

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

October 17, 2013

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, October 17, 2013 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

BOARD MEMBERS PRESENT

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

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Success
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
Cheryl Peters for William Harmon, President, Central College
Virginia Parras for Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Winston Dahse, Chief Administration Officer
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Relations

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Luis Malpica y de Lamadrid, Consul General of Mexico in Houston
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Austin, Chair, called the meeting to order at 4:39 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

Mr. Oliver led the prayer and the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

Approval of Minutes from Academic Affairs/Student Services Committee Meeting of September 12, 2013, Audit Committee Meeting of September 12, 2013, Board Governance Committee Meeting of September 12, 2013, Committee of the Whole Meeting of September 12, 2013, Special Meeting of September 12, 2013, Interim Chancellor Search Committee Meeting of September 19, 2013, Permanent Chancellor Search Committee Meeting of September 19, 2013, and Regular Meeting of September 19, 2013

Motion – Mrs. Sane moved and Ms. Loredo seconded to approve. The motion passed with vote of 7-0.

AWARDS, PRESENTATIONS, AND RECOGNITIONS

- Recognition of National Hispanic Heritage Month
- Presentation of the 2013 Ohtli Award to Felipe Reyes by Dr. Luis Malpica y de Lamadrid, Consul General of Mexico in Houston

Mr. Austin recessed the meeting at 4:47 p.m. for the reception in recognition of National Hispanic Heritage Month.

Mr. Austin reconvened the meeting at 5:10 p.m.

(The following Trustees were present: Austin, Flores, Garcia, Loredo, Mullins, Oliver, Robinson, and Sane)

CHAIRMAN'S REPORT

- Mr. Austin acknowledged the Hispanic Scholarship Council annual luncheon held on Tuesday, October 8, 2013.

(Mr. Oliver stepped out at 5:14 p.m.)

CHANCELLOR'S REPORT PROVIDED BY RENEE BYAS, ACTING CHANCELLOR

- **Recognition of Turkish Raindrop Foundation**
During spring break this past March, thirteen Honors College students and their chaperones traveled to Turkey. Throughout the planning and development stages of this trip, the Houston Turkish Raindrop Center provided the accommodations, meals, ground transportation, guides and museum entrance

fees to all the sites for this important historical and cultural experience. The Raindrop Foundation became a wonderful and generous partner and friend to the Honors College and its students.

(Mr. Oliver returned at 5:16 p.m.)

Dr. Cheryl Peters, Dean of the Honors College, Mr. David Wilcox, Program Director and Dr. William Harmon, President of Central College presented a certificate of appreciation to Mr. Okumus, President and CEO of the Raindrop Foundation, Houston.

- **Dr. Madeline Burillo Recognition**

Mrs. Byas congratulated Dr. Madeline Burillo, Associate Vice Chancellor of Workforce Instruction for being named one of Houston's Top 30 Influential Women by d-mars Business Journal. Dr. Burillo and other awardees were honored during a dinner on October 4th. The Top 30 Influential Women of Houston Award recognizes powerful women in Houston whose hard work and dedication have garnered them success in business and personal endeavors.

- **HCC Partners with the University of Houston (UH) for Latino Student Success**

HCC will join UH as a partner in a grant funded by the Kresge Foundation and the Greater Texas Foundation entitled "Engaging Latino Students in Transfer and Completion Success." The grant will be managed out of The University of Texas at Austin.

- **HCC and Houston Independent School District (HISD) Partner to Increase Use of Technology**

HCC will join HISD in a round-one planning grant entitled *Next Generation Learning*, funded by the Bill and Melinda Gates Foundation. The HCC-HISD team will look at ways by which high school student learning may be further personalized or individualized through use of increased instructional technology. Dr. Charles Cook will join HISD personnel at a Gates convening in Denver, Colorado in November.

