

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

May 16, 2013

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, May 16, 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
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Butch Herod for Zachary Hodges, President, Northwest College
Paul Patterson for Irene Porcarello, President, Southeast College
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
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 4:39 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

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

APPROVAL OF MINUTES

Approval of Minutes from Academic Affairs/Student Services Committee Meeting of April 11, 2013, Board Governance Committee Meeting of April 11, 2013, Committee of the Whole Meeting of April 11, 2013, External Relations Committee Meeting of April 18, 2013, and Regular Meeting of April 18, 2013

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

AWARDS PRESENTATIONS AND RECOGNITIONS

- **Check Presentation to Opportunity 14**

H-E-B presented a check for \$250,000 on behalf of the HEB partners.

(Mr. Oliver and Mrs. Sane stepped out at 4:44 p.m.)

Mrs. Byas noted that the contribution from HEB will be utilized to assist students with two years of college education. She informed that 1,100 students have benefited from HCC Opportunity 14.

(Mr. Oliver and Mrs. Sane returned at 4:49 p.m.)

- **2013 Faculty and Staff Campaign**

Mrs. Byas apprised that HCC Foundation exceeded its goal and raised \$76,446 for scholarships. Barnes and Nobles Booksellers provided a matching contribution for a combined total of \$152,892.

Mrs. Byas noted that Coleman College for the sixth consecutive year had the highest participation rate with Southwest College coming in second and Northwest claimed third place.

Mrs. Byas announced that a new award was introduced, The Eagle Pride trophy, in recognition of the college that truly embraced the theme of the Faculty and Staff Campaign. The Eagle Pride trophy was presented to Southwest College.

CHAIRMAN'S REPORT

- **HCC Graduation Ceremony**

Mr. Austin reminded everyone of the Graduation Ceremony on May 18, 2013 at Reliant Stadium. The Academic ceremony would begin at 8:30 a.m. and the Workforce/GED ceremony will commence at 1:00 p.m.

- **Inaugural ASPIRE Event**

Congratulations to Trustee Neeta Sane on a successful inaugural Asian Scholarship Program Inspiring Results & Excellence (ASPIRE) event. Mrs. Sane expressed appreciation to everyone for their support of the event. Mrs. Garcia expressed appreciation to Dr. Tyler for his assistance in planning the event. Mrs. Feldman recognized Dr. Parvin Bagherpour for her efforts.

- **Graduation Ceremony for Community College of Qatar (CCQ)**

Mrs. Loreda expressed appreciation to Dr. Spangler, Dr. Tyler and the HCC team for their efforts of assisting with setting the ground work for the Community College of Qatar. She noted that there was much excitement for the students receiving their degrees from CCQ.

CHANCELLOR'S REPORT PROVIDED BY RENEE BYAS, ACTING CHANCELLOR

- **HCC Newspring 2013 Business Plan Competition Winners**

The HCC Newspring Business Plan Competition winners were announced at HCC's Spring Branch Campus on April 26th. Twenty-five teams worked with advisers to craft their business models and plans for expansion. Five teams were selected as finalists:

- The first place winner of \$12,000 - Kevin Doffing of Sam's Safety Equipment.
- The second place winner of \$8,000 - Elaine Mau of Urban Leaf
- Third place winner of \$4,000 - Joe Kappil of Lone Star RSD
- Honorable mention of \$1,000 each - Tim Arumburo of Blue Sky Flight Services and Robert Delossantos of Sky High Party Rentals

- **HCC VAST Academy Holds Commencement**

Ten students graduated from HCC Northwest Vocational Advancement and Social Skills Training (VAST) Program. The program is designed for students with disabilities to earn workforce certificates in hands-on career fields, as well as career readiness credentials, lifelong skills and independence.

Of the graduates, three students were employed during the course of the program and four students received internships. The VAST Program is one of two programs in the Houston area that offer such post-secondary programs.

