

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

April 18, 2013

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, April 18, 2013 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

COMMITTEE MEMBERS PRESENT

Bruce A. Austin, *Chair*
Sandie Mullins, *Vice Chair*
Eva Loreda, *Secretary*
Leila Feldman
Yolanda Navarro Flores
Herlinda Garcia
Christopher W. Oliver
Carroll G. Robinson
Neeta Sane

ADMINISTRATION

Renee Byas, Acting Chancellor
Art Tyler, Deputy Chancellor/COO
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Instruction
Diana Pino, Vice Chancellor, Student Success
Warren Hurd for Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
Cheryl Peters for William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Paul Patterson for Irene Porcarello, President, Southeast College
Michael Young for Betty Young, President, Coleman College
Remmele Young, Executive Director, Government Relations & Sustainability
Karen Edwards, Interim Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Tom Sage, Bond Counsel, Andrews Kurth
Tod Bisch, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Austin, Chair, called the meeting to order at 4:57 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

Mrs. Garcia led the prayer and the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

Approval of Minutes from Special Meeting of February 2, 2013. Committee of the Whole Meeting of February 14, 2013, Regular Board Meeting of February 28, 2013, and Special Meeting of March 23, 2013

Motion – Ms. Loreda moved and Mrs. Feldman seconded. The motion passed with vote of 9-0.

AWARDS PRESENTATIONS AND RECOGNITIONS

- Recognition of East Early College High School on accomplishment of The National Blue Ribbon Award
- Recognition of Board Chair, Bruce Austin who celebrated a birthday on Friday, April 12, 2013.

CHANCELLOR'S REPORT PROVIDED BY RENEE BYAS, ACTING CHANCELLOR

- **Campus Safety Plan Update**

In light of recent attacks that have been in the media regarding school and public safety, HCC will be reinforcing communications as it relates to the Institutional Security Plan, scheduled for presentation to the Board during the May Committee of the Whole Meeting.

The HCC Office of the General Counsel will host a seminar on campus violence, entitled "*Campus Violence Prevention: Tools and Strategies for Managing Threats In and Around Our Classrooms*" on May 10, 2013 at the Northeast Campus, Learning HUB, 2nd Floor from 8:00 a.m. – 4:00 p.m. Registration is required for participation.

- **Magnolia Park Historical Project**

Houston Public Broadcasting System (PBS) aired The Magnolia Park Oral History Project on Tuesday, April 16th at 8:00 p.m. and will air it again on Friday, April 19th at 10:00 p.m. on channel 8.

The Magnolia Oral History Project is a documentary produced in collaboration with Dr. Irene Porcarello, President Southeast College and Minerva Perez. The program features people, history and legacy of one of the oldest neighborhoods of Houston and Texas.

Magnolia Park, located in Houston's East End and adjacent to the early Texas town of Harrisburg, the true birthplace of Houston, which eventually became home to a wave of Mexican and Tejano settlers and their families fleeing the Mexican Revolution of 1910. The neighborhood's identity and unique culture produced great leaders and groups that focused on advocating for barrio cohesiveness and organization.

- **2013 STEM Symposium**

Houston Community College Southeast's Eastside Campus hosted the 2nd Annual Science, Technology, Engineering and Mathematics (STEM) 2013 Symposium this Friday, April 12, 2013. Dr. John H. Lienhard, author and voice of "*The Engines of Our Ingenuity*," served as the keynote speaker.

Dr. Lienhard is a Professor Emeritus of Mechanical Engineering and History at the University of Houston.

The organizers of the symposium invited college, university and high school educators and students to present at the event. Over 300 attendees enjoyed the opportunity to interact with the sponsors, Pearson Education, Cengage Publishing, Texas Instruments, Maple Inc., Wiley Publishing, Design Science Inc. and McGraw-Hill.

- **Central College Coca Cola Scholars**

Ana Quintanilla and Alan Pho, students at Central College, were selected as 2013 Coca-Cola Silver Scholars. Selection as a Coca-Cola Silver Scholar was based on scores earned in the All USA Community College Academic Team competition, for which more than 1,800 applications were received this year.

The program is sponsored by the Coca-Cola Scholars Foundation and is administered by Phi Theta Kappa Honor Society. Ms. Quintanilla and Mr. Pho were recognized by Phi Theta Kappa during this year's Annual Convention in San Jose, California.

