

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

**August 20, 2015**

**Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Tuesday, August 20, 2015 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, *Chair*  
Robert Glaser, *Vice Chair*  
Adriana Tamez, *Secretary*  
Carolyn Evans-Shabazz  
Eva Loreda  
Sandie Mullins  
Christopher W. Oliver  
Neeta Sane  
David Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Shantay Grays, Chief of Staff  
Ashley Smith, Acting General Counsel  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Irene Porcarello, Interim Vice Chancellor, Student Services  
Teri Zamora, Vice Chancellor, Finance and Administration  
Margaret Ford Fisher, President, Northeast College  
Fena Garza, President, Southwest College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Rudy Soliz, Interim President, Southeast College  
Janet May, Chief Human Resources Officer  
Carne Williams, Executive Director, HCC Foundation  
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

**OTHERS PRESENT**

Derrick Mitchell, Board Counsel, Bracewell & Giuliani  
Susan Goll, President, Faculty Senate  
Jodie Kahn, President, COPA  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Mr. Zeph Capo, Chair, called the meeting to order at 4:10 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: (Capo, Evans-Shabazz, Glaser, Loreda, Mullins, Oliver, Sane, Tamez and Wilson)*

**PRAYER AND PLEDGE OF ALLEGIANCE**

Dr. Evans-Shabazz led the prayer and the pledges.

**ADJOURNED TO CLOSED SESSION**

Mr. Capo adjourned the meeting to Executive Session at 4:12 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. Capo 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. Capo reconvened the meeting in Open Session at 5:10 p.m. and entertained any motions on pending matters.

*(The following Trustees were present: (Capo, Evans-Shabazz, Glaser, Loreda, Mullins, Oliver, Sane, and Wilson)*

**APPROVAL OF MINUTES**

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

Mrs. Sane noted that the self-assessment was completed by all of the Trustees.

Vote - The motion passed with vote of 8-0. The following minutes were approved:

Approval of Minutes from meetings of Academic Affairs/Student Services Committee, Board Governance Committee and Committee of the Whole on June 11, 2015, Regular and Special meetings on June 23, 2015, Chancellor Evaluation Committee and Special meetings on June 27, 2015

*(Mr. Oliver stepped out at 5:11 p.m.)*

**AWARDS, PRESENTATIONS, AND RECOGNITIONS**

- **Check Presentation from Katy Rotary Fund**

The Katy Rotary Fund has selected the HCC Foundation as recipient of a \$30,000 gift for student scholarships. The scholarship will support Katy Independent School District students attending HCC who receive Pell Grant funds.

*(Dr. Tamez joined the meeting at 4:00 p.m.)*

Mr. Ken Burton, President, Katy Rotary Fund presented the check. Joining Mr. Burton at the podium was Shawn Taylor, President, HCC Foundation, Zachary Hodges, President, Northwest College and Carme Williams, Executive Director, HCC Foundation.

### **HEARING OF THE CITIZENS**

Mr. Capo expressed condolences to Mr. Daniel Arp who was killed in July 2015.

*(Dr. Evans-stepped out at 5:18 p.m.)*

Mr. Capo expressed that the Hearing of the Citizens would be moved up and requested those scheduled to speak before the Board to come forward. The following individuals were present to speak:

*(Dr. Evans-Shabazz returned at 5:19 p.m.)*

- Ms. Linda Arceneaux
- Ms. Lois Edwards
- Ms. Millicent Edwards
- Ms. Ernestine Jones
- Ms. Maxine Seals
- Mr. TaShon Thomas
- Congresswoman Sheila Jackson Lee

### **CHAIRMAN'S REPORT:**

- **Trustee District Reports**

*(Mr. Wilson stepped out at 5:39 p.m.)*

The following district reports were provided:

District VI - Ms. Mullins expressed appreciation to Mr. Burton for the donation to the HCC Foundation from the Katy Rotary Fund. She announced the Texas A&M Joint Admissions Engineering Academy Orientation and recognized the University of Texas at Tyler Engineering partnership.

*(Mr. Capo stepped out at 5:40 p.m. and Mr. Glaser presided over the meeting)*

District III - Dr. Tamez congratulated Dr. Tatcho Mindiola, University of Houston, Mexican American Studies on his retirement. She recognized the presidents at Southeast and Central for their great work in preparation for the start of a new academic year.

