

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

**February 23, 2017
Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, February 23, 2017 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

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

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Vice Chancellor/Chief of Staff
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/Academic Affairs
William Carter, Vice Chancellor, Information Technology
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs
Madeline Burillo, President, Southwest College
Margaret Ford Fisher, President, Northeast College
Muddassir Siddiqi, President, Central College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Charles Smith, Chief Facilities Officer
Deborah Chambers, Interim Executive Director, HCC Foundation
Terrence Corrigan, Director Internal Audit

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Bracewell LLP
Melissa Miller-Waters, President, Faculty Senate
Other administrators, citizens, and representatives from the news media

CALL TO ORDER

Ms. Eva Loreda, Chair, called the meeting to order at 4:08 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: Evans-Shabazz, Glaser, Hansen, Loreda, Oliver, Sane, and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Christopher Oliver led the Board and guests in prayer. Evans E. Worthing High School JROTC posted the colors and led the pledges.

APPROVAL OF MINUTES FOR JANUARY 2017

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

Vote: The motion passed with a vote of 7-0.

The following minutes were approved:

- Audit Committee on January 12, 2017
- Board Governance Committee on January 12, 2017
- Committee of the Whole on January 12, 2017
- Special Meeting on January 12, 2017
- Regular Meeting on January 19, 2017

AWARDS, PRESENTATIONS AND RECOGNITIONS

The following presentations were made regarding recognitions and/or awards:

- Check presentation by Manhattan Construction to HCC Foundation for \$10,000 to support students enrolled in the construction program.

Ms. Mary Williams introduced Mr. Robert King as the new HCC Foundation Interim Executive Director.

(Mr. Capo joined the meeting at 4:21 p.m.)

- Recognition of Drew Carroll, Student, Physical Therapist Assistant Program

(Mr. Capo stepped out at 4:23 p.m.)

- Student Success Stories (Southwest College):
 - Andres Suarez

(Mr. Capo returned at 4:25 p.m.)

- Misael Uzcategui
- Cynthia McConathy

(Mr. Glaser stepped out at 4:30 p.m.)

CHAIRMAN'S REPORT:

A. Chair Remarks

Ms. Loredo provided comments regarding the focus on students and apprised that the theme for the year is "It's All About Our Students." She noted that students are looking and counting on HCC to make sure education is accessible, affordable and relevant. She noted that the students should be used as a guide in discussions and decision making, and to ask "is it good for students" or "does it help students succeed." She added that former students have thanked her for being a mentor, role model and a teacher.

B. Trustee District Reports

- District VI - Dr. Hansen traveled to Austin on February 6 & 7, 2017 for Community College Day. He also attended business community meetings in Katy, Spring Branch and Alief to share the list of HCC priorities presented at the legislature.
- District IV - Dr. Evans-Shabazz attended the Faculty Senate reception, participated in the Austin Capitol trip with students, and attended the legislative summit in Washington D.C. She announced that the Black History Gala is scheduled for February 25, 2017. She also participated as a panel member at the Crisis in Education discussion and attended the African American Spelling Bee.
- District II - Mr. Wilson announced the Automotive Technology Center has a new Dean, David Vogal. He participated in the HCC Global Energy 2017 Petrochemical Conference hosted by the HCC Petrochemical Initiative. He apprised that the Global Energy Center will be participating in the High School to College Pipeline Workforce Fair scheduled at the Kashmere Multi-Purpose Center on February 24, 2017. He added that the Public Safety COE will be holding a Police Academy graduation on February 27, 2017. Mr. Wilson attended the legislative summit in Washington, D.C. along with other Trustees.
- District IX - Mr. Oliver announced there was a Black History Gala at the Sunnyside Multi-Purpose Center on February 21, 2017. He recognized the HCC Black History Gala Committee members and reiterated the upcoming gala on February 25, 2017.
- District VII - Mrs. Sane attended the Westchase District Business meeting, participated in the Westchase Scholarship Fundraiser and the Black History event at Stafford. She held a discussion with Representative Gene Vu regarding legislative updates.

- District I - Mr. Capo attended the swearing-in ceremony for Connie Esparza, former HCC employee and Dr. Kimberly Booker as Aldine ISD Trustees. He expressed appreciation to Charles Smith in moving the CIP projects forward especially the North Forest project. He attended the HISD State of the Schools, and announced that he was the winner of artwork designed by an HCC North Houston Early College student. Mr. Capo also attended the “United We Dream” support rally with professors and others.

