

NOTICE OF A REGULAR MEETING OF THE BOARD OF TRUSTEES

HOUSTON COMMUNITY COLLEGE

September 19, 2013

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Thursday, the nineteenth (19th) day of September 2013 at 4:00 p.m., or after, and from day to day as required, at the HCC Administration Building, 2nd Floor Auditorium, 3100 Main, 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 discussion may be discussed and/or approved in open session and vice versa as permitted by law.

I. Call to Order

II. Prayer and Pledge of Allegiance

III. Approval of Minutes

Approval of Minutes from Academic Affairs/Student Services Committee Meeting of August 8, 2013, Board Governance Committee Meeting of August 8, 2013, Committee of the Whole Meeting of August 8, 2013, External Relations Committee Meeting of August 8, 2013, Interim Chancellor Search Committee Meeting of August 8, 2013, Chancellor Evaluation Committee Meeting of August 15, 2013, and Regular Meeting of August 15, 2013

IV. Awards, Presentations, and Recognitions

V. Chairman's Report

- A. Acceptance of Resignation from Leila Feldman, Houston Community College Trustee Position, District V and Any Other Related Authorizations Necessary for Further Action
- B. Announcement of Upcoming Vacancy for HCC Trustee Position in District V and Process for the Board's Appointment to the Position

VI. Chancellor's Report

- A. Faculty Senate Report (President of Faculty Senate)

VII. Hearing of Citizens

VIII. Consent Agenda

A. Academic Affairs/Student

1. Registration Fee for Non-Credit Adult Basic Education (ABE) Classes
2. New Associate of Arts (AA) Degrees in Music and Communication

B. Audit

3. Audit Services Firm
4. Proposed Internal Audit Department Charter
5. Proposed Audit Committee Charter
6. Internal Audit of Credit Card Usage

C. Board Governance

7. Travel Authorization for Trustee Carroll Robinson to attend the President's Roundtable, October 17-20, 2013 in Pittsburgh, PA

IX. Topics for Discussion and/or Action

A. Academic Affairs/Student Services

1. Tuition and Fees for Non-Credit Classes
2. Report on International Travel to England for HCC Honors College Students

B. Facilities and Finance

3. Effective, Rollback, and Debt Service Tax Rate Calculations
4. Sale of 1.033 Acres of Land at Northline Mall from HCCS to Public Facility Corporation
5. Investment Report for the Month of July 2013
6. Monthly Finance Report for August 2013
7. Payment to Bracewell & Giuliani LLP for Professional Services

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C. Governance

8. Renewal of Full-time Administrative Employee Annual Contracts
9. Personnel Agenda for September 2013

D. Interim Chancellor Search

10. Name Acting/Interim Chancellor to Serve Until Permanent Chancellor is Selected, and Any Other Related Authorizations

E. Permanent Chancellor Search

11. Discuss and/or Consider Recommendations Relating to the Permanent Chancellor Search Committee Process and Procedures, Including but not Limited to Posting and Announcement, Job Description, Profile, Search Process, and Timelines; and Any Other Related Authorizations

X. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071, 551.072, 551.073, and 551.074, the Open Meetings Act, for the following purposes:

A. 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 Individual/Faculty/Administration Classified Staff
 - a. Employment of Faculty – Regular and Executive Contracts
2. 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

XI. Consider Action on Agenda Items, Including Closed Session Matters

XII. 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 may 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, 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.

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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:

- 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.

XIII. Adjournment

XIV. Dinner

Following the conclusion of all business, the Board of Trustees will meet for dinner in the Chancellor's Conference Room, 12th Floor, Suite 12D15, System Administration Building, 3100 Main, Houston, Texas 77002, where the Board may generally discuss System business, but will not take action on such business.

CERTIFICATE OF POSTING OR GIVING NOTICE

On this 16th day of September 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 HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; (2) the Harris County's 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's website, www.hccs.edu. The Houston Community College's Fort Bend County public meeting notices 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.

Sharon R. Wright, Manager
Board Services