- **HCC and Alief Independent School District (ISD) Collaborate on National Entrepreneurship Program**

HCC Northwest and Alief ISD have partnered with The Young Entrepreneurs Academy (YEA!), an innovative program that guides students through the process of starting their own real business. HCC is conducting the nine-month program at Alief Taylor High School with 24 students. YEA! is a groundbreaking program that takes students between the ages of 14 and 18 through the process of launching a business or social movement over the course of an academic year. Josephine Firat, one of Federation of Houston Professional Women "Woman of the Year" recipient, is managing this exciting program for the college.

- **HCC Student Group Partners with Houston Food Bank**
The Psi Kappa Psychology Club of HCC Southwest partnered with the Houston Food Bank to distribute more than 13,000 pounds of free, fresh produce to the Stafford community. Held Thursday, Sept. 26, the event also offered assistance in signing up for SNAP, formerly known as the food stamp program. The event was held at the Stafford Learning Hub and picked up in local newspapers.
- **HCC Northeast to Participate in Total Energy USA Conference**
The HCC Northeast Energy Institute will serve as an educational partner for the Total Energy USA Conference and Exposition to be held November 19-20 at the George R. Brown Convention Center. HCC Northeast engineering technology students and faculty have been granted the opportunity to attend the conference “free of charge” and transported to the expo for a day of professional development, networking sessions, panel discussions and a career fair. The Total Energy USA Conference was developed in partnership with the Greater Houston Partnership, Houston Technology Group, and the Houston Convention and Visitor’s Bureau.
- **Coleman College Partners with Rod Paige Elementary**
HCC Coleman College is reaching out to HISD Roderick Paige Elementary with each health science program team partnering with a specific grade level during the school year.

(Mrs. Flores stepped out at 5:22 p.m.)

In addition, Coleman College is working to take the mobile simulation lab to the school for an event for parents and students on October 30th. At that event, information will be distributing to parents about the Affordable Care Act as well as general information about HCC and HCC Coleman College.

(Mrs. Flores returned at 5:24 p.m.)

- **High School Principals’ Breakfast**
The Southeast College hosted a Principals’ Breakfast for the high school principals which was led by Dr. Grisel Cano and other members of the executive team. Principals from Austin, Chavez, East Early College, Milby, Sanchez, Yzaguirre High Schools and Eastwood, Mount Carmel and Houston Can Academies were in attendance. The purpose of the gathering was to engage the principals in an open dialogue on program strengths, opportunities, challenges, and improvement efforts.
- **HCC Celebrates First Homecoming Festivities**
During the college’s recent marketing research study many students expressed an interest in having an “HCC Homecoming” and in an effort to fulfill HCC’s commitment to support students through academic and student engagement, HCC is hosting its First Annual “HCC Homecoming” festivities which began

Monday, October 14th and will culminate October 18th at 3:00 p.m. with a District-wide pep rally at the Central College Learning Hub. All students, faculty and staff are invited to attend and show support for the HCC Northeast and Southwest college basketball teams, which will take on Lone Star College in a double-header on Friday, October 18, 2013 at the Alief YMCA beginning at 7:00 p.m.

- **Faculty Senate Report**

Ms. Michelle Novak provided an overview of the establishment of the Bedi-chek Orman Auction and announced that the auction will be held on Friday, November 1, 2013 entitled an “Evening in Paris”.

Ms. Novak reminded the Trustees of the reception with Faculty Senate on Friday, October 18, 2013.

CHAIRMAN’S REPORT (Continuation)

- Mr. Austin announced that the Chancellor Search has begun and announced that open public forums are scheduled at each of the six colleges as follows:

Wednesday, October 23, 2013

- Coleman College – 7:30 a.m. to 8:30 p.m.
- Central College – 3:00 p.m. to 4:00 p.m.
- Northeast College – 6:00 p.m. to 7:00 p.m.

Thursday, October 24, 2013

- Southeast College – 8:00 a.m. to 9:00 a.m.
- Northwest College – 12:00 p.m. to 1:00 p.m.
- Southwest College – 6:00 p.m. to 7:00 p.m.

Mrs. Garcia informed that she had comments regarding the scheduling of the forums. She requested that the times be reconsidered to include the opportunity for the community to attend the forums.

