

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

**September 19, 2013**

**Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, September 19, 2013 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Bruce A. Austin, *Chair*  
Sandie Mullins, *Vice Chair*  
Eva Loreda, *Secretary*  
Yolanda Navarro Flores  
Herlinda Garcia  
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  
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  
Winston Dahse, Chief Administration Officer  
Ron Defalco, Chief Financial Officer  
Janet May, Chief Human Resources Officer

**OTHERS PRESENT**

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

**CALL TO ORDER**

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

Mrs. Loredo led the prayer and the Pledge of Allegiance to the Flag.

*(Mrs. Flores arrived at 4:16 p.m.)*

## **APPROVAL OF MINUTES**

Approval of Minutes from Academic Affairs/Student Services Committee Meeting of August 8, 2013, Board Governance Committee Meeting of August 8, 2013, Committee of the Whole Meeting of August 8, 2013, External Relations Committee Meeting of August 8, 2013, Interim Chancellor Search Committee Meeting of August 8, 2013, Chancellor Evaluation Committee Meeting of August 15, 2013, and Regular Meeting of August 15, 2013

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

## **CHAIRMAN'S REPORT**

- Mr. Austin announced that the Hispanic Scholarship Council Luncheon will be held on Tuesday, October 8, 2013 at 11:30 a.m. at Hilton Americas Hotel
- Mr. Austin recognized Ms. Mullins who celebrated her birthday on Sunday, September 15<sup>th</sup> and Mrs. Garcia who celebrates her birthday on Saturday, September 21<sup>st</sup>
- Mrs. Sane announced that the ground breaking for the new Workforce Building for Northwest College that will be held October 8, 2013 will house trade and vocational programs

## **CHANCELLOR'S REPORT PROVIDED BY RENEE BYAS, ACTING CHANCELLOR**

- **HCC Public Safety Institute (PSI)**

Mr. Mark Foster, Senior Police Officer, Pilot and Chief Tactical Flight Officer with the Houston Police Department (HPD) recognized HCC's Public Safety Institute for its successful partnership with local law enforcement agencies to provide continuing education and facilities for rescue and tactical helicopter training.

The HCC PSI was selected for the training because its classroom capacity, ability to offer continuing education credit, state-of-the-art training structures, outdoor space and location. The joint training sessions held at the HCC Northeast Campus brings together pilots, emergency responders and tactical members from multiple agencies.

- **HCC Minority Business Development Agency**

Dr. Maya Durnovo announced that the Department of Commerce has awarded HCC a \$900,000 grant for the development of a Minority Business Development Center

Dr. Durnovo presented an Economic Impact Award to Mr. Richard Huebner, President of Houston Minority Supplier Development Council (HMSDC) and Mr. Manuel Gonzalez, District Director, SBA for their efforts in helping HCC build business connections and services for small businesses.

Mr. Robinson expressed commendations to Mr. Huebner and Dr. Durnovo and informed small business is essential to the Board.

Mrs. Byas apprised that the small business program plan will be presented to the Board in October 2013.

Mrs. Sane announced that a national entrepreneur partnership has been launched in Alief Independent School District (ISD). Dr. Hodges noted that the partnership was a national grant with Alief Independent School District (ISD) to identify students interested in entrepreneurship.

- **HCC Honors College**

Mrs. Byas recognized Honors College students, Dr. Cheryl Peters, Dean of the Honors College and David Wilcox, the Chair of the Honors College.

Mrs. Flores informed that information on the Honors College should be elaborated on so that the public is aware of the operations. Mrs. Byas apprised that the Honors College represents students who are selected through a competitive process from all of the HCC colleges.

- **National Hispanic Heritage Month**

HCC recognizes National Hispanic Heritage Month from September 15 – October 15 by celebrating the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America. Each of the colleges have scheduled various activities and events in observance of this national holiday.

September 15th was chosen as the start of the celebration because it is the Independence Day of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. In addition, Mexico and Chile celebrate their independence days on September 16th and September 18th respectively.

Mrs. Byas encouraged support for the Hispanic Scholarship Council's annual Scholarship Fundraising Luncheon.

- **HCC Veteran Student Services**

Mrs. Byas announced that the Department of Veterans Affairs (VA) has selected Houston Community College as one of the 94 colleges and universities to work in conjunction to provide services that will help Veterans succeed in their

educational programs and transition to suitable employment in the civilian workforce.

This exciting collaboration will provide transition support services and on-campus outreach to Veteran students, as well as referrals for VA medical and mental health services and assistance with applying for VA benefits. Mrs. Byas congratulated Dr. Sabrina Lewis and the staff in the Veteran Student Services department.

