

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

April 20, 2017

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, April 20, 2017 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Eva Loreda, Chair
Neeta Sane, Secretary
Zeph Capo
Carolyn Evans-Shabazz
Robert Glaser
John P. Hansen
Adriana Tamez
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Vice Chancellor/Chief of Staff
Ashley Smith, General Counsel
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Kimberly Beatty, Vice Chancellor, Instructional Services/Chief Academic Officer
Athos Brewer, Vice Chancellor, Student Services
William Carter, Vice Chancellor, Information Technology
Kurt Ewen, Vice Chancellor, Planning and Institutional Effectiveness
Madeline Burillo, President, Southwest College
Margaret Ford Fisher, President, Northeast College
Muddassir Siddiqi, President, Central College
Zachary Hodges, President, Northwest College
Jeff Gricar for Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Robert King, Interim Executive Director, HCC Foundation
Terrence Corrigan, Director, Internal Audit

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Bracewell LLP
Melissa Miller-Waters, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Eva Loreda, Chair, called the meeting to order at 4:12 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

Ms. Loreda announced that as a matter of procedure and pursuant to her authority under Article G, Section 7 of the Board Bylaws, Item B.4 Real Estate Transaction in Far West Houston was being pulled from the Consent Agenda so administration would provide additional information for the Board to be fully informed.

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

PRAYER AND PLEDGE OF ALLEGIANCE

Reverend Perry Wooten led the Board and guests in prayer. Charles H. Milby High School JROTC posted the colors and led the pledges.

(Dr. Tamez joined the meeting at 4:16 p.m.)

APPROVAL OF MINUTES FOR FEBRUARY 2017

Motion: Mr. Capo motioned and Mrs. Sane seconded.

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

The following minutes were approved:

- Academic Affairs/Workforce Committee on February 9, 2017
- Audit Committee on February 9, 2017
- Board/Chancellor Evaluation Committee on February 9, 2017
- Committee of the Whole on February 9, 2017
- External Relations Committee on February 9, 2017
- Strategic Planning Committee on February 9, 2017
- Student Success/Services Committee on February 9, 2017
- Regular Meeting on February 23, 2017
- Special Meeting on March 21, 2017

AWARDS, PRESENTATIONS AND RECOGNITIONS

The following presentation were made regarding recognitions and/or awards:

- Kinder Foundation awarded the first of three annual \$100,000 grant awards to support HCC's Z-degree initiative
- 2017 John & Suanne Roueche Excellence Award recipients:

Houston Community College
Regular Meeting – April 20, 2017 – Page 3

- Dr. Jimmy Adams, Dean, Media Arts and Technology
- Ravi Brambhatt, Director, Student Innovation and Entrepreneurship
- Dr. Joanna Kile, Executive Director, Transformation
- 2017 Innovation of the Year Award Recipients:
 - Dr. Kimberly Beatty, Vice Chancellor for Instruction/Chief Academic Officer
 - Andrea Burrige, Research and Data Analyst
 - Dr. William Carter, Vice Chancellor, Information Technology
 - Nishantha Gajamayake, Research Analyst II
 - Hazel Milan, Institutional Research Senior Analyst
 - Dr. Martha Oburn, Executive Director, Research & Innovation
 - Aubrey Yates, System Senior Analyst
- HCC Police Department regarding promotion in rank:
 - Corporal Augustine Arellano
 - Corporal Christopher Oliviea
 - Sergeant Marcus Curvey
 - Sergeant David Quan
 - Sergeant Lance Sides
 - Lieutenant Edwin Johnson
 - Lieutenant Demitra Thompson, first female to be name Lieutenant in the department
- Student Success Stories (Central College):
 - Mona Colter- Mosley
 - Crystal Valentino

(Mr. Glaser stepped out at 4:35 p.m.)

(Mr. Glaser returned at 4:35 p.m.)

Ms. Loreda took the agenda out of order. The following reports were presented:

ANNUAL REPORT TO THE BOARD OF TRUSTEES FROM THE BOND OVERSIGHT COMMITTEE

Dr. Maldonado noted Mr. Paul Charles with the HCC Bond Oversight Committee would provide an annual report to the Board of Trustees.

