

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

**May 19, 2016  
Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, May 19, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Adriana Tamez, *Chair*  
Robert Glaser, *Vice Chair*  
Carolyn Evans-Shabazz, *Secretary*  
Zeph Capo  
John P. Hansen  
Eva Loredó  
Christopher W. Oliver  
Neeta Sane  
Dave Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Associate Vice Chancellor, Information Technology  
Madeline Burillo, President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
Debra McGaughtey for William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College/Interim Vice Chancellor, Student Services  
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**

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

**CALL TO ORDER**

Dr. Tamez, Chair, called the meeting to order at 4:10 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, Evans-Shabazz, Hansen, Loredo, Sane, Tamez, and Wilson)*

**PRAYER AND PLEDGE OF ALLEGIANCE**

Dr. Hansen led the Board and guests in prayer and pledges. Charles H. Milby High School JROTC posted the colors.

(Mr. Capo joined the meeting at 4:16 p.m.)

(Mrs. Sane joined the meeting at 4:16 p.m.)

**APPROVAL OF MINUTES FOR MARCH AND APRIL 2016**

Motion – Ms. Loredo motioned and Dr. Hansen seconded.

Trustee Glaser noted a correction on page 3 of the Academic Affairs minutes. He noted that the minutes should read Mr. Glaser requested the disaggregate numbers.

Vote - The motion Passed with a vote of 9-0. The following minutes were approved with the noted correction:

- Special on March 10, 2016
- Academic Affairs/Student Services Committee on April 14, 2016
- Audit Committee on April 14, 2016
- Board Governance Committee on April 14, 2016
- Committee of the Whole on April 14, 2016
- Strategic Planning Committee on April 21, 2016
- Regular on April 21, 2016

**AWARDS, PRESENTATIONS, AND RECOGNITIONS**

**Bank of America Check Presentation**

Mr. David Ruiz, President and Marketing Manager for Community Engagement with Bank of America presented a check to HCC Foundation in the amount of \$20,000 Workforce Development and Education grant in support HCC Veteran students enrolled in HCC's newly created Electrical Line Worker Program.

Mr. Oliver inquired of the amount raised for scholarships and support efforts through the HCC Foundation. Ms. Carme Williams apprised that approximately \$4 million has been raised this year in support of the students.

### **Diversity and Inclusion Champion Awards**

HCC Chancellor Dr. Cesar Maldonado's Council on Diversity and Inclusion created the Diversity & Inclusion Champion Award to recognize faculty, staff and students who have made outstanding contributions towards advancing the purpose and goals of Houston Community College's Diversity and Inclusion mission. As such, the award celebrates individuals who champion efforts resulting in greater diversity, inclusion and opportunities for all members of our community.

### **Student, Faculty and Staff Recognitions**

- Phi Theta Kappa was recognized for their accomplishments at the "Nerd National 2016" International Convention for Phi Theta Kappa
- Designing Dining students and faculty were recognized for their accomplishment for participating in the annual "Designing Dining" event hosted by the Consumer Arts and Sciences Center of Excellence on April 28, 2016 were recognized for their accomplishments
- Members of the Advisory Council and volunteers were recognized for hosting a celebration for the 2016 HCC graduates on May 6, 2016
- The HCC Honors College graduated its eighth class with a distinguished group of student leaders. The 2016 graduates of the HCC Honors College were recognized for an exceptional job and outstanding accomplishments

### **CHAIRMAN'S REPORT:**

#### **A. Marketing**

Dr. Tamez provided a report on the recent communications highlights and next steps.

#### **B. Graduation Task Force**

Dr. Tamez recognized the Task Force members responsible for coordinating the GED graduation and the HCC 2016 Graduation Committee both groups worked under the leadership of Chancellor Maldonado and Dr. Kimberly Beatty, Vice Chancellor for Instructional Services, Chief Academic Officer.

(Mr. Oliver stepped out at 4:47 p.m.)

#### **C. Trustee District Reports**

- District I – Mr. Capo highlighted the Design Dining event held in April. He met with the Student Library Advisory Council to discuss issues and innovation efforts to address textbook costs for students. He advised that on May 25 at 10:00 a.m., the COE for Business grand opening will take place at the Northline campus. He announced a friend and community member, Carl Whitmire also passed last week.
- District II – Mr. Wilson apprised that he was elated to have attended the graduation ceremony. Mr. Wilson noted the importance of training the workforce. He noted that Dale Worthing passed this week.

