

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

**August 18, 2016
Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, August 18, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *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, 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
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
Lillie Aranda, President, COPA

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Other administrators, citizens, and representatives from the news media

CALL TO ORDER

Dr. Tamez, Chair, called the meeting to order at 4:00 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, Loredo, Tamez, and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

Dr. Evans-Shabazz led the Board and guests in prayer. The HCC Police Department Honor Guard posted the colors and led the pledges.

APPROVAL OF MINUTES FOR JUNE 2016

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

Vote: The motion passed with a vote of 8-0.

(Trustee Sane joined the meeting at 4:04 p.m. during the voting process and requested her vote in favor be noted into the minutes.)

The following minutes were approved:

- Academic Affairs/Student Services Committee on June 9, 2016
- Board Governance Committee on June 9, 2016
- Chancellor Evaluation on June 9, 2016
- Committee of the Whole on June 9, 2016
- Special Meeting on June 9, 2016
- Board Governance Committee on June 16, 2016
- External Relations on June 16, 2016
- Regular Meeting on June 16, 2016
- Special Meeting on June 16, 2016
- Special Meeting on June 27, 2016

(Mr. Glaser stepped out at 4:15 p.m.)

(Mr. Oliver joined the meeting at 4:20 p.m.)

AWARDS, PRESENTATIONS, AND RECOGNITIONS

- **Arena Energy Foundation Check Presentation**
Dr. Tamez noted the HCC Foundation received a \$10,000 commitment from Arena Energy Foundation to support students enrolled in the VAST Academy at HCC marking their second year of support with their gifts totaling \$20,000 to date. Mr. Ben Pigati, member of the Arena

Energy Foundation Board of Directors was joined at the podium by HCC Foundation Vice President, David Regenbaum and other HCC Foundation Board members and HCC representatives to accept their generosity.

- **Felix & Angela Morales Memorial Foundation Check Presentation**

Dr. Tamez announced a check was received by the HCC Foundation from the Felix and Angela Morales Memorial Foundation in the amount of \$20,000 which will establish the Morales Foundation Family Empowerment Scholarship to assist single parents enrolled in workforce programs primarily in Southeast College. Ms. Christina Morales, President of the Felix and Angela Morales Memorial Foundation and HCC Foundation Board Member were joined at the podium by HCC Foundation Board Director, David Regenbaum for remarks, along with other HCC representatives.

- **Student, Faculty and Staff Recognitions**

- HCC Procurement Department

Dr. Tamez recognized members of the Procurement Department for earning the 2016 Annual Achievement of Excellence in Procurement Award from the National Procurement Institute for applying the best practices in the industry.

- Hire Houston Youth Program -

Dr. Tamez acknowledged Mayor Sylvester Turner's summer program, Higher Houston Youth Program, in providing local youth with marketable skills. She noted HCC participated in the eight-week summer job/internship experience and recognized seven youths:

1. Denise Banda, Office of Student Development, Southeast
2. Freddy Dominquez, Foundation, District
3. Alexis Gonzalez, Office of Student Services, Coleman
4. Brenda Lopez, Office of Instructional Support, Central
5. Jennifer Pineda, Office of the President, Southwest
6. Valeria Valle, Office of Student Development, Northeast
7. Denia Martinez, Office of Communication Services, District

- Faculty Senate President for 2015-2016 -

Dr. Tamez recognized Mr. David White, Faculty Senate President for 2015-2016 for his leadership. She noted his initiatives included the inclusion of adjunct faculty to college-wide committees, the creation of an Adjunct Affairs Committee, creating a district-wide survey of attitudes towards academic rigor and honesty, the revision of the definition of academic honesty in the Student Handbook, the funding process for faculty professional development and held the leadership role in conversion from the Moodle LMS to the Canvas LMS for online faculty use. Mr. White thanked the Trustees and HCC administration, and introduced Dr. Melissa Miller-Waters as the new incoming Faculty Senate President for 2016 – 2017.

- COPA President for 2015-2016 -
Dr. Tamez thanked Lillie Aranda for serving as the 2015-2016 President for the College Office Professional Association (COPA). She noted COPA's membership represents HCC non-faculty support staff and encourages professional development opportunities, to join in fellowship with other peers, and serve the community.