Mr. Charles provided the report on behalf of the Bond Oversight Committee (BOC) to include a historical update. He apprised that all the issues have been resolved and approximately 155 Small Business Enterprises (SBE) have received payments with 24 of the firms earning in excess of \$1 million. He noted the BOC reviewed the status of each project and found the status to be satisfactory.

Mr. Charles noted all questions and concerns regarding the projects were addressed and announced that the progress could be viewed on the HCC Bond Oversight website.

HCC FOUNDATION QUARTERLY REPORT

Dr. Maldonado apprised that Mr. Bob King, Interim Director of the HCC Foundation would provide the quarterly report.

Mr. King provided a report to include an overview of the following:

- Unaudited Balance Sheet – February 28, 2017
- Statement of Activities
- Income Statement
- Scholarship Dollars Awarded
- Scholarship Details (average size and total dollar amount)
- Workforce Scholarships
- HCC Foundation Strategic Plan
 1. Increase amount of annual scholarships awarded to \$3 million by 2020
 2. Increase amount of grant submissions
 3. Communicate the mission of HCC Foundation and value of HCC to community and beyond

Dr. Hansen commended Mr. King on the presentation. He noted that there is a provision in the Foundation's bylaws for a 4% administration fee. Mr. King apprised the 96% of the funds goes into the restricted funds for scholarship and 4% goes into an unrestricted fund to be utilized for operations purposes.

Mr. King noted that unrestricted means the funds could be utilized for items as directed by the Foundation Board.

Mrs. Sane inquired as to what the COEs need to do to make certain the scholarships are distributed. Mr. King noted that scholarships are distributed according to the donor's requests. He noted that a better job needs to be done in working and partnering with the advisory councils

Mr. Glaser expressed appreciation to Mr. King and noted the report is one of the most comprehensive reports provided since he has been on the Board. He noted that the 37% overhead expense stood out to him. Mr. Glaser inquired of the expenses. Mr. King noted that the cost includes staff supported by the College.

Mr. Glaser referenced the income statement regarding the net realized loss. Mr. King noted it is unrealized and noted that financial accounting standards require shifts in the value of the investments to be reported.

Mr. Glaser apprised his vision for the Foundation is to fund 100% of the student tuition.

(Mr. Glaser stepped out at 5:02 p.m.)

(Mrs. Sane stepped out at 5:02 p.m.)

Mr. Wilson referenced the financial statement and inquired if the adjustment is made for a gain or a loss. Mr. King noted it is on paper but it is not a realized loss.

Ms. Loreda noted Trustee Capo and Trustee Sane serve on the Foundation Board as ex-officio.

(Mr. Glaser returned at 5:03 p.m.)

(Mrs. Sane returned at 5:04 p.m.)

CHAIRMAN'S REPORT:

A. Trustee District Reports

- District VI - Dr. Hansen noted letters of intent were sent out to 2600 Alief graduating seniors by the P-SOAR program and apprised that approximately 39% commitments were received from the students to attend HCC.
- District IV - Dr. Evans-Shabazz noted she attended the ACCT Governance Leadership Institute (GLI) in Honolulu, Hawaii and that a discussion was held regarding wrap around services to assist students in coping with various situations. She participated in the Minority Male Initiative (MMI) Golf Tournament and traveled to Austin Wednesday, April 19 to meet with representatives along with Remmele Young. She added she was a co-sponsor of the quarterly meeting of the NAACP Houston Branch where guest speakers included Mayor Sylvester Turner, Commissioner Rodney Ellis, and Senator Boris Miles.
- District II - Mr. Wilson announced that the Student Awards banquet would be held at Northeast College on April 24. Mr. Wilson apprised he attended the BOTI in Santa Fe, NM. He noted that pathways were discussed and he plans to bring more attention to the advising needs during the budget hearings. He noted that a great amount of time was spent discussing the culture in the community college. He added that having the right culture in place at HCC is a top priority.
- District VII - Mrs. Sane noted a Southwest Community Outreach Committee meeting was setup to discuss outreach initiatives in the Missouri City area and HCC student success. She attended the ACCT GLI Conference in Hawaii and expressed appreciation to ACCT for gathering trustees nationwide to the various conferences to review and discuss solutions for student success. She apprised that she attended the group session on Return on Investment, which was one of five group sessions presented.

