

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

**December 17, 2013**

**Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, December 17, 2013 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**BOARD MEMBERS PRESENT**

Bruce A. Austin, *Chair*  
Sandie Mullins, *Vice Chair*  
Eva Loreda, *Secretary*  
Yolanda Navarro Flores  
Dianne Johnson  
Christopher W. Oliver  
Carroll G. Robinson

**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  
Fred Zeidman, Vice Chancellor, Institutional Advancement  
Margaret Ford Fisher, President, Northeast College  
Fena Garza, President, Southwest College  
Zachary Hodges, President, Northwest College  
Irene Porcarello, President, Southeast College  
Betty Young, President, Coleman College  
Winston Dahse, Chief Administration Officer  
Janet May, Chief Human Resources Officer  
Remmele Young, Associate Vice Chancellor, Governmental and External Relations

**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 4:09 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

### **PRAYER AND PLEDGE OF ALLEGIANCE**

Ms. Loredo led the prayer and the Pledge of Allegiance to the Flag.

### **APPROVAL OF MINUTES**

Approval of Minutes from Academic Affairs/Student Services Committee Meeting of November 14, 2013, Audit Committee Meeting of November 14, 2013, Committee of the Whole Meeting of November 14, 2013, Permanent Chancellor Search Committee Meeting of November 14, 2013, Special Meeting of November 18, 2013, and Regular Meeting of November 21, 2013

Motion – Ms. Mullins moved and Ms. Loredo seconded. The motion passed with a vote of 6-0.

### **CHAIRMAN'S REPORT**

Mr. Austin announced that the meeting was the last Regular meeting of the HCC Board of Trustees for the year and expressed appreciation to the Board, community, business leaders, administration, staff, faculty, and students for a successful year.

Ms. Mullins recognized Trustee Austin for his outstanding leadership for the year as the Board Chair and presented Trustee Austin with the Chair's Leadership Award for 2013. The Board of Trustees provided comments to the Board Chair.

Mr. Robinson recognized Trustees Yolanda Navarro Flores, Herlinda Garcia and Dianne Johnson for their service on the Board of Trustees and noted that the meeting is their last meeting as members of the Board. He expressed that hopefully there will be an opportunity to recognize the outgoing Trustees sometime in January 2014.

Mrs. Flores commented on her tenure with the Board and thanked everyone for all their efforts in moving the college forward. The Board, Chancellor, and Dr. Ford Fisher expressed appreciated to Trustee Flores for her services over the years.

Mr. Austin recessed the 4:38 p.m. and reconvened at 5:04 p.m.

*(The following Trustees were present: Austin, Flores, Johnson, Loredo, Mullins, Oliver, and Robinson)*

### **CHANCELLOR'S REPORT (PROVIDED BY RENEE BYAS, ACTING CHANCELLOR)**

Mrs. Byas wished everyone happy holidays and thanked the Board for their leadership to help HCC have a great year of progress. She also thanked administration, faculty, staff, and students.

Mrs. Byas provided an update on the institution's progress to include:

- Development of innovative partnerships with industry to give students opportunity
- Significant progress toward Bond initiative
- HCC continues to be fiscally sound

Mrs. Byas highlighted upcoming initiatives to obtain recruitment, retention and completion goals:

- Launching small business initiative
- Annual State of the College
- Educating community regarding bond initiative progress
- Pursuing new industry partnerships
- Enhancing outreach to middle and high school students

#### Caribbean Chamber of Commerce Education Award

Trustee Neeta Sane received the Education Award from the Caribbean Chamber of Commerce of Texas.

#### Faculty Senate Report

Ms. Michelle Novak, President of Faculty Senate provided the Faculty Senate report to include the opportunity to change positively to benefit the students. She expressed appreciation to the faculty, staff, administration and the Board of Trustees for the efforts to continue moving forward.

Mrs. Flores announced that it was noted that the Energy Institute has been relocated. She informed that shared governance is important and inquired of the Chancellor's input regarding shared governance.