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- District III – Dr. Tamez expressed appreciation to the Chancellor, staff, faculty, the students and everyone involved for a job well done regarding the strategic plan presented at the Strategic Planning Committee meeting.
- District IV – Dr. Evans-Shabazz noted she attended multiple events throughout the month. She noted the event in District VI sponsored by Mayor Turner and commended HCC for participating in the Turn Around Houston Job Fair as well as District D Council member Dwight Boykins' Second Chance Program.

(Mr. Oliver returned at 5:06 p.m.)

- District V - Mr. Glaser noted he also attended the Design Dining event and noted that the presentations were fantastic in recognition of the strength of the program. He noted the opening for the COE for Digital Technology was held on May 11. He attended the graduation ceremony on May 14 and expressed appreciation to the Chancellor for shaking hands with each and every graduate. He also attended the GED and VAST graduations as well as the Veterans Scholarship program. He also noted that he attended the "Most Likely to Succeed" event held on May 18 at the West Loop Campus.
- District VI – Dr. Hansen noted the West Houston Institute continues to make progress with an anticipated completion in December 2016. He apprised that a meeting was held of the advisory council to represent the Alief School District and a portion of Houston ISD with good attendance. He noted the council will be an on-going effort.
- District VII – Mrs. Sane noted the groundbreaking for the Missouri City campus was held on May 4. The HCC ASPIRE was also held on May 4 at the Junior League. She expressed appreciation to the HCC Foundation for their assistance with the fundraising efforts.
- District VIII – Ms. Loreda informed that she attended the various award ceremonies. She recognized the passing of a long-time community member, Ms. Lucy Louetta. She also announced the fundraiser kickoff of the Hispanic Scholarship Council held on May 18. The annual luncheon will be held on October 21, 2016.
- District IX – Mr. Oliver commended the Communications Department for the newsletter that was distributed in District IX. He extended an invitation to the Chancellor to attend the SE Coalition Community meeting upon his availability.

Dr. Evans-Shabazz requested a moment of silence for the victims who lost their lives in the plane crash.

**D. Trustee Birthday Recognitions**

The Board of Trustees and Chancellor would like to express Happy Birthday wishes to Trustee Robert Glaser who celebrated a birthday on Sunday, May 8 and Trustee Zeph Capo who will celebrate a birthday on Saturday, May 21.

**E. Board Meetings Schedule for May 2016**

Dr. Tamez announced the Committees and COTW meetings will now be held on the 2nd Thursday. The Committee of the Whole meeting for June will be on Thursday, June 9, 2016 at 12:30 p.m. and Committees meetings will be held prior to the COTW between 9:00 a.m. and 12:30 p.m. The Regular meeting will be on Thursday, June 16, 2016 at 4:00 p.m.

(Mr. Oliver stepped out at 5:15 p.m.)

**CHANCELLOR'S REPORT**

Dr. Cesar Maldonado provided the following report:

- From the Mayor's State of the City luncheon with the Greater Houston Partnership to local Chamber meetings and visits to the state legislators in Austin, HCC continues to project the college as the face of the future across the state and the nation.
- Poetry readings, dance ensembles, art show openings and lectures have given Houstonians an opportunity to enjoy some of the many cultural experiences that HCC provides to the community.
- IDEA Elevator Pitches elicited dozens of entries from students who are attempting to address a social problem.

(Mr. Oliver returned at 5:21 p.m.)

- The Foundation hosted a District-wide Job Fair that opened a variety of opportunities to the unemployed in our region. 47 employers, 366 students, and 129 members of the general public participated. Among the companies which took part were Autism Pediatric Therapy and Learning Center, Group 1 Automotive, Houston Fire Department, San Antonio Police Department, and University of Texas MD Anderson Cancer Center.
- The Office of Civil Rights finished its inspection of virtually every bathroom, parking spot, door handle, hallway and so much more to determine whether we were in compliance with ADA requirements. Our stellar performance on this inspection, one that occurs once every 20-25 years, demonstrates that Houston Community College is committed to ADA compliance and meeting the needs of students who require special alterations. A full report is expected in 60 days.
- Hundreds of community residents are learning about what happens within our district as we host our Grand Openings. Logistics, The Digital, and Information Technology Centers opened this past month, and the next one has been scheduled to take place at Northline next Wednesday, May 25th for the Business Center of Excellence.
- HCC hosted the annual Diversity Summit that provides an opportunity to seek good ideas and apply them to the plan for the coming year.