- District II - Mr. Capó also attended the ACCT GLI conference and attended a session on budget. He noted that the “15 to Finish” program will be one of the areas of concern for him regarding the budget process. He also attended an adjunct faculty meeting to discuss concerns. On Wednesday, April 19, he traveled to Austin and met with members of the Legislature. He attended an event at the American Leadership Forum with community members to discuss and reviewed if Houston is considered a welcoming city.
- District III – Dr. Tamez expressed appreciation to the community who voted for the bond initiative. She attended two facility openings at Southeast College with a wonderful display of support.

(Dr. Tamez stepped out at 5:05 p.m.)

(Dr. Tamez returned at 5:06 pm.)

- District V - Mr. Glaser noted he co-sponsored an event with Mr. Capó at the West Loop Campus regarding Millennium Women. He apprised that Congresswoman Sheila Jackson-Lee addressed the attendees. He added he was the Honorary Chair for the VAST Academy 25th Celebration that was held on April 7, 2017 and Mayor Sylvester Turner was also in attendance. He also will be attending a Southwest College community event on Monday, April 23, 2017 coordinated by Dr. Burillo. He added that he also attended the ACCT GLI conference and participated in the wrap around support services session with Dr. Evans-Shabazz. He attended a visual presentation regarding campus shooting events which provided a learning opportunity for Trustees to review infrastructure events.
- District VIII - Ms. Loredó noted she also attended the ACCT GLI conference and participated in the transportation group session. She noted she met other trustees and discussed how the Board could work together for student success. She added she was pleased the Chancellor was able to attend, which allowed for discussions on student success. She also expressed appreciation for the expansion of the SE campus and the opening of the building.

B. Committee Chair Reports

The following reports were provided from the Committee Chairs:

- 50th Anniversary Celebration Committee
Dr. Tamez noted meetings have taken place with the Chancellor and apprised each Trustee would select one community representative to serve on the Anniversary Committee. Dr. Tamez noted that the Chancellor would provide more update on the meeting. Dr. Maldonado noted that more information would be provided at the Committee meeting.

Houston Community College
Regular Meeting – April 20, 2017 – Page 7

- Academic Affairs/Workforce Committee
Dr. Tamez noted that a meeting was held with the Houston Fire Chief to engage more collaboration. Dr. Maldonado noted a report was provided on Adult Basic Education and apprised that efforts are in place to increase enrollment in that segment of the student body.
- Board Governance
Mr. Capo noted that a report was provided regarding the Board travel and BACA expenses. He apprised that a report was also provided to give an update on the status of the Financial Advisor.

(Mr. Capo stepped out at 5:30 p.m.)

- External Relations
Trustee Sane noted an overview of the latest bills was provided and that the appropriations bill was still being considered. Dr. Maldonado noted that the budget is still under discussion and would be traveling to Austin on Wednesday, April 19, 2017 and report to the Board on the status of the bills.

(Mr. Capo returned at 5:33 p.m.)

- Student Success/Services
Dr. Evans-Shabazz noted that two reports were provided at the meeting to include:
 1. Designing Pathways
 2. Update on Graduation 2017

Dr. Evans-Shabazz announced the upcoming graduation dates to include the Community College Commitment Day on April 21, 2017 at Central College.

- Strategic Planning
Dr. Hansen noted that an overview was provided regarding the Transformation Phase 2.

C. Board Meeting Schedule

Ms. Loreda noted the Committee of the Whole meeting is scheduled for Thursday, May 11, 2017 at 4:00 p.m. and Committee meetings will be held prior to the COTW as needed. The next Regular meeting is scheduled for Thursday, May 18, 2017 at 4:00 p.m.

