

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

June 25, 2013

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Tuesday, June 25, 2013 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

COMMITTEE MEMBERS PRESENT

Bruce A. Austin, *Chair*
Sandie Mullins, *Vice Chair*
Eva Loreda, *Secretary*
Yolanda Navarro Flores
Herlinda Garcia
Christopher W. Oliver
Neeta Sane

ADMINISTRATION

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

OTHERS PRESENT

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

CALL TO ORDER

Mr. Austin, Chair, called the meeting to order at 4:20 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Mullins led the prayer and the Pledge of Allegiance to the Flag.

(Mrs. Garcia arrived at 4:21 p.m.)

APPROVAL OF MINUTES

Approval of Minutes from Special Meeting of May 8, 2013, Board Governance Committee Meeting of May 9, 2013, Committee of the Whole Meeting of May 9, 2013, Diversity Committee Meeting of May 9, 2013, Board Governance Committee Meeting of May 16, 2013, External Relations Committee Meeting of May 16, 2013, Regular Meeting of May 16, 2013, Chancellor Search Committee Meeting of May 22, 2013, Chancellor Search Committee Meeting of May 28, 2013 and Special Meeting of May 30, 2013.

Motion – Mrs. Sane moved and Mrs. Flores seconded. The motion passed with a vote of 6-0.

CHAIRMAN'S REPORT

Mr. Austin provided an overview of "Reclaiming the American Dream". He apprised that approximately 75% of the youth are ineligible of service in the military and noted that it is imperative that discussion of education continue.

(Mr. Oliver joined the meeting at 4:35 p.m.)

CHANCELLOR'S REPORT PROVIDED BY RENEE BYAS, ACTING CHANCELLOR

- **Juneteeth Festivities at Southwest College**

Trustees Neeta Sane and Leila Feldman extended their support of HCC Southwest by attending a number of functions commemorating the Emancipation Proclamation in Texas. Leila Feldman, Trustee, District V, attended a special Juneteenth reception for Houston artist (A-Ku-A) Fayette, whose work is on display at the West Loop Gallery. While there, Trustee Feldman awarded Fayette with a special commendation, in recognition of her dedication, vision and passion, all conveyed through her African-American artwork.

Trustee Neeta Sane, of District VII, attended a number of events in Fort Bend County, beginning with the Missouri City Juneteenth Parade. Later, she welcomed Sergeant Major James Williams of the Buffalo Soldiers National Museum, who presented a history of the black military to HCC Southwest Stafford. That campus also led a panel discussion on the significance of Juneteenth.

- **Dr. Garza and HCC Southwest Take Center Stage on the State of Higher Education**

The Fort Bend Chamber of Commerce hosted HCC Southwest President Dr. Fena Garza as a panelist for its State of Higher Education Breakfast. Prior to the panel discussion, which included Wharton County Junior College, Texas State Technical College and the University of Houston, Dr. Garza highlighted HCC

Southwest's two Fort Bend County campuses, Stafford and Missouri City. She also announced plans for two new workforce buildings there, as well as the popular dual-credit programs under way with Fort Bend Independent School District.

- **HCC Southeast Center for Entrepreneurship**
On Wednesday, May 15, 2013, the Center for Entrepreneurship at Houston Community College Southeast Campus worked with six Stephen F. Austin High School students to help them understand the advantages of becoming an entrepreneur. The students completed a 12- week program in which they learned the key aspects of business, including basic accounting and business management. As a part of their activities, the students had to create a business plan, serve as stockholders of their corporation, appoint a board of directors, and elect a chairman of the board. The board, along with their HCC professor, Leonard Faucher, presented their completed business plan to selected members of the Houston Club.
- **Southeast College Celebrates Juneteenth**
On June 19th the Southeast College held its Juneteenth Celebration at Eastside Campus. Latrista Funches, Southeast College Student Life Coordinator welcomed students, faculty and staff and presented a brief history on the significance of Juneteenth. Southeast President Dr. Irene Porcarello and Trustee Herlinda Garcia shared remarks on the importance of having cultural celebrations at the college that highlight diversity and inclusion.
- **Agricultural Sustainable Energy Education Network (ASEEN) Tour of HCC Northeast**
On June 19, twenty Agricultural Sustainable Energy Education Network science and agricultural teachers from rural high schools across Texas visited the HCC Northeast Division of Science and Engineering Technologies for a Photonics presentation and tour of the Solar and Wind Energy labs and trailer. The visit to HCC Northeast was a part of a professional development workshop hosted by Sam Houston State University.
- **HCC Northeast Increase in Science Technology Engineering and Mathematics (STEM) Related Enrollments**
HCC Northeast College has experienced a 28% increase in STEM-related program enrollments for the 2012-2013 academic year. STEM and energy program enrollments exceed 4,600 for the year. Mrs. Byas congratulated Dr. Ford Fisher and all of the Northeast College faculty and staff who helped with this significant accomplishment.
- **HCC Partners with Project Grad**
HCC Administrators met with representatives of Project Grad to discuss a formal partnership between HCC and Project Grad. A Memorandum of Understanding (MOU) will be brought forward for Board approval in August by which Project Grad will hire and support three Graduation Coaches at HCC to ensure that

students who attend HCC with Project Grad scholarships will be supported in terms of their persistence and completion of certificates and degrees.

