

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

**October 20, 2016
Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, October 20, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, Board Chair
Robert Glaser, Vice Chair
Carolyn Evans-Shabazz, Secretary
Zeph Capo
John P. Hansen
Eva Loreda
Christopher W. Oliver
Neeta Sane
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/Academic Affairs
William Carter, Associate Vice Chancellor, Information Technology
Julian Fisher for Madeline Burillo, President, Southwest College
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Diana Castillo for Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Terrence Corrigan, Director Internal Audit
Janet May, Chief Human Resources Officer
Charles Smith, Chief Facilities Officer
Carme Williams, Executive Director, HCC Foundation
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

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

CALL TO ORDER

Dr. Tamez, Chair, called the meeting to order at 4:14 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, Hansen, Loreda, Oliver, Sane, Tamez, and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

Dr. Adriana Tamez led the Board and guests in prayer. Kashmere High School JROTC posted the colors and led the pledges.

APPROVAL OF MINUTES FOR SEPTEMBER 2016

Motion: Dr. Evans-Shabazz motioned and Mrs. Sane seconded.

Vote: The motion passed with a vote of 8-0-1 with Mr. Wilson abstaining.

The following minutes were approved:

- Academic Affairs/Workforce Committee on September 8, 2016
- Board/Chancellor Evaluation Committee on September 8, 2016
- Board Governance Committee on September 8, 2016
- Special Meeting on September 8, 2016
- Strategic Planning Committee on September 8, 2016
- Board/Chancellor Evaluation Committee on September 22, 2016
- Regular Meeting on September 22, 2016
- Special Meeting on September 22, 2016
- Special Meeting on September 29, 2016
- Student Success/Services Committee on September 29, 2016
- Special Meeting (Board Retreat) on September 30, 2016

APPROVE CORRECTIONS TO REGULAR MEETING MINUTES FOR JUNE 16, 2016

Motion: Mr. Capo motioned and Dr. Evans-Shabazz seconded.

Vote: The motion passed with a vote of 8-0-1 with Mr. Wilson abstaining.

AWARDS, PRESENTATIONS, AND RECOGNITIONS

The following recognitions:

- Check presentation from Katy Texas VFW Post 9182
- Recognition of Culinary Students
- Recognition of Dr. Terry Kidd, Houston Business Journal 40 under 40
- Recognition of Josue Rodriguez, USC President, 2015-16
- Recognition of Hispanic Heritage Month 2016

CHAIRMAN'S REPORT

A. Marketing Report

Dr. Tamez provided the following update:

- Board Retreat
- Theme: We Are Houston's Community College
- HCC FORWARD Fun Day
- HCC FORWARD Rollout
- TV Ads
- Meet the Press Sponsorship
- Online Ads
- Texans Partnership: Outdoor
- Texans Partnership: Flyers & Banners
- Texans Partnership
- Sharing Success Stories

Dr. Tamez provided a summary of the Board retreat held on Friday, September 30th and Saturday, October 1, 2016.

Mr. Capo expressed appreciation to the staff, Chair and Chancellor on a well-planned and exceptional experience where for the first time the Board spoke with each other in an informal process.

Mr. Oliver noted that he regrets that the other members were not able to attend. He noted that it was a good opportunity for the Trustees to be open and honest with each other.

Dr. Evans-Shabazz noted the retreat provided a great exercise for the Board to get to know each other and noted the board staff did an excellent job. She noted it was a great opportunity for fellowship and anticipates the next retreat.

Mrs. Sane noted she was not able to attend but is looking forward to the next retreat.

Ms. Loreda apprised that the retreat was great and very rewarding as it provided each Trustee an opportunity to get to know one another on a different level.

Dr. Hansen expressed that he associated with the other members in attendance and noted that retreats he attended at previous institutions often packed the agenda with long reports. He expressed how the retreat provided effective team building experience.

Mr. Wilson noted that he had to attend a wedding and disliked not being part of the team building fun.

Dr. Tamez noted half-day retreats will be held more often for team building purposes and noted they will be held throughout the Trustees' districts. She noted the next retreat is scheduled for Tuesday, December 13, 2016.

B. Trustees District Reports

District I - Mr. Wilson apprised that he attended the ACCT Annual Conference in New Orleans and noted that his take away was how fortunate HCC is regarding its finances because a lot of the colleges attending are experiencing financial issues. He noted that the Chancellor provided a very informative Center of Excellence presentation.

District II - Mr. Capo noted the Hispanic Scholarship Luncheon will be held on October 21, 2016. He added that the president of AAMA will be retiring.