Ms. Mullins provided an update of the chancellor search process and apprised that the advertisement strategy has been reviewed by the Chancellor Search Committee. She noted that the website has gone live regarding the search.

Ms. Loreda recommended that the Central and Southeast open public forums be rescheduled.

Mr. Austin recommended working with Board Services to reschedule the forums.

- Mr. Austin recognized Mrs. Yolanda Navarro Flores who celebrated a birthday on October 15th

HEARING OF CITIZENS

- Daniel Arp
- Jeremy Brewster
- Morgan Steffan

CONSENT AGENDA

ALIEF BISSONNET WORKFORCE BUILDING CONSTRUCTION (PROJECT NO. RFCSP 13-31)

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

Mr. Robinson informed that he would support the item; however, he is requesting the listing of the number of awards to Tribble and Stevens Construction, Ltd over the past eight years.

Mrs. Byas apprised that the information would be provided if available. She noted that there are record retention requirements and the information may have fallen under the retention guidelines for destruction.

Mr. Robinson informed that the request is for the payment history documentation if the actual contract is not available.

Mrs. Garcia apprised that she is requesting the same information as requested by Mr. Robinson in writing.

Mr. Oliver noted that some form of archive system should be developed regarding historical records of the college.

(Mrs. Flores stepped out at 6:01 p.m.)

Mrs. Byas informed that comprehensive documents should be available.

(Mrs. Flores returned at 6:02 p.m.)

Mrs. Garcia apprised that there is a records management law and apprised that only certain items can be destroyed. She requested that Mrs. Byas and Mr. Hollingsworth apprise of the records retention laws.

Mr. Hollingsworth noted that the record retention laws are the minimum amount of time requirement.

Mrs. Garcia requested that Mr. Hollingsworth review and ensure that the information is retained property.

Mrs. Sane requested that Dr. William Carter provide insight regarding the record retention matter. Dr. Carter informed that Records Management reports to Mr.

Remmele Young and does have documentation of the record retention requirements. Dr. Carter apprised that PeopleSoft does have records of financial information and informed that the system is backed up daily.

Mrs. Garcia noted that there should be a focus on the request by Mr. Robinson, which is how many contracts have been awarded to Tribble and Stevens Construction, Ltd over the past eight years.

Mrs. Flores informed that Mrs. Byas apprised that the records are kept for three years. She noted that if the warranty period is twenty-five years, then there needs to be the ability to retain records throughout the warranty period.

Mr. Austin informed that the proper action is to respond to the inquiry in writing.

Vote – The motion passed with vote of 5-0-3 with Trustees Flores, Garcia, and Robinson abstaining.

APPROVE BOND OVERSIGHT COMMITTEE MEMBERS

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

Mrs. Garcia inquired if there are any vacancies regarding the At-Large positions. Mrs. Byas apprised that there are no openings and noted that six names are being provided to the Board.

Mr. Robinson expressed appreciation for moving the item along. He noted that he had the opportunity to serve on the Bond Committee for HISD and felt that the oversight will benefit the college's project.

Ms. Mullins inquired if the Bond Oversight Committee meetings would be posted. Mrs. Byas informed that the meetings would be public and posted.

Mrs. Garcia inquired of the number of names provided by the presidents. Mrs. Byas noted that each of the presidents were asked to submit six names.

Vote – The motion passed with a vote of 8-0.

CONSTRUCTION AUDIT SERVICES

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

Mrs. Garcia inquired of the rating information. Mr. Austin informed that the ratings are provided unless the college is buying from the state contract. He apprised that the client has assisted in recovery of surmountable funds.

Mrs. Garcia inquired how small business ties into the item. Mr. Austin noted that the contract is vetted by the state, which allows the college to buy off the contract.

Mrs. Garcia inquired if the recommended firm has a small business piece. Mr. Rogelio Anasagasti informed that the vendor will be providing self-performing services. He apprised that they are not using a small business of any type.

