

**COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

October 13, 2016

Minutes

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, October 13, 2016, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, Chair
Carolyn Evans-Shabazz, Secretary
Zeph Capo
John P. Hansen
Eva Loreda
Christopher W. Oliver
Neeta Sane

ADMINISTRATION

Cesar Maldonado, Chancellor
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/Academic Affairs
William Carter, Vice Chancellor, Information Technology
Madeline Burillo, President, Southwest College
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Carme Williams, Executive Director, HCC Foundation

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Bracewell LLP
Melissa Miller-Waters, President, Faculty Senate
Other administrators, citizens, and members of the press

CALL TO ORDER

Dr. Adriana Tamez, Chair, called the meeting to order at 12:56 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, Hansen, Loreda, Oliver Sane, and Tamez)

TOPICS FOR DISCUSSION AND/OR ACTION

REPORT ON INSURANCE ALTERNATIVES

Dr. Tamez noted the presentation was provided at the Board retreat held on October 1, 2016. She noted Mr. Joe Williams and Ms. Kelly Bell with Pozmantier Williams Insurance would provide a review of the presentation with the updated information requested at the retreat.

Mr. Williams provided an overview of the insurance alternative to include types of deductions and deductible variations. He provided the following options:

- Options that could be considered for 2017
- Examples of possibilities received in proposals provided to HCC last year

Mr. Capo inquired about the current cost of educator's liability, general liability and the savings on all liability. Mr. Williams stated there would be a savings on insurance for educators, general, auto and workers' comp liability.

Mr. Oliver inquired if greater savings could be realized by renewing in non-hurricane season. Ms. Bell noted that more options will be afforded if the renewing time is not during hurricane season. Mr. Oliver inquired if there are other savings in conjunction to the premiums and flexible options. Ms. Bell confirmed there are savings on proposals for the upcoming renewal.

Mr. Oliver inquired if the savings would be in excess of the savings currently realized and if there was discussion regarding self-insurance. Dr. Tamez mentioned that the next step would be to provide a blueprint regarding the self-insurance and noted that self-insurance is the overall goal.

Mrs. Zamora noted a twelve month policy was purchased when the insurance was renewed.

Mrs. Sane noted that a recommendation should be provided when the options are presented.

Dr. Hansen inquired of the type of claims regarding educator's legal liability. Dr. Tamez noted the claims could be an employee claim for discrimination.

Mrs. Sane requested a comparison of savings regarding cost for premiums listed on slide 2.

Dr. Maldonado noted the presentation is a concept of what will be brought forward. He noted there are some self-insured components of the self-insured that take longer than others.

Mr. Williams continued with the presentation regarding the property insurance options and timeline should a decision be made to look at some of the more aggressive options.

(Dr. Evans-Shabazz stepped out at 1:32 p.m.)

Dr. Tamez noted the next presentation should reflect the current costs.

Mr. Oliver requested the opportunity to review the numbers one-on-one.

Dr. Maldonado explained that the purpose of the presentation is to introduce the concept and noted additional detailed overviews will be provided.

Mr. Capo noted there must be a tag to the conversation regarding the fund balance percentage. He noted the insurance conversation should be tied to a discussion on the fund balance to determine how much of the fund balance should be encumbered to self-insure.

Dr. Tamez noted the auto liability insurance should be reviewed immediately. Dr. Maldonado noted there will be a review and a report presented at the next discussion.

REPORT ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTER

Dr. Maldonado noted an update on the bond CIP will be provided by Mr. Charles Smith.

(Mr. Oliver stepped out at 1:39 p.m.)

Mr. Smith provided an overview to include the following:

- Interns and apprenticeship
- July Budget Report
- Small business spotlight
- Presentation on Wisdom Muofhe, HCC graduate
- Upcoming Events
- Permit & Construction Schedule

(Dr. Evans-Shabazz returned at 1:44 p.m.)

(Mr. Oliver returned at 1:45 p.m.)

Mr. Smith provided an update on the permit and construction schedule and noted only one permit is lacking. He also provided a review of upcoming events for the CIP projects.

Houston Community College
Committee of the Whole October 13, 2016 - Page 4

Dr. Tamez noted she had a conversation with the Chancellor about bringing issues to the Board as an update.

Mr. Capo noted there is some confusion regarding the Felix Fraga and Stafford projects. He noted the Fraga project had foundation issues, which resulted in foundation and structural removal. Mr. Smith noted the issues at Stafford were cosmetic.

(Dr. Tamez stepped out at 1:55 p.m.; Mr. Capo presided in her absence)

Mr. Oliver noted that he wants to make certain the Board is in the loop with administration regarding the projects.

REPORT ON MAINTENANCE DEPARTMENT TRANSFORMATION

Dr. Maldonado noted the item is a report on the approved budget item to transfer the maintenance department in house. He noted the efforts is to save funds and apprised that Mr. Smith would provide the presentation.

(Dr. Tamez returned at 1:57 p.m. and resume presiding of the meeting)

Mrs. Sane inquired of the purpose of the information regarding the staffing. Dr. Maldonado noted this is in response to a citizen's comments.

(Mrs. Sane left at 2:01 p.m.)

