

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

January 31, 2013

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Thursday, January 31, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

MEMBERS PRESENT

Bruce Austin, *Chair*
Sandie Mullins, *Vice Chair*
Eva Loreda, *Secretary*
Leila Feldman
Yolanda Navarro Flores
Herlinda Garcia
Christopher W. Oliver
Neeta Sane
Carroll G. Robinson

ADMINISTRATION

Renee Byas, Acting Chancellor
Art Tyler, Deputy Chancellor/COO
Destinee Waiters, Acting General Counsel
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Instruction
Diana Pino, Vice Chancellor, Student Services
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Butch Herod for Zachary Hodges, President Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College of Health Sciences
Karen Edwards, Acting Chief Human Resources Officer
Remmele Young, Executive Director, Government Relations & Sustainability

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Tod Bisch, President, Faculty Senate
James Walker, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Bruce Austin, Chair, called the meeting to order at 4:09 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

ADJOURNED TO CLOSED SESSION

Mr. Austin adjourned the meeting to Executive Session at 4:10 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. Mr. Austin 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.

Mr. Austin reconvened the meeting in Open Session at 4:56 p.m. and entertained motions on pending matters.

(Present: Trustees Austin, Garcia, Flores, Loreda, Mullins, Oliver, Robinson, and Sane)

APPOINTMENT OF HOUSTON COMMUNITY COLLEGE TRUSTEE POSITION, DISTRICT V AND ANY OTHER RELATED AUTHROIZATIONS NECESSARY FOR FURTHER ACTION

Motion – Mr. Oliver nominated Leila Feldman as the appointment for HCC Trustee, District V. Mrs. Flores moved for appointment by acclamation. The motion passed with a vote of 8-0.

Mr. Austin expressed appreciation to each candidate for his or her participation in the appointment process.

Mr. Austin provided the opportunity for Ms. Feldman to give comments.

Mr. Austin recessed the meeting at 4:59 p.m. The meeting reconvened at 5:22 p.m.

Mr. Austin welcomed Ms. Leila Feldman to the Board of Trustees.

(Mrs. Feldman joined the meeting)

TRAVEL AUTHORIZATIONS FOR TRUSTEES BRUCE AUSTIN AND CARROLL ROBINSON TO ATTEND THE TEXAS LEGISLATIVE BLACK CAUCUS IN AUSTIN, TX AND TRAVEL AUTHORIZATION FOR TRUSTEE CARROLL ROBINSON TO ATTEND THE 4TH ANNUAL BLACK BROWN AND COLLEGE BOUND CONFERENCE IN TAMPA, FL

Motion – Mrs. Flores moved and Mr. Oliver seconded.

Ms. Mullins inquired if the fund coverage is beyond the community funds allocated for the Board usage.

Mr. Hollingsworth noted that the Board Governance Committee will consider amending Board Travel and Compensation policy to allow for the Board Chair's approval.

Vote – The motion passed with a vote of 9-0.

DEVELOPMENT OF THE FIRST COMMUNITY COLLEGE FOR WOMEN IN THE KINGDOM OF SAUDI ARABIA – A COLLABORATION WITH PRINCESS NOURA UNIVERSITY (PNU)

Motion – Mr. Oliver moved and Mrs. Sane seconded.

Mr. Oliver noted that he would not normally have an issue with such a collaboration; however, given the turmoil going on internationally, he does not think that this collaboration is in the best interest of the college at this time.

Ms. Mullins inquired if there are staff members in Saudi Arabia for the current collaboration. Dr. Tyler noted that the collaboration is strictly consulting and the majority of the work is performed here. She informed that she is a “no” for international collaborations. She apprised that revenue generation can be done locally and the risk as well as the distraction is too much.

Mrs. Garcia inquired if all international collaborations or agreements must come before the Board prior to entering into a discussion. Mr. Hollingsworth apprised that there is no policy in place. Mrs. Garcia recommended developing a policy that stipulates all international travel, collaborations and agreements should come before the Board.

Mrs. Garcia inquired if there is a plan for development of international partnerships. Mrs. Garcia inquired of the expense to the college for the collaboration. Dr. Tyler noted that there is no expense to the college. He informed that meals, travel, and consultant costs are covered.

Mrs. Garcia inquired if there are funds appropriated for international travel. She informed that there is an international trip scheduled to India that has not been brought before the Board. She apprised that the college has a low enrollment and noted that the focus should be on enrollment.

Mr. Austin informed that an international consultant firm was engaged and one of the requests was to develop a plan regarding international programming.

Mrs. Sane reinforced that the international collaborations were engaged as revenue generation efforts because of the funding cuts by the State. She apprised that she is not blocking the international activities; however, her focus is on the local economy to bring more revenues.

Mrs. Sane inquired if existing services are affected by the international efforts and funds to be used upfront and reimbursed. She also inquired of the short-term and long-term goals. She requested the development of policy and procedures as well as a plan for the efforts to generate revenues through international efforts. Dr. Tyler responded that the College did enter into the international efforts because of funding cuts; he apprised that the college also entered into the international arena because the College was approached to provide consulting services. Dr. Tyler noted that enrollment is flat for this

semester and noted that the funds generated for the efforts allow for addressing areas regarding enrollment.

Dr. Tyler noted that the international efforts do not take away from college because most of the work is done over the weekend. He informed that the efforts are to generate revenue.

Mr. Robinson apprised that some of the issues could have been resolved if the document regarding the broad view of the international efforts was provided before this item is brought to the Board. He noted that his thoughts are to grow enrollment locally.