Mr. Robinson apprised that he is supportive of the efforts to be initiated by Dr. Harmon and Trustee Garcia for the veterans at Central College.

- **HCC Northwest President and Center for Entrepreneurship Director Honored**

Mrs. Byas congratulated Dr. Zach Hodges for being selected as the Entrepreneurial President of the Year by the National Association of Community College Entrepreneurship. The organization will also honor HCC Northwest's Center for Entrepreneurship Director, Sandra Louvier with their Impact Award for her outstanding service. Both Dr. Hodges and Ms. Louvier will be recognized in October at the organization's national conference in Charlotte, NC.

- **Felipe Reyes Recognition**

Mrs. Byas congratulated Public Relations Director Felipe Reyes for receiving the Ohtil Medal, the highest award bestowed by the Mexican government to a member of the Mexican, Mexican-American or Latin community in the United States. Mr. Reyes earned the Ohtil award for his exceptional contributions to the development of the Mexican community abroad.

- **Veterans' Student Organization formed at Central College**

Central College has started a new student group for military veterans. The Central Veterans' Organization is led by Paul Quinn, Associate Workforce Dean. The college is preparing to open a Veterans Center on the campus in early 2014.

- **Diversity and Inclusion Plan Roll-Out**

The HCC Diversity and Inclusion Plan was launched on September 1st with the new academic year. This plan, which was requested by the Board, has been developed by the HCC District Diversity and Inclusion Council after obtaining feedback from throughout the District.

The plan contains over 40 action items proposed by the colleges and district to promote the development a welcome and inclusive learning and working environment for everyone. All students, faculty, and staff are encouraged to review the district plan which is available on the Diversity and Inclusion Council Webpage at [www.hccs.edu/diversity](http://www.hccs.edu/diversity) and to become active in the Diversity and Inclusion activities that are being scheduled throughout the year at each of our campus locations.

*(Mrs. Sane stepped out at 5:06 p.m.)*

- **Faculty Senate Report**

Mrs. Byas introduced newly elected Faculty Senate President, Michelle “Mikki” Novak. Ms. Novak introduced the 2013-2014 Faculty Senate Cabinet.

Ms. Novak apprised that the faculty is looking forward to working with the Board in the search for a new chancellor.

*(Mrs. Sane returned 5:10 p.m.)*

Ms. Novak informed of concerns regarding workforce reorganization, enrollment and state funding reimbursement and student in-service issues. She requested a return to shared governance and transparency.

Mrs. Flores welcomed Ms. Novak and expressed appreciation for her honesty and noted that she looks forward to working with faculty.

#### **HEARING OF CITIZENS**

No citizens were present to speak.

#### **ACCEPTANCE OF RESIGNATION FROM LEILA FELDMAN, HOUSTON COMMUNITY COLLEGE TRUSTEE POSITION, DISTRICT V AND ANY OTHER RELATED AUTHORIZATIONS NECESSARY FOR FURTHER ACTION**

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

The Board expressed sentiments to Mrs. Feldman for her services to the Board and community during her tenure on the Board of Trustees for District V.

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

#### **ANNOUNCEMENT OF UPCOMING VACANCY FOR HCC TRUSTEE POSITION IN DISTRICT V AND PROCESS FOR THE BOARD'S APPOINTMENT TO THE POSITION**

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

Mrs. Garcia inquired if individuals who have filed as candidates for the November 5, 2013 election could be considered for the appointment. Mr. Hollingsworth apprised that he is not aware of any laws prohibiting.

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

Mrs. Flores recommended that the Board proceed with an appointment immediately after September 30, 2013.

Mrs. Garcia referenced the recognition of Mr. Reyes under the Chancellor report. She inquired if there has been a resolution regarding National Hispanic Heritage Month and noted that the Consulate General will honor Mr. Reyes.

### **CONSENT AGENDA**

Motion – Mrs. Flores moved and Mrs. Sane seconded to approve the consent agenda with the exception of items A.1, B.3, C.7. The motion passed with a vote of 7-0. The following items were approved:

- New Associate of Arts (AA) Degrees In Music and Communication
- Proposed Internal Audit Department Charter
- Proposed Audit Committee Charter
- Internal Audit of Credit Card Usage

### **REGISTRATION FEE FOR NON-CREDIT ADULT BASIC EDUCATION (ABE) CLASSES**

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

Dr. Cook informed that the loss in terms of revenue would be approximately \$2.6 million in tuition and state reimbursement. He noted that the effort is to avoid turning away students. He noted that the Board previously reduced the tuition to allow the students to successfully take workforce courses. He apprised that the recommended fee will assist in making up the cost for teaching the course and will replace development courses that the students would no longer qualify to take.