CHANCELLOR'S REPORT

Dr. Maldonado noted it has been a busy spring season and reported on the following:

- Participated in the VAST 25th Anniversary Celebration of the VAST Academy
- HCC and ABC 13 partnered up for an Immigration Town Hall meeting

Houston Community College
Regular Meeting – April 20, 2017 – Page 8

- HCC designated as a Nation Center of Academic Excellence in Cyber Defense 2-Year Education, known as CAE2Y and the third community college in the state and only one in the Gulf Coast region to receive the designation
- Narratives project on “We Are Houston” is in-progress and is a concept to honor diverse stories
- Accompanied the Honors College students on a study travel tour in Italy
- Participated in the 2017 Men of Honor Golf Classic event to support the Men of Honor Student Organization and the Summer STEM Academy.
- Fifteen students learned the ins and outs of business marketing from national marketing pros with the Houston Texans partnership
- Houston Dynamo players enrolled in English classes at HCC to provide players with skills to grow more comfortable in the community
- HCC held the annual Rockets Science Launch event at the Northeast College partnering with the Houston Rockets and Space Center Houston where more than 200 students demonstrated their STEM skills
- HCC celebrated Completion Week in March with students committing to complete their certificates and degrees
- Participated in the Houston Livestock Show and Rodeo Parade
- Visited all six colleges during a two-day Spring Transformation Tour to share the progress of the Phase 2 initiatives and restructuring
- Celebrate Commitment Day with more than 600 Houston area high school students will signing ceremonial letters of intent to enroll at HCC in the fall of 2017
- Total earned media value tallied nearly \$2,224,000
- **Center of Excellence in Business**
Dr. Beatty introduced the leadership team of the COE. Dr. Stephen Levey, Associate Vice Chancellor of Academic Instruction introduced Dr. Jesus Rodriguez, Dean, COE for Business.

Dr. Rodriguez presented on the COE for Business and provided an overview of the program to include:

- Business COE – Academic Departments
- Integration with IMAGINE HCC 2019

- Pillar I – Student Success
- Pillar II – Organizational Stewardship
- Pillar III – Performance Excellence
- Pillar IV – Innovation
- Business Center of Excellence Video

- **Faculty Senate Report**

Dr. Melissa Miller-Waters provided the Faculty Senate report to include:

- Appreciation to Trustees Loreda, Glaser, Oliver, Dr. Evans-Shabazz and Dr. Ewen for attending and supporting the Faculty conference held in March
- Faculty Conference held at Doubletree Hotel with Dr. Paul Haustead
- Appreciation to Dr. Maldonado for his words of support at the Faculty conference
- Appreciation to Mrs. Zamora for creating the sustainable budget for the event
- Thanked the Steering Committee members that included Linda Comte, Debra Schulz and Melinda Payne.
- Attended the second Pathways Institutes for instructional and students services leaders
- Communications hosted the second Annual Speech Tournament
- The Reading Cultures Series conclude its programming and assessing student work
- The REEL Film and Speaker Series has concluded for the semester
- The ESOL/INRW/English Summit to be held on Friday, April 21, 2017
- Transformation Tours attended by faculty and expressed appreciation to the leadership team for their attendance
- Thanked Dr. Siddiqi for his visit with the senators at Central College
- Appreciation to David Cross, Director of EEO/Compliance for visiting to discuss Title IX
- Announced the formation of the Standing committee for Diversity and Inclusion
- Faculty Senate holding its first round of elections for next year's senators by specific programs

- **United Student Council Report**

Dr. Maldonado noted that Mr. Josue Rodriquez would provide the United Student Council report.

Mr. Josue Rodriquez, USC President provided a report to include the transformation of the student government structure to have USC Senators elected in their respective college.

(Mr. Capo stepped out at 6:03 p.m.)

(Mr. Capo returned at 6:03 p.m.)

HEARING OF CITIZENS

The following citizen was present to speak before the Board:

- Mr. Scot Carter

CONSENT AGENDA

Motion: Dr. Hansen motioned and Mr. Capo seconded to approve Consent Agenda with the exception of agenda items: A.1, A.2, B.4, and B.8.

The following items were approved:

- 2013 CIP Project L Culinary Arts Center (Project No. CSP 17-31)
- Asphaltic Parking Lot Reconstruction & Restoration (Project No. IFB 17-20)
- Approve Tuition and Fee Optional Exemptions and Waivers for Fiscal Year 2017-2018
- Accept Donation of Identiv, Inc. Equipment for Lab Test Use

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

SPRING BRANCH CAMPUS MASTER PLAN (PROJECT NO. RFQ 16-44)

Motion: Mr. Capo motioned and Mrs. Sane seconded.