Mrs. Flores inquired of the number of years the firm has been in business. Mr. Austin noted that the summary references 1984.

Mrs. Flores informed that the company has been in business since 1984 and it appears that the owner acquired the business in 2012.

Mr. Oliver apprised that he will hold the company accountable to the scope of work that has been committed.

Mr. Austin noted that all items are vetted in committee meetings and then recommended to the full Board for consideration.

Vote – The motion passed with vote of 8-0.

LETTER OF INTENT BETWEEN HCC AND STEMEDICA

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

Mrs. Garcia inquired as to when the contract will come back to the Board. Mrs. Byas informed that it is depending on when the state approves funding.

Vote – The motion passed with a vote of 8-0.

EXTERNAL FINANCIAL AUDIT SERVICES (PROJECT NO. RFQ 13-30)

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

Mrs. Garcia inquired if the audit report will be provided to the Board through the Audit Committee. Mr. Oliver informed that the audit will be provided to the Board's Audit Committee.

Mr. Oliver inquired of the three year with two year option. Mrs. Byas apprised that generally the term is three years with possible two year extension.

Mrs. Garcia inquired if the historical report has been provided to the Board for the previous external audit.

Mr. Oliver noted that the Audit Committee will meet on November 14, 2013.

Mr. Austin informed that Sarbanes Oxley did not apply to junior colleges; however, the National Association of College and University Business Officers (NACUBO) recommended adoption of the requirement.

Mrs. Garcia requested that procurement provide a brief explanation of the difference between the close scoring. Mr. Anasagasti apprised that the difference is best qualified firm. He noted that the scoring is the final ranking.

Mrs. Garcia informed that the Board is entitled to the rankings. Mr. Austin requested that the opinion previously provided be given to the Board.

Vote – The motion passed with a vote of 8-0.

EMPLOYEE ASSISTANCE PROGRAM SERVICES (PROJECT NO. RFP 13-47)

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

Mrs. Garcia requested that the advertising be extended to be more inclusion of other advertising measures. She apprised that the request has previously been made to administration.

Mr. Robinson noted that there is not a usage of the same publications utilized by the communications department. He informed that there needs to be a discussion of the listing used by the communications to expand solicitation advertisement.

Vote – The motion passed with a vote of 8-0.

Mr. Oliver inquired if the Capital Improvement Plan (CIP) will be presented. Mr. Austin apprised that the Facilities and Finance Committee will reconvene before closed executive session.

TOPICS FOR DISCUSSION AND/OR ACTION

APPROVE 2013 TAX RATE FOR MAINTENANCE & OPERATIONS AND DEBT SERVICES

Motion – Ms. Mullins moved and Mrs. Flores seconded to adopt the combined rate for maintenance and operations and debt service of \$.097173.

Dr. Thomas Estes noted that the proposed rate is the same as the rate for 2012. He informed that there is no tax increase.

Amended Motion - Mr. Robinson moved to amend the item to allocate 1/8 of one cent of the tax dollars for scholarship fund. Mrs. Flores seconded.

Mr. Austin apprised that a legal analysis was requested if ad valorem taxes could be used for the purpose denoted by Mr. Robinson.

Mr. Robinson noted that he asked about dedicating revenues to Fund 5 and was asked to postpone. He informed that he was advised that tuition waivers were allowable; however, the funds could not be allocated directly for scholarships.

Mr. Oliver inquired if the discussion is one that could be held during the financial or budget review process. Mr. Robinson apprised that he has been asked to postpone previously.

Mr. Austin noted that revenue expense waivers are made during the budget process.

Mr. Robinson informed that he previously asked to discuss the issue during the budget process and was asked to postpone until the tax rate is presented for adoption.

Mrs. Garcia apprised that Mr. Robinson has addressed the issue several times and requested a copy of the times when he requested the allocation. She noted that Mrs. Byas confirmed to review the requests and informed that the Board's request needs to be addressed. She asked for a specific response to the request in writing to address the request. She apprised that the response should include the next steps that need to be taken.