- **Student Interns at the Forward Times**

Congratulations to HCC Central College student, Ashura M. Bayyan who is currently working as an intern at the Forward Times. Mr. Bayyan graduated from the Youth Entrepreneurship Academy in 2010 after which he started his own videography and communications business. He plans to utilize his skills to become a future award-winning journalist. He is a member of the International Youth Friendship & Development program.

- **HCC Northwest Filmmaking Students Compete at 48 Hour Film Project**

Last month, forty-nine HCC Northwest students, which comprised two filmmaking teams, participated in this year's 48 Hour Film Project. One student-led team won an Honorable Mention in the categories for audience, sound track, directing and cinematography.

The 48 Hour Film Project is a weekend in which teams make a movie. All writing, shooting, editing and scoring must be completed in just 48 hours. All teams are assigned a character, a prop, a line of dialogue and a genre, that must be included in their movie. 48 hours later, they must submit their film for a subsequent screening in a local theater. The Project attracts filmmakers from Asia, Australia, Europe, the Middle East, Africa and the Americas who compete to see who can make the best short film in a weekend.

- **HCC Division Chair Selected as Honors Scholar by Villanova University**

Congratulations to Dr. Gisela "Bennie" Ables, faculty division chair for history and geography at HCC Northwest, for being selected to be an Honors Scholar at Villanova University this summer. Twenty-five community college instructors have been selected from among nearly 3,000 chapter advisors to serve as Phi Theta Kappa's 2013 Faculty Scholars. This summer, Dr. Ables will serve as a facilitator in an intense week studying, "The Culture of Competition," at Phi Theta Kappa's Honors Institute at Villanova University in Pennsylvania.

- **HCC VAST Academy Graduates**

Two recent graduates from HCC Central's and Northwest's VAST Academies have leading roles in an upcoming independent film called *Love Land*.

Monica Gaseor and Michael Iovine, who were student leaders in VAST, play "Ivy" and "Roger" in the dramatic film, reflecting society's view of people with learning disabilities. The movie will be presented at the Sundance, Tribeca and South-by-Southwest film festivals in 2014.

- **HCC Central Students Raise Funds for Fallen Firefighters**

Two students from HCC Central's Culinary Arts department helped raise nearly four thousand dollars to benefit the families of the four fallen Houston firefighters. The students, Felipe Riccio and Bart Benton held a "pop-up" food event at the Grand Prize Bar in the Museum District, and served creative pasta dishes and desserts to a long line of patrons. Proceeds were donated to the 100 Club of Houston.

- **Farewell to Dr. Kelly Zuniga**

Mrs. Byas announced that HCC will say farewell to the Executive Director of the HCC Foundation, Dr. Kelly Zuniga. Through the efforts of Dr. Zuniga, HCC Foundation now ranks among the top one percent of community college foundations in the nation raising funds for scholarships for students.

Dr. Zuniga's visionary leadership and accomplishments with the HCC Foundation has afforded her the opportunity of becoming the Executive Director of the Holocaust Museum of Houston. The faculty, staff and administration wished Dr. Zuniga well in her new role.

- **Faculty Senate Report**

Dr. Tod Bisch informed that the Faculty Professional Development Council will be reviewing training and HCC policy and procedures. The instruction leadership will be held in August 2013. Dr. Bisch apprised that there are budgetary action items that are recommended and supported by the Faculty Senate.

HEARING OF CITIZENS

The following individual(s) were present to speak:

- Daniel Arp

CONSENT AGENDA

Motion – Mr. Oliver moved and Mrs. Sane seconded to approve the consent agenda with the exception of items B.2, B.7, and B.19. The motion passed with vote of 7-0. The following items were approved:

- Proposed Revisions to Board Compensation and Expenses Policy
- Proposed Operating Budget (Restricted Funds) for Fiscal Year 2013-14
- Bond Oversight Committee
- Debt Management Policy
- Authorization to Amend and Renew the Interlocal Cooperation Agreement for the Collection of Taxes Between Fort Bend County, Texas (Fort Bend) and Houston Community College (HCC)
- Romer Absolute Arm or Equal (Project No. 13-23)

- Felix Fraga 3rd Floor Build-out (Project No. 13-36)
- Ultrasound System Phillips Model lu22 or Equivalent (Project No. 13-28)
- Southeast (SE) College Workforce 3rd Floor & Parking Garage Shell Space Build-out (Project No. 13-27)
- Program Management Services (Project No. 13-39)
- Project Management Services (Project No. 13-40)
- System A&E Services (Project No. 13-22)
- A&E Services for Bond Related Project (Project No. 13-26)
- A&E Services for Coleman College Expansion Bond Related Project (Project No. 13-29)
- Professional Land Surveying Services (Project No. 13-27)
- Interlocal and Cooperative Contract Authorization Approval and Renewals Fiscal Year 2014

PROPOSED OPERATING BUDGETS (UNRESTRICTED FUNDS) FOR FISCAL YEARS 2013-14 AND 2014-15

Motion – Ms. Mullins motioned and Mrs. Sane seconded.

