

**DRAFT**  
**SPECIAL MEETING**  
**OF THE BOARD OF TRUSTEES**  
**HOUSTON COMMUNITY COLLEGE**

**March 10, 2016**

**Minutes**

The Board of Trustees of Houston Community College held a Special Meeting on Thursday, March 10, 2016, at the HCC Administration Building, Second Floor, Seminar Room B, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Adriana Tamez, *Chair*  
Robert Glaser, *Vice Chair*  
Carolyn Evans-Shabazz, *Secretary*  
John P. Hansen  
Eva Loreda  
David Wilson

**ADMINISTRATION**

Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
Margaret Ford Fisher, President, Northeast College  
Madeline Burillo, Interim President, Southwest College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer

**OTHERS PRESENT**

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

**CALL TO ORDER**

Dr. Adriana Tamez, Chair, called the meeting to order at 10:01 a.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: Evans-Shabazz, Glaser, Hansen, Loreda, Tamez, and Wilson)

**BOARD 2016 TRAINING/ORIENTATION**

Dr. Tamez explained the training would be an hour and half in length, and the remaining required Trustee training will be on the honor system. She noted that in order to complete the training by the end of March, each Trustee should read the material provided by Board Counsel, sign the attestation statement, and forward the statement to Mr. Jarvis Hollingsworth for record purposes.

Mr. Jarvis Hollingsworth, Board Counsel, stated Article H of the Bylaws requires four hours of training for the Trustees annually, and noted that the training today would count towards the requirement. Mr. Hollingsworth provided training consisting of the following:

- Board Governance
- Procurement Guidelines Applicable to Community Colleges
- Open Government: The Texas Open Meetings Act and the Texas Public Information Act
- Ethical Obligations of Public Officials
- Roberts Rules of Order
- Board of Trustees Bylaws (as of February 25, 2016)
- Conflicts Disclosure Statement
- Conflict of Interest Affidavit
- Texas Attorney General: Conflict of Interest Laws Made Easy

Mr. Wilson asked if the Board could retract the decision authority given to the administration body. Mr. Hollingsworth explained the Board could delegate authority or review to determine if it should change.

Mr. Hollingsworth inquired if there was a particular area of interest he should address in the training.

Dr. Tamez recommended the section on “Ethical Obligations of Public Officials.”

Mr. Hollingsworth proceeded to present on the following topic:

#### **Ethical Obligations of Public Officials**

Mr. Hollingsworth explained that the most common areas are bribery, embezzlement, kickbacks, extortion and racketeering. He discussed the Donna ISD case in South Texas and Lamar Consolidated School District as examples.

#### **Overview of Ethical Issues**

- Conflicts of Interest
- Disclosure Requirements
- Offenses Against Public Administration

#### **Conflict of Interest**

- Self-Dealing- Chapter 171
- Substantial Interest
- Affidavit and Abstention with the following exceptions:

- Public Economic impact
- Real Estate impact
- Penalties
- Nepotism Prohibitions- Chapter 573
- Penalties – include mandatory removal from office with a fine.

Dr. Tamez asked about abstaining from voting when administration brings individuals forward for employment approval by Trustees. Mr. Hollingsworth agreed that abstaining would be the correct procedure.

#### **Public Disclosure**

- Chapter 176 has two components:
- Employment/business Relationships
- Gift exceeding \$100 from a vendor

Dr. Hansen asked how campaign contributions are statute related. Mr. Hollingsworth stated campaign contributions are not part of the disclosure.

Mr. Hollingsworth continued with the training:

#### **Gift Disclosure**

- Defined as food, lodging, transportation and entertainment when accepted as a guest
- Value of a gift – per TASB, base the value on the individual cost portion of the total amount paid for the item(s). It does not prohibit accepting, but it requires disclosure once the amount reaches \$100.

Ms. Loreda asked if a scholarship committee could approach vendors to purchase tables for an event. Mr. Hollingsworth responded that it would be acceptable.

Mr. Hollingsworth resumed with the training:

#### **Vendor Obligations**

- Vendor Interest Questionnaire filings
- Vendor defined as a person who enters or seeks to enter into a contract with the local government entity

#### **Significant Changes in HB 23**

- Reportable gifts
- Food Accepted as a guest
- Limit – reduced to \$100 from \$250
- Penalties – Class C, B or A misdemeanor, depending on the contract amount

Mr. Hollingsworth stated a disclosure does not require you to limit participation. He emphasized disclosures are required to be posted on the website of the entity for public viewing.

**Offenses against Public Administration**

- Bribery – Penal Code 36.02
- Benefit – very broad, and taken case-by-case determination
- Exceptions – political contributions are an exception and lobbying
- Gifts to Public Servants
- Exceptions – justify the benefit, but burden placed on the individual

**Article A of the Board Bylaws**

- Code of conduct
- “Black Out” periods
- Personal Loans repayments are limited to \$5,000
- Accepting Benefits
- Expenditure of restricted funds for certain political purposes
- Guidelines for filing and retention of campaign finance reports
- Prohibits Board members from misusing official information
  - Mechanisms for Enforcement
  - Penalties for Violation
  - Article H – complaint against another member of the Board or Administration

Dr. Tamez asked if Article H of the Board Bylaws is in practice. Mr. Hollingsworth stated the Board recently adopted Article H. Dr. Tamez requested Article H of the Board Bylaws be followed.

Dr. Hansen asked about his required training as a new trustee. Mr. Hollingsworth stated he would follow up directly with him.

Mr. Glaser requested if senior administrators and Trustees would be submitting attestation paperwork upon completing their training. Mr. Hollingsworth clarified the training has not been extended to senior administrators.

Dr. Tamez requested Board Counsel contact the Trustees who were unable to attend the training, and provide a one-on-one session regarding the material covered, as well as apprise them of the training deadlines. She asked Board Services to follow up with the Trustees.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 11:15 a.m.

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

Minutes Approved as Submitted: \_\_\_\_\_