

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

**May 10, 2016**

**Minutes**

The Board of Trustees of Houston Community College met as a Committee of the Whole on Tuesday, May 10, 2016, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Adriana Tamez, *Chair*  
Robert Glaser, *Vice Chair*  
Carolyn Evans-Shabazz, *Secretary*  
John P. Hansen  
Eva Loredo  
Dave Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Vice Chancellor, Information Technology  
Madeline Burillo, President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College/Interim Vice Chancellor, Student Services  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer  
Carme Williams, Executive Director, HCC Foundation

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell LLP  
David White, President, Faculty Senate  
Other administrators, citizens, and members of the press

**CALL TO ORDER**

Dr. Tamez, Chair, called the meeting to order at 5:20 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: Evans-Shabazz, Glaser, Hansen, Loredo, Tamez, and Wilson)*

Dr. Maldonado requested to pull agenda Item I regarding the General Legal Services Pool (Project NO. 16-20).

**CHAIRMAN'S REPORT**

Dr. Tamez informed that the reports will be provided at the Regular meeting scheduled for Thursday, May 19, 2016.

**TOPICS FOR DISCUSSION AND/OR ACTION**

**UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS**

Dr. Maldonado invited Mr. Charles Smith, Chief Facilities Officer, to provide a status update of the bond projects.

Mr. Charles Smith provided an update regarding the Bond CIP including an update on the small business participation.

Ms. Loreda noted her concerns about the Felix Fraga project and inquired of the corrective measure. Mr. Smith informed that the Board would receive a briefing in Closed Session regarding the plan of actions.

Mr. Wilson inquired about the Stafford project, Mr. Smith informed the status would be discussed in Closed Session.

Mr. Wilson inquired as to why the IRS spending is not a major issue as it was a couple of years ago. Mr. Smith informed that the previous issue was because no funds were expected.

Mr. Glaser inquired of the overall sentiment regarding the status of the projects. Mr. Smith informed there were a lot revisions regarding the general design and that he is very pleased with the current status.

Ms. Loreda noted that the desire is to make certain the work is quality.

**ADOPTION OF FORT BEND AND HARRIS COUNTY LOCAL OPTION EXEMPTIONS TAX YEAR 2016**

Motion – Mr. Glaser motioned and Ms. Loreda seconded.

Dr. Maldonado noted that the recommendation is regarding the local exemptions for Harris County and Fort Bend; he informed there is no change from the increases adopted by the Board last year.

Mr. Glaser noted the adoption does not correlate with the budget because of timing issues regarding receipt of the tax roll from Harris County and appraised his desire to see a larger homestead exemption. Mrs. Teri Zamora informed there is a July 31 deadline for submission of the exemptions. She noted Harris County provided the preliminary roll.

Dr. Hansen noted that the K-12 districts were required to increase the dollar amount of the exemption. Mrs. Zamora noted changes to the \$5K minimum exemption is not allowed.

Vote - The motion Passed with a vote of 6-0.

**PURCHASE OF DYNAMIC OPERATOR TRAINING SIMULATOR SYSTEM**

Motion – Mr. Glaser motioned and Dr. Hansen seconded.

Dr. Maldonado noted approval is requested to purchase Dynamic Operator Training Simulator (OTS) system from Simtronics Corporation for the turnkey purchase of a 25 license simulator lab to be used in the Process Technology program.

Vote - The motion Passed with a vote of 6-0.

**PURCHASE OF FOURIER TRANSFORM SPECTROMETER**

Motion – Mr. Glaser moved and Dr. Hansen seconded.

Dr. Maldonado noted the request is to authorize the purchase of a Fourier Transform NMR Spectrometer from Anasazi Instruments to be delivered, installed, and used for instructional purposes at Central College. He noted that the item is associated with a five-year grant in collaboration with St. Thomas University.

Vote - The motion Passed with a vote of 6-0.

**LABOR AND EMPLOYMENT LEGAL SERVICES POOL (PROJECT NO. 16-22)**

Motion – Mr. Glaser moved and Ms. Loredo seconded.

Dr. Maldonado informed that the item is to approve a pool of firms regarding the labor and employment legal services.

Mr. Glaser inquired if the firms are experienced in specific areas. Mr. Rogelio Anasagasti informed that the project is specific to labor employment.

Ms. Loredo inquired of the small business participation. Mr. Anasagasti apprised that all four firms informed they are open to utilizing small businesses.

Ms. Loredo noted her concern regarding no small business participation. Mr. Anasagasti informed that he would convey the message of the desire for small business participation.

Dr. Maldonado noted that small business participation is encouraged at the RFQ meetings. He noted small business participation is vital; however, the college cannot required it to be done outside the evaluation nor tell the vendor who they should hire.

Dr. Tamez inquired about the possibility of changing the term. Mr. Anasagasti informed that the bid advertised for a three-year term with the option to renew for two years.

Mr. Wilson noted that he has a problem not getting small business participation regarding legal firms.

Vote - The motion Passed with a vote of 5-1 with Mr. Wilson opposing.

**INVESTMENT REPORT FOR THE MONTH OF MARCH 2016**

Motion – Mr. Glaser moved and Dr. Hansen seconded.

Dr. Maldonado noted that the investment report for March 2016 is presented for approval. He noted that Mrs. Teri Zamora would provide the report.

Mrs. Zamora provided an overview of the monthly investment report and apprised the college was notified that it is fully compliant with the Public Funds Investment.

Vote - The motion passed with a vote of 6-0.

**MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR MARCH 2016**

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

Dr. Maldonado informed that Mrs. Teri Zamora would provide the report.

Mrs. Zamora informed that the revenue increase is 4.4% in comparison with the same time last year and expenses are 10% higher than the prior year. She noted that the actual net revenue is \$96.1 million to-date, which translates into a like amount increase in fund balance. She informed that the total revenue and expenses expect to fall within budget plan at year-end.

Vote - The motion Passed with a vote of 6-0.

**ADJOURNED TO CLOSED SESSION**

Dr. Tamez adjourned the meeting to Executive Session at 6:06 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. Dr. Tamez 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.

Dr. Tamez reconvened the meeting in Open Session at 8:06 p.m. and entertained any motions on pending matters.

*(The following Trustees were present: Evans-Shabazz, Glaser, Hansen, Loreda, Tamez, and Wilson).*

Motion - Mr. Glaser moved and Dr. Hansen seconded to combine item II.A, II.B and II.C. The motion passed 6-0.

**AUTHORIZE THE DISPOSITION OF PROPERTY LOCATED ON LITTLE YORK ROAD  
AUTHORIZE THE DISPOSITION OF PROPERTY LOCATED ON WESTHEIMER ROAD**

**AUTHORIZE THE DISPOSITION OF PROPERTY LOCATED ON DELANO STREET**

Motion – Mr. Glaser moved and Dr. Hansen seconded.

Vote – The motion passed with a vote of 5-1 with Mr. Wilson opposing.

**PROPOSED SETTLEMENT BETWEEN WILLIE WILLIAMS AND HOUSTON COMMUNITY COLLEGE**

Motion – Dr. Hansen moved and Mr. Glaser seconded.

Vote - The motion passed with a vote of 6-0.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 8:11 p.m.

*Minutes submitted by Sharon R. Wright, Director, Board Services.*

Minutes Approved as Submitted: June 16, 2016