- **Alief Early College High School**

Eight (8) Alief Early College High School students were welcomed into the Dell Scholars Program Class of 2013. Students will each receive a \$20,000 scholarship to be used over six years, as well as resources and support, including technology, a private scholar networking community, and mentoring to ensure they have the support needed to achieve their college degrees.

The students from the Alief Early College High School are Bella Escot, Ikram Hersi, Alexis Leonard, Tracy Nwalie, Alejandro Sanchez, Taiye Shittu, Kehinde Shittu and Tina Tiec.

- **Coleman College Health Fair**

Coleman College hosted the Minority Male Initiative (MMI) health fair on April 13, 2013. Eighty (80) students in the MMI program participated. Participants received health screenings for blood pressure, body mass index and a lecture on basic wellness including diabetes and heart disease. Coleman College nursing students supported this event.

On April 13, 2013, the mobile simulation lab was at Wheatley High School for a health fair supported by the Medical Assisting program.

Faculty and student services were on hand at both events to talk to students, parents, and friends to promote the educational opportunities for health careers at Houston Community College.

- **Coleman College Gold Paragon Awards**

HCC Coleman College was presented the Gold Paragon Award, the highest honor, for The Book in the Academic Catalog category. A Silver Paragon Award was given for HCC Coleman Connect, the college's magazine. Three Bronze Paragon Awards were presented for the public relations department's work in Simulation Day 2012 in the category of Brand Experience Implementation; another Bronze Paragon Award for <http://colemanconnection.org> in the category of Online Services; and the final Bronze Paragon Award for an HCC Coleman branded credit card-size USB flash drive in the category of Novelty Advertising.

- **Coleman College Respiratory Therapy Program**

HCC Coleman College Respiratory Therapy Program was the top fundraising team for the greater Houston area in the American Lung Association's Fight for Air Climb on April 6.

The event is a vertical climb up the 48 floor, 1001 Fannin Building in downtown Houston. The Respiratory Therapy Program raised \$3,341 for the lung association and also placed as the third highest company fundraisers, representing HCC Coleman College.

The second-highest individual fundraiser in the greater Houston area was Milvia Alvayero, an HCC Coleman respiratory therapy student, raising \$1,071. Not only did Team Coleman raise the most money of any team, they also received the prize for the largest team in the 2013 event.

- **Commission on Human Rights**

Mr. Tom Anderson, Director of Human Resources, was reappointed by Governor Rick Perry to the Commission on Human Rights for a term to expire February 1, 2019.

The commission investigates statewide employment and housing discrimination. Mr. Anderson is a member of the Society for Human Resources Management (SHRM), SHRM Panel of Experts and State Bar of Texas, and a member and past president of HR Houston.

- **Proclamation Received by Southwest College**

On April 10, 2013 Dr. Fena Garza was presented a proclamation from Congresswoman Sheila Jackson Lee's office via the Honey Brown Hope Foundation. The short ceremony took place in the West Loop Art Gallery with Honey Brown Hope Founder Ms. Tammie Campbell making the presentation. The proclamation was the result of HCC Southwest's partnership with the Honey Brown Hope Foundation to sponsor a presentation in celebration of Black History Month.

- **Distinguished Advisor Award**

Eunice Kallarackal, math teacher at HCC Southwest Stafford campus, received the Distinguished Advisor Award from Phi Theta Kappa. The award encompasses the Texas and International regions. Kallarackal received her award during the Spring Induction ceremony of Phi Theta Kappa's Omega Sigma Chapter, held at the West Loop Campus.

Also honored was student Tien "Tessie" Tran, HCC Southwest College, who was named to the All-Texas Academic Team. This qualifies her as a nominee for the All-USA Team.

- **2013 Commencement Ceremony**

The commencement ceremony for HCC graduates is scheduled for Saturday, May 18, 2013. Two ceremonies will be held and graduate candidates have been pre-assigned to a specific ceremony based on their degree/award. The Academic candidates' ceremony will be held at 8:30 a.m. and Mr. Jamey Rootes, President of the Houston Texans will deliver the keynote address. The ceremony for Workforce and GED candidates will be held at 1:00 p.m. and Congresswoman Sheila Jackson Lee will be the keynote speaker.

- **Condolences to Dr. Irene Porcarello**

HCC Board, Faculty and staff extends condolences to Dr. Irene Porcarello in the passing of her brother-in-law.

- **Faculty Senate Report**

Dr. Tod Bisch thanked Mrs. Sane who attended the Faculty Senate Meeting in March and Mrs. Flores for attending on Friday, April 12, 2013. Both Trustees Sane and Flores spoke on their commitment to student success and engaging with the faculty senate.

