

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

June 18, 2013

Minutes

The Chancellor Search Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, June 18, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

COMMITTEE 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
Christopher W. Oliver
Neeta Sane

ADMINISTRATION

Renee Byas, Acting Chancellor
Art Tyler, Deputy Chancellor/COO
Destinee Waiters, Acting General Counsel
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
Zachary Hodges, President, Northwest College
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
Amanda Edwards, Bracewell & Giuliani
Terry Grier, Superintendent of Schools, Houston Independent School District
Gene Locke, Bond Counsel, Andrews & Kurth
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 4:16 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

POLICY FRAMEWORK FOR CHANCELLOR SUCCESSION

Mrs. Flores inquired of the intent of the committee meeting.

Ms. Mullins informed that the Committee meeting is posted as a report item and informed that Mrs. Sane requested to provide a report. Ms. Mullins apprised that if additional discussion on the information needed, another meeting will be held once the search firm has been identified.

Mrs. Flores noted that she reviewed the PowerPoint and recommended that it is reviewed and discussed.

Mrs. Sane informed that the item is regarding forming a policy that is supposed to be a part of the Board Governance committee. She apprised that when the Chancellor Search Committee moves forward in the process regarding the search firm, interim chancellor or permanent Chancellor, then a policy will be in place regarding the process. She noted that so far HCC has not had a policy or guideline as to how the Board should operate regarding the transition from one Chancellor to the next. Mrs. Sane informed that the policy provides stability for the institution and apprised that Association of Governing Boards (AGB) has information available to assist in establishing the policy.

Mr. Austin apprised that an article in the Chronicle of Higher Ed regarding what search committees should know and he apprised that community college reviews are often different from that of four-year institutions.

Mr. Austin inquired of the recommendation of the Committee Chair.

Ms. Mullins noted that her original recommendation is that the item is discussed with the search firm identified. She informed that there is a concern regarding making a firm policy in the middle of what the committee is working on now. She apprised that there will be different dynamics, timelines, characters, and influences for change in leadership. She noted that putting something that the next generation has to live with regarding the search committee will place constraints on the future efforts.

Mr. Robinson expressed appreciation to Mrs. Sane for bringing the item forward. He informed that the discussion is one that should have already taken place. He apprised that the institution has gone through transitions in the past and it would have been beneficial if past precedents and accumulated information regarding the Chancellor Searches would have been put into some sort of policy and guideline. Mr. Robinson noted that many were surprised when the Board utilized the succession process regarding Trustee Perez's replacement because many were unaware that the process was adopted by the Board in

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the past to remove arbitrary behavior but the policy was not tracked or kept in a policy manual for reference.

Mr. Robinson informed that as far as he is aware, this committee is not the Chancellor Search committee; it is the Interim Chancellor Search Committee. He apprised that as one Trustee, he has not had any conversation with the other eight Trustees regarding what the procedures are going to be for the permanent chancellor search. He noted that there is no timeline and no structure. Mr. Robinson informed that the search firm is for the interim Chancellor as there has not been any discussion if the search firm will be used for the permanent Chancellor search. He associated with Trustee Sane and apprised that some kind of guidelines need to be established that can be left for use by future board members.

Mr. Oliver apprised that lead way should be provided to allow for flexibility for the next Board and that the efforts could serve as a guideline. He noted that it does not mean that the guidelines are etched in stone.

Mr. Robinson inquired if the committee is an Interim Chancellor Committee. Ms. Mullins apprised that the committee was assigned by the Chairman as an Interim Chancellor search and that the committee met twice and the committee morphed into the current committee as the Chancellor Search committee. Mr. Hollingsworth noted that the bylaws give the Chair the authority to appoint the committees.

Ms. Mullins requested that Mr. Hollingsworth clarify as how the committee became the Chancellor Search Committee.

Mr. Austin informed a majority of the discussion on the issue was done in closed session. He apprised that the decision was to bring the search firm on