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- Keynote speaker at the SCORE/ Small Business Development Agency luncheon last week that celebrated the success of our Minority Business Development Agency. Thanks to a \$1.6M grant from the U.S. Department of Commerce, Houston Community College will continue to train minority-owned business firms for another five years.
- We recently hosted the VAST academy graduation, the GED graduation and our major graduation event at NRG Center. On May 12th, our Veterans Center hosted a cording ceremony for 2016 graduates and awarded 17 Houston Texans Scholarships for the coming fall semester.
- T2 Team held a one-day seminar to focus on Phase II of Transformation. This seminar added valuable direction to the plan for the restructuring of Information Technology, Student Services, and Communications. In an effort to be transparent, over the last couple of weeks visits will be made to each campus to ensure that the message delivered at the T2 meeting was also communicated to faculty, staff and student leaders.

(Dr. Tamez stepped out at 5:24 p.m.)

- COE Presentations: Digital and Information Technology - Continuing with the practice of highlighting our exceptional Centers of Excellence. This month we will be highlighting the great work that the faculty, staff and administration of Southwest College are doing to support our students through Transformation.

(Dr. Tamez returned at 5:27 p.m.)

- Student Recognitions
- Faculty Senate Report  
Mr. David White, President, Faculty Senate extended congratulations to Senate President Linda Comte who has been elected to serve on the Texas Community College Teachers Association Executive Committee as Treasure. Mr. White report also included subject of rigor, one of the Senate's wildly important goals that align with Imagine HCC 2019's aim of making the college a compelling place to learn and work. He noted that the Senate stands ready to lead the discussion on how rigor can be maintained and safeguarded.

### **HEARING OF CITIZENS**

The following citizens appeared before the Board:

- Ms. Thuy Nguyen
- Mr. Eric Foster
- Ms. Jessica White

(Mr. Wilson stepped out at 5:51 p.m.)

- Ms. Thao Nguyen

(Mr. Wilson returned at 5:58 p.m.)

(Mr. Capo stepped out at 5:58 p.m.)

- Ms. Loretter Brock

(Mr. Capo returned at 6:00 p.m.)

(Ms. Loreda left at 6:02 p.m.)

### **CONSENT AGENDA**

Motion – Dr. Hansen motioned and Mrs. Sane seconded to approve the Consent Agenda with the exception of items A.1, B.2, B.3, C.8, and D.12. The motion passed with a vote 8-0. The following items were approved:

- Adoption of Fort Bend and Harris County Local Option Exemptions Tax Year 2016
- Purchase of Dynamic Operator Training Simulator System
- Purchase of Fourier Transform Spectrometer
- Proposed Settlement between Willie Williams and Houston Community College
- Investment Report for the Month of March 2016
- Monthly Financial Statement and Budget Review for March 2016

### **INSTITUTIONAL GOAL ALIGNMENT**

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

Dr. Hansen noted that the item was pulled to combine approval of items A.1 and D.12.

Vote – The motion passed with a vote of 7-1 with Mr. Wilson opposing.

Motion – Mr. Wilson motioned and Mr. Oliver seconded to combine the approval of items 2, 3 and 4. The motion passed with vote of 8-0.

### **AUTHORIZE THE DISPOSITION OF PROPERTY LOCATED ON LITTLE YORK ROAD AUTHORIZE THE DISPOSITION OF PROPERTY LOCATED ON DELANO STREET AUTHORIZE THE DISPOSITION OF PROPERTY LOCATED ON WESTHEIMER ROAD**

Motion – Mr. Oliver moved and Mr. Capo seconded.

Mr. Wilson noted he does not object to the deposing of the property but he does object to the way it is being handled.

Vote – the motion passed with a vote of 7-1 with Mr. Wilson opposing.

**LABOR AND EMPLOYMENT LEGAL SERVICES POOL (PROJECT NO. 16-22)**

Motion – Mr. Oliver motioned and Mr. Capo seconded.

