

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

August 8, 2013

Minutes

The Interim Chancellor Search Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, August 8, 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*
Leila Feldman, *Alternate Committee Member*
Bruce A. Austin
Yolanda Navarro Flores
Eva Loredo
Neeta Sane

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Diana Pino, Vice Chancellor, Student Success
Warren Hurd for Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Mike Edwards for Betty Young, President, Coleman College
Remmele Young, Executive Director, Government Relations & Sustainability
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Amanda Edwards, Bracewell & Giuliani
Todd Bisch, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Mullins, Chair called the meeting to order at 4:20 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

ADJOURNED TO CLOSED SESSION

Ms. Mullins adjourned the meeting to Executive Session at 4:21 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. Ms. Mullins 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.

Ms. Mullins reconvened the meeting in Open Session at 4:31 p.m. and entertained motions on pending matters.

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

EXECUTIVE SEARCH SERVICES (PROJECT NO. 13-41)

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

Mrs. Garcia noted that the agenda item in the agenda book referenced a substitute agenda and informed that the information was not received. Ms. Mullins apprised that the information is being provided to the Board.

Mrs. Byas yielded to Mr. Rogelio Anasagasti. Mr. Anasagasti noted that in the interest of moving the item forward, the agenda book included a placeholder.

Mrs. Sane recommended that revisions to agenda items should be highlighted.

Mrs. Garcia informed that there continues to be a pattern of receiving substitute agendas. Mr. Anasagasti apprised that the item was being finalized and was not ready to present when the agenda book went to print.

Mrs. Garcia requested that the Chancellor review the leadership of the institution to make certain the Board receives information in a timely manner.

Mrs. Flores noted that she mentioned previously of receiving information at the last minute. She informed that she has difficulty understanding why the item took so long and apprised that there was a discussion on the item in March 2013.

Ms. Mullins noted that she expressed the desire to have the item on the agenda for today.

Mr. Austin informed that there needs to be a timeline for providing information to the Board sufficiently to allow time for review. Mrs. Flores apprised that previously information was received at least one week before the scheduled meetings.

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Mrs. Sane requested that the information be discussed with administration.

Mrs. Garcia inquired of the number of firms that submitted proposals. Mr. Anasagasti noted that there were seven firms.

Mrs. Garcia inquired of the time needed for reviewing proposals and the date RFQs were received. Mr. Anasagasti informed that there was an additional step regarding the pricing.

Mrs. Garcia apprised that it is imperative that corrective measures are taken to make certain information is received in a timely manner. She noted that the Chancellor needs to take actions to make certain information is provided in a timely manner.

Amended Motion - Mr. Robinson requested that the item be amended to authorize the Board Chair to negotiate. Mrs. Sane seconded.

Mrs. Sane referenced the term and noted that having a search firm for two years seems unnecessary. She recommended reducing the contract term to six months.

Ms. Mullins informed that the term was set for two years to provide the option for the firm to conduct the Permanent Chancellor search if the Board desired.

Mr. Robinson recommended hiring the firm to conduct the Permanent Chancellor search. He apprised that once the search for the Permanent Chancellor was completed, the contract would end.

Mr. Hollingsworth noted that the Committee of the Whole (COTW) would only receive a report from the committee. He informed that the final vote would be taken by the full Board at the Regular meeting.

Mr. Austin apprised that the term of the contract should be directed to the person framing the contract, which would be Board Counsel.

Mrs. Garcia noted that she would like to have a discussion of all Board members in attendance of whether the search should be for Interim Chancellor or the Permanent Chancellor. She informed that the desire was to move in the direction that is best for the institution.

Mrs. Flores apprised that her inquiry is referencing a timeline. Ms. Mullins noted that the historical data shows that there has been a time frame for the Interim Chancellor and then the Permanent. Mrs. Flores informed that a timeline needs to be presented.

Mrs. Garcia inquired if Mrs. Flores would be interested in moving forward with an Interim Chancellor or a permanent. She apprised that this is what she would like to hear from each of the Trustees on the issue.

Mrs. Sane noted that considering the time factor, it is important to move forward with identifying a permanent Chancellor and Mrs. Byas could continue to serve as the Acting

Chancellor. She requested that the Committee consider changing the term to one year and consider moving forward with a Permanent Chancellor search with Mrs. Byas serving as the Acting Chancellor.

Mrs. Feldman conferred with Mrs. Sane and noted that she is in agreement to moving forward with the firm conducting the search for the Permanent Chancellor.

Ms. Loreda informed that the RFP was sent out with a two-year term and inquired if this would affect the RFP. Mr. Anasagasti apprised that the shelf-life was done for two years to allow for the option of possibly using the firm for the permanent search.

Mrs. Loreda conferred with the consensus to move forward with the Permanent Chancellor search; however, consideration should be given to the Acting Chancellor, to determine if she would be interested in remaining in the position.

Mr. Hollingsworth noted that the discussion was regarding the scope and informed that a decision could be made regarding the Interim or Permanent Chancellor.

Mr. Austin recommended that the Committee make its rationale and recommendation to the COTW.

Motion - Ms. Mullins moved and Mr. Robinson seconded that the following amendments be made:

1. Authorize the Board Chair to negotiate the contract
2. Change the term to one year
3. Executive Search firm should move forward with the Permanent Chancellor Search

Vote – The motion as amended passed with a vote 3-0.

DISCUSS OVERVIEW OF SEARCH PROCESS

Item was tabled.

ADJOURNMENT

With no further business, the meeting adjourned at 4:57 p.m.

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

Minutes Approved: September 19, 2013