Diana Pino, Vice Chancellor, Student Services  
Fred Zeidman, Vice Chancellor, Institutional Effectiveness  
Margaret Ford Fisher, President, Northeast College  
Fena Garza, President, Southwest College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Irene Porcarello, President, Southeast College  
Betty Young, President, Coleman College  
Janet May, Chief Human Resources Officer  
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

**OTHERS PRESENT**

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

**CALL TO ORDER**

Mr. Zeph Capo, Committee Chair, called the meeting to order at 2:45 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

*(Mr. Glaser and Ms. Mullins joined the meeting at 2:46 p.m.)*

**DISCUSS DIRECTION AND INITIATIVES REGARDING THE SMALL BUSINESS DEVELOPMENT PROGRAM**

Mr. Capo informed that the report item was to provide an opportunity for the Board to receive an overview from Administration on the Small Business Development Program and allow input from the Board as to where they would like to see the program going forward.

Mr. Rogelio Anasagasti provided an overview of the Small Business Development Program (SBDP) and noted that there are various events held annually regarding small business. He informed that small business efforts not only include how to do business with HCC but also include information on how to do business with other government entities. He apprised that there is a 35% small business participation goal. He noted that the participation is scored on a sliding scale.

Mr. Anasagasti noted that one major improvement for the program is the \$50,000 threshold. He informed that the college attends approximately eighty events annually to provide information on the SBDP. Mr. Anasagasti apprised that procurement breakfasts are held in partnership with the Small Business Administration. He noted that the breakfasts are conducted in various languages.

Mrs. Sane recommended possibly forming a small business development advisory board to bring insight and input for improvement of HCC's SBDP. She requested a report to include:

- Past Small Business Participation
- Minority Owned Businesses
- Historically Underutilized Businesses (HUB)

Dr. Tamez associated with Mrs. Sane that others need to be brought in to collaborate with the college regarding the SBDP. She inquired if a report is available regarding an analysis of the program.

Mr. Anasagasti informed that the anticipation is to have a baseline report with measurements of current vendors.

Mrs. Byas apprised that over the past three years the data has not been tracked and that the current data most likely is not accurate. Dr. Tamez noted that she would like to review all available data.

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Mr. Robinson inquired if the solicitations will include a point system for small business participation. He reiterated his request for a listing of contracts as well as city and state certifications such as HUB.

Mr. Capo asked for a timeline to receive the report. Mr. Anasagasti informed it will be provided at the next committee meeting in April.

Mr. Capo requested administration to provide input regarding advisory boards that will be beneficial. He noted that employers and organizations that assist with gaining employment should be included on the committee.

Mr. Capo apprised that he would like information regarding how small businesses are being tracked and individuals from the community that are being hired.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 3:10 p.m.

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

Minutes Approved as Submitted: April 17, 2014