

**MEETING OF THE
CHANCELLOR EVALUATION COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

November 12, 2015

Minutes

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, November 12, 2015, at the HCC Administration Building, Second Floor, Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Committee Chair*
Zeph Capo, *Committee Member*
Eva Loreda, *Committee Member*
Robert Glaser
Neeta Sane
Carolyn Evans-Shabazz
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, 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
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
Madeline Burillo, Interim President, Southwest College
Debra McGaughey for William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 2:22 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, Sane, Tamez and Wilson).

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

Motion – Ms. Evans moved and Mr. Capo seconded.

Dr. Maldonado provided a review copy of the Chancellor's Evaluation for 2014-2015 and Performance Goals for 2015-16 to the committee for consideration. Dr. Polonio of ACCT and Committee Chair, Dr. Tamez assisted with drafting the instrument.

(Trustee Glaser stepped out at 2:23 p.m.)

(Trustee Glaser returned at 2:24 p.m.)

Dr. Tamez stated the committee has until November 30th to approve both 2014-15 Chancellor's Evaluation and 2015-16 Performance Goals.

Dr. Maldonado appraised that specific to the goals for next year, and in working with the consultant, the data selected has a long horizon in terms of affecting results from strategic changes that the administration makes. He noted, included in the instrument is a fiscal 2018 plan and a 2016 target so the Board can look from the 2016 target for accountability standpoint for Chancellor and Administration.

Mr. Capo reported that a draft copy of the cover letter, a summary by ACCT and matrix was provided to the Chief of Staff. Mr. Capo requested that the minutes be reviewed regarding the approval of the Chancellor's Evaluation.

Dr. Maldonado conveyed he would remove Appendix A and the historical numbers but the five Domains following the Summary Analysis would remain. He would edit the summary page.

Dr. Tamez inquired if the instrument should be forwarded to the Board before November 30th.

Mr. Capo advised the 2014-15 Chancellor's Evaluation and 2015-16 Performance Goals should be posted for November's meeting.

Mr. Wilson inquired if the Chancellor's evaluation could be done before the Chancellor's contract deadline in October and if the evaluation could be coordinated with the Chancellor's contract.

Mr. Capo conveyed he will check to see if the final piece is required to be brought back to the Board before it is completed or made a record since it is an employee evaluation.

Mr. Hollingsworth stated the contract was amended to move the objectives back in order for the Board to complete it by the deadline November 30th.

Mr. Capo apprised that the 2014-15 evaluation is complete, however, the goals for 2016 need to be finalized.

Dr. Tamez will provide an update to the Board regarding the process.

Mr. Capo inquired regarding the rationale for developing and identifying the goals and targets for the Contextual Performance Indicators (CPI), Domains: finance, participation, enrollment, and success and graduation rates.

Dr. Maldonado stated the enrollment numbers are driven by Domain #2 Success. The number of awards and transfers in it assume 65% persistent rates to back field the students that are graduating. And we are increasing significant numbers in technical awards and enrollment. Dr. Maldonado conveyed that extensive thought went into the methodology of putting the numbers together and the goals are reachable.

Mr. Capo apprised as to where the plans are to engage students that have been separated from the school system for a length of time and to ensure that they get back into the workforce.

Dr. Maldonado advised the strategies to be used to increase enrollment and to reach the 2018 plan are multiple, and will include reaching to different segments of the community. He noted it is not laid out, but are part of the strategies used to outline the Centers of Excellence and Academic programs and the partnerships with ISD's.

Dr. Tamez inquired of students over 18 of age that are not included in the stretch goal.

Dr. Maldonado advised they are included, but not broken out in the plan. Strategies have been set to reach out to all groups.

Dr. Tamez requested we compare with other community college enrollment goals.

Dr. Maldonado advised other institutions are germane, but the target is what we are doing with Centers of Excellence and graduation rates.

The motion made to approve the performance objectives for 2015-16.

Motion – Dr. Tamez moved and Ms. Loredó seconded.

Vote on Motion – The motion passed with a vote of 2-1, with Mr. Capo opposing.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:53 p.m.

Minutes recorded, transcribed & submitted by:
Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: _____