District IX - Mr. Oliver concurred with Mr. Wilson's comments regarding the ACCT, which provided a fellowship opportunity for the Board. Mr. Oliver noted that he along with some of the Trustees attended the Rosary for former Trustee Herlinda Garcia's only son. He also mentioned the passing of Constable Ruben Davis who passed on Tuesday, October 18, 2016.

District V - Mr. Glaser mentioned he attended the grand opening of the COE for Manufacturing. He apprised that he also attended the Bedichek Event on October 14, 2016, which was a very creative event. He added that he attended various events and encouraged everyone to participate in the voting process during the general election scheduled for November 8, 2016.

District VI - Dr. Hansen noted West Houston Leadership Institute had their Education Day at the Hayes Road campus and provided an overview of the programs. He noted it is imperative that there be effective public relations so that it is known what HCC is doing. He noted that a job fair was held, and was very well attended. Dr. Hansen announced a conference in Entrepreneurship and a STEM symposium will be held at Hayes Road. He noted the last report shows an increase in enrollment at Hayes Road.

District VIII - Ms. Loredo noted that she attended a "Get Out and Vote Rally at Eastside". She joined the tour group at Northeast campus where they were holding a Transfer Day and was well attended. She was also able to visit the library at Northeast College and talked to some of the students and informed them that the libraries are open on Sundays. Lastly, she visited Central College and 3100 Main for FORWARD Fun Day.

Ms. Loredo reiterated that the Hispanic Scholarship Luncheon will be held on Friday, October 21, 2016 at 11:30 a.m. She noted that Southeast campus held a Parent and Dad Day. Also, she received an invitation from Congresswoman Sheila Jackson Lee to attend an event at TSU for their homecoming week.

District VII - Mrs. Sane noted she attended the ACCT Annual Conference and the pre-conference symposium. She added that the grand opening for the COE for Manufacturing was held on October 11, 2016. She mentioned the increased enrollment at Hayes Road and expressed that SW College has also experienced an enrollment increase.

District IV - Dr. Evans-Shabazz noted she attended a couple of events that included the Visual and Performing Arts grand opening workforce event chaired by Dr. Terry Kidd, and the HCC FORWARD Fun Days at Coleman College, Central College and 3100 Main. In addition, she attended the Men of Honor event with Dr. Athos Brewer and Dr. Cephas Archie and apprised that the panel was very informative. Dr. Evans-Shabazz also attended the ACCT Conference in New Orleans and had the opportunity to co-present with Dr. Maldonado and Trustee Glaser.

Dr. Evans-Shabazz offered her condolences to Constable Ruben Davis Family.

Dr. Evans-Shabazz expressed Happy Birthday wishes to Dr. Tamez who will celebrate a birthday on Tuesday, October 25, 2016.

Mr. Wilson noted the keynote speaker at the ACCT Conference was Mr. Cokey Roberts.

Ms. Loreda noted the Veterans Department hosted the U.S. Navy Band on October 19, 2016.

CHANCELLOR'S REPORT

Dr. Maldonado reported on the following items:

- September 28, 2016 marked the 11th grand opening of a Center of Excellence (COE). He was joined by Jonathon Glus, President of Houston Arts Alliance at the Visual and Performing Arts COE.
- West Loop Campus on September 29, 2016 hosted State Senator Paul Betancourt and the Senate Select Committee on Property Tax Reform and Relief where he made introductory remarks.
- Attended the Latino Education Summit and shared ideas and strategies on how HCC has earned the ranking of #3 in the nation for awarding Associate degrees to Hispanic students. He announced 8,900 new Hispanic students enrolled in 2016, up from approximately 8,500 from last year.
- FORWARD Fun Day was celebrated on October 11, 2016 across seven campuses, a campaign that outlines key principles that HCC will focus towards moving into the future.
- Attended the ACCT Leadership Congress in New Orleans and along with Trustee Glaser and Dr. Evans- Shabazz they co-facilitated a presentation about “HCC Transformation” to the Association of Community College Trustees.