Mrs. Byas apprised that the program is not being relocated. She noted that a meeting was held on Wednesday, December 16, 2013 with Dr. Charles Cook, Dr. Madeleine Burillo and workforce faculty to ensure the mission of the program is carried out.

Mrs. Flores commented that the Energy Institute is an academic program and as such can only be moved with guidance from the Southern Association of Colleges and Schools (SACS).

Mr. Robinson informed that he has heard that there has not been enough effort regarding engaging the corporate industry regarding workforce programs. He apprised that his interest will be to broaden efforts in working with industries as it relates to workforce programs.

Mrs. Byas noted that HCC is able to meet the commitment regarding workforce programs.

Ms. Mullins informed that strengthening needs to be done regarding centralizing the workforce programs. She apprised that there needs to be a review of the workforce programs to ensure that they are matching with industry need.

Ms. Loredo noted that there should be a continuation of the programs at Northeast College and an effort is needed to make certain the college has resources to fully implement and carry out the programs.

Mr. Austin informed that the Chancellor met with Dr. Ford Fisher and her staff regarding reviewing best practices. He apprised that the input will be provided to the Chancellor and her team in January 2014. He noted that the Chancellor has been working to engage individuals in the energy industry.

Dr. Margaret Ford Fisher informed that it is important that all areas work together. She apprised that there is some bifurcation regarding the instruction programs and noted that there is a difference between the academic and workforce components. She informed that Northeast College was notified that the district office would be responsible for the outreach efforts.

#### **HEARING OF THE CITIZENS**

There were no individual(s) present to speak.

*(Mrs. Flores left at 5:20 p.m.)*

#### **CONSENT AGENDA**

Motion – Mr. Oliver moved and Ms. Mullins seconded to approve the consent agenda with the exception of items A.1, A.4, A.5 and A.8. The motion passed with a vote of 6-0. The following items were approved:

- Approval of New Associate of Science (AS) Degree In Mathematics
- Exercise One Year Option with Paul Colbert Consulting
- Investment Policy for 2014
- Purchase of Property at West Belfort and South Gessner Related to 2012 Bond Capital Improvement Program

#### **REGISTRATION FEE FOR NON-CREDIT ADULT BASIC EDUCATION (ABE) CLASSES**

Motion – Ms. Mullins moved and Mr. Oliver seconded. The motion failed with a vote of 4-2 with Trustees Loredo and Robinson opposing.

#### **INVESTMENT REPORT FOR OCTOBER 2013 AND MONTHLY FINANCIAL REPORT FOR NOVEMBER 2013**

Motion – Mr. Oliver moved and Mr. Robinson seconded.

Dr. Thomas Estes apprised that investments continue to be sound. He noted that the balance sheet remains strong; however, there are some changes in revenues in

comparison to this time last year. He informed that waivers are significantly up for veterans and corrections.

Mr. Robinson apprised that he was opposed to transferring funds from the enterprise account to marketing. He requested that administration freeze any unspent funds and reevaluate the expenditure. He also requested that there is a review during the budget process as it relates to enrollment. He noted that it is anticipated that there is a discussion regarding enterprise revenue projects.

*(Mr. Oliver stepped out at 5:26 p.m.)*

Mr. Robinson apprised that Dr. Estes provided the requested information on grant funds and expressed appreciation for receiving the information. He noted that on the surface there is approximately \$7 million in grant funds generated. He informed that there needs to be an overhead review of those grants funds and apprised that there needs to be a principal investigator for the grant accounting process.

*(Mr. Oliver returned at 5:31 p.m.)*

Mr. Robinson noted that he has not received a satisfactory response on the request for a listing of all the contracts administered and requested to see a list of contracts due to expire in 2014.

Mr. Oliver informed that a budget workshop will provide the opportunity for the Board to hold an in depth discussion regarding the budget. He apprised that it would be helpful for the Trustees to have all the pertinent information available for a discussion.

Ms. Loreda inquired if the marketing and recruiting noted in the financial statement for \$4 million was for this fiscal year. Dr. Estes informed that \$1.9 million has been expended thus far. He apprised that the marketing funds are denoted under auxiliary funds.

