

**MEETING OF THE
PERMANENT CHANCELLOR SEARCH COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

October 1, 2013

Minutes

The Permanent Chancellor Search Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, October 1, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

MEMBERS PRESENT

Sandie Mullins, *Committee Chair*
Herlinda Garcia, *Committee Member*
Carroll G. Robinson, *Committee Member*
Yolanda Navarro Flores
Eva Loredo

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
William Carter, Vice Chancellor, Information Technology
Thomas Estes, Vice Chancellor, Finance and Planning
Charles Cook, Vice Chancellor, Academic Affairs
Diana Pino, Vice Chancellor, Student Success
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Betty Young, President, Coleman College
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Laurie Savona, Association of Community College Trustees (via phone conference)
Michelle Novak, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Mullins, Chair called the meeting to order at 2:25 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

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

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

Ms. Mullins provided an overview of the previous Chancellor Search Committee meeting and noted that the purpose of this meeting is to determine the name of the Chancellor Search Advisory Committee along with the structure and duties.

Mr. Robinson informed that he prefers the Chancellor Search Advisory Committee (CSAC). He apprised that North Forest should be deleted from list and that the African American Chamber and Greater Houston Black Chamber of Commerce should select one representative that both Chambers are comfortable and amicable with.

Mr. Robinson noted that his understanding was that the members of the Board Chancellor Search Committee would serve as part of the advisory committee. He informed that because faculty students and staff are in a different position, they should be included all the way through the semi-finalists. Mr. Robinson apprised that the list could possibly be narrowed to five semi-finalists through the CSAC and then the Permanent Chancellor Search Committee (PCSC) could narrow down to three finalists to be presented to the full Board.

Mr. Hollingsworth noted that if the three board member committee will participate then the CSAC meetings would need to be posted just as any other Board meeting in accordance to the Open Meetings Act requirements.

Mr. Hollingsworth informed that if the Board committee is going to serve on the CSAC, then there should be a discussion of the responsibility to the Permanent Chancellor Search Committee.

Mr. Robinson apprised that the advisory group could narrow the selection to five candidates and then the board committee would narrow the listing to three finalists.

(Mrs. Flores arrived at 2:37 p.m.)

Ms. Mullins noted that she has some concerns regarding the nine appointments for the Community At-Large representatives to be appointed by the Board.

Mr. Robinson informed that he associates with Ms. Mullins that the board members not serving on the advisory committee should recommend the Community At-Large representatives on the Chancellor Search Advisory Committee.

(Ms. Loreda joined the meeting at 2:41 p.m.)

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Mrs. Flores inquired of the structure regarding the duties. Ms. Mullins apprised that the Permanent Chancellor Search committee would serve on the Chancellor Search Advisory Committee and therefore, would assist in narrowing the list to five semi-finalists. Mr. Robinson noted that the Permanent Chancellor Search Committee would narrow the selection from five to three candidates for the full Board to review.

Ms. Mullins asked Ms. Laurie Savona with the Association of Community College Trustees (ACCT) to provide an update of the process undertaken by ACCT.

Ms. Savona informed that ACCT has met with HCC Communications, Information Technology (IT) and Human Resources (HR) Departments regarding the website posting and noted that the next big step would be selecting the outlets for announcement of the search.

Mr. Robinson inquired if the discussion regarding the Chronicle is referencing the local paper or the Chronicle of Higher Education. Mrs. Janet May clarified that the reference was to the Chronicle of Higher Education.

(Mrs. Flores stepped out at 2:47 p.m. and returned at 2:48 p.m.)

(Mrs. Garcia joined the meeting at 3:00 p.m.)

Mrs. Garcia inquired if a copy of the listing used in the previous Chancellor Search was available.

Mr. Robinson summarized the recommended list to include:

- Remove North Forest Independent School District
- Greater Houston Black Chamber and African American Chamber would determine one individual to represent both entities
- Five appointments by Trustees not serving on the CSAC
- Chancellor Search Advisory Committee would assist in narrowing the candidates to five semi-finalists and then the Permanent Chancellor Search Committee would recommend three finalists to the full board

Mrs. Garcia informed that she is uncomfortable with presidents of the various school boards selecting someone to serve on the CSAC. She apprised that she would rather see a designee to represent the school district and noted that it does not have to be the president.

Mr. Robinson noted that HCC is in a different position from that of the school districts. He informed that he is comfortable with the letter going to the board president of the various school districts.

Mrs. Garcia inquired if a deadline will be provided regarding the appointment of the designee.

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Motion - Mr. Robinson moved and Mrs. Garcia seconded to send the recommended structure for the Chancellor Search Advisory Committee as amended to the full Board for consideration. The motion passed with a vote of 3-0.

Mrs. Flores inquired for clarification that if the entities do not respond by the deadline, would that eliminate their representation on the CSAC. Ms. Mullins informed that the process needs to move forward.

Mr. Robinson apprised that his understanding is that Dr. Narcisa Polonio would visit October 23-25 to assist with the public forums; therefore he is flexible with the deadline.

Ms. Savona noted that the meeting of the CSAC scheduled for November 14th or 21st would be to orientate regarding reviewing the applications, rating sheets, etc.

Ms. Savona informed that ACCT is utilizing resources and tools to get the word out regarding the search.

Ms. Mullins apprised that Board Services would assist in getting the letter out to the recommended representatives for the CSAC by the end of the week.

Mrs. Garcia noted that timelines need to be established and followed. She informed that the responses regarding the CSAC should be received by a set deadline.

The Committee discussed the deadline for responding to the invitation to serve on the CSAC and apprised that the committee should be in place prior to the proposed public forums. The Committee concluded that the responses to the invitation to serve on the CSAC should be received by Tuesday, October 15, 2013.

Mrs. Garcia recommended that the forums be held in every area of the city so that there is a fair and transparent process.

Ms. Mullins apprised that Board Services would meet with the presidents to confirm the dates and locations for the community forums.

Mr. Robinson noted that he prefers to meet on days when other board meetings are scheduled. Ms. Mullins informed that a committee meeting could tentatively be set for October 10, 2013 prior to the Committee of the Whole meeting.

Mrs. Garcia apprised that there needs to be a point person to respond to inquiries regarding the search process to alleviate possible misrepresentation.

Mr. Robinson noted that he would prefer that the Permanent Search Committee Chair serve as the point person. Ms. Mullins informed that she would discuss the recommendation with Mr. Austin as the Board Chair. She apprised that for the mean time the person should be ACCT or Mr. Remmele Young from a Communications standpoint.

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Mr. Hollingsworth noted that all members of the Board would need to sign the confidentiality statement and noted that the confidentiality statement denotes that the Chair of the Permanent Chancellor Search Committee would serve as that designated person to speak on behalf of the college.

ADJOURNMENT

With no further business, the meeting adjourned at 3:26 p.m.

Recorded, transcribed and submitted by:
Sharon R. Wright, Manager, Board Services

Minutes Approved: November 21, 2013