Ms. Loredo encouraged everyone to pick up a copy of The Egalitarian newspaper, which has a photo on the front page depicting the students and the Trustees who attended the trip to Austin, Texas.

- District III - Dr. Tamez expressed appreciation to the faculty, staff and administrators for all their efforts.
- District V - Mr. Glaser also thanked everyone for their efforts and noted he is working with individuals and groups within the community for the development of scholarships.

C. Board Meeting Schedule

Ms. Loredo noted there are no meetings scheduled for March. The Board quarterly retreat is scheduled for March 23, 2017. She apprised that the next committee and COTW meetings are scheduled for April 13, 2017 and the Regular meeting for April 20, 2017.

CHANCELLOR’S REPORT

Dr. Maldonado noted it has been a dynamic and successful beginning of the year and reported on the following:

- Attended the Gulf Coast Community Colleges Reception held in Austin, Texas
- The students and Trustees met with both State Representatives and Senators during the 2017 Texas Community College Day in Austin, Texas
- Met with Congressman Gene Green, Congressman John Culberson, and Congresswoman Sheila Jackson Lee during the member visits at the ACCT National Legislative Summit.
- SeaPerch is an underwater robotics program to build an underwater Remotely Operated Vehicle and held a “Meet and Greet” at Alief Hastings Early College High School
- A fashion merchandising student participated in a Launch Pop-Up Showcase created by the Greater Houston Partnership.

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- Michael Thomas, Miami Dolphins player and native Houstonian spoke on education and life in the NFL at a Black History Month event at West Loop campus.
- HCC Culinary Arts- Baking & Pastry Arts Programs received national accreditation.
- Accelerate Texas Program was promoted on several radio stations. The program helps adult students obtain an associate degree.
- The HCC Black History Gala is scheduled for Saturday, February 25, 2017 with Honorable Teta V. Banks as featured speaker.
- Total earned media value as of January 2, 2017 was \$621,700+

(Dr. Tamez joined the meeting at 5:03 p.m.)

(Mr. Glaser returned at 5:03 p.m.)

- **Faculty Senate Report**

Dr. Melissa Miller-Waters provided the Faculty Senate report to include:

- Appreciation to Dr. Maldonado for attending the February Faculty Senate meeting
- Annual Faculty Conference is scheduled for March 4, 2017
- First Pathways Institute hosted by Dr. Beatty and Student Success Division
- Attended the Achieving the Dream Conference
- Faculty attending the 70th Annual TCCTA Convention
- Visited campuses as part of the Spring Listening Tour

(Mr. Oliver stepped out at 5:07 p.m.)

- **United Student Council Report**

Dr. Maldonado noted he will be including the United Student Council as part of his monthly Chancellor's report. He introduced Josue Rodriguez, USC President who provided a report to include:

- USC coordinating with Student Government Associations on students' ideas, concerns, and comments
- Student Government Associations are analyzing a new senator system
- Concerns relating to the increasing cost of insurance policy for international students
- Efforts to evaluate the French Corner contracts due to health violations reported
- Commended the Campus Carry Committee for their efforts on the policy

- Appreciation to the OER Committee members on behalf of the Student Library Advisory Council
- Appreciation to the Trustees for the collaborative efforts during the Community College Day in Austin and recommended the partnership to continue
- Strengthening the communication and collaboration between the student government and the administration

- **Center of Excellence for Media Arts and Technology**
Dr. Zachary Hodges presented on the COE for Media Arts and Technology and provided an overview of the program to include:
 - Capture. Record. Design...Your Future
 - Our Mission; Our Vision
 - Media Arts and Technology Profile
 - Our Goals
 - Engagement for Success
 - Internships/Scholarships
 - Student/Staff/Faculty Recognitions
 - Student Engagement
 - Upcoming Projects and Events

HEARING OF CITIZENS

The following citizens were present to speak before the Board:

- Al Kashani
- Jiten Khurana
- Josue Rodriguez

Ms. Loredo acknowledged District D Councilmember Dwight Boykins.

(Ms. Loredo took a point of personal privilege of moving items under Topics for Discussion and/or Action to closed session.)

Mr. Capo requested to discuss item E.10 prior to adjourning to closed session.

APPROVAL OF CAMPUS CARRY POLICY

Motion for Discussion: Mr. Capo motioned to open for discussion and Dr. Tamez seconded.

Dr. Maldonado noted the item had been previously presented in January and motion was approved to postpone the item for clarification regarding the proposed amendment.