- **Coleman College Pinning Ceremony**

More than 450 students and 3,000 guests attended the 2013 HCC Coleman College Pinning Ceremony on Thursday, May 9, 2013 at the George R. Brown Convention Center.

Twenty of the health science programs presented professional lapel pins to graduating students in a rite-of-passage event, marking their transformation from student to professional.

The 2013 HCC Coleman College Distinguished Alumni Award was presented to Shibu Varg-hese, who graduated from the Respiratory Therapy program and is now the Vice President and Chief Human Resources Officer for The University of Texas M.D. Anderson Cancer Center.

- **North Forest High School Dual Credit Students to Graduate with Drafting & Design Certificates**

Nine North Forest High School dual credit students are set to graduate with a certificate in Drafting and Design Engineering Technology as a part of the HCC Northeast dual credit program. The graduates are:

- Murilan Thomas
- Brandon Edge
- Adriane Maxie
- Carl Pugh
- Laura Real
- Samuel Pena
- Jesse Hernandez
- Jalyynn Johnson-Black
- Romelo Cabral

The North Forest students also placed first at the HCC Northeast STEM Expo Science competition. The certificate opens the door for the students to work in the field as beginning drafters with salaries starting at about \$22 an hour.

- **2013 Offshore Technology Conference**

Dr. Ford Fisher and five HCC Northeast faculty and staff participated in the 2013 Offshore Technology Conference (OTC) held at Reliant Stadium. Attendees participated in presentations and learned what the industry offers in oil and natural gas exploration and production. HCC Northeast staff used the opportunity to network and build relationships with industry leaders as plans to offer a new offshore drilling program at the College are being finalized.

- **HCC Southwest Teams Up with the Sugar Land Skeeters to Play Ball this Summer**

HCC Southwest helped take a bite out of bullying while launching its sponsorship with the Sugar Land Skeeters. Teaming up with the Missouri City Police Department for its *I Choose to Follow the Rules Campaign*; HCC -Southwest spotlighted the city's efforts to stop bullying and other violence in its schools during the Skeeters' big win against the Lancaster Barnstormers.

HCC- Southwest eight-game sponsorship of the Skeeters and partnership with Missouri City is a grass-roots effort to reach out to Fort Bend County students to

generate enrollment for the Stafford and Missouri City campuses. HCC also plans to continue loading the bases with marketing and recruiting tables stocked with HCC materials and giveaways.

- **HCC Southeast College Hosts 3rd Annual Veterans Job Fair**

HCC Southeast College in conjunction with Workforce Solutions will host the 3rd Annual Veterans Job Fair Expo on Friday, May 17, 2013 in the Learning Hub's Multipurpose Room from 10:00 a.m. until 3:00 p.m.

The purpose of this event is to assist veterans and graduating students with employment opportunities and informational resources. Over 55 employers from different industries will be present to provide job information and will hire on the spot.

In addition to employment information, workshops and federal and state resource information will also be available from agencies including the Texas Veterans Commission, Veterans Administration, Workforce Solutions, Focus Resumes and several others. About 300 to 500 people are expected to attend the event.

- **HCC Students to Participate in Annual Salzburg Global Seminar**

On Friday, May 24, 2013 Dr. Betty Young and a group of students will travel to Salzburg, Austria to participate in the annual Salzburg Global Seminar. Six students were selected to participate by each of the college presidents based on academic merit.

The Salzburg Global Seminar is a week-long intensive educational program that promotes the understanding of global citizenship. Students will attend lectures, work on group research projects, and visit surrounding areas of interest with other student participants from around the world.

- **HCC Student Awarded Scholarship by Texas Space Grant Consortium**

HCC student, Amber Sutton-Perez has been selected to receive the 2013-2014 STEM Columbia Crew Memorial Scholarship in the amount of \$1,500. This award is presented by the Texas Space Grant Consortium (TSGC) which is funded through NASA.