Mrs. Garcia inquired if there has been research to engage the community by possibly holding the classes at elementary, middle and high schools. Dr. Cook informed that 30 of the locations are in the HISD schools. He noted that the listing will be provided to Board Services to forward to the Board and recommended that additional locations are provided for consideration.

Mrs. Sane inquired of the possibility of looking into offering the courses in other school districts. Dr. Cook noted that a review will be taken into consideration as it relates to the boundaries.

Mrs. Garcia also recommended reaching out to the labor unions to review the possibilities of offering courses at their various sites.

Mr. Robinson inquired of the number of the students that are first semester freshmen and requested a listing of the high schools where the developmental students are coming from so that a discussion can be held with the schools' administration.

Mr. Robinson informed that more detailed discussions need to be held during the budget process to allow for a review of more prudent allocations. He apprised that it would be better to keep the cost lower on the academic side. He inquired of the cost to the 2000 students at \$60 each. He noted that there should be a review to know where to place the students in the various programs. He informed that more needs to be done to advertise the free pre-prep website.

Mrs. Sane inquired if there is a way to work an arrangement to use some of Fund 3 dollars to assist with offsetting the cost. Mrs. Byas apprised that the option would be reviewed with the financial and budget departments.

Mrs. Byas recommended pulling the item.

Motion Withdrawn – Mrs. Sane withdrew the motion and Ms. Mullins withdrew the second.

Mrs. Garcia inquired as to what additional information will be provided and the reason for pulling the item. Mrs. Flores requested the opportunity to review the fees and who is affected by the proposed increase.

#### **AUDIT SERVICES FIRM**

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

Ms. Mullins requested clarification as to who would receive the findings. She inquired if the firm reports to the Board and inquired if the firm would review anything specific. Mrs. Byas noted that the firm will present the report to the chancellor and she would share with the Board. She informed that the firm would review international programs and any fund balances the Chancellor deems necessary.

Mrs. Garcia noted that her concern was that no information is provided regarding the scope of work. She informed that there needs to be an explanation for the need of the firm services. She asked if the Board Counsel reviewed the agenda book before it is provided to the Board. Mr. Hollingsworth apprised that he reviews the agenda notice but does not review the action items.

Mrs. Garcia noted that procurement should have been involved in the process and informed that additional information needs to be provided regarding the selection of the firm.

Mr. Robinson apprised that he has legal questions for closed session.

The Board tabled discussion until after closed session to confer with legal counsel.

Mrs. Garcia noted that there still needs to be an explanation of the rationale.

Mr. Hollingsworth recommended withdrawing the motions and reconsidering the item after closed session.

Motion Withdrawn – Ms. Mullins withdrew the motion and Mrs. Sane withdrew the second.

Mrs. Garcia stated that even if the item is discussed in closed session, the public needs to be made aware of the reason for engaging in the audit services firm.

**TRAVEL AUTHORIZATION FOR TRUSTEE CARROLL ROBINSON TO ATTEND THE PRESIDENT'S ROUNDTABLE, OCTOBER 17-20, 2013 IN PITTSBURGH, PA**

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

Mrs. Garcia informed that she pulled the item to congratulate Mr. Robinson.

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

**TOPICS FOR DISCUSSION AND/OR ACTION  
TUITION AND FEES FOR NON-CREDIT CLASSES**

Motion – Ms. Mullins moved and Ms. Loreda seconded.

Dr. Cook apprised that the increase is proposed for out-of-state or international students.

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

**REPORT ON INTERNATIONAL TRAVEL TO ENGLAND FOR HCC HONORS COLLEGE STUDENTS**

Mrs. Garcia expressed congratulation to Dr. Harmon, his team and the students on an excellent job. She noted that possibly each of the colleges could have an honors college.

*(Mrs. Sane stepped out at 6:03 p.m.)*

Mrs. Garcia informed that there needs to be more of an effort to engage the community. She noted that it is important to reach out to the community to get the funding needed. She inquired as to when was the last time the Chancellor visited the communities to determine the needs and assist with making HCC a better institution.

*(Mrs. Sane returned at 6:04 p.m.)*

Mrs. Garcia apprised that her proposal is for the Chancellor to develop a plan to get the greater Houston area businesses involved and to make an investment in the students to receive a quality education.