Mr. Capo noted his concerns about the policy and stated for the record that the policy needs to be stronger on the safety and security of everyone in greater detail before approving. He stated

that everyone in the room is vitally important as a human being and no one in the room is more important than the students and/or community members at the campuses or other places within HCC jurisdiction. He added if the policy is to be implemented as the state requires, then he as an elected official should not have more protection than the students he represents.

(Mr. Capo stepped out at 5:38 p.m.)

ADJOURNED TO CLOSED SESSION

Ms. Loredo adjourned the meeting to Executive Session at 5:39 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. Ms. Loredo stated that any final action, vote or decision of any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Ms. Loredo reconvened the meeting in Open Session at 6:59 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Glaser, Hansen, Loredo, Oliver, Tamez, and Wilson)

(Dr. Evans-Shabazz joined the meeting at 7:00 p.m.)

TOPICS FOR DISCUSSIONS/OR ACTIONS

APPROVAL OF CAMPUS CARRY POLICY

Motion to Amend: Mr. Glaser motioned to amend and include item 6 that was previously removed from the policy and Mr. Oliver seconded.

(Mrs. Sane joined the meeting at 7:03 p.m.)

Dr. Tamez requested Board Counsel to state the legal statement. Ms. Mihalick apprised that the motion to include the language for item 6 on page 3 comes directly from the State Penal Code, therefore the policy is being presented as originally proposed. Mrs. Sane noted that the motion was what Dr. Maldonado previously proposed.

Dr. Hansen noted that failure to adopt a state ordinance places the College in a difficult legal position and leaves no choice except to adopt the policy as originally proposed for compliance with state law.

Dr. Tamez noted that Mr. Capo spoke earlier and apprised that she concurs with his comments; however, the Board's decision is bound by the law.

Ms. Loredo added that the college wants to be proactive and be there for the students, faculty and staff except that it is state law.

Vote on Amendment: Motion passed with a vote of 7-0-1 with Dr. Tamez abstaining.

Motion on Amended Item: Mrs. Sane motioned and Mr. Oliver seconded.

Mr. Glaser noted that private schools are not subject to a campus carry policy and four year schools already have the policy in place but the state law leaves no choice. He added that the safety of the students is paramount to all the Board members.

Vote on Amended Item: Motion passed with a vote of 7-0-1 with Dr. Tamez abstaining.

PERSONNEL AGENDA – FACULTY

Motion: Mr. Oliver motioned and Dr. Tamez seconded.

Dr. Maldonado noted this was a faculty personnel item.

Mr. Wilson inquired if the item was the same one as in the Committee of the Whole. Dr. Maldonado noted personnel items are only included at the regular meeting.

Vote: Motion passed with a vote of 8-0.

APPROVE A VARIANCE TO THE BOARD BYLAWS TO EXTEND THE TRAINING DEADLINE IN ARTICLE H, SECTION 5(A)

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

Dr. Maldonado noted Melissa Mihalick would provide an overview of the item. Ms. Mihalick noted that due to scheduling issues, it is recommended that the training deadline be extended until April 30, 2017.

Vote: Motion passed with a vote of 8-0.

Mr. Wilson referenced the appendix and inquired if it applied to action item 9. Mr. Maldonado clarified that the appendix is regarding staff and does not require Board action.

Dr. Evans-Shabazz noted the appendix historically provided the previous salary. Mrs. Zamora noted the formatting was revised because of difficulty verifying the previous salary.

Mr. Wilson noted that new staff hires are not presented for Board approval and apprised that he is concerned about being top heavy and not spending enough on faculty. Ms. Loreda expressed that two new E30 hires were not brought before the Board. Mrs. Zamora noted personnel items that are brought before the Board are those under contract, which are E40 staff and above.

Mr. Oliver inquired if there is some sort of mechanism in place to allow an overview in closed session to discuss concerns raised regarding salaries. Dr. Maldonado apprised that the

discussion regarding how salaries are calculated could be added to the next Board retreat. Mr. Oliver requested the information be added to the agenda for the next workshop.

Dr. Hansen apprised that he associated with Mr. Wilson and Mr. Oliver and noted the discussion should be part of the context of the next budget cycle.

AUTHORIZE THE SALE OF PROPERTY LOCATED AT 288 AND MACGREGOR

Motion: Dr. Evans-Shabazz motioned and Mr. Oliver seconded.

Motion amendment: Dr. Hansen offered a friendly amendment that the authorization is according to the terms and conditions as discussed in executive session and accepted by those who motioned and seconded. Mr. Oliver noted he had no objection.

