

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

January 23, 2014

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, January 23, 2014 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Neeta Sane, *Chair*
Christopher W. Oliver, *Vice Chair*
Robert Glaser, *Secretary*
Zeph Capo
Eva Loreda
Sandie Mullins
Carroll G. Robinson
Adriana Tamez
David B. Wilson

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Chief of Staff
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
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

Mrs. Sane, Chair, called the meeting to order at 4:42 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

(Trustee Glaser joined the meeting at 4:44 p.m.)

PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Glaser led the prayer and the Pledge of Allegiance to the Flag.

(Mr. Capo joined the meeting at 4:46 p.m.)

Trustee Sane introduced the new Trustees and recognized the Board Officers for 2014.

APPROVAL OF MINUTES

Approval of Minutes from Academic Affairs/Student Services Committee Meeting of December 12, 2013, Chancellor Search Advisory Committee Meeting of December 12, 2013, Committee of the Whole Meeting of December 12, 2013, External Relations Committee Meeting of December 12, 2013, Regular Meeting of December 17, 2013, Special Meeting of December 17, 2013, and Special Meeting of December 23, 2013

Motion – Mr. Oliver moved and Ms. Mullins seconded. The motion passed with a vote of 9-0.

CHAIRMAN'S REPORT

Mrs. Sane recognized Trustee Eva Loreda who celebrated a birthday on January 17, 2014.

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

Mrs. Byas welcomed everyone back to the New Year. She welcomed the newly elected Trustees and congratulated the 2014 officers of the Board, Chairwoman Neeta Sane, Vice Chair Christopher Oliver and Secretary Robert Glaser.

Mrs. Byas expressed that she is looking forward to working with the Board to ensure the mission and vision of HCC continues to bring a promise of success and vitality to the Houston community. She informed their roles as members of the governing body that shapes the direction of HCC over the next several years will be invaluable.

Mrs. Byas apprised that administration will continue to work collaboratively with the Board, faculty and staff to ensure that students are at the center of everything the college does.

Mrs. Byas emphasized that the college is moving forward with exciting initiatives and projects that will enable HCC to reach important recruitment, retention and completion goals.

Mrs. Byas noted several upcoming events:

- On Friday, January 31st the college will hosts its annual State of the College address at the Junior League of Houston. For more information about how to register for the event, please call 713-532-6907.
- The Houston Community College Black History Committee respectfully requests your participation and financial support for its 2014 Black History Scholarship Gala. This year's Gala will be held at 6 p.m., on Friday, February 21, 2014 at the Hilton Americas-Houston Hotel, located at 1600 Lamar Street.
- The 2014 Opportunity Ball, which raises scholarship funds for local students seeking to achieve a higher education at Houston Community College, will be held at 6:30 p.m. on Saturday, February 22, 2014 at the Hilton Americas-Houston Hotel located at 1600 Lamar St.

Mrs. Byas apprised that more information on how to support these worthy events is located on the HCC Foundation website at www.hccsfoundation.org.

Mrs. Byas noted inclement weather is forecasted and apprised that HCC will be monitoring the weather situation throughout the night. The safety of students, faculty, and staff are of utmost priority; updates will be posted on the HCC Web site (www.hccs.edu), all local television stations, HCCTV and local radio stations regarding possible school closings and class starts.

Faculty Senate Report

Mary Page read the faculty senate report on behalf of Dr. Miki Novak, President of the Faculty Senate. Ms. Page congratulated and welcomed the new Board members on behalf of the faculty to include.

- Workforce reorganization
- Enrollment and funding
- Student Services issues
- Shared governance
- Transparency across the institution
- Continue to move forward with hiring a new chancellor
- Book orders

HEARING OF THE CITIZENS

There following individual(s) requested to speak before the Board:

- Daniel Arp

CONSENT AGENDA

Motion – Ms. Mullins moved and Mr. Capo seconded to approve with the exception of items A.1, A.4 and A.5. The motion passed with a vote of 9-0. The following items were approved:

- Technology Replacement Plan for Instructional Labs and Faculty
- Extension of Contract with Qatus Advisors and Any Other Related Matters
- Payment to Gardere Wynne Sewell LLP for Professional Legal Services Rendered (October-November 2013)

STRATEGIC IP LICENSING, INC.- SIPL (PETROED) CONTRACT

Motion – Ms. Mullins moved and Ms. Loredó seconded.

Mr. Wilson noted that he was unaware that there may be additional cost when the item was discussed in committee. He informed that he would like additional clarification.

Dr. Cook apprised that the item was an instructions and lecture based contract. He noted that it is a stand-alone program and does not include the rigs. He informed that the program is self-sustaining.

Mr. Robinson inquired if there will be a \$1.9 million cost and when will the revenue be generated. Dr. Cook informed that there has not been any discussion regarding a rig. Mrs. Byas noted that the rig will be needed to complete the overall program and apprised that there will be an outreach effort for financial support of the program regarding the rigs.

Mr. Robinson requested that the discussion be included in the budget discussion. Dr. Cook informed that the original budget was supposed to be all inclusive.

Mr. Robinson apprised that a previous discussion was held and requested the additional information regarding the budget for the full program.

Mr. Capo associated with Mr. Wilson that there should be an appropriate budget and urged the Trustees to also assist with identifying funding opportunity.

Mr. Oliver noted that when initiating a program, the funding should be identified to make certain the program is sustainable.

Mr. Robinson requested that someone follow up with the energy representatives. He informed that he is in favor of the item.

Mr. Wilson apprised that his question has been answered and noted that the initial portion of the program is a stand-alone and additional discussion will be needed for the completion of the program.

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

EXERCISE TWO-YEAR OPTION WITH BARNES & NOBLE BOOKSTORE

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

Mr. Robinson inquired if there are any other vendors who can provide the services.