Mr. Robinson requested a list of all international projects with expiration dates. Mr. Robinson confirmed that the Board should be provided information when there is international travel and who is traveling and the destination. He noted that there was a policy regarding contracts to be reviewed by the General Counsel, which he would like to see on the agenda. He informed that enterprise efforts are good; however, there does not seem to be an equal focus on enterprise efforts locally, as it appears to be regarding international focus. Mr. Robinson apprised that a one percent drop in enrollment is too much.

Mr. Robinson noted that there has not been a plan presented regarding workforce training. He informed that he is for international; however, it will not be until the bond program is started, around 2015.

Ms. Loredo inquired if there is a contract with the male school. Dr. Tyler apprised that the contract is finished.

Ms. Loredo inquired of the security regarding international travel.

Mrs. Garcia requested that the concerns raised by the Board should be addressed by administration. She requested a plan on international travel, funding sources, and any travel that may be completed without the Chancellor's knowledge. Ms. Garcia requested that Board Counsel review the ethics as it relates to foreign government partnerships.

(Mr. Robinson stepped out at 5:52 p.m.)

Mrs. Garcia noted that the information should include funding, plan, and policy. She requested that the information should be channeled through the Acting Chancellor.

Mr. Oliver informed that revenue generation needs to be discussed. He noted that his "no" vote is because of timing. He apprised that a one percent drop in enrollment is not drastic.

Mr. Oliver inquired if there is a business plan and inquired as to when was the last time it has been reviewed. He requested a business model and how is the college adapting to changes.

(Mr. Robinson returned at 5:55 p.m.)

Mrs. Sane noted that a business plan and policy needs to be put in place. She inquired if increasing enrollment efforts is a part of the bond measure.

Mrs. Flores informed that additional information is needed on the enrollment. She apprised that the Coordinating Board shows enrollment for fall 2012 at negative seven percent. She apprised that there needs to be a focus on local students, enrollment, certificate, degrees awarded, and the fiscal impact of reduction in enrollment.

Ms. Mullins noted that her concern is regarding the outcome. Dr. Cook informed that there is a full report on enrollment scheduled for review at the Board retreat on February 2, 2013.

Mr. Oliver called for question. Mr. Sane seconded.

Vote – The motion failed with a vote of 0-8-1 with Mrs. Feldman abstaining.

REPORT ON CAMPUS SAFETY

Mr. Austin informed that the report will be bifurcated.

Mrs. Byas apprised that the campus safety plan overview will be provided by Dr. Pino and Chief Greg Cunningham.

(Mrs. Flores stepped out at 6:02 p.m.)

Dr. Pino presented on campus safety regarding prevention awareness, which includes behavior intervention and threat assessment. She noted that there are videos regarding campus safety to include active shooter situations. She informed that emails will be forwarded to students to address the imperativeness of having updated contact information.

Mr. Oliver inquired if the students receive a text, email and/or phone alerts. Mrs. Byas apprised that the students are alerted.

Mr. Oliver noted that counseling was not included in the information provided. Dr. Pino informed that there is an increase nationwide mental health issues. She apprised that the counselors are in place to address the mental health issues. She noted that all counselors are licensed or working towards completion of licensure.

Mr. Oliver inquired of the methods of interventions. Dr. Pino stated that students are informed of the differences between counseling and advising.

(Mrs. Flores returned at 6:09 p.m.)

Dr. Pino informed that behavioral intervention threat assessment teams have been established for students and employees and apprised that the presidents have selected

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team members representing student services, instruction, licensed mental health professionals, Americans with Disabilities, police, legal, human resources, risk management and Employee Assistance Program.

Mr. Oliver inquired as to what is being done to enhance security.

Mr. Austin apprised that he has asked the Vice Chair to preside as he raised his question.

Mr. Austin noted that he checked the accountability report of The Texas Higher Education Coordinating Board and inquired if the number of counselors per student adequate. Dr. Pino mentioned that HCC is structured to be able to respond to immediate need and provides resources to external entities; some community colleges outsource these services.

Mrs. Garcia inquired if the information presented is on the website. Mrs. Byas noted that information provided is a compilation of Student Services, Police, and the Communication Department.

(Mr. Oliver stepped out at 6:16 p.m.)

Mrs. Byas informed that procedures are updated constantly. She apprised that the Police Department visits each of the campuses and noted that the students are informed regarding campus security. Mrs. Byas noted that there is training annually regarding campus security and safety.

(Mr. Oliver returned at 6:18 p.m.)

Mrs. Garcia inquired as to how drills are monitored. Mrs. Byas apprised that it should be discussed in closed session.

Mrs. Flores inquired if the reports are filed with the state in accordance to the January 1st required filing date.

Mr. Robinson inquired as to the redeployment of workforce post-incident and inquired if there is a plan. He noted there needs to be a plan in place.

Mr. Robinson inquired as to communication measures to obtain students information. Dr. Pino informed that when students login to the HCC student system, there is a message inquiring if their contact information is correct. She apprised that notices are also forwarded to the students noting the imperativeness of providing updated information.

ADJOURNED TO CLOSED SESSION

Mr. Austin adjourned the meeting to Executive Session at 6:23 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. Mr. Austin stated that any final action, vote

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or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Mr. Austin reconvened the meeting in Open Session at 8:31 p.m. and entertained motions on pending matters.

(Present: Trustees Austin, Feldman, Garcia, Flores, Mullins, and Robinson)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 8:31 p.m.

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

Minutes Approved with correction: _____ February 28, 2013