Dr. Bisch read two resolutions relating to the Office of the Chancellor which were passed by the Faculty Senate on April 12, 2013:

- Faculty Senate supports Acting Chancellor, Renee Byas
- Faculty Senate supports all stakeholders participation in selection of next HCC Chancellor

HEARING OF CITIZENS

The following individuals were present to speak:

- Daniel Arp

(Mr. Oliver stepped out at 5:19 p.m.)

- Donna Espadas

(Mr. Oliver returned at 5:24 p.m.)

Mrs. Flores expressed appreciation to Ms. Espadas and informed that the plans for the Northline campus are more than bricks and mortar and include services, programs and courses for the campus. She noted that there will be a community dialogue meeting at 6:30 p.m. on Wednesday, April 24, 2013.

- Don D. Le
- Hugo Mojica
- Jules Moor

Mrs. Flores requested that those individuals in support of Higher Houston First to stand.

- Raul Garza, Jr.
- Joseph Matthews
- Bert Keller
- David Pratt
- Laura Thurmond
- Darryl Samuels
- Tomaro Bell

Mrs. Garcia apprised that some individuals may not have been aware of the process for signing up to speak before the Board and requested that those individuals be allowed to speak.

The Board consented to allow the following citizens to speak:

- Leticia Gutierrez
- Mark Rodriguez
- Glen Gray

CONSENT AGENDA

Motion – Mr. Oliver moved and Mrs. Sane seconded.

Mr. Austin noted that items 7, 8, and 12 were pulled and Item 4 was pulled for discussion.

Motion – Mrs. Sane moved and Mr. Robinson seconded to approve the remaining consent agenda with the exception of items B.2, C.4, D.7, D.8, and D.12. The motion passed with a vote of 9-0.

- Awarding of Honorary Degree to Judge Armando Rodriguez
- HCC Board of Trustees Nomination to the Texas Higher Education Coordination Board Two-Year College Stakeholder Committee
- Method of Project Delivery for Construction Build-out (Alief Bissonnet Campus)
- Real Estate Transaction Located in Acres Home Near West Little York (Approved for the negotiated amount of \$2.5 million)
- Real Estate Appraisal Services (Project No. 13-15)
- LaBranch Street Site Improvement and Switchgear Duct Bank Infrastructure Service for Central College (Project No. 13-24)
- Resolution by the HCC Board of Trustees Authorizing the Chancellor to Request and Accept Funds from the City of Houston Housing and Community Development Department through the Neighborhood Facilities Development and Renovation Program
- Police Department Electronic Citation System
- Datavox Donation of Cisco Video Surveillance and Video Conferencing Software and Equipment
- Adoption of Fort Bend and Harris County Local Option Exemptions Tax Year 2013
- 10 and 20 Year Levy Write-Offs Per Texas Property Tax Code Section 33.05 Regarding Limitation on Collection of Taxes for Stafford and Missouri City Jurisdictions
- Sign Language Interpreter and Communication Access Real-time Translation (CART) Services (Project No. 13-07)
- Fully Refurbished GE Millennium MG Multi-Geometry SCE Dual Detector Scintillation Camera (Project No. 13-19)

DISCUSSION AND/OR ACTION REGARDING CHANCELLOR'S SIGNATURE AUTHORITY

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

Ms. Mullins requested that administration clarify their recommendation. Mrs. Byas provided a historical account of the signature authority. She noted that any item over

the amount of \$49,999 requires that the competitive procedures are followed; she noted that the administration requests that the amount remains at \$100,000 as reduction of the amount will possibly require approval of as many as 97 additional agenda items each year, which equates to approximately ten items per month.

Mr. Robinson informed that he requested a list of all contracts/agreements with the college be provided and was informed that the college was not able to provide the information. He apprised that the request to review the contracts/agreements was to ensure all policies and procedures had been followed.

Mr. Oliver noted that \$50,000 is a sufficient amount for the Chancellor's signature authority given that the college is in transition.

Motion - Mr. Robinson moved and Mr. Oliver seconded. The motion passed with vote of 8-1-0 with Mrs. Feldman opposing.