Mr. Wilson noted the College has a history of making bad land deals and noted he is not comfortable with the item.

Vote: Motion passed with a vote of 7-1-0 with Mr. Wilson opposing.

AMENDMENT TO THE AUTHORIZATION FOR EXECUTION OF DEVELOPMENT AGREEMENT AND PAYMENT OF IMPACT FEES TO THE CITY OF HOUSTON

Item was pulled by administration.

(Dr. Tamez stepped out at 7:24 p.m.)

CONSENT AGENDA

Motion: Dr. Hansen moved and Mr. Oliver seconded to approve the Consent Agenda with the exception of items A.1, B.2, C.3 and D.8.

(Dr. Tamez returned at 7:26 p.m.)

Vote: Motion passed with a vote of 8-0.

The following items were approved:

- International Students Health Insurance Services (Project No. RFP 17-27)
- Bank Depository Services (Project No. RFP 16-38)
- Approval of the Official HCC Schedule of Tuition and Fees
- Investment Report for the Month of December 2016

(Mr. Oliver stepped out at 7: 27 p.m.)

HONORARY DEGREE FOR 2017

Motion: Dr. Hansen motioned and Dr. Tamez seconded.

Dr. Hansen noted the attachment reflected seven names and the Academic Affairs Committee had approved five names. Ms. Loredó noted that was the reason she read the five individual names approved by the committee:

- Christina Morales
- Mary Ann Perez, State Representative District 144
- Grady Prestage, Fort Bend County Commissioner Precinct 2
- Michael Segal
- Sarah Winkler

Mr. Wilson noted he would like to resort back to nominating three people to receive an honorary degree making it a benefit to the College. He noted that his comments are not to disparage any of the nominees presented. Mrs. Loredó noted that was discussed and will be taken into account for next year.

Vote: Motion passed with a vote of 7-0.

PROPOSED CHANGES – FY 2017 INTERNAL AUDIT PLAN

Motion: Mr. Wilson motioned and Mr. Glaser seconded.

(Mr. Oliver returned at 7:30 p.m.)

Mr. Wilson inquired about the proposed procedural changes for the procurement department to be put in place by the audit department to prepare for an audit. Mr. Corrigan noted that the internal control framework does not provide real documentation of the process to be audited and the proposed changes are to make certain there is regulatory compliance. He noted the audit department would work with procurement to make certain the documentation is up to standards.

Mr. Glaser expressed concern that this is a procurement management process that needs to be addressed as opposed to the internal audit department going into the procurement department to align processes. Mr. Corrigan noted that is an option.

Mr. Oliver noted the item was discussed in the Audit Committee and was reported favorably out of committee.

Mr. Glaser noted that he serves on the committee and that the full board was not in attendance, therefore, he voted the item up through the committee to allow the full board to be able to consider it.

Mr. Wilson noted there is a lot of input during the committee meetings and he is prone to change his opinion when he has had more thought or more data on the item. He added that the item is not final until approved by the full board.

Vote: Motion passed with a vote of 7-1 with Mr. Wilson opposing.

(Dr. Tamez stepped out at 7:39 p.m.)

SALE OF PROPERTY AT WEST LOOP CAMPUS TO TEXAS DEPARTMENT OF TRANSPORTATION

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

Mr. Wilson noted that he historically voted against the property at West Loop. Mr. Wilson noted that he considers it a fair price at \$50 per square footage. Ms. Loredo noted that the item is regarding 3 parking spaces. Dr. Maldonado noted that the Conn's property was approximately \$65 per square footage.

Mrs. Sane noted that TXDOT is purchasing the property and the comments provided by Mr. Wilson are not related to the item.

Ms. Loredo noted that the purpose is to install a light fixture that will benefit the parking lot.

Vote: Motion passed with a vote of 7-0.

MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR DECEMBER 2016

Motion: Mrs. Sane motioned and Mr. Wilson seconded.

Mr. Wilson inquired about the amount spent on the electronic voting software. Ms. Zamora noted the software was purchased with last year's funds. She referenced page 3 under contract services and general supplies. She noted that the requested information could be provided.

Mr. Wilson noted he would like to receive the information on the Novus software. He also requested the amount expended on the build-out for the Board room. Mrs. Zamora noted the build out contract was for \$404k. Dr. Maldonado noted that the build-out information was provided in the Weekly Administrative Brief (WAB).

Vote: Motion passed with a vote of 7-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 7:44 p.m.

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

Minutes Approved as Submitted: April 20, 2017