

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

November 12, 2015

Minutes

The Board Governance Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, November 12, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Committee Chair*
Robert Glaser, *Committee Member*
Zeph Capo
Carolyn Evans-Shabazz
Eva Loreda, *Alternate Committee Member*
Neeta Sane
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
Madeline Burillo, Interim President, Southwest College
Debra McGaughey for William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Relations

OTHERS PRESENT

Melissa Mahalick, Board Counsel, Bracewell & Giuliani
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 1:04 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: Capo, Glaser, Loreda, Tamez and Wilson).

TASB LOCALIZED POLICY MANUAL

Mr. Hollingsworth gave an overview of the policies. He noted that the TASB Local polices would not take effect until mid-April or Spring 2016. He noted that the Board will need to approve an interim set of polices in December.

(Dr. Evans-Shabazz joined the meeting at 1:31 p.m.)

Mr. Capo noted the current policy remains in place. This is a functional process to move the college to a new system and no current policy in place should be changed or deleted during the process. The changes will be looked at one by one.

Mr. Hollingsworth shared the DGBA (LOCAL) Personal Management Relations and Employee Grievance policy. He noted that the Chancellor requested the Board consider the policy since it is not in place at this time.

Dr. Tamez inquired if the policy would be pulled and brought before the Board Governance Committee.

Mr. Capo noted he would like to see the policy come forth, but wanted to focus on what is in place and bring the policy back for the next committee meeting. He informed that we are removing the TASB language and putting in place what the Board has already approved.

Mr. Hollingsworth noted he will bring to the Board in December some clean up polices with non-essential changes before the TASB transformation in January. He informed that he would set aside any new policies for discussion in January, or sometime later, and that some polices had already gone into enforcement.

Mr. Hollingsworth noted he would bring forth the policy the Board really needs to act on in January 2016.

Dr. Tamez noted that we do not need to wait until January for new legislation. She noted that the Board is counting on the Board Counsel to make sure we remain in compliance.

Mr. Capo requested a coding for the red and blue lines, and a list of the policy numbers that are new and separate from the current policies.

Mr. Hollingsworth requested the Board consider FLD (Local) Students Rights and Complaints for future discussion.

PROPOSED REVISIONS TO BOARD BYLAWS

Mr. Hollingsworth noted the Board Bylaws has a good set of rules.

(Ms. Sane joined the meeting at 1:42 p.m.)

Mr. Hollingsworth noted **Article A: Campaign Finance Reports** require current Board members to post Campaign Finance Reports for each year of service on the College District website.

Ms. Tamez requested that past Trustees information be removed from HCC website, subject to the document retention policy.

Mr. Hollingsworth noted Article **A: Ethics, Code of Ethics Compliant Forms** be maintained by Board Services, and the form be used for the Board and senior staff.

Mr. Wilson recommended the committee consider unsigned complaints as not valid.

Ms. Sane inquired who would review the process.

Mr. Capo noted the process has not changed in this venue regarding Board members and senior staff. He noted that the process would remain the same as it has always been.

Mr. Hollingsworth noted the Board amended the By-Laws last year, **Article E:11**, the chair may initiate an independent investigation. He informed that it is after the approval of the Board.

Mr. Hollingsworth noted Article E requires the Chancellor to review all appointed committees and members of the community with the Board prior to establishment, and will provide the Board with a semi-annual report of the membership of each committee.

Mr. Glaser recommended listing the committees online. Dr. Evans-Shabazz recommended gauging to ensure all communities are included. Ms. Loredó indicated by having the listing online would let us know of the committees that no longer exist, and when new committees are formed.

Mr. Capo referenced **Article E.2.e, Appointing Campus Committees** and **Article F.7, Community Advisory Committees**. Mr. Capo requested clarification between **Article E.2 and Article F.7**.

Mr. Hollingsworth noted the way it is written, campus committees is under review the review of the Chancellor and community advisory committees are the review of the Board. Mr. Hollingsworth noted he would bring a full recommendation to the Board regarding the committees in a future committee meeting.

Mr. Hollingsworth noted **Article H, Item 4, Public Statements and the Media**. He informed that the Board speaks through one voice, the Chair. He informed that this proposes the Board member to notify Board Services that news media have contacted them and provide the topic. Mr. Capo noted it should be inserted “contacted regarding HCC businesses”.

Mr. Hollingsworth noted that when the Chancellor is contacted by news media on Board related issues or related to Board members, it is suggested that he notify the Board through Board Services at his discretion.

Mr. Hollingsworth noted **Article H, Item 5c.d.** Update to reflect the revisions for full training requirements of new Board members and the requirements to complete the financial training within the first year, rather than the first two years, along with the Texas Higher Education Coordinating Board training.

Mr. Hollingsworth noted **Article H, Item 7, Requests for Documents.** He apprised that changes made reflects the accordance with the Attorney General opinion to ensure that HCC is in compliance.

Mr. Hollingsworth noted **Article H, Item 8, Board Member Complaints.** He informed that the Chair has the discretion to determine if the information requested is reasonable and related to the duty of a Trustee. He noted that this is standard of the Attorney General opinion in which the request be reviewed.

Mr. Hollingsworth noted **Article H, Item 8** relates to a sitting Board member has a complaint against another Board member or a member of the administration. He informed the complaint should be in writing and follow the process defined in **Article A.**

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:21 p.m.

Minutes recorded, transcribed & submitted by:
Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: _____