

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

June 16, 2016

Minutes

The Board Governance Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, June 16, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

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

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Valerie Simpson for 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
William Carter, Associate Vice Chancellor, Information Technology
Madeline Burillo, President, Southwest College
Margaret Ford Fisher, President, Northeast College
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
Carme Williams, Executive Director, HCC Foundation
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell LLP
David White, President, Faculty Senate
Other administrators, citizens, and representatives from the news media

Mr. Capo, Committee Chair, called the meeting to order at 2:33 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, Hansen, Wilson and Tamez)

TOPICS FOR DISCUSSION AND/OR ACTION

TASB LOCALIZED BOARD POLICY MANUAL

Motion – Dr. Hansen motioned and Mr. Capo seconded.

Dr. Maldonado noted the approval was to convert the college policies into the TASB model format. He noted Board Counsel would provide an overview of polices sections A – G.

Mr. Jarvis Hollingsworth apprised the policies were presented to the Board over the last several months. He provided highlights of the following policies:

Section A – Basic District Foundations

Mr. Hollingsworth noted comments had been reviewed previously.

(Mr. Glaser joined the meeting at 2:38 p.m.)

Section B – Board Attorney

Section BCC- Board Counsel - Mr. Hollingsworth noted there was a recommendation to change the language from “appointed” to “approve” by majority vote of the Board. He added this was a changed approved by the committee.

Mr. Capo inquired if the purpose for the phrase change was for discussion purposes and inquired if there is any legal difference between the uses of the two terms.

Mr. Glaser noted he was trying to bring consistency regarding approving expenditures by the Board. He noted the expenditure had been approved by a consensus but Board Counsel was engaged by a single person, the Board Chair, who initiated the board counsel contract. He added the intent was to have the entire Board approve for transparency and not an individual Trustee authorizing an expenditure.

Mr. Capo questioned if the Board voted to enter into contract with Bracewell. Mr. Hollingsworth noted the minutes did reflect the Board approved the Board Chair to negotiate a contract, or a letter of engagement, with Bracewell as Board Counsel.

Mr. Capo asked for clarification to his second question in regards to the changes in the verbiage “appoint” to “approve.” Mr. Hollingsworth stated that under the prior language the Board still

has the authority to appoint and approve but the question is whether the final contract is being brought forth to the Board for review and vote.

Mr. Capo requested from the Board Chair if the negotiation process is in place. Dr. Tamez noted she has requested input from all the Board members regarding the Board Counsel contract.

Mr. Hollingsworth inquired of the consensus of the Board regarding the policy. Mr. Capo noted there is inconsistency; however, he does not want the inconsistency to become prevalent in other committees.

(Dr. Evans-Shabazz joined the meeting at 2:51p.m.)

Mr. Hollingsworth continued with presenting and noting the changes to the following sections:

Section BBH- Conferences: one conference was added to the list, Center for Asian Pacific American Women (CAPAW).

Section C - Financial

Section CAD- Debt Management: administration has designated the Chief Financial Officer and the Financial Advisor responsible for making periodic reports to the Committee of the Whole and the Finance committee.

Section CDC- Audits: the language, “the Chancellor shall submit reports evaluating the work of the college district external auditor” was removed because of inconsistency with the Board bylaws regarding the external auditor.

(Ms. Loreda joined the meeting at 2:52 pm.)

Section CDE- Financial Ethics: TASB clients will receive updated law changes. HCC is currently receiving the updates that have been implemented in some of the policy changes.

Section CHA- Security: part of the section was removed because HCC does not have video monitoring equipment. Dr. Maldonado advised there is video monitoring through the HCC Police Department but not for administrative purposes.

Section CIB- Disposal of Property: administration has appointed the Chief Facilities Officer as the individual responsible for disposal of personal property.

Section D - Employees

Section DDA- Personnel Positions: administration has designated the Chief Human Resources Officer as the individual responsible for the update of job descriptions, duties, qualifications and responsibilities for all positions, when necessary.

Section DGD- Employee Use of Facilities: administration has designated the College Operations Officer responsible for approving or rejecting an employee facility requests. The Chancellor or designee is responsible for deciding the use of alcohol at an event on college premises consistent with policy DH (Local). It includes an appeal process in accordance with DGBA (Local).

(Mrs. Sane joined the meeting at 3:03pm)

Mr. Capo noted the discrepancy on DGD as it relates to TASB policy for employee use of the college premises and community use. Mr. Hollingsworth indicated that the Chancellor has the responsibility to set the rental fees.