Mr. Smith noted the presentation will be made by Mr. James Walker, Director of Facilities. Mr. Walker provided an overview of the following:

- History
- Staff Responsibilities
- Contract Services Provider Responsibilities
- New Hybrid Structure
- Job Ordering Contracting and Small Business under Hybrid Structure
- New Computerized Maintenance Management System (CMMS)

Mr. Oliver inquired on the TDI service agreement contract that was awarded in 2010. Mr. Walker informed the contract has been held since 2010. Mr. Oliver inquired if the Board renewed the contract. Mr. Walker informed the Board approved the renewal.

Mr. Oliver inquired about the current Job Order Contractors (JOCs). Mr. Walker noted there is currently no contract and noted job order contracts are utilized through the approved cooperative agreement.

Ms. Loredo noted an annual evaluation was requested for review regarding the contracts and she noted it is imperative to see the evaluation of the contracts.

Ms. Loredo inquired if the new people are not being overloaded with the smaller jobs and asked of the training mechanism. Mr. Walker noted there is annual training for staff. Dr. Maldonado noted qualified individuals are being hired.

Mr. Capo inquired if the in-house staff will be supervised. Mr. Smith noted the supervisors are responsible for taking care of the buildings without the proper knowledge. He noted the skill set has been set at a higher level and the building managers should have ownership of the buildings.

Mr. Oliver inquired of the difference between TDI and JOC. Mr. Smith explained that TDI will continue to management the HVAC systems and noted the JOC are an administrative convenience but comes with a huge overhead. He noted the JOC will be used for those items that cannot be done in-house or by a small business contractor.

Dr. Maldonado noted the intent of the computerize system is to be more responsive.

(Mr. Oliver stepped out at 2:22 p.m.)

Mr. Smith noted the process has been in discussion with TDI and they have been active partners.

Ms. Loredo recommended having regional people be considered.

HCC FOUNDATION QUARTERLY REPORT

Dr. Maldonado noted that Ms. Carme Williams would provide the HCC Foundation a quarterly report.

Ms. Williams provided a quarterly report to include the following:

- HCC Foundation Activities
- Election of Alumni Association Advisory Council
- Public Safety Institute Center of Excellence Tour
- 2017-2020 Strategic Plan
- Faculty and Staff Campaign

Mrs. Williams noted the revenue as of August 31, 2016 (prior to audit) is \$4,095,259, and that the number will change due to the Robert Garner Foundation deciding to dissolve their relationship.

Dr. Hansen inquired as to where the money raised is going.

(Mr. Oliver returned at 2:30 p.m.)

Dr. Hansen inquired of the fundraising cost and if some percentage is placed on an account to build it.

(Mr. Oliver left at 2:32 p.m.)

Dr. Hansen requested a basic report showing what came in and where it went to include revenue/expense.

Mr. Capo inquired as to what happened with the Robert Garner Foundation. Ms. Williams noted that they did not feel their expectations were being met according to the agreement. She noted that a private donor has contributed \$50,000 to cover the student's scholarships.

Mr. Capo noted he is perplexed by the dissolvent and inquired about the student drop-out rate. He inquired if the drop-out is happening that frequently and requested a full detail overview of what happened regarding the Robert Garner Foundation. Dr. Maldonado noted that he just found out about the issue and noted he will brief the Board on the situation.

Ms. Williams continued with the presentation to include:

- Scholarship Dollars Awarded
- Number of Scholarships Awarded
- Workforce Scholarships Awarded

TRUCK DRIVER SIMULATOR SYSTEM (PROJECT NO. 16-39)

Motion Dr. Evans-Shabazz motioned and Ms. Loredo seconded.

Dr. Maldonado apprised the item is to negotiate a contract for a purchase of a truck driver simulator system.

Ms. Loredo inquired of the number of students impacted by the purchase. Dr. Beatty noted that Dr. Ford Fisher could address the item. Dr. Ford Fisher noted there are 15 to 30 students each cycle who will go through the program.

Dr. Hansen referenced the scoring of the two vendors and noted that the recommended vendor is higher in price. He inquired of the difference in price between the two. Ms. Zamora noted it was approximately 1 or 2 percent. Mr. Rogelio noted the amount was close and apprised that he has requested information on the best and final offer.

Vote: The motion passed with vote of 5-0.

LED LIGHTING RETROFIT ADMINISTRATION BUILDING (PROJECT NO. IFB 17-02)

Motion – Mr. Capo motioned and Dr. Evans-Shabazz seconded the motion.

Dr. Maldonado noted the item is authorizing the execution of contract regarding LED Lighting.

Vote: The motion passed with vote of 5-0.

INVESTMENT REPORT FOR THE MONTH OF AUGUST 2016 AND MONTHLY FINANCIAL STATEMENTS AND BUDGET REVIEW FOR AUGUST 2016

Motion – Dr. Hansen moved and Mr. Capo seconded the motion to combine items F & G.

Vote: The motion passed with a vote of 5-0.

Mrs. Zamora presented investment reports for the month of August 2016 and monthly financial statement for August 2016. Mr. Capo inquired if the 6.0 will roll into the fund balance. Mrs. Zamora apprised that a presentation will be provided on the fund balance for the Board's consideration.

Vote: The motion passed with vote of 5-0.

Dr. Tamez noted that closed session items will be discussed at the regular board meeting.

Motion - Mr. Capo moved and Dr. Hansen seconded to postpone the items listed for closed session to the regular board meeting for October 20, 2016. The motion passed with a vote of 5-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:52 p.m.

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

Minutes Approved as Submitted: November 17, 2016