

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

October 30, 2015

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Friday, October 30, 2015 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Zeph Capo, *Chair*
Robert Glaser, *Vice Chair*
Adriana Tamez, *Secretary*
Carolyn Evans-Shabazz
Eva Loreda
David Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, General Counsel
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Madeline Burillo, Interim President, Southwest College
Margaret Ford Fisher, President, Northeast College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
David White, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Zeph Capo, Chair, called the meeting to order at 9:13 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, Glaser and Wilson)

PRESENTATION ON INTERNATIONAL INITIATIVES

Dr. Cesar Maldonado noted that over the past couple of months there has been a dialogue on the model and the framework for international initiatives. He informed that the model is different than past agreements with Saigon and Qatar.

Dr. Butch Herod spoke on and referenced a 2015 report from Rice University's Kinder Institute that HCC student profile mirrors the diversity of the city and noted that the economy is similar and linked to global markets. HCC is meeting this challenge, and the Office of International Initiatives in playing a critical role in developing the programs and partnerships.

(Trustee Loreda arrived at 9:16 a.m.)

Dr. Herod presented the following:

- New Direction and Strategies
 - Partner with local business on international Initiatives
 - Train local workers for overseas employment
 - Bring foreign workers to HCC for training
 - Issuance of J-1 visas
 - Contracts for Services abroad (short-term only)
 - Two Examples of International Initiatives – Mexico and Qatar

- Our Environment
 - Houston is an International City
 - Houston Companies with International Affiliates
 - Top 15 countries of HCC International Students

- Support for Faculty and Students
- Global Competencies
- Local Policy Proposal
- Conclusion

Mr. Capo thanked the administration for listening to the Board Member's feedback for the policy conclusion, so Board Members can communicate to their community that there will be no campuses being built outside of Houston.

Mr. Wilson informed that he represents District II and his constituents are not supportive of international initiatives, they are more concerned with local initiatives.

Mr. Glaser also thanked the administration and appreciated the alignment of providing services and opportunities to the international companies within the community.

Dr. Evans-Shabazz noted she believes in taking care of home first; however, she believes that her district and international initiatives could work together.

Ms. Loredo stated that she has always believed in taking care of home first, but supports the idea, and apprised that she thinks the model presented will enable HCC to serve local and international since there will be something to compare against.

(Trustee Tamez arrived at 9:36 a.m.)

Ms. Loredo noted the safety to HCC administration, faculty and staff should always be a consideration. She informed that each international initiative provides opportunity to explore.

Mr. Capo referenced the policy proposal and recommended listing priorities and key indicators to assist with analyzing the proposals. He apprised he would like a rubric established to assist with the decision making process.

Mr. Wilson inquired if consultants are still being paid in regard to Qatar, and if Saigon Tech is a private school. Mrs. Teri Zamora noted the contract expired August 31, 2015. Dr. Maldonado informed that Saigon Tech is a private school, and apprised that most of the schools in Saigon are private. It is a co-location and an approved HCC location. He noted that the current contract with Saigon Tech expires in 2017.

TASB POLICY WORKSHOP

Dr. Maldonado informed discussion with the Board has taken place on reformatting polices, into TASB (Texas Association of School Boards) format for statutes and polices to be easily accessible.

Mr. Ashley Smith apprised the Board's commitment to transparency led to the charge to refine, perfect, the presentation of the laws, policy and procedures. He introduced TASB representatives Amy Kadlecek, Policy Consultant and Amy Magee, Senior Attorney for Community Colleges.

Ms. Kadlecek noted
TASB provides the following services:

- Telephone Consultation
- Sample Policies
- Drafts of Policy Revisions
- Annual TASB numbered Update
- Local District Updates (LDU)
- Policy on Line (POL)

Ms. Kadelecek informed that a customized policy manual for the college district will be the end product.

- Purpose of Written Policy
 - Provides directives for the administration, staff, students, and stakeholders.
 - Shows that the college district is fair, reasonable, even-handed, not arbitrary and capricious on how to handle issues and decisions.

- Provides a legal basis for the actions the taken.

- What is Regulation
 - Provide details and specifics required to implement policy
 - Serve as a directive for staff action
 - Receive board review, but not adoption

- Structure of Policy Manual
 - Basic district foundations
 - Local governance
 - Business and support services
 - Personnel
 - Instruction
 - Students
 - Community and Governmental Relations
 - Table of contents

- Policy On Line
 - Access from mobile devices
 - Search engine
 - Browse sections
 - Topics index
 - Administrative login
 - Updates

- Board's Role
 - Be familiar with the sections/structure of the manual
 - Consider the issue in light of the college district's mission statement
 - Consult your TASB Policy Consultant and Legal Services Attorney before writing or adopting policy changes

- Final Steps
 - Maintain the college district's historical file
 - Revise regulations to match policy changes
 - Administrative procedures and guidelines
 - Student handbook/catalog
 - Employee handbook

Amy Magee stated when developing policies, statues and state laws are taken into consideration, along with considering SACS accreditation requirements..