Mr. Wilson inquired why the RFP went out. Dr. Maldonado requested that Mr. Rogelio Anasagasti speak to the inquiry. Mr. Anasagasti noted that the items are separated out due to the specific area.

Mr. Oliver noted there was a discussion in Board Governance committee meeting regarding legal fees. He noted that to Mr. Wilson's point, there is an overlap of some of the same firms. He inquired if there is a legal firm currently employed to complete some of the same tasks listed on the RFP. Mr. Oliver inquired if the items were vetted through a committee.

Dr. Maldonado noted that the item was presented to the Board out of historical practice. He noted that the firms are not guaranteed to receive work but the approval provides an avenue to utilize a specific firm as needed. He apprised pre-approval is requested as some of the expenses may exceed his signature authority and noted a report will be provided to the Board.

Mr. Oliver inquired if the item went through committee, and if so, he does not have a problem proceeding with approving the item.

Dr. Maldonado noted an RFQ went out regarding the item and the ranking process was undertaken. He noted the effort was to have firms with specific area of expertise provide legal service as needed.

Dr. Tamez mentioned that she will support the item but encouraged administration to review the process to see why other individuals are not coming forth to bid on the procurement items.

Dr. Maldonado inquired of the number of solicitations that were sent out. Mr. Anasagasti noted 30 solicitations were put out and only nine responded. Mr. Oliver noted that there should be an effort to consult with members of the community to find the best way to reach out and inform the community of the bids.

Dr. Tamez inquired as to how often do the committee meets and how was the community selected. Mr. Anasagasti informed that the committee meets quarterly and provided an overview of the makeup of the community.

Dr. Tamez inquired if there is an advisory committee to provide guidance on reaching out to the community.

Dr. Evans-Shabazz noted that she was informed that the process is too difficult to navigate.

Dr. Tamez recommended revisiting the outreach process.

Mr. Capo informed that it is not enough to informed procurement to revisit the process when a large amount of the process is governed by statutory requirements. Dr. Tamez apprised that her concern is regarding the outreach.

Mr. Oliver apprised his concern of the same firms presented and noted the college should correct within the guidelines provided.

Mrs. Sane informed there is a need to review the process to reach out to the community. Mr. Wilson noted some institutions have a time limitation regarding the number of times the same firm can be used.

Vote - The motion Passed with a vote of 5-2-1 with Mr. Oliver and Mr. Wilson opposing and Mrs. Sane abstaining.

**AUTHORIZE THE SALE OF PROPERTY LOCATED AT 288 AND MACGREGOR**

Motion – Mr. Capo motioned and Mr. Oliver seconded. The motion Passed with a vote of 7-1 with Mr. Glaser opposing.

**GENERAL LEGAL SERVICES POOL (PROJECT NO. 16-20)**

Motion – Mr. Capo motioned and Mr. Oliver seconded.

Mr. Capo inquired of the original law firm who handled the condemnation for Woodridge and inquired if they were replaced with another firm. He inquired as to why the firm that was replaced is listed on the pool of firm for general legal services.

Mr. Oliver associated with Mr. Capo. Mr. Rogelio informed that the firm was not debarred for participating in other areas. He noted that the same professionals are not included even though it is the same firm.

Mr. Capo informed that long discussions regarding the evaluation process and noted that this is where he starts to see his colleagues view. Dr. Maldonado requested that Mr. Anasagasti repeat the statement noting there are different individuals responding in the RFQ even though it is the same firm.

Mr. Capo requested a copy of the evaluation forms. Mr. Oliver noted that if the firm is being evaluated, it should not receive the high scoring.

Vote - The motion Failed with a vote of 1-7 with Mr. Glaser in favor.

**ADJOURNED TO CLOSED SESSION**

Dr. Tamez adjourned the meeting to Executive Session at 6:58 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. Dr. Tamez 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.

Dr. Tamez reconvened the meeting in Open Session at 7:45 p.m. and entertained any motions on pending matters.

*(The following Trustees were present: Evans-Shabazz, Hansen, Sane, Tamez, and Wilson)*

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 7:45 p.m.

*Minutes submitted by Sharon R. Wright, Director, Board Services*

Minutes Approved as Submitted: June 16, 2016