Of the twenty-eight awards presented to promising undergraduates across the state, Amber was the only student awarded the scholarship representing a community college. The TSGC represents more than thirty-nine colleges and universities around the state and provides activities, grants and scholarships for secondary and post-secondary educational institutions.

- **HCC Receives T-STEM Challenge Grant**

HCC will receive a \$323,700 T-STEM Challenge Grant from the Coordinating Board to award \$2500/year scholarships to 123 HCC students in 2013-2014.

- **2013 Commencement Ceremony**

To reiterate the annual commencement ceremony will be held this Saturday, May 18th at Reliant Stadium. This year two separate 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.

- **Faculty Senate Report**

Dr. Tod Bisch informed that the Faculty Senate will meet with Drs. Cook and Pino regarding the updated faculty advising handbook. He announced the faculty global delegations for the Salzburg Global Seminar scheduled for July 2013.

HEARING OF CITIZENS

The following individual(s) were present to speak:

- Daniel Arp

CONSENT AGENDA

Motion – Mr. Oliver moved and Mrs. Sane seconded to approve the consent agenda with the exception of items A.3, B.5, B.7 and B.8. The motion passed with a vote of 9-0. The following items were approved:

- Resolution Reaffirming Commitment To College And Safety And Security
- Travel Authorization for Trustees Herlinda Garcia and Eva Loreda to Attend the National Association of Latino Elected And Appointed Officials (NALEO)
- Renewal of Lease Agreement for 4014 Bluebonnet Drive, Stafford, Texas
- Construction Audit

Motion - Mrs. Feldman moved that items A.3 and B.5 be moved to the Committee of the Whole (COTW) for full discussion. Mr. Robinson noted that he seconded the motion although he is in support of both items.

Mrs. Garcia inquired if item A.3 had been discussed already during the Board Governance Committee meeting. Mr. Austin noted that there is some un-readiness by one of the Trustees and informed that the request has been made to move back to the COTW.

Mrs. Sane clarified that the items have been discussed at the Board Governance Committee meeting.

Motion Withdrawn – Mrs. Feldman withdrew the motion and Mr. Robinson withdrew the second.

Motion – Mrs. Feldman motioned and Mr. Robinson seconded to send consent agenda item VIII.A.3 regarding proposed revisions to Board bylaws back to Committee of the Whole for further vetting. The motion passed with a vote of 8-1 with Mrs. Garcia opposing.

Motion - Mrs. Feldman moved and Mr. Robinson seconded that consent agenda item VIII.B.5 regarding the Bond Oversight committee be sent back to the COTW for additional vetting. The motion passed with a vote 7-2 with Trustees Flores and Garcia opposing.

(Mr. Oliver and Mrs. Sane stepped out at 5:22 p.m.)

INVESTMENT REPORT FOR MONTH OF MARCH 2013 AND FINANCE REPORT FOR APRIL 2013

Dr. Tyler apprised that investments continue to outperform the market. He noted that the fund balance continues to be healthy.

(Mrs. Sane returned at 5:27 p.m.)

Mr. Robinson noted that \$3.5 million was authorized for a Small Business Program and inquired how much has been spent as well as who oversees the program. Dr. Tyler informed that there has not been any expense and apprised that the allocation is part of the bond program.

(Mr. Oliver returned at 5:29 p.m.)

Mr. Robinson clarified that Dr. Maya Durnovo is the oversight person for Small Business Program. Dr. Tyler confirmed that Dr. Durnovo is overseeing the Small Business Program.

TOPICS FOR DISCUSSION AND/OR ACTION:

Mr. Robinson inquired if the precedent would be to bring payment before the Board for approved contracts as it relates to agenda item C.7. He apprised that monthly payment should be an operative matter. He noted that he was just asking a technical question.