LEGISLATIVE UPDATE AND ANY OTHER RELATED BOARD ACTION, AS NECESSARY

House Bill 2448

Ms. Mullins informed that a motion unanimously passed in the External Relations Committee in support of a letter from the Houston Community College Board of Trustees stating its support of House Bill 2448 authorized by State Representative Sylvester Turner, with an amendment defining Super Neighborhoods more specifically as of the date of the letter of request.

Motion – Mrs. Flores moved and Mr. Oliver seconded to approve to provide the letter of support regarding House Bill 2448. The motion passed with a vote of 9-0.

House Bill 1373

Ms. Mullins apprised that regarding House Bill 1373, the External Relations Committee voted unanimously to authorize Trustee Sandie Mullins, Chair of the External Relations Committee and Trustee Bruce Austin, Board Chair along with the State Legislative Team to negotiate with certain constituencies regarding potential amendments to House Bill 1373, if necessary, to support its passage.

Motion – Mrs. Flores moved and Mr. Robinson seconded to approve the authorization from the Board Governance Committee regarding House Bill 1373. The motion passed with a vote of 9-0.

Senate Bill 414

Ms. Mullins reported that State Senator Rodney Ellis is sponsoring SB 414 that would allow HCC to offer a Bachelor of Science Nursing (BSN) degree as a pilot project.

Motion – Mr. Oliver motioned to support and Mrs. Sane seconded. The motion passed with a vote of 9-0.

Real Estate Transaction Located Near Central College at Alabama and Alameda Road

The item was pulled at the request of Administration.

Real Estate Transaction Located Near Southeast College at Rustic Street

The item was pulled at the request of Administration.

Financial Collection Services (Project No. 12-46)

The item was pulled at the request of Administration.

Mr. Robinson noted that it was brought to his attention that the solicitation was stale regarding the Financial Collection Services (Project No 12-46) and requested that administration pay attention to procurement matters.

Mrs. Sane inquired of Mr. Robinson if it is his desire that the Board Governance Committee review the procurement process. Mr. Robinson apprised that it is his understanding that the Committee will review the procurement process presented by Mrs. Byas in the latter part of 2012.

Mrs. Garcia noted that administration should provide a reason why the item was pulled and noted that if the reason was because of an error by administration, it should be brought to the Board's attention and someone should be held accountable.

ADJOURNED TO CLOSED SESSION

Mr. Austin adjourned the meeting to Executive Session at 6:22 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 7:59 p.m. and entertained motions on pending matters.

(Present: Trustees Austin, Feldman, Flores, Garcia, Loreda, Mullins, and Robinson)

TOPICS FOR DISCUSSION AND/OR ACTION:

INVESTMENT REPORT FOR THE MONTH OF JANUARY 2013 AND FEBRUARY 2013 AND MONTHLY FINANCE REPORT FOR MARCH 2013

Mr. Ron Defalco provided a summation of the investment reports for January and February 2013.

(Mrs. Sane arrived from closed session at 8:00 p.m.)

Dr. Karla Bender presented the financial report.

Mr. Robinson inquired how much of the \$64 million in the fund balance is unencumbered. Dr. Bender informed that none of the \$64 million is the reserves.

Mr. Robinson apprised that the Board was informed that 22 police officers would be hired in the near future and inquired if funds are available for these officers. Dr. Bender noted that the new officers would be hired from contingency funds.

Mr. Robinson inquired of the amount of unencumbered cash available in Fund 3. Dr. Bender informed that the unencumbered amount is \$7.6 million.

Mr. Robinson apprised that his inquiry is to possibly identify a means for a sinking fund for dual credit tuitions waivers/scholarships.

Mrs. Flores inquired why the personnel agenda was moved to a section in the Financial Statements. Mrs. Byas informed that there was no personnel agenda for the month.

Mrs. Flores inquired as to why it takes so long to receive information regarding personnel in the financial statements. Dr. Bender noted that the human resources (HR) data is cumulative and those denoted in white are previous hires and the ones in green are new hires for the month.

Mrs. Flores asked that the amount of the salaries for the HR data be included in the financial statement data. Dr. Bender informed that salary information is included in the personnel agenda in each month for which there are new hires. Dr. Bender apprised that the salary information would be added to the financial statements.

Mrs. Sane requested clarification regarding faculty part-time and inquired why it is negative. Dr. Bender noted that the negative figures denote that less money has been expended in the category as compared to this time last year.

Mrs. Sane requested to review the pay scale at the budget workshop.

Mrs. Garcia inquired if the position for General Counsel was advertised. Mrs. Byas informed that the position was advertised. Ms. Destinee Waiters apprised that there was a review committee and noted that she selected the hiree.

