

**NOTICE OF MEETING  
THE BOARD OF TRUSTEES  
OF THE HOUSTON COMMUNITY COLLEGE  
MEETING AS A COMMITTEE OF THE WHOLE**

**August 8, 2013**

Notice is hereby given that the Board of Trustees of Houston Community College will meet as a Committee of the Whole on Thursday, the eighth (8<sup>th</sup>) day of August, 2013, at 4:30 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2<sup>nd</sup> Floor in Seminar Room A, Houston, Texas. The items listed in this Notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session may be discussed and/or approved in open session and vice versa as permitted by law. Action Items approved by the Committee of the Whole will be listed on the Consent Agenda at a Regular Board Meeting.

**I. Call to Order**

**II. Topics for Discussion and/or Action:**

**A. Facilities and Finance**

1. Investment Report for the Month of May 2013
2. Investment Report for the Month of June 2013
3. Monthly Finance Report for July 2013
4. Ground Lease with Texas Medical Center
5. Interior Plant Installation and Services (Project No. 13-44)
6. Television Production Services (Project No. 13-45)
7. Property and Casualty Insurance Program Services (Project No. 13-35)
8. Armored Car Transportation Services (Project No. 13-43)
9. Financial Advisory Services (Project No. 13-42)
10. Payment to Bracewell & Giuliani LLP for Professional Services
11. Order Calling for Trustee Election to be held on Tuesday, November 5, 2013; and Making Provisions Related to the Subject

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12. Update on Bond Capital Improvement Plan (CIP) Related Matters
13. Update on Interim Vice Chancellor for Finance Search

**III. Action and/or Report Items from Appointed and Ad Hoc Committee(s):**

**A. Academic Affairs/Student Services**

1. MOU Between HCC and HISD for Operation of Middle College High Schools (MCHS)
2. Tuition and Fees for Non-Credit Classes
3. Apprenticeship Training Agreement for Non-Credit Classes
4. Student Exam Costs for Surgical Technology and Medical Assistance Programs
5. Placement Test
6. Conditional Letters of Admission for 6<sup>th</sup> Graders in HCC Service Area
7. Report on Enrollment Management (Advising and Counseling)
8. Update on Athletics Program

**B. Minority Male Initiative**

9. HCC Male Student Success
10. MMI Summer STEM Academy

**C. Board Governance**

11. Full-Time Administrative Employee Annual Contracts
12. Renewal of Full-time Faculty Employee Annual Contracts for Fiscal Year 2013-14
13. Proposed Revisions to Board Bylaws
14. Update on Governance Related Legislation

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**D. Audit**

15. Report on Human Resources Processes and Procedures
16. Report on Financial Processes and Procedures
17. Audit Services Firm

**E. External Relations**

18. HCC Vice Presidential Debate Resolution
19. 83<sup>rd</sup> Legislative Session Update

**D. Interim Chancellor Search**

20. Executive Search Services (Project No. 13-41)
21. Discuss Overview of Search Process

**IV. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072; and 551.074, the Open Meetings Act, for the following purposes:**

**A. Litigation and Legal Matters**

1. Consultation with legal counsel concerning matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws
2. Consultation with General Counsel on Pending Legal Matters

**B. Personnel Matters**

1. Deliberate the appointment, employment, evaluation, reassignment, duties, leave, discipline, contract status, or dismissal or to hear complaints or charges against the chancellor, employees or board members

**C. Real Estate and Property Matters**

1. Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on negotiations

## **Reconvene in Open Meeting**

### **V. Consider Approval of Agenda Items, Including Closed Session Matters**

### **VI. Additional Closed or Executive Session Authority**

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board June conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071 through 551.086, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment or specific occasions for implementation of security personnel or devices.

Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

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- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

**VII. Adjournment**

**CERTIFICATE OF POSTING OR GIVING NOTICE**

On this 2<sup>nd</sup> day of August, 2013, at or before 4:00 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the Administration Building of the Houston Community College System, 3100 Main, First Floor, Houston, Texas 77002; (2) the Harris County Criminal Justice Center, 1201 Franklin, Houston, Texas 77002; (3) the Fort Bend County Courthouse, 401 Jackson, Richmond, Texas 77469; and (4) the Houston Community College website, www.hccs.edu. The Houston Community College's public meeting notices for Fort Bend County may be viewed after hours (*i.e.* between the hours of 5:30 p.m. and 7:30 a.m.) on the kiosk located on the west side of the new Fort Bend County Courthouse (the "William B. Travis Building"), located at 309 South Fourth Street, Richmond, Texas 77469.

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Sharon R. Wright, Manager  
Board Services