Dr. Tamez inquired if TASB would work with HCC IT with the online policy. Ms. Kadelecek informed TASB formats the online policy and HCC uploads to the final product.

Mr. Capo inquired of the processes to ensure that local and legal policies align and noted that the local has a tighter policy. He also inquired if Board bylaws would be separate. Mr. Hollingsworth stated the Board bylaws would be kept as a separate document.

Mr. Wilson requested an overview of TASB. Ms. Magee informed TASB is comprised of school districts, other colleges' membership and a Board of elected officials.

Mr. Wilson asked if TASB is authorized by the state and inquired of the cost associated with the policy manual. There is a cost for the development of the manual and minimal costs for updates. Mr. Wilson inquired if HCC moves forward, if there is an opt-out clause. HCC is currently a member, but policy online is a service and there is a cost associated.

Dr. Maldonado informed that the alternative is to complete the work in-house, which would be a significant cost, as compared to the annual fee of \$15,000.

Mr. Glaser compared the services to using licensed software. He informed that he supports the transparency and efficiency on office scale management. He thanked the presenters.

Ms. Loredo expressed appreciation for the presentation and the importance of the information being kept up to date with the state and other institutions.

Mr. Capo recessed the meeting at 10:23 a.m. and reconvened 10:30 a.m.

(The following Trustees were present: Capo, Evans-Shabazz, Glaser, Tamez and Wilson)

LEGISLATIVE UPDATE

Mr. Jarvis Hollingsworth, Board Counsel, Bracewell and Giuliani, provided a 2015 a legislative update as follows:

- HB 23 Ethics: Conflict Disclosure, effective September 1, 2015

(Trustee Loredo joined the meeting at 10:37 a.m.)

Mr. Capo requested clarification of vendor gifts. Mr. Hollingsworth noted three categories of vendor: contract with the institution, attempting to contract with the institution, and a representative or agent of a vendor.

Mr. Wilson compared scholarship fundraising activities and vendor making purchases for the event.

- Value (What is the value?)

Mr. Wilson inquired if making a contribution as a board member considered to be a vendor.

Mr. Hollingsworth apprised the college has a policy that states the college prohibits entering into a contract with a business entity to include board members and family members. (Policy A.2.7). But the policy number will change once entering into TASB format.

(Dr. Tamez stepped out at 10:55 a.m.)

Mr. Hollingsworth stated disclosures will be posted online and must be filed within seven days by employees, vendors, and board members. He further explained the violations of failing to meet the requirements.

- Violation
 - Employee
 - Vendor
- Gifts
 - Lodging
 - Transportation
 - Entertainment

(Dr. Tamez returned at 10:57 a.m.)

Mr. Glaser inquired of the process to identify which business are vendors to the college. Mr. Hollingsworth noted Procurement does provide black-out notice. He informed there is a requirement that administration provide the solicitation and principles of the entities.

Mr. Hollingsworth referenced requirements and principles stated in Article A section 5 E of the Board bylaws referring to Procurement.

Mr. Glaser inquired how to conduct business with vendors, when you are a business owner and determine who is conducting business with HCC. Requesting an avenue to be put in place for compliance.

Mr. Capo requested Board Counsel to review case law relating to vendors and everyday business.

Mr. Hollingsworth continued with his presentation:

- HB 763: Open Government, effective June 9, 2015

Mr. Capo asked for clarification on the signatures requirements.

- HB 1295: Disclosure of Interested Parties in Contracts and Research, effective September 1, 2015

Mr. Wilson asked for clarification of the suppliers of subcontractors.

Mr. Glaser inquired about total contract value and renewals.

Mr. Hollingsworth continued with his presentation:

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- HB 3357: Posting Method for Board Meeting Notice, effective September 1, 2015
- SB 27: Online Broadcast of Meeting by Telephone Conference Call, effective September 1, 2015

- HB 2049: Indemnification Duties of Engineers and Architects, effective September 1, 2015
- HB 2634: Construction Managers-at-Risk, effective September 1, 2015
- SB 573: Possession, Transport, or Sale of Prohibited Weapons, effective September 1, 2015
- HB 910: Open Carry Law, effective January 1, 2016
- SB 11: Campus Carry, effective August 1, 2017
- SB 273: Offenses Relating to Carrying Concealed Handguns and Relevant Signage, effective September 1, 2015
- SB 386: School Marshalls, effective September 1, 2015
- HB 669: Sexual Assault on Campus, effective in the Fall 2015 Semester
- HB 484: Eligibility to be a Candidate or Holder of Public Office, effective September 1, 2015
- SB 1703: Deadlines for Election Procedures, effective September 1, 2015

Mr. Hollingsworth concluded his presentation and requested the Board to contact him or General Counsel with any additional questions.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 11:38 a.m.

Minutes recorded, transcribed & submitted by:
Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: _____