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- On October 12, 2016 attended the grand opening of the Advanced Manufacturing COE and toured the new facility in Stafford along Mr. Frederick Heard, Director of the COE.
 - HCC has been ranked in the Top 50 Best Beauty & Cosmetology Programs for 2016, along with Lee College and San Jacinto College also receiving rankings.
 - Houston Chronicle reported, according to FBI data, that HCC ranked the safest amongst Texas College Campus in 2015.
 - The Occupational Therapy Program received ranking as #1 in the Nation based on student cost, faculty to student ration, graduation rates and other factors. Ranking was determined by the Community for accredited Online Schools and students in program have a 100% pass rate and a 90% job placement rate.
 - The Academic Dashboard is a useful resource and data is updated weekly to keep numbers current and contains official college information that he references when needing statistics.
 - In September, a writer from Midtown Houston requested to write a blog post about the HCC's presence in the area and the number of HCC students who live in Midtown.
 - Over the past month, HCC has received a great deal of news coverage with stories that have shed a very positive light. He added this is publicity money cannot buy.
- **Student Success Stories**
Dr. Athos Brewer provided student success stories on Ms. Jessica White and Ms. Rebecca Alarcon.

(Mrs. Sane stepped out at 5:36 p.m.)

- **Faculty Senate Report**
Ms. Melissa Miller-Waters provided the Faculty Senate report to include:
 - Summary of Bedichek Auction and event
 - Introduction of Faculty Senate Cabinet
 - TCCTA Faculty Leadership Conference
 - Appreciation to Dr. Beatty and Dr. Brewer for bridging the first conference between Student Services and Instruction.

HEARING OF THE CITIZENS

The following citizens were present to speak before the Board:

- Mr. Al Kashani (requested to speak in closed session) concerning a personnel matter.
- David Pratt
- Jiten Khurana

(Mrs. Sane returned at 5:44 p.m.)

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 5:53 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. Dr. Tamez stated that any final action, vote or decision of any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Dr. Tamez reconvened the meeting in Open Session at 6:33 p.m. and entertained any motions on pending matters.

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

(Mr. Oliver joined the meeting at 6:34 p.m.)

CONSENT AGENDA

Motion: Dr. Hansen moved and Ms. Loredo seconded to approve the Consent Agenda with the exception of items C.4, C.5, C.6, and C.8. The motion passed with a vote of 9-0.

The following items were approved:

- Proposed Update Internal Audit Department Charter
- Proposed FY 2017 Internal Audit Plan
- Proposed FY 2016 Internal Audit Report
- Investment Report for the Month of August

REVISIONS TO BOARD BYLAWS-ARTICLE H: BOARD OPERATIONS RELATING TO REQUESTS FOR INFORMATION

Motion: Mr. Wilson motioned and Mr. Capo seconded the motion.

Mr. Wilson noted the item is not in the best interest of the Board in transparency and openness. Mr. Capo noted the item was placed on the Governance Committee agenda emerging from discussion at the Board retreat. He noted the process will be adjusted as needed.

Vote: The motion passed with a vote of 5-4-0 with Mr. Glaser, Dr. Hansen, Mrs. Sane, and Mr. Wilson opposing.

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

Motion: Mr. Wilson motioned and Mr. Oliver seconded.

Mr. Wilson noted he has concerns regarding the LED and energy management deal. He noted concerns about the Chevron contract and that he has not received information regarding the \$14 million contract and or the audit he requested to see.

Mr. Oliver inquired as to who will install the lights. Dr. Maldonado noted the bid showed Mid Lighting and Conservation.

Mr. Oliver inquired about the difference in regular lighting & LED and if there is a difference in amount shown from COTW meeting on Maintenance reports. He asked if the project is something that needs to be done now. Dr. Maldonado noted the savings are based on calculations and in terms of procurement, he asked Mr. Charles Smith to provide clarification. Mr. Oliver inquired if the lighting is being replaced for light efficiency. Mr. Smith noted that historically the lighting was replaced with a T5 by the Chevron contract. He noted the tubular LED is 25% more efficient than the current lighting and will provide approximately 200% more efficiency. He noted a contractor is doing the work because it is more technologically driven.

Mr. Oliver inquired as to the invitation for the changes. Mr. Smith noted the change is based on becoming more efficient and the effort is to identify areas that would provide efficiency.

Mr. Capo inquired if the projected savings will cover the cost of the loan. Mr. Smith noted that the savings would offset the cost and maintenance cost would decrease in the long run.

Mr. Capo inquired of the gap turn around for the next level of technology and of its forecast. Mr. Smith noted the current project is part of a package submitted to the State and it is unpredictable as to what will happen in the future.

Mr. Capo inquired if all the lighting being replaced is florescent. Mr. Smith noted that all of the lighting will not be florescent.