Mr. Glaser noted that based on the number of campuses and the amount it will cost, is it possible that the project could be completed in-house. Dr. Maldonado noted that due to the required specialize skill set it would be difficult to complete in-house. He inquired with Mr. Smith to elaborate further. Mr. Smith noted that there are some functions that are handled internally as permitted. He noted that the effort is to go out to market when needing to secure those special skill sets.

Mr. Glaser inquire of the number of projects. Mr. Smith noted that some of the secondary locations will be included as a subset.

Vote: The motion passed with a vote of 6-1-1 with Mr. Wilson opposing and Mrs. Sane abstaining.

EASTSIDE CAMPUS MASTER PLAN (PROJECT NO. RFQ 16-45)

Motion: Dr. Tamez motioned and Mrs. Sane seconded.

Dr. Tamez expressed support and thanked the Chancellor

Vote: The motion passed with a vote of 7-1 with Mr. Wilson opposing.

MONTHLY INVESTMENT REPORT, FINANCIAL STATEMENT AND BUDGET REVIEW FOR JANUARY 2017 AND FEBRUARY 2017

Motion: Mr. Wilson motioned and Mrs. Sane seconded.

Mr. Wilson inquired of the cost to date regarding the buildout of the board room. Mrs. Teri Zamora noted the estimated cost given was \$387K and apprised that the cost could be provided in the Weekly Administrative Brief (WAB).

Mr. Wilson noted he did not support the project and apprised that the funds could be used for scholarships.

Dr. Tamez noted the buildout provides for effective space.

Ms. Sane noted that she would provide a follow up question with Dr. Maldonado and Mrs. Zamora regarding the fund balance.

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

(Dr. Evans-Shabazz stepped out at 6:21 p.m.)

PERSONNEL AGENDA – FACULTY

Motion: Dr. Hansen motioned and Mr. Capo seconded.

Dr. Maldonado noted the agenda item was to approve two faculty positions.

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

REPORT ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

(Dr. Tamez stepped out at 6:25 p.m.)

Dr. Maldonado apprised that Mr. Charles Smith would provide an update on the CIP Bond.

Mr. Wilson inquire of the estimate regarding the North Forest for the record. Mr. Smith noted that if the response is for the record, he would need to look the amount up. Mr. Wilson inquired if he could provide an estimate. Mr. Smith reiterated that he would need to review the number but would estimate it to be approximately \$300,000 to \$330,000.

Mr. Glaser inquired if permanent occupancy has been received. Mr. Smith noted the college is still operating on some temporary occupancy permits.

Ms. Loreda noted that all of the communities want their projects completed and recommended pushing the projects along as much as possible.

Mr. Wilson inquired as to when the first payment for the Conn's building would be received and the amount. Mr. Smith noted that the first payment was received last month and apprised that the payment was in accordance to the agreement. He noted that the full payments would be received once permanent occupancy is received.

REPORT ON WEST HOUSTON INSTITUTE

Dr. Maldonado noted that Dr. Kurt Ewen would provide a report of the West Houston Institute.

Dr. Ewen provided a report regarding the 21st Century learning skills. He noted that the focus has to be on practicing and engaging group discussion. He apprised that this inspired the vision of the West Houston Institute (WHI). Dr. Ewen noted the facility is designed based on a deliberate plan for teaching and learning that is a national model.

Dr. Ewen provided an overview of the project goals and noted that a variety of the space would be to engage to include:

- Pace of Technological Change
- 21st Century Learning Skills
- Higher Order Thinking Skills
- Active Learning
- WHI Vision
- WHI Goals
- Collaborative Design Center
- Coding Academy
- Conference Center
- IDEAS – Academy for Innovation, Design & Entrepreneurship in the Arts & Sciences
- Maker Academy
- Teaching and Learning Academy
- Leadership Structure
- Functional Organization

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 6:46 p.m.

Minutes submitted by Sharon R. Wright, Director, Board Services

Minutes Approved as Submitted: May 25, 2017