Section DIA- Discrimination: follows Federal law and requires the designation of an ADA and Title IX Coordinator. Investigation procedure recommended by TASBE is being reviewed by administration and recommendations/changes will be brought forth in August.

Section DJ- Workloads: administration has designated the Vice Chancellor of Instruction to develop the faculty workload guidelines with the Chancellor having final approval.

Section DMA- Terminations/Mid-Contract: Chancellor may terminate at mid-contract with good cause based on a reduction in force (RIF) approved by the Board.

Section DMAB- Non-Renewal: Chief Human Resource Officer or Director of Employee Relations has been designated to accept non-renewal grievances. Appeals, based on the DGBA, includes the Chancellor; the entire DGBA process will be revisited with the Board for full discussion in terms of the appeal and the Board's role.

Section E – Course Load and Schedules

Section ECC- Course Load: Vice Chancellor of Instruction is designated to determine student course load, with TASB model language to be used in place of the existing HCC policy, with a maximum of 21 semester hours.

Section EE- Curriculum Development: Vice Chancellor of Instruction/Chief Academic Officer is charged to work with the curriculum committee to develop the procedures and recommend approval to the Chancellor.

Section EGAA- Grading and Credit: Vice Chancellor of Instruction requests to change TASB model language to give administration the authority in the manner for which grades will be determined and credit awarded. The current TASB policy gives the Board authority.

Section EGC- Graduation: Vice Chancellor of Instruction recommends changing TASB model language to give administration the authority for graduation requirements reflecting current practice. The current TASB policy gives the Board authority.

Section F - Student Policies

Section FA- Admissions: Chancellor or designee is responsible for developing student admissions as opposed to a specific administrator.

Section FFD- Discrimination/Harassment/Retaliation: federal law requires the designation of a specific Title IX, ADA, Section 504 coordinator, includes procedures for students' allegations regarding discrimination/harassment/retaliation or the alleged making a claim against a Board member.

Section FI- Solicitations: College President is responsible for determining what student solicitations will be permitted on campus. Dean of Student Services will be responsible for investigating violations of the policy and make decisions to determine the ramification of the student's organization status.

Section FLAA- Student Use of College Facility: Chancellor is responsible for developing a fee schedule, and the College Operation Officer is responsible for reviewing and approving the request.

Section FLB- Student Conduct/Discipline and Penalties: includes the student grievance policy and to be part of the upcoming Board discussion on the appeal process.

Section GF- Community Use of Facilities: District System Facilities department is responsible for receiving requests and the College Operations Officer is responsible for reviewing and approving the request. The Chancellor sets an annual fee schedule for the use of the facilities and restrictions.

Section GB- Community Grievance Policy: discussion to take place later regarding the Board's role in the appeals process.

Mr. Hollingsworth noted the policies are being presented for Board approved to change to the TASB format, and noted the revisions to the policies will take place at a later date.

(Mrs. Sane stepped out at 3:07 p.m.)

Mr. Hollingsworth noted that once the policies are approved by the Board, they will go to TASB and anticipates the searchable document will go live by August.

(Mrs. Sane returned at 3:09 p.m.)

Dr. Tamez inquired when the policies would be turned over to General Counsel without a need for further dependence on Board Counsel. Dr. Maldonado informed that items pertaining to Board bylaws would be referred to Board Counsel and noted the remaining are operational issues that General Counsel could present to the Board. He added that there would be a final review before they are sent to TASB.

Mr. Hollingsworth informed that the DGBA policy would require Board Counsel's involvement to present the analysis and recommendation to the Board due to various options available, if the Board elects to have a role in the appeal process.

Dr. Tamez inquired if the Committee Chair could consider scheduling a workshop and poll the committee for a June date to review the grievance portion.

Ms. Loreda inquired if all the colleges in Texas utilized TASB because it is known for use in K-12. Mr. Hollingsworth noted more are using TASB and noted TASB does have a community college level.

Mr. Capo noted once TASB is implemented it will assist with consistent alignment to legal changes and cost containment. Dr. Maldonado noted Dallas Community College and Tarrant County are using TASB.

Mr. Wilson inquired why TASB has the Board doing graduation requirements and the College currently has the administration. Dr. Maldonado noted the TASB framework starts with the Board but the individual institutions can adjust to fit their environment with local policies. Dr. Hansen noted the Board under law can delegate authority to the CEO (Chancellor) for larger districts; however, in the smaller districts the Board retains direct authority due to size.

Vote: Motion carried unanimously with a vote of 3-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:19 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: August 18, 2016