Mr. Austin informed that Administration requested that the following items be pulled and will be presented on the June agenda through the respective committees:

- Report on HCC and Houston Independent School District's Visit to Middle College at Guilford Technical Community College in Greensboro, NC
- Campus Safety Plan
- Report on Enrollment Management (Recruitment and Retention)
- Update on Student Marketing Campaign

LEGISLATIVE UPDATE AND ANY OTHER RELATED BOARD ACTION, AS NECESSARY

Ms. Mullins apprised that an update was provided by Mr. Remmele Young at the External Relations Committee meeting held prior to the Regular meeting.

PROCUREMENT UPDATE FROM THE OFFICE OF GENERAL COUNSEL AND THE OFFICE OF PROCUREMENT OPERATIONS

Motion - Mr. Robinson motioned and Mrs. Garcia seconded to send the item back to the COTW in June 2013

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

Motion – Mrs. Garcia moved and Ms. Mullins seconded.

Mr. Austin clarified that Mr. Robinson has recommended that monthly invoices are not brought to the Board for approval unless the payment exceeds the contract amount.

Mr. Robinson inquired of the number of contracts in the system. Mrs. Byas noted that there are thousands of contracts. Mr. Robinson informed that he asked the question for clarification if every monthly payment of a contract would come before the Board.

Mrs. Garcia inquired if Bracewell & Giuliani monthly payments have been reported to the Board. Mrs. Byas apprised that when the amount is over \$100,000 the invoice is presented to the Board for approval.

Mrs. Garcia noted that there should be a review regarding Board Counsel and noted there is a concern since the firm has been in place since 1989. She informed that there should be an awareness of what is spent on a weekly, monthly and yearly basis.

Mr. Robinson noted that if this is going to be set as policy then everyone who receives a payment over \$100,000 needs to be on the agenda.

Mr. Oliver noted that payments are reflected in the financial statement on a monthly basis. He informed that it was his knowledge that the item is done as a matter of transparency. He apprised that if the discussion is regarding a policy issue then there needs to be a policy discussion.

Ms. Mullins inquired as to where the line item is located in the financial statements. Dr. Tyler noted that he does not have the answer and noted that Mr. Robinson inquired of the relationship with Bracewell and how has it been handled historically.

Mrs. Garcia informed that there needs to be more diligence regarding on-going contracts. She apprised that she will be diligent as to how the contract will be monitored. She noted that the monthly amounts need to be reported if a contract has been awarded without a spending limit. She informed that she has asked to review the contract.

Mr. Austin suggested that the matter of administration or procedure discussion is best held at the COTW.

Mr. Robinson welcomed Trustee Garcia's comments regarding his inquiries on contracts. He apprised that if something is going to be done it needs to be a policy that is applicable across the board and it has to apply to every payment that crosses the threshold.

Mr. Austin requested that administration and finance provide a recommendation in review of the National Association of Colleges and Universities Business Officials (NACUBO).

Mr. Oliver noted that this is a procedural matter. He informed that if a procedure is in place, then it should be provided for review.

Mr. Robinson apprised that the payment should not be delayed. Mr. Austin noted that the payment should be approved and noted that clarity should be provided for future transactions.

Mrs. Flores informed that the contract is for professional services. She apprised that the normal is to agree to an amount per hour. She noted that there needs to be a review of past practices to update. She informed that she is in agreement with Trustee Robinson that if a contractual payment is delayed, there could be legal ramifications.

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

ADJOURNED TO CLOSED SESSION

Mr. Austin adjourned the meeting to Executive Session at 5:45 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 7:08 p.m. and entertained motions on pending matters.

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

Motion – Mrs. Sane moved and Mrs. Feldman seconded to accept the Investment Report for March 2013 and the Finance Report for April 2013. The motion passed with a vote of 8-0.

Mr. Austin informed that there was one additional citizen requesting to speak before the Board. Mr. Dave Wilson was provided the opportunity to address the Board.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 7:13 p.m.

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

Minutes Approved as Submitted: June 25, 2013