Mr. Austin noted that workforce was taken out of the colleges and separated. He informed that there was an effort to develop a business plan for sustainability.

Ms. Mullins apprised that there will need to be a retreat for the Board to discuss the priorities and apprised that there may need to be a couple of retreats to get through the budget discussion.

Mr. Oliver noted that the Board has a vested interest in the institution and that there needs to be a dual discussion between the Board and administration regarding the budget.

Vote – The motion passed with a vote of 6-0.

**PAYMENT TO BRACEWELL & GIULIANI LLP FOR PROFESSIONAL SERVICES  
(OCTOBER 2013)**

Motion – Mr. Oliver moved and Ms. Mullins seconded. The motion passed with a vote of 5-0-1 with Mr. Robinson abstaining.

**TOPICS FOR DISCUSSION AND/OR ACTION**

**PERSONNEL AGENDA FOR DECEMBER 2013**

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

Mr. Robinson informed that there needs to be a discussion regarding faculty workload and which programs are a priority. He apprised that there has to be a comprehensive review of operations for the new buildings.

Ms. Loreda noted that personnel needs to be diversified to be a reflection of the community served.

Mr. Robinson informed that there has been a discussion regarding diversity and hiring of Hispanics since his arrival on the Board. He apprised that the issue has to be acknowledged and addressed with the community as the college moves forward.

Mr. Oliver noted that when there are such issues, some of the responsibility lies with the Board. He informed that there is diversity on the Board as well as the administration. He apprised that the effort should be to continue to address diversity and ensure it reflects all communities.

Mrs. Byas noted that administration is working to ensure that policies implemented by the Board regarding diversity. She informed that it is an important issue for the college and is not just based on race but include other concerns such as orientation.

Vote – The motion passed with a vote of 6-0.

**RESOLUTION AUTHORIZING CONDEMNATION PROCEEDINGS (HCCS  
SOUTHEAST-FELIX FRAGA) AND RESOLUTION AUTHORIZING CONDEMNATION  
PROCEEDINGS (HCCS SOUTHEAST-EASTSIDE)**

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

Ms. Destinee Waiters apprised that the action is to authorize a formal resolution to move forward with condemnation proceedings. She noted that all predicates and prerequisites have been completed.

Ms. Johnson referenced that the resolution was to authorize condemnation proceedings and inquired if the action will be to proceed with eminent domain in all areas of the action.

**ADJOURNED TO CLOSED SESSION**

Mr. Austin adjourned the meeting to Executive Session at 5:55 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 6:29 p.m. and entertained any motions on pending matters.

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

Mr. Austin apprised that items B.3 and B.4 under topics for discussion and/or action were pulled.

Motion - Ms. Loredo moved and Ms. Mullins seconded to approve item B.2 under topics for discussion and/or action regarding the Resolution Authorizing Condemnation Proceedings (HCCS Southeast-Felix Fraga). The motion passed with a vote of 6-0.

Motion to Reconsider - Mr. Robinson moved and Ms. Loredo seconded to reconsider item A.1 under the consent agenda.

Mr. Oliver noted that he has un-readiness. Mr. Hollingsworth informed that there has to be a vote to reconsider the item.

Vote to Reconsider – The motion to reconsider item A.1 under the consent agenda passed with vote of 6-0.

Mr. Robinson noted that the item was a \$20 fee and \$60 fee coupled together. He noted that he would like to vote on the two fees separately and apprised that he would vote in favor of the \$60 fee.

Motion - Mr. Oliver moved and Ms. Mullins seconded to approve the \$60 fee for new accelerate education courses. The motion passed with vote of 6-0.

Motion - Mr. Oliver moved and Ms. Mullins seconded to approve the \$20 fee for traditional Adult Basic Education (ABE) grant-supported courses. The motion passed with vote of 5-1 with Mr. Robinson opposing.

**DISCUSS PARTNERSHIP RELATING TO DEVELOPMENT OF ATHLETIC FIELDS AT SOUTH CAMPUS**

The item was pulled by administration.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 6:34 p.m.

*Minutes recorded, transcribed & submitted by:*  
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: January 23, 2014