CHAIRMAN'S REPORT:

A. Marketing Report

Dr. Tamez provided a HCC Communications Update with recent HCC highlights on the following:

- Internal Engagement Rollout
- HCC FORWARD Campaign
- Reinforce Our Message in Trustee Newsletter – “We are Houston’s Community College”
- Marketplace Ads – TV, Radio and online
- TV Partnerships
- Outdoor Boards
- Texans Partnership – TV and Radio spots; Outdoor Boards, Fliers and Banners
- Texans Scholarship – Check presentation on August 28, 2016
- Areas of Focus FORWARD -
 - Transformation updates
 - Internal HCC FORWARD rollout
 - Campus signage
 - Broadcast support
 - Trustee mailers and e-blasts
 - Community shows
 - Community meetings
 - Industry gatherings
 - Speaking opportunities

B. Trustee District Reports

District VI – Dr. Hansen reported enrollment at Hayes campus is up by 16.5%. He attended an awards ceremony for HCC students who participated in a summer internship program called the “Research Experiences in Exploration in Material Science” sponsored by Rice, UH and the Medical Center as part of the West Houston Institute. Dr. Hansen also spoke at the orientation for the new Honors College at Southwest.

District VIII – Ms. Loreda announced Southeast and Northeast College had STEM program participation for 4th and 5th graders. She added that she is one of the chairs for the Hispanic Scholarship Council and the scholarship reception is taking place on October 21st.

District VII – Mrs. Sane expressed joy in having also attended the Honors College orientation at Southwest. She attended the Tri-City Business Alliance and presented the progress of HCC and the program offerings.

District IV – Dr. Evans- Shabazz attended the “Pancho Claus” event at Southeast College, the METRO Press Conference and she is excited about the partnership allowing students to access bus service at a nominal fee. She also attended the Fall Convocation/Employee Recognition Ceremony and she is sponsoring the NAACP Boot Camp on Saturday, August 27th to increase the presence of HCC in the area.

District IX – Mr. Oliver noted a community-wide meeting took place on Thursday, July 21st where Dr. Maldonado laid out his current and future plans for the South Campus. He added that Dr. Maldonado has agreed to attend the September community meeting to continue discussions of the plans. He inquired about the status of the Minority Male Initiative.

District I – Mr. Capo reported he participated in the Small Business Breakfast meeting which is an opportunity to increase awareness with small businesses. He thanked Veronica Douglas and Liz Lara Carreno for leading the presentations as part of the Goldman Sachs. He announced the North Early College High School will be dedicating their new building on August 19th, a partnership between HCC and HISD.

District II - Mr. Wilson thanked Mrs. Sane and Dr. Hansen in regards to his public reprimand. He reported he was vindicated by administration for assisting the 31 students and noted it was very gratifying having helped the students.

C. Trustee Birthday Recognition

Dr. Tamez noted Dr. Hansen will celebrate his birthday on August 23, 2016.

CHANCELLOR’S REPORT

Dr. Maldonado gave a brief summary on the following:

- June 10th – took part in the ADVANCE graduation on June 10th as the keynote speaker noting the message was that higher education is necessary in today’s society.
- July 1st – spoke to students at the Raul Yzaguirre School of Success who attended a summer program in STEM initiatives.
- July 3rd – interviewed by Khambrel Marshall, of KPRC Channel 2 on Houston Newsmakers to speak to the Houston community on the Centers of Excellence and other issues relevant to HCC.
- July 20th – participated in an Asian-American Roundtable hosted by Mrs. Sane. The discussion included how HCC can better serve Asian-American students and its businesses.
- July 20th – attended the Apprenticeship luncheon as the keynote speaker. The program provides students with hands-on opportunities in addition to the classroom training.
- July 21st – attended the South campus community meeting, and was joined by Congressman Al Green, City Councilman Dwight Boykins, Dr. William Harmon, and Mr. Oliver.
- July 25th – participated in the East Harris County Manufacturers Association for the Top Golf Kickoff event. Regardless the weather, business community gathered to raise scholarship monies for HCC students in the manufacturing programs. He announced HCC

joins San Jacinto College and Lee College as beneficiaries of the program. He thanked the East Harris County Manufacturers Association and the HCC Foundation for supporting the participation.