District VII - Mrs. Sane expressed appreciation to Dr. Garza and Dr. Hodges for their efforts in District VII. She noted that she is committed to making certain the promises are kept to the community.

District VIII - Ms. Loredo expressed appreciation to all the presidents and administrative staff for the efforts to enrolling students for the fall semester.

District V – Mr. Glaser wished all a good year and informed that he is looking forward to seeing exciting results in the upcoming year.

- **Birthday Recognitions**

Mr. Glaser recognized Trustee Neeta Sane who celebrated a birthday on July 30th.

- **Board Meeting Schedule**

Mr. Glaser announced the next scheduled meeting date for the Committee and Committee of the Whole meetings is Thursday, September 10, 2015 and the Regular Meeting on September 17, 2015.

*(Mr. Oliver returned at 5:44 p.m.)*

*(Mr. Oliver stepped out at 5:49 p.m.)*

- **Staff Farewell**

Mr. Glaser shared that after ten years of loyal service to the college, Mrs. Sharon Wright, Manager of Board Services will be leaving to pursue a new career opportunity. Ms. Wright has been invaluable to Houston Community College and particularly to the members of the Board. Mr. Glaser thanked Mrs. Wright for her tenacity, commitment and professionalism and wished her continued success in the future.

*(Mr. Capo and Mr. Wilson returned at 5:50 p.m.)*

## **CHANCELLOR'S REPORT**

Dr. Cesar Maldonado provided the Chancellor's Report:

*(Mr. Oliver returned at 5:51 p.m.)*

- **Transformation Update**

Dr. Maldonado noted that the start of a new academic year is an exciting time and informed it is also the start of a new organizational structure and Centers of Excellence. He apprised that transformation continues and the focus is on results and a laser like focus on student success

Dr. Maldonado noted that the as part of transformation this year the theme is transparency. In collaboration with Board Chair Capo and the Board, administration is working to ensure new levels of transparency; starting with posting executive team members' credit card statements being posted on the website with descriptions of where resources are being allocated. In the next 30 days, the College's check register will also be online.

Dr. Maldonado thanked faculty, administration, staff and the Board in advance for their commitment to HCC students and for making this the best and most impactful year yet.

- **Instructional Leadership Team**

Dr. Maldonado announced that after conducting national searches, the new instructional leadership team for the district has been appointed.

Since their hire, they have taken tours of all of the colleges and spent time with the presidents. They also completed training that exposed them to all functional aspects of HCC. He invited those present to stand and be recognized.

- **March of Dimes Fundraiser Recognition**

Dr. Maldonado noted this past spring, approximately 200 HCC employees, students and faculty participated in the 2015 March for Babies at the University of Houston. The generous donations totaled \$31,000 through fundraising and sponsorships to the March of Dimes.

Dr. Maldonado recognized the work of the College team captains:

- Annette Lott, Central College
- Beverly Joseph, Coleman College
- John Meade, Northeast College
- Khoury Baez, Northwest College
- Catherine Miller, Southeast College
- Regina Wilson, Kristi Powers and Sandra Roman, Southwest College
- Diana Barrera Burgos, Monique Morgan and Sara Tubbs, District

Dr. Maldonado invited Ms. Veronica James, March for Babies Director and Lauren Turner, State March for Babies Coordinator to come forward to receive the check.

Dr. Maldonado announced the College that raised the most money for the March of Dimes and the winner of the coveted President's Trophy is Southwest College. They raised \$7,638. He invited Dr. Fena Garza, Regina Wilson, Kristi Powers and Sandra Roman, to come forward and receive the President's Trophy.

- **Faculty Senate Report**

Dr. Maldonado thanked Ms. Susan Goll, Faculty Senate President, for her leadership service, true dedication to student success and institutional excellence over the past year.

Ms. Goll recognized outgoing members of the Faculty Senate Cabinet, Alan Ainsworth, Vice President, Nathan Smith, Secretary, Jenn Graves, Treasurer, Mikki Novak, Past President and President-Elect David White.

Ms. Goll expressed appreciation for the \$2,000 professional development allocation for each faculty member and the eight percent increase in faculty salaries.

Ms. Goll apprised that the college is in the midst of great change; a reformation on how to fulfill the mission of the college. Ms. Goll noted that transformation has increased shared governance and lays the foundation for meaningful faculty participation in governance going forward.

