

**MEETING OF THE  
CHANCELLOR EVALUATION COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**August 11, 2016**

**Minutes**

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, August 11, 2016, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, Committee Chair  
Dr. Carolyn Evans-Shabazz, Committee Member  
Dr. Adriana Tamez, Committee Member  
Dr. John P. Hansen  
Dave Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Vice Chancellor and Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Kimberly Beatty, Vice Chancellor Instructional Services and Chief Academic Officer  
Athos Brewer, Vice Chancellor, Student Services  
William Carter, Associate Vice Chancellor, Information Technology  
Madeline Burillo, President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer  
Carme Williams, Executive Director, HCC Foundation  
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs  
Terrence Corrigan, Director, Internal Audit

**OTHERS PRESENT**

Melissa Mihalick, Board Counsel, Bracewell LLP  
David White, President, Faculty Senate  
Other administrators, citizens, and representatives from the news media

Zeph Capo, Committee Chair, called the meeting to order at 10:51 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: Capo, Evans-Shabazz, Hansen, and Tamez)*

## **TOPICS FOR DISCUSSION AND/OR ACTION**

### **REPORT ON CHANCELLOR'S GOALS**

Dr. Maldonado apprised the report provides an update of the current year goals, 2015-2016 to include an overview by Dr. Beatty of the updated scorecard for the period ending June 2016.

Dr. Beatty apprised scorecard has been updated to list the source for each item with a notation if the data is quantitative or qualitative. She noted each of the goals have been integrated in the TRACDAT system for tracking and noted updates can be entered directly into the system.

Dr. Beatty provided an updated on the following areas:

- Participation
- Success

*(Mr. Wilson joined the meeting at 11:05 a.m.)*

Dr. Beatty noted the numbers for completers are incomplete since degrees are still being awarded and noted transfer numbers will also need to be finalized. She continued with the update to include:

- Fiscal & Facilities
- External Relations
- Governance and Board Relations

Mr. Capo asked if the scholarships dollars awarded included in the Chancellor's program or are they separate. Dr. Beatty responded the dollars are separate and straight from the Foundation.

Dr. Maldonado apprised the support documentation is at the draft level for the data presented. He noted completers are those who existed at the end of the spring and the summer numbers are needed to close out the year. He added the packet contains support documentation for both qualitative and quantitative matrixes for what is based on his self-evaluation.

Mr. Capo noted snapshot of the data was requested to show where it is coming from to support the goal accomplishments. He noted the scorecard is very helpful. He requested a spreadsheet of the document to be developed so that group goals below 60 percent complete at the top, which would provide an opportunity to place priority on goals for next year.

Dr. Evans-Shabazz noted she was glad the weekend college is fully functional.

**APPROVE INSTRUMENT FOR THE CHANCELLOR PERFORMANCE EVALUATION**

Motion: Dr. Tamez moved and Dr. Evans-Shabazz seconded.

Dr. Maldonado noted the instrument included in the packet was collaboratively drafted ACCT for Board approval. He added the document is the same as the one utilized last year for continuity. He noted the instrument is the second component of his evaluation with the scorecard being the other component. Dr. Maldonado noted the consultant will be working with the Committee Chair to make the documents available for Board review.

Mr. Capo noted a separate document would be developed for assessing goal accomplishments to be sent to the Board for individual analyzes.

Dr. Tamez commended the Committee Chair for separating out the goal accomplishment section.

Vote: The motion passed with a vote of 3-0.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 11:12 a.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: September 22, 2016