Mr. Oliver recommended that Mr. Robinson meet with Dr. Estes to review in detail the avenues available to accomplish the request. Dr. Estes noted that he would have a discussion regarding the proposal.

Mr. Robinson informed that he was scheduled to meet with Dr. Estes; however, he was apprised by the Board Chair and Chancellor that the request would be reviewed. He noted that he presented the request in writing at each of the public hearings regarding the tax rate. He informed that there are a lot of students with financial needs.

Mr. Robinson apprised that he would like a vote on the amendment and would be okay should the item be voted down. He noted that the funding would be used to pay for tuition waivers.

Mrs. Sane informed that all of the members are amicable to educating and providing assistance to the students.

Mr. Oliver requested that Mr. Robinson withdraw his amendment and apprised that he supports the request of Mr. Robinson.

Mr. Robinson noted that he would like for the record to reflect that amendments are allowable at the table.

Mr. Robinson informed that he would withdraw his motion and asked Mrs. Flores to withdraw the seconded. Mrs. Flores apprised that she would withdraw her second only if the item is placed on the agenda for discussion at the next meeting.

Mrs. Flores inquired of the appropriate committee to discuss the item. Mr. Austin noted that the item should be discussed during budget presentation. Mrs. Flores withdrew the second.

Vote – The motion passed with vote of 8-0.

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

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

Mrs. Garcia requested the details of the billing for the month. Mrs. Byas informed that there are legal concerns.

Mrs. Garcia apprised that the Board is entitled to oversee the funds of the college for the stakeholders.

Mr. Robinson noted that he raised a procedure concern the first time it was on the agenda. He inquired as to why the item is on the agenda if there is a contract.

Mr. Robinson apprised that he would like for it to be a policy procedure that when there is a contract; the item should not be placed on the agenda for approval.

Mr. Austin noted that there is a letter of engagement with the firm; however, it was historically requested that the billing be provided to the Board for approval because of the amount of the billing.

Mr. Robinson informed that he would much rather see a construction bill as opposed to the item before the Board.

Vote – The motion passed with a vote of 5-0-3 with Trustees Flores, Garcia and Robinson abstaining.

**INVESTMENT REPORT FOR THE MONTH OF AUGUST 2013 AND MONTHLY
FINANCE REPORT FOR SEPTEMBER 2013**

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

(Mrs. Garcia stepped out at 7:00 p.m.)

(Mr. Oliver stepped out at 7:01 p.m.)

Mr. Robinson requested that there be a review of increasing the enrollment of the honors college. He apprised that a request has been made to administration to increase childcare facilities at HCC.

(Mrs. Garcia returned at 7:02 p.m.)

Mr. Robinson noted that the request also includes reviewing leveling funding to identifying grants to support childcare facilities across the system.

(Mr. Oliver returned at 7:03 p.m.)

Mrs. Flores inquired of the review of international programs. Dr. Estes informed that he met with the external auditors and requested that they review the Qatar and Saigon Tech programs specifically.

(Mrs. Sane stepped out at 7:04 p.m.)

Mrs. Garcia inquired if executive administration has met with Dr. Estes to provide an update to apprise why the Board is requesting the audit of the international program.

(Mrs. Sane returned at 7:05 p.m.)

Dr. Estes noted that he reviewed contract regarding Qatar and informed that he has met with the external auditor to review some of his concerns.

Mrs. Garcia apprised that Dr. Estes should be invited to closed session to apprise him of the Board's concerns.

Mr. Austin noted that there must be back-up to prove statements that are made publicly.

Ms. Mullins requested a review of older financial statements and apprised that she appreciates the executive summary.

Vote – The motion passed with a vote of 8-0.

PERSONNEL AGENDA FOR OCTOBER 2013

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

Mr. Oliver informed that he was under the impression that there would be a presentation on the CIP. Mr. Austin apprised that there will be a presentation.

Vote – The motion passed with a vote of 8-0.

(Mrs. Garcia stepped out at 7:12 p.m.)