#### **CONSENT AGENDA**

Motion – Mr. Oliver moved and Ms. Mullins seconded to approve the consent agenda with the exception of item B2 and B7. The motion passed with a vote of 9-0. The following items were approved:

- Placement Test
- Facilities and Finance
- Correction Deed and Deed without Warranty on Waugh Drive Property
- Cooperative & Interlocal Contract Approvals for Fiscal Year 2016
- Cooperative Contract Awards for Fiscal Year 2016
- Texas Association of Community Colleges (TACC) membership for 2015/2016
- Capital & Technology Plan for Fiscal Year 2015-2016
- Investment Report for the Month of May, 2015
- Investment Report for the Month of June, 2015
- Monthly Financial Statement and Budget Review for May 2015
- Monthly Financial Statement and Budget Review for June 2015

#### **PROPERTY AND CASUALTY INSURANCE (PROJECT NO. 15-22)**

Motion – Mr. Oliver moved and Dr. Tamez seconded.

Dr. Maldonado informed that in order to align the Property and Casualty insurance action item with the RFP, administration recommends the addition of the following language at the end of the current language: With the option to renew for up to five additional one-year periods.

Motion to Amend – Mr. Oliver motioned to amend with the option to renew up to five one-year periods renewals. Mr. Capo seconded.

Mr. Glaser apprised that the amendment was not discussed earlier. He noted that the amendment appears to be longer than the standard. Mr. Glaser informed that the presentation received last week in committee provided a savings and is not sure if more savings could be realized next year.

Ms. Loreda asked for clarification as to where the amendment would be added. Mr. Derrick Mitchell noted that the motion with the amendment would state the following: Authorize the chancellor to negotiate the policy terms and conditions and purchase insurance for all lines of property and casualty insurance coverage as detailed in the attached line of coverage in accordance with RFP 15-22. The initial policy term will be for eighteen months, coverage will be effective September 1, 2015 through February 8, 2017 with the option to renew for up to five additional one-year periods.

Mr. Capo inquired if the five one-year renewals were included in the RFP sent out. Mr. Mitchell apprised that the five one-year renewals were included in the RFP. He noted that if the amendment was not approved the awardee has the right to request the renewals. Mr. Mitchell informed that the action to amend is a matter of clean up.

Ms. Mullins inquired as to why the five one-year renewals were included in the RFP. Mrs. Zamora apprised the option was included in bid last year.

Dr. Tamez inquired if the omission was an oversight. Dr. Maldonado noted that the action item referenced the RFP and informed that the option to renew was included in the prior year RFP and was also included in the current RFP. Dr. Maldonado apprised that the effort was to add the language for a point of clarity and noted that the renewals will still have to come before the Board.

Mr. Glaser inquired if only renewals will be presented. Dr. Maldonado informed that the rationale for the recommendation would be presented.

Mrs. Sane inquired of the impact on the savings and inquired if the Board would be presented the renewals for approval. Dr. Maldonado apprised that the savings would not change as presented. He noted that the coverage and carriers will be reviewed prior to the recommendation to renew.

Ms. Loreda reiterated that eighteen months were discussed and informed that the discussion is regarding one-year renewals. She inquired if the evaluation of the vendor is an option. Dr. Maldonado apprised that only the first term will be for eighteen months and noted that the remainder one-year renewal options are for twelve months.

Mr. Capo inquired as to how many contracts have renewal options. Mrs. Zamora informed that quite of a few of the contracts have a renewal option. Mr. Rogelio Anasagasti apprised that most of the contracts are for five years based on a three year initial term with two one-year options to renew.

Vote on motion to amend – The motion passed with vote of 6-3 with Trustees Glaser, Mullins, and Wilson opposing.

Mr. Wilson inquired of the total insured value of the commercial property policy. Mr. Anasagasti noted that the amount is approximately \$1.1 billion. Mr. Wilson inquired of the comparison to last year and the deductible. Mr. Irving Pozmantier, Independent Insurance Consultant, Pozmantier and Williams noted that the amount of the deductible is two percent.

Mr. Wilson inquired of the exposure bases. Ms. Kellie Bell, Associate, Pozmantier and Williams informed that the rating basis of square footage is the area of each premises, so the total would be the area of buildings on the schedule of value.