**EFFECTIVE, ROLLBACK, AND DEBT SERVICE TAX RATE CALCULATIONS**



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

*(Mrs. Flores stepped out at 6:13 p.m.)*

Dr. Karla Bender provided an overview of the 2013 Truth-in-Taxation.

Mr. Robinson noted that he has provided recommendations to include:

- Increase dual credit preparation in lower grades
- Increase dual credit courses
- Increase enrollment inside early colleges
- Assisting with overall tuition rate

Mr. Robinson informed that he would consider amending the tax rate to set aside funding for scholarships. He apprised that it was not discussed during the budget process.

*(Mrs. Flores returned at 6:14 p.m.)*

Mrs. Byas requested that administration be allowed to revisit the budget for possible amendment regarding the recommendations.

Mr. Austin recommended receiving the Board Counsel opinion.

Mr. Robinson noted that there should be an opinion regarding the fund allocation as reviewed by the previous administration that direct scholarships could not be awarded but could be funded through waivers such as dual credit.

Dr. Bender informed that the recommendation is a proposed rate of .097173, the same rate as the last fiscal year and the first public hearing will be held on Tuesday, October 1, 2013 at 4:00 p.m. instead of September 26, 2013 with the second hearing scheduled for Thursday, October 10, 2013 at 3:30 p.m.

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

**SALE OF 1.033 ACRES OF LAND AT NORTHLINE MALL FROM HCCS TO PUBLIC FACILITY CORPORATION**

The item was pulled by Administration.

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

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

Mr. Ron Defalco presented the investment report and Dr. Bender presented the unaudited financial report for fiscal year 2012-2013.

Mrs. Flores requested a better process be developed to keep the Board informed. Dr. Bender informed that a preliminary report could be presented to the Board.

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

**PAYMENT TO BRACEWELL & GIULIANI LLP FOR PROFESSIONAL SERVICES**

Motion – Mrs. Sane motioned and Ms. Loredo seconded. The motion passed with a vote of 6-0-1 with Mrs. Flores abstaining.

**NAME ACTING/INTERIM CHANCELLOR TO SERVE UNTIL PERMANENT CHANCELLOR IS SELECTED, AND ANY OTHER RELATED AUTHORIZATIONS**

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

Mr. Austin apprised that the Interim Search Committee is recommending that Mrs. Renee Byas continue as Acting Chancellor until a Permanent Chancellor is in place.

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

**DISCUSS AND/OR CONSIDER RECOMMENDATIONS RELATING TO THE PERMANENT CHANCELLOR SEARCH COMMITTEE PROCESS AND PROCEDURES, INCLUDING BUT NOT LIMITED TO POSTING AND ANNOUNCEMENT, JOB DESCRIPTION, PROFILE, SEARCH PROCESS, AND TIMELINES; AND ANY OTHER RELATED AUTHORIZATIONS**

Motion – Mrs. Sane motioned and Mr. Robinson seconded

The committee recommended moving forward to authorize the Association of Community College Trustees (ACCT) to begin the search process to include:

- Advertising
- Visits to collect information from the entire system
- Solicitations for announcement
- Website information updates
- Electronic surveys

Mrs. Sane informed that the Committee recommended having a Board Chancellor Search Committee and a Stakeholders committee. Ms. Mullins apprised a recommendation on committee structures and names will be reached at the next Permanent Chancellor Search committee meeting.

Mrs. Flores requested that the full Board be fully informed with proper communication.

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

**ADJOURNED TO CLOSED SESSION**

Mr. Austin adjourned the meeting to Executive Session at 6:41 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 8:11 p.m. and entertained any motions on pending matters.

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

**RENEWAL OF FULL-TIME ADMINISTRATIVE EMPLOYEE ANNUAL CONTRACTS**

Motion – Ms. Mullins moved and Mrs. Flores seconded. The motion passed with a vote of 7-0.

**PERSONNEL AGENDA FOR SEPTEMBER 2013**

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

Mr. Robinson recommended that the internal auditor conduct a pay scale analysis. Mrs. Flores noted that there is policy for moving an individual up the pay scale and informed that the Board is approving an item with no additional information. She recommended that all personnel items are in accordance to the policy.

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

**AUDIT SERVICES FIRM**

Mrs. Byas apprised that the Audit Services Firm item is being pulled and will be presented at a later time.

Mr. Austin noted that Administration will provide clarity regarding the item as requested by the Board.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 8:15 p.m.

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

Minutes Approved as Submitted: October 17, 2013