Dr. Cook informed that the book industry is moving to electronic materials. He apprised that there will be more online material.

Mr. Oliver associated with Mr. Robinson that the effort should be to start looking at some of the vendors who are offering the online sources.

Dr. Tamez inquired if there is an opportunity to survey the student body regarding the online material. Dr. Cook noted that the students are more apt to using online material.

Mr. Glaser inquired if there was a study or survey conducted for comparison with other institutions regarding online material. Dr. Cook informed that the college is probably on the national average. He apprised that more efficient needs must be identified.

Vote – The motion passed with vote of 9-0.

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

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

Mr. Robinson noted that he pulled the item because there is no contract regarding the services. He informed that he asked that an RFQ go out on the item. He apprised that he does not have an issue with the firm providing the services.

Mr. Robinson noted that his request is to bring forward the best firm that could provide negotiated prices.

Mrs. Sane asked that administration look into moving forward on the item.

Mr. Capo inquired how HCC compares to like organizations as it relates to size and function. He informed that this information needs to be reviewed before moving forward.

Mr. Wilson requested that administration moved forward with the RFQ.

Mr. Robinson apprised that the best rate cannot be identified because there is no contract.

Mr. Robinson noted that there is no contract for the board legal services; however, there is a contract with the firm regarding other services.

Mr. Oliver inquired if it is possible for board counsel to provide favorable rates.

Mr. Robinson informed that there is not a need for a contract for board legal services; however, it has been the practice. He apprised that the Board only hires the Chancellor, External Auditor, and Board Counsel.

Mr. Hollingsworth apprised that all his community college client rates are the same.

Ms. Mullins noted that there are concerns with going with a legal firm based on best value. Mrs. Byas informed that request for qualification is based on best value, experience, and other criteria the Board requests.

Dr. Tamez informed that Bracewell and Giuliani has been with the college for many years. She apprised that historical prospective is important to provide stability.

Mr. Robinson noted that his issue is that taxpayers' money is spent with no existing contract.

Dr. Tamez inquired if there are any itemized billings regarding the monthly expenses.

Mr. Hollingsworth informed that monthly itemized statements are provided to the Office of General Counsel.

Vote – The motion passed with a vote of 8-0-1 with Mr. Robinson abstaining.

TOPICS FOR DISCUSSION AND/OR ACTION

PERSONNEL AGENDA FOR JANUARY 2014

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

Mr. Wilson apprised that he is interested in a freeze on new hires given the possible budgetary shortfall.

Mrs. Sane noted that another budget presentation will be provided in February/March 2014. She informed that those concerns could be presented at that time.

Mrs. Byas apprised that the issue is being addressed.

Mr. Glaser noted that he would be interested in balancing with the latitude to hire or replace a non-performing.

Mr. Robinson informed that he is supportive of a freeze with an explanation. He apprised that he would like to see the needs of the colleges. He noted that there is a significant jump in salaries for staff without explanation.

Mr. Oliver noted that his concern would be any senior/administrative hires and informed he does not have an issue regarding the normal course of business.

Ms. Loreda apprised that instead of bringing new resources for top administrative positions consider individuals who are already in various positions.

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

INVESTMENT REPORT FOR NOVEMBER 2013 AND MONTHLY FINANCIAL REPORT FOR DECEMBER 2013

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

Dr. Estes noted that there are three items of interest regarding the investment and referenced page 3 of the investment report. He informed that the investments are very liquid and apprised that the yield is very good in comparison to the benchmark provided.

Mr. Glaser inquired of the unrealized loss. Dr. Estes noted that the loss would never be realized.

Dr. Estes provided the operating statement consisting of revenues less expenses. He informed that in reference to the unrestricted fund, the revenues exceed expenses compared to this point in a year.

Dr. Estes apprised that there was a review with Mrs. Sane regarding the financial overview and noted that there will be projection models over the next five years.

Ms. Mullins informed that she is concerned about hiring that does not associate with graduating students and expending that does not associate with graduating students.

Mr. Robinson inquired if expending is reduced, would it align with revenues. Dr. Estes apprised that if \$10 million is not spent this year, it would assist with the foreseen shortfall and noted that the challenge is much more manageable.

Mr. Robinson informed that he would like to see where there are areas that funds will not need to be spent and the wants versus the needs.

Mr. Robinson requested that administration conduct an analysis regarding unused land.

Mr. Robinson inquired of the revenue generated for 3100 Main in lease revenue annually. Dr. Estes apprised that the amount is approximate \$1.8 million.

Mrs. Byas noted that the information will be provided.

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

(Mr. Oliver left at 5:50 p.m.)

ADJOURNED TO CLOSED SESSION

Mrs. Sane adjourned the meeting to Executive Session at 5:50 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. Mrs. Sane 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.

Mrs. Sane reconvened the meeting in Open Session at 7:16 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Capo, Glaser, Loredo, Mullins, Robinson, Sane, Tamez and Wilson)

JANITORIAL SERVICES

Motion – Mr. Robinson moved and Ms. Loredo seconded.

Mr. Robinson informed that an amendment was provided regarding the item to provide guidance to administration regarding prevailing wage policy. Mr. Robinson encouraged administration to do the best they can regarding using state contracts.

Mrs. Sane noted that the suggestion was important.

Mr. Glaser apprised that timeliness is imperative regarding getting a policy in place.

Mr. Capo expressed appreciation to Mr. Robinson for getting the discussion on the table regarding the policy for future contracts.

Dr. Tamez informed that the Board would be holding administration accountable regarding the prevailing wage item in the contracts.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 7:20 p.m.

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

Minutes Approved as Submitted: February 27, 2014