REPORT ON CHANCELLOR SEARCH ADVISORY COMMITTEE (CSAC)

Mr. Robinson noted that the budget provided was proposed and informed that the Board has not approved the budget for the Chancellor Search. He apprised that the item presented regarding the scholarship funding should be presented at the same time as the request for the budget of the chancellor search.

Mrs. Flores inquired of the funding source for the budget. Dr. Estes noted that he is sensitive to increasing and decreasing the budget arbitrarily. He informed he would pull the funding from the contingency funds for the Vice Chancellor of Finance and Planning and the Chancellor.

Mr. Austin recessed the meeting at 7:20 p.m. and reconvened at 7:40 p.m.

(The following Trustees were present Austin, Flores, Loreda, Mullins, Oliver, Robinson and Sane)

ADJOURNED TO CLOSED SESSION

Mr. Austin adjourned the meeting to Executive Session at 7:40 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 8:30 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Austin, Flores, Garcia, Loreda, Mullins, Oliver, Robinson, and Sane)

THREAT/VULNERABILITY ASSESSMENT & RISK ANALYSIS (PROJECT NO. RFP 13-38)

Motion – Mr. Robinson moved and Mr. Oliver to approve. The motion passed with a vote of 8-0.

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

Motion – Mr. Oliver moved and Ms. Mullins seconded.

Mr. Robinson apprised that it was not anticipated that there would not be multiple options of applicants. He inquired if it is permissible to pick an applicant who is not on the November 5, 2013 ballot. He noted that he would not like to place one candidate over the other.

Mr. Oliver concurred with the recommendation of Mr. Robinson. He informed that the voters of District V should select the trustee for that district.

Mrs. Flores apprised that there are only two weeks remaining before the election and noted that the best interest would be to allow the voters to decide.

Mr. Austin apprised that the consensus of the Board is to allow the constituents to select the representative.

Mr. Oliver noted that legally if an appointment is not made, the special election would not be held until May 2014.

Motion - Mr. Oliver moved to nominate Dianne Johnson for the appointment. Mrs. Mullins seconded

Mrs. Flores recommended allowing the election to determine who should represent the district. She informed that there was a process in place.

Mr. Austin inquired if there were any other nominations.

Mr. Oliver called the question.

Mr. Austin apprised that the government can do what is in the best interest of the government.

Mr. Oliver moved that the nomination process be closed.

Mr. Oliver noted that if an appointment is not made then the election will not be able to take place until May 2014.

Mrs. Flores inquired as to the term of the appointment.

Mr. Hollingsworth informed that the Board does not have the discretion to determine the term of the office.

Mrs. Garcia inquired of the recommendation of Mrs. Flores. Mrs. Flores apprised that her recommendation is that the appointment serves until November 5, 2013.

Mrs. Garcia inquired of the concerns of the affect if an appointment is not made.

Mrs. Garcia noted that the policy was followed as presented by the Board and informed that the candidates applied. She reiterated that there were two nominations and the Board should continue to follow the process.

Mr. Hollingsworth apprised that if an appointment is not made by the Board, the elections laws require a minimum of ninety days from the date that the vacancy occurred before a special election could be held.

(Mrs. Garcia left at 8:44 p.m.)

Mr. Oliver reiterated that the nomination on the floor is Dianne Johnson as temporary trustee for District V.

Mr. Austin asked Board Counsel to review the nomination and determine the accuracy of the motion.

Amendment - Mrs. Flores amended to proceed with the nomination presented and the second term would begin after the November 5th election.

Mr. Robinson noted that there are three candidates and there is a possibility of a run-off, which would occur in December.

Mr. Oliver informed that there needs to be a canvass of the results of the election.

Mr. Austin recessed the meeting at 8:47 p.m. and reconvened at 8:59 p.m.

(The following were present: Trustees Austin, Mullins, Oliver, Robinson, and Sane)

Mr. Hollingsworth apprised that there was an amendment on the floor; however, there was no second so the amendment dies for lack of second.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 9:00 p.m.

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

Minutes Approved as Submitted: November 21, 2013