- July 26th – was the keynote speaker for the 60/30 Texas Presentation and Seminar hosted at HCC Central College and in attendance was Commissioner Raymond Paderes, Commissioner for Higher Education. More was learned about the Higher Education Coordinating Board strategic plan.
- August 10th – attended the METRO Press Conference with Mrs. Sane and Ms. Loreda on the new partnership with METRO. An agreement was signed with METRO CEO Tom Lambert for students to purchase discount Q-cards. Discussions will continue with METRO on transportation initiatives to facilitate access to campuses.

- **Centers of Excellence**

Dr. Maldonado highlighted the Center of Excellence for Visual & Performing Arts this month and invited Dr. Beatty (presenting on behalf of Dr. Stephen Levey, Associate Vice Chancellor for Instruction) and Dr. Colleen Riley, COE Director to provide the overview. Dr. Beatty and Dr. Riley provided an overview of the COE for VPA and IMAGINE HCC 2019 to include the following:

- Objective 1 - Integrate 21st Century Skillsets as Content Across Curriculum
 - Strategy 1: Accreditation and equipment updates
 - Strategy 2: Curriculum and course adjacency
 - Strategy 3: Qualitative assessment tools
- Objective 2 - Provide Continuous Guidance & Feedback to Students to Facilitate Completion
 - Strategy 1: Implement “Mentorvention” model
 - Strategy 2: Diversity the artistic expertise of VPA faculty
 - Strategy 3: Employ data driven decisions
- Objective 3 - Expand Partnerships with Business, Industry, and other Higher Education Institutions
 - Strategy 1: Provide gateways for students
 - Strategy 2: COE for VPA advisory Board
 - Strategy 3: Strategic relationships with arts industry
- Objective 4 - Instill an Entrepreneurial/Creativity Mindset in Employees & Students
 - Strategy 1: Designation of experiential learning projects
 - Strategy 2: Elevate STEM to “STEAM”
- Objective 5 - Foster Employee Engagement & Collaboration Across the Institution to Maximize Utilization of Resources
 - Strategy 1: Collaboration with
Facilities Management
Communications
Institute for Instruction Engagement & Development (IIED)

HCC Disability Services

- COE for VPA Timeline
 - 21st Century Skillsets
 - Facilitate Completion
 - Expand Partnerships
 - Entrepreneurial/Creativity Mindset
 - Institutional Collaboration

Mr. Wilson inquired about the COE enrollment. Dr. Riley noted there 15,000 students enrolled annually in the core curriculum in the creative arts component.

Ms. Loreda noted that fine arts are needed for students to be creative and to do well in academics.

- **Student Success Stories**

Dr. Athos Brewer introduced two students for overcoming their odds by attending Southeast College. Ms. Frecia Todd, an immigrant from El Salvador, who is currently working as an employment counselor for Workforce Solutions, and Mr. Arturo Velasquez who was awarded a full scholarship after graduation to study in Taiwan.

- **Faculty Senate Report**

Mr. David White, Faculty Senate President, provided the faculty senate report and announced the upcoming annual Bedicheck-Orman Fundrasier on October 14th. Mr. White thanked the administration and the Board for bringing faculty salaries into line with market averages. He noted the Senate membership has been revamped to become more inclusive. He announced Dr. Melissa Miller-Waters will be his successor and thanked faculty, administration and the Board for their support.

C. Trustee(s) Birthday Recognition

Dr. Tamez noted Dr. Hansen will celebrate his birthday on August 23, 2016.

HEARING OF CITIZENS

The following citizen appeared before the Board in Executive Session:

- Mark Tiller

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 5:25 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.

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Dr. Tamez reconvened the meeting in Open Session at 7:19 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Capo, Hansen, Loreda, Oliver, Sane, Tamez and Wilson)

CONSENT AGENDA

Motion: Mr. Oliver motioned and Mr. Capo seconded to approve the Consent Agenda with the exception of items A.1, A.2, C.4 and D.5.