Amended Motion - Ms. Mullins motioned to amend to authorize the Chancellor to give a base salary increase of 3% to faculty and 3% to all non-faculty in September 2013 and to award a 2% increase to faculty and staff in February 2014 contingent on availability of funding for the increase.

Mrs. Sane requested that Mrs. Byas provide details of the request of the faculty senate. Mrs. Byas informed that the approval would provide a 3% for faculty in September and 2% in February 2014, which met the requests of Faculty Senate Compensation Committee.

Vote on Amended Motion – The motion passed with the vote of 7-0.

Vote on Original Motion – The motion passed with vote of 7-0.

RENEWAL OF LEASE AGREEMENT FOR 1265 PINEMONT DRIVE, HOUSTON, TEXAS

Motion – Mrs. Flores motioned and Mrs. Sane seconded.

Mrs. Flores requested information on a three-year lease and the differentiation. Dr. Tyler informed that a three-year was reviewed with no option. He noted that the recommendation presented would provide the Board with options.

Mrs. Flores inquired of the cost difference. Dr. Tyler apprised that the difference would be approximately \$25,000 per year to have the option. He noted that the amount would be approximately \$50,000 less without the option.

Amended Motion - Mrs. Flores motioned to amend to change to a three-year lease as opposed to the two-year with one-year option. Ms. Mullins seconded.

Ms. Loreda informed that if the lease is three years that it may delay the possibility of completing the project. Mrs. Flores apprised that there is a lot of construction and Pinemont will probably be the last project to be completed.

Ms. Mullins noted that the timeline has been received displaying that the first few projects will be completed around December 2016.

Mrs. Flores informed that she is in favor of tabling approval of the item if it will save the college funds. She noted that Dr. Tyler has apprised that the three year rate will save funds.

Vote on Amended Motion - The motion passed with vote of 7-0.

Vote on Original Motion – Motion passed with vote of 7-0.

LUMP SUM FUNDING FOR EMPLOYEE COMPENSATION

Motion – Ms. Mullins moved and Mrs. Sane seconded.

Ms. Mullins apprised that a revised action item was provided that accurately reflects the motion from the Committee of the Whole meeting held on June 18, 2013.

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

TOPICS FOR DISCUSSION AND/OR ACTION:

INVESTMENT REPORT FOR THE MONTH OF APRIL 2013

Motion – Mrs. Sane motioned and Ms. Loreda seconded.

Dr. Tyler informed that HCC continues to out perform peers and the market.

Vote – The motioned passed with a vote of 7-0.

MONTHLY FINANCE REPORT FOR MAY 2013

Motion – Mrs. Sane motioned and Ms. Loreda seconded.

Mrs. Garcia inquired of the amount of funding that is allocated to the Foundation. Dr. Tyler informed that approximately \$900,000 of the budget funds go towards the Foundation.

Mrs. Garcia requested that a form is provided that depicts the funding to the Foundation.

Mrs. Garcia inquired of the funding for student fees and inquired if there is a form for this expense as well.

Dr. Pino informed that the colleges are charging the students for printing and noted that HCC has not previously done so. She apprised that the fee regarding the contract for printing has been passed to the students.

Mrs. Garcia informed that the Audit Committee will make recommendations that will impact the colleges so that everything is based on the management for the colleges.

Mrs. Flores apprised that there was discussions regarding the student funding and noted that it would be good to see how much of the funding is received by colleges and how much is returned to the college.

Mrs. Garcia informed that there needs to be diligence regarding the technology, student, and printing fees to make certain of fiduciary responsibility.

Vote – the motion passed with vote of 7-0.

Mr. Austin paused for a moment of personal privilege to allow Mr. Oliver the opportunity to introduce his son, Giovanni Oliver. The Board expressed congratulations to Mr. Oliver and his family.

PAYMENT TO BRACEWELL & GIULIANI LLP FOR PROFESSIONAL SERVICES (MAY 2013)

Motion – Mr. Oliver motioned and Mrs. Sane seconded. The motion passed with a vote of 7-0.

PERSONNEL AGENDA FOR JUNE 2013

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

ADJOURNED TO CLOSED SESSION

Mr. Austin adjourned the meeting to Executive Session at 5:15 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 5:43 p.m. and entertained any motions on pending matters.

(Present: Trustees Austin, Flores, Garcia, Loreda, Mullins,)

Vote on Personnel Agenda – The motion passed with a vote of 5-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:45 p.m.

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

Minutes Approved as Submitted: August 15, 2013