Mr. Wilson inquired if the ROI will be met and noted that he did not see a payback on the ROI for the Chevron contract. In addition, he inquired about the follow up regarding the CenterPoint Energy payback program. Mr. Smith noted the college has talked with CenterPoint regarding the program.

Mr. Wilson noted the bids are wild and inquired if the job was payment performance and bid bond. Mr. Rogelio noted they are not.

Mr. Glaser inquired what is made on the funds. Mrs. Zamora noted about 1/6 basis point. Mr. Glaser noted it is close to what we are making on own money, and inquired as to why buy money. Mr. Smith noted the reason for participation is not regarding the loan but the Lone Star program, which is the highest rated energy efficient program operated by the State.

Mr. Oliver noted prediction regarding technology is not possible and it may be better to wait and see what the situation will be in the next six months. Dr. Maldonado noted the same dilemma exists with technology as to when to purchase the right computer.

Ms. Loredo inquired if there will be a savings regarding the new buildings and of the timeline. Mr. Smith indicated the timeline is May 2017 and that some of the new CIP buildings will have the new lighting and some will not. He noted LED is a new technology in comparison to florescent.

Ms. Loredo inquired if there is really a saving. Mr. Smith noted the saving is energy efficiency not money saving.

Vote: The motion passed with a vote of 6-3-0 with Mr. Oliver, Mrs. Sane, and Mr. Wilson opposing.

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

Motion: Ms. Loredo motioned and Dr. Hansen seconded.

Mr. Wilson noted that he has an objection with the scoring and is not convinced that a simulator is the best way to spend funds for the truck driving school.

Vote: The motion passed with a vote of 8-1-0 with Mr. Wilson opposing.

MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR AUGUST 2016

Motion: Mr. Wilson motioned and Mr. Oliver seconded the motion.

Mr. Wilson noted that he was not able to attend the COTW meeting and had questions regarding the budget. He inquired on the revenue exceeding the cost.

Mrs. Zamora noted there will be approximately \$6 million by the time the books are closed.

Mr. Wilson referenced page 2, and requested an explanation on the scholarship revenue. Mrs. Zamora noted that this is all financial aid.

Mr. Wilson referenced page 3 regarding the transfer of debt. Mrs. Zamora noted this is to pay for revenue bonds from the regular operating account.

Mr. Wilson inquired of the \$948,655 on page 4. Mrs. Zamora noted this is a combination of paying for marketing cost to include ads and sports marketing contracts.

Mr. Wilson inquired of the Main lease contracts. Mrs. Zamora noted the operating costs for the leased space and that the lease revenues are used to support expenses.

(Mr. Oliver stepped out at 7:16 p.m.)

Mr. Wilson noted that there is no history of the current year in comparison to the previous years and makes it difficult to follow. Mrs. Zamora noted the report provides a review of the monthly activities.

Mr. Wilson referenced page 8 and inquired what is the capital lease obligation. Mrs. Zamora noted it was the sum total of the PFC.

Vote: The motion passed with a vote of 9-0.

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 7:19 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. Dr. Tamez stated that any final action, vote or decision of any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Dr. Tamez reconvened the meeting in Open Session at 9:00 p.m. and entertained any motions on pending matters.

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

2013 BOND PROJECT L: TERMINATE CONSTRUCTION MANAGER AT RISK AND AUTHORIZE SOLICITATION

Motion: Dr. Hansen motioned and Ms. Loreda seconded.

Dr. Maldonado noted that the item is to authorize the termination of CMAR and solicit replacement. He noted Mr. Smith would explain the process. Mr. Smith noted there is not a two-step process. He explained there would be two rounds of evaluation and the number of companies scored would have pricing solicited.

Mr. Wilson inquired if 70 is the threshold or passing grade would it go to the low bidder. Mr. Smith noted the process could be structured as desired. He noted eligible firms would be asked to submit their best pricing.

Mr. Wilson noted he does not have a problem with the termination but does have a problem with the solicitation not being defined.

Mr. Smith noted the selection process will be identified and the recommendation would include the firms that responded.

(Dr. Evans-Shabazz stepped out at 9:05 p.m.)

Mr. Glaser inquired if the Board will be presented with one recommendation after the sealed bids have been opened and tabulated. Mr. Smith confirmed to presenting one recommendation and having the bid procedures accessible to the Board.

Vote: The motion passed with a vote of 5-1-1 with Mr. Wilson opposing and Mrs. Sane abstaining.

(Dr. Evans-Shabazz returned at 9:08 p.m.)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 9:09 p.m.

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

Minutes Approved as Submitted: November 17, 2016