Vote: The motion passed with a vote of 7-0. The following items were approved:

- Approve Instrument for the Chancellor Performance Evaluation
- Authorize the Repayment of Portion of 2006 Jr. Lien Student Fee Revenue and Refunding Bonds Callable in 2016
- Authorize the Repayment of Portion of 2006 Maintenance Tax Notes Callable in 2016
- Cooperative Contract Awards for Fiscal Year 2017
- Sole Source Contract Awards for Fiscal Year 2017
- Investment Report for the Month of May 2016
- Investment Report for the Month of June 2016
- Monthly Financial Statement and Budget Review for May 2016
- Monthly Financial Statement and Budget Review for June 2016

(Dr. Evans- Shabazz joined the meeting at 7:22 p.m.)

REVISIONS TO DGBA (LOCAL); EMPLOYEE GRIEVANCES

REVISIONS TO FLS (LOCAL): STUDENT COMPLAINTS

Motion: Mr. Wilson motioned and Mr. Oliver seconded to combine the approval of Item A.1 and A.2.

Vote: The motion passed to combine items with a vote of 8-0.

Mr. Wilson expressed that the Board should not be involved with the grievance process for employees or students.

Mr. Capo clarified the student process does not have a step that comes before the Board but the employee process does. He added that per the Texas statutory authorities the Board is to serve as an appellate board to avoid hearing issues as individuals.

Vote: The motion passed with a vote of 7-1 with Mr. Wilson opposing.

PROPOSED 85TH TEXAS LEGISLATIVE SESSION LEGISLATIVE INITIATIVES

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

Mr. Wilson noted he is interested in speaking to the legislative as a private citizen regarding changing the trustee alignment for colleges with enrollment of 30,000 or more and changing the procurement process the state passed on best practices to best price.

Dr. Hansen inquired if Mr. Wilson was moving to amend the Legislative Initiatives. Mr. Oliver asked for clarification on Mr. Wilson's statement. Mrs. Sane was concerned that Mr. Wilson's items were not on the college's initiatives. Mr. Capo recommended to move forward on the agenda item.

Call the Question: Mr. Oliver called the question.

Motion: Mr. Oliver motioned on call the question and Mrs. Sane seconded.

Call the Question Vote: The motion passed with a vote of 8-0.

Vote: The motion passed with a vote of 7-1 with Mr. Wilson opposing.

APPROVE LEASE AGREEMENT FOR 2302 FANNIN

Motion: Mrs. Sane motioned and Mr. Oliver seconded.

Mr. Wilson expressed he was not voting against the Minority Business Development Agency, but he was voting against the lease agreement.

Vote: The motion passed with a vote of 6-2 with Dr. Hansen and Mr. Wilson opposing.

TOPICS FOR DISCUSSION AND/OR ACTION

APPROVAL OF ANNUAL FACULTY CONTRACTS

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

Mr. Capo recognized Dr. Maldonado and Dr. Beatty for their work in moving forward in the employment of full time faculty.

Vote: The motion passed with a vote of 8-0.

FULL-TIME EXECUTIVE ADMINISTRATOR EMPLOYEE CONTRACTS

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

Mr. Oliver inquired why the name of the President of Central, Dr. Harmon, did not appear on the list. Dr. Tamez explained Dr. Harmon is retiring.

Vote: The motion passed with a vote of 8-0.

PERSONNEL AGENDA – FACULTY

Motion: Mr. Capo motioned and Mrs. Sane seconded.

Vote: The motion passed with a vote of 8-0.

REPORT ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

An update was provided in Executive session.

EXECUTION OF DEVELOPMENT AGREEMENT AND PARTIAL PAYMENT OF IMPACT FEES TO THE CITY OF HOUSTON

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

Dr. Hansen noted he was comfortable as long as the conditions be met as discussed in Executive session. Mr. Oliver concurred. Dr. Tamez apprised they were all in agreement.

Vote: The motion passed with a vote of 8-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 7:41 p.m.

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

Minutes Approved as Submitted: September 22, 2016