

**MEETING OF THE
FACILITIES AND FINANCE COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

October 17, 2013

Minutes

The Facilities and Finance Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, October 17, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

BOARD MEMBERS PRESENT

Bruce Austin, *Chair*
Sandie Mullins, *Vice Chair*
Eva Loredo, *Secretary*
Yolanda Navarro Flores
Herlinda Garcia
Carroll G. Robinson
Christopher W. Oliver
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
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Success
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
Cheryl Peters for William Harmon, President, Central College
Virginia Parras for Zachary Hodges, President, Northwest College
Betty Young, President, Coleman College
Irene Porcarello, President, Southeast College
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs
Janet May, Chief Human Resources Officer

OTHERS PRESENT

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

CALL TO ORDER

Mr. Austin, Chair called the meeting to order at 3:49 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

WORKSHOP REGARDING CAPITAL IMPROVEMENT PLAN (CIP)

Motion – Mr. Oliver moved and Ms. Loredo seconded.

Mr. Robinson inquired if he could provide a few comments before the presentation.

Mr. Austin informed that the time would permit for the presentation only and requested to hear the CIP presentation.

Mr. Robinson apprised that he would like to discuss information regarding the CIP. Mr. Austin noted that the meeting would need to go into closed session.

Mr. Robinson informed that he would like for the information to be discussed in open session.

ADJOURNED TO CLOSED SESSION

Mr. Austin adjourned the meeting to Executive Session at 3:52 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 4:19 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Austin, Loredo, Mullins, Oliver, Robinson, and Sane)

Mr. Austin recessed the meeting 4:19 p.m. and reconvened at 7:25 p.m.

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

Mr. Austin announced that the previous Facilities and Finance Committee meeting that was held in Seminar Room A has been moved to the auditorium.

(Mr. Oliver joined the meeting at 7:26 p.m.)

Mr. Marvin Daniels with Jacobs Project Management Co. provided an overview of the CIP.

(Mr. Robinson joined the meeting at 7:28 p.m.)

Mr. Robinson inquired if the spending is on budget regarding the Internal Revenue Service requirements. Mr. Daniels apprised that the spending is in line with the spending schedule.

Houston Community College
Facilities and Finance Committee – October 17, 2013 - Page 3

Ms. Michelle Morris noted that the method of construction to be used for the programs will be Construction Manager at Risk (CMAR). She informed that the goal is to receive proposals in December 2013 and to bring recommendations to the Board in February 2014.

Mr. Robinson apprised that when questions are raised regarding the Bond program, administration needs to respond through communications.

Mr. Oliver noted that there needs to be a response team to communicate to the community.

Mrs. Garcia informed that the acting chancellor should respond immediately. Mr. Oliver apprised that Board policy is for the Board to communicate with one voice, the Board Chair.

Mr. Austin noted that other institutions have a point person that responds in every instance.

(Mrs. Garcia stepped out 7:38 p.m.)

ADJOURNMENT

With no further business, the meeting adjourned at 7:39 p.m.

Recorded, transcribed and submitted by:
Sharon R. Wright, Manager, Board Services

Minutes Approved: November 21, 2013