

**COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

October 8, 2015

Minutes

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, October 8, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Zeph Capo, *Chair*

Robert Glaser, *Vice Chair*

Carolyn Evans-Shabazz

Eva Loredó

Sandie Mullins

Neeta Sane

David Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor

Melissa Gonzalez, Chief of Staff

Ashley Smith, Acting General Counsel

Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer

William Carter, Vice Chancellor, Information Technology

Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics

Teri Zamora, Senior Vice Chancellor, Finance and Administration

Margaret Ford Fisher, President, Northeast College

Madeline Burillo, Interim President, Southwest College

Zachary Hodges, President, Northwest College

Phillip Nicotera, President, Coleman College

Irene Porcarello, President, Southeast College

Janet May, Chief Human Resources Officer

Carme Williams, Executive Director, HCC Foundation

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Bracewell & Giuliani

David White, President, Faculty Senate

Lillie Aranda, President, COPA

Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Zeph Capo, Chair, called the meeting to order at 3:34 p.m. p.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, Loreda, Mullins, Sane and Wilson).

UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

Dr. Maldonado noted that Mr. Charles Smith will provide the update on the Bond Capital Improvement Plan (CIP).

Mr. Smith informed that all information is accessible to the public on the website, simply type “HCC Bond” in the browser. He reported that currently there are 28 interns in the CIP program. Mr. Smith apprised that 50% of the projects have building permits and are in construction and noted that 30% of total funds were expended. He informed that small business participation is at 38%.

Mr. Smith provided an update of the Bond Oversight Committee (BOC) quarterly meeting, which was held on September 28, 2015 and mentioned that the presentation was in the Weekly Administrative Briefing last week.

Mr. Capo requested clarification regarding all projects staying within budget and discussion relating to inflationary cost. Mr. Smith apprised that HCC utilizes the project triangle, which ties the budget to the scope of work and schedule being performed. He noted that the budgets and scope were fixed and allowed the schedule to float.

Ms. Mullins inquired about the BOC requesting more visibility in the community. Mr. Smith informed that it relates to stories that arise and educating on the facts.

Mr. Smith noted that weekly meetings are held to manage the bond projects.

Mr. Wilson referenced the IRS spending deadline date. Mr. Smith estimated that 60% needs to be spent by March 19th. Mr. Smith apprised that the spending is 20% per year.

Mr. Glaser inquired if we are on schedule with the openings with various facilities. Mr. Smith apprised that we are on schedule with the openings.

Mr. Capo requested clarification regarding the projects square footage. Mr. Smith informed that downsizing was done on all projects; however, some areas are easy to condense and decisions were based on the actual amount of space needed for the program. Mr. Smith apprised that all programs are intact.

Mr. Capo inquired if the external audit reports are available online. Mr. Smith informed that the reports could be placed online.

INVESTMENT REPORT FOR THE MONTH OF AUGUST 2015 AND MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR AUGUST 2015

Motion – Mr. Glaser moved and Dr. Evans-Shabazz seconded.

Ms. Teri Zamora informed \$250,000 interest ended the year at \$2.6 million given a 4.9% rate. She appraised to always strive to reach the normal goal and by the end of the year have \$5.11 million investments of the college funds.

Ms. Zamora presented the preliminary financial report for the Month of August. She noted the books are not closed for 2015. She noted as of August 31, 2015, we collected 100.4% of what was budgeted in revenues and spent 94% of what was budgeted in expenditures. The revenues shows a 5.8 % increase over the previous year and expenses shows a 2.4% increase over the previous year. She noted unrestricted account shows a \$22 million net increase. Mr. Wilson inquired of what the closing adjustment would be. Mrs. Zamora estimated \$5 million.

Mr. Glaser noted that these are the numbers for the new administration team and thanked administration and staff for their efforts.

Vote – The motion passed with a vote of 7-0.

PROPOSED AUXILIARY FUND BUDGET FOR FISCAL YEAR 2015-2016

Motion – Mrs. Sane moved and Mr. Glaser seconded.

Dr. Maldonado appraised the item is being brought back due to lack of time to review.

Ms. Zamora provided an overview of the auxiliary budget and reviewed the individual categories.

Ms. Mullins inquired of the process of scholarship funds. Ms. Zamora appraised the purpose of the scholarship is to reward students with certain characteristics. There is not an application process. Students who qualify are award until all funds depleted.

Ms. Mullins requested confirmation that the only active international program is Saigon Tech. Mrs. Zamora appraised that Saigon Tech is the only active international program.

Ms. Loreda inquired if the scholarship money is going into the Foundation. Ms. Zamora noted that these funds are separate. She informed that the Foundation has an application where this process is based on the FASFA filings and students are automatically awarded.

Mrs. Sane asked how many students are expected to fall into this category. Ms. Zamora appraised that the estimation is to award 1,000 students per semester. It is a first come first serve basis.

Mr. Wilson requested the process for allocating marketing and media from the auxiliary funds. Ms. Zamora clarified the difference between the contracts and certain contracts would come to the Board for approval.

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Ms. Loredo recommended more marketing for Neo's Café to decrease the loss. Dr. Maldonado noted that the instruction part interrupts the restaurant operations and the loss does not reflect the benefits of instruction space. We expect some change in the revenues once the new Culinary Arts facility is complete.

Mr. Glaser appreciates the efforts to assist students.

Vote – The motion passed with a vote of 7-0.

UPDATE ON STRATEGIC PLANNING

Dr. Edmund Herod informed of a strategic plan advisory council meeting. He thanked both Trustees Glaser and Sane for their participation.

Dr. Herod provided an overview of the working groups.

Mr. Glaser thanked the individuals for participating. Mrs. Sane thanked Dr. Herod for his hard work and leadership.

ADJOURNED TO CLOSED SESSION

Mr. Capo adjourned the meeting to Executive Session at 4:16 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. Capo 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. Capo reconvened the meeting in Open Session at 4:46 p.m. and entertained any motions on pending matters.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:47 p.m.

Minutes recorded, transcribed & submitted by:
Melinda Davila, Executive Secretary, Board Services

Minutes Approved as Submitted: _____