Motion to Amend - Mr. Wilson moved to amend the flood insurance from Perez Flood to McGriff/Miles Flood. Ms. Mullins seconded.

Mr. Capo apprised that the amendment by Mr. Wilson is to change the recommended vendor.

Ms. Mullins inquired if the change is within legal standing. Mr. Mitchell informed that the action was within legality.

Dr. Tamez inquired of the difference between the vendors to cause one vendor to be recommended over the other since the score was the same. Mr. Pozmantier apprised that the coverage is the same but there is variation in the approach. He noted that one vendor made more effort to bring recommendations such as flood elevations and a national flood insurance which could reduce the cost.

Vote on Motion to Amend –The motion passed 5-4 with Trustees Capo, Loredo, Sane and Tamez, opposing.

Mr. Capo clarified that that the amended motion is to change from the recommended vendor to another vendor.

Vote – The motion passed with vote of as amended with vote of 6-0-3 with Trustees Capo, Sane and Tamez abstaining.

#### **APPROVE TUITION AND FEES FOR CONTINUING EDUCATION**

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

Ms. Loredo informed that her concern is regarding the amount of the increase. She inquired as to how the students can receive assistance in covering the fee. Dr. Maldonado acknowledged Dr. Beatty to respond. Dr. Beatty apprised that specific funding is available for the welding students.

Ms. Loredo inquired who the student would speak to regarding needs. Dr. Beatty noted that the students would work with the workforce staff for assistance. Ms. Loredo recommended that the students be directed to the foundation for assistance with scholarships.

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

*(Mr. Oliver stepped out at 6:45 p.m.)*

#### **TOPICS FOR DISCUSSION AND/OR ACTION:**

Motion – Ms. Mullins moved and Ms. Loredo seconded. The motion passed with vote of 8-0.

#### **FULL-TIME FACULTY EMPLOYEE ANNUAL CONTRACTS**

Motion – Mr. Glaser moved and Mr. Wilson seconded. The motion passed with vote of 8-0.

#### **FULL-TIME EXECUTIVE ADMINISTRATIVE EMPLOYEE CONTRACTS**

Motion – Mr. Glaser moved and Ms. Mullins seconded. The motion passed with vote of 7-0-1 with Mr. Wilson abstaining.



**PERSONNEL AGENDA (FACULTY)**

Motion – Mr. Glaser moved and Ms. Loredo seconded. The motion passed with vote of 8-0.

**CHANCELLOR’S EVALUATION FOR 2014-15 AND PERFORMANCE GOALS FOR 2015-16**

Mr. Capo noted that the item was pulled by the Chancellor Evaluation Committee Chair.

**ORDER CALLING FOR TRUSTEE ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2015; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT**

Motion – Ms. Mullins moved and Mr. Glaser seconded. The motion passed with vote of 8-0.

**UPDATE ON STRATEGIC PLANNING**

Dr. Maldonado informed that the item was to provide an update on the strategic planning process. Dr. Herod provided an update on the strategic planning process.

*(Dr. Tamez stepped out at 6:48 p.m.)*

Dr. Herod apprised that the strategic planning process should be in conjunction with the budget. He noted that there are serious challenges and informed that more institutions are projecting that enrollment will potential be flat.

*(Dr. Tamez returned at 6:50 p.m.)*

Dr. Herod provided an overview to include the following:

- Political, Economic, Social and Technology Scan
- Developing an Organic Strategy
- First Steps
- Taking it to the Stakeholders
- Presenting the Plan

Dr. Herod acknowledged Mr. Ravi Brahmhatt, former student, and now HCC employee who developed and donated an HCC mobile app.

Dr. Herod informed that it is anticipated that the Board would appoint an Ad Hoc committee to receive update reports and provide input from the Board prospective.

Mr. Glaser noted that he likes the idea of engaging the students.

**ADJOURNED TO CLOSED SESSION**

Mr. Capo adjourned the meeting to Executive Session at 7:01 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. Capo 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. Capo reconvened the meeting in Open Session at 7:40 p.m. and entertained any motions on pending matters.

*(The following Trustees were present: (Capo, Evans-Shabazz, Loreda, Mullins, and Wilson)*

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 7:40 p.m.

*Minutes recorded, transcribed & submitted by:*

Melinda Davila, Executive Secretary, Board Services

Minutes Approved as Submitted: September 17, 2015