Mrs. Garcia noted that her inquiry was to ensure that a process is in place regarding the posting of positions and that the process is being followed. She informed that the Board Governance committee should review the hiring policy to make certain it is accurate.

Mrs. Garcia inquired that a request has been made to the Deputy Chancellor that a security plan be presented to the Board. She inquired if there is a difference between security and police officers. Mrs. Byas apprised that security officers do not carry guns and police officers do.

Mrs. Garcia inquired if the newly hired security officers since September are new positions. Mrs. Feldman noted that those security officers hired since September are denoted in white and therefore are replacements.

Mrs. Garcia inquired if the new hired officers are employees of HCC. Mrs. Byas informed that they are employees of the college.

Mrs. Garcia proposed to the Chair to appoint a Security Committee and apprised that she would be happy to Chair the committee. Mr. Austin noted that he has reviewed the various plans throughout the country and has asked Mrs. Byas to provide a report on the review.

Mrs. Byas informed that a security committee does exist and apprised that the plan will be reviewed with a report to be provided at the COTW meeting in May 2013.

Mrs. Garcia referenced the position of Economic Development and inquired if the position was advertised. Mrs. Karen Edwards apprised that the position was advertised internally and externally as temporary.

Mrs. Flores noted that she met Mr. Ricardo Solis today and he presented a business card with the title, Executive Director of Economic Development; however, Mr. Solis informed that he was not the Executive Director of Economic Development.

Mrs. Edwards clarified that Mr. Solis is the Executive Director of International Initiatives. Mrs. Garcia apprised that she would like clarification as to why the financial statements list Mr. Solis as the Executive Director of Economic Development.

Ms. Mullins requested clarification regarding the position held by Mr. Ricardo Solis. Mrs. Edwards noted that Mr. Solis was originally hired as a temporary employee and placed in the Executive Director of Economic Development position but was later appointed the Executive Director of International Initiatives on a temporary basis.

Ms. Mullins inquired if Mr. Solis is currently the Executive Director of International Initiatives. Mrs. Byas informed that there is not a new position for Executive Director of International Initiatives. She apprised that the current Executive Director of International Initiatives is on sabbatical for educational purposes.

Mr. Robinson asked for clarification if Mr. Solis was an employee of the college or an external person who applied for one position and was given another position. Mrs. Edwards noted that the first position was filled and the applicant was asked if he would like to pursue the second position.

Mrs. Flores requested that clarification is provided to the Board regarding the details of the position.

Ms. Mullins inquired of the time frame for hiring the 22 police officers. Mrs. Edwards informed that the positions are currently posted. She apprised that the actual hiring time frame may vary.

Mr. Austin suggested that the manning table be provided.

Mr. Robinson noted that the Board never held a full conversation regarding the size of the security force such as the number of cars, officers, and technology. He informed that if the positions are posted, then the funding should be included in the budget. Mrs. Byas noted that budget will be presented to the Board for approval in June 2013.

Mrs. Flores inquired if the E-College posted positions were removed. Mrs. Edwards informed that the E-College positions were never posted. She apprised that the Instruction and Design position was an existing position not due to E-College.

Mrs. Sane requested that all the hiring concerns referenced and the security plan as well as the policy procedures are followed. She requested that the concerns provided by the Board are reviewed and addressed if necessary.

Mrs. Byas noted that the college is required to follow the guidelines of the Equal Employment Opportunity Commission (EEOC).

Mrs. Garcia informed that there needs to be corrections to the financial statement if Mr. Solis is not currently in the Economic Development position as denoted before the Board approves.

Mr. Hollingsworth apprised that the Board is merely accepting the financial report and not approving the accuracy of the personnel information.

Mr. Robinson noted that he will not support acceptance of the report because Human Resources is not able to explain how someone is holding a position that he did not apply for. Mrs. Garcia informed that she agrees with Mr. Robinson and noted that someone needs to be held accountable.

Mrs. Sane requested Mrs. Byas to review the situation and provide a response to the Board at the next meeting.

Motion – Mrs. Sane moved to accept the Investment Reports for January 2013 and February 2013 and the Financial Report for March 2013 with the noted correction as discussed be provided to the Board next month. Mrs. Loreda seconded. The motion passed with a vote of 5-0-3 with Trustees Flores, Garcia, and Robinson abstaining.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 8:36 p.m.

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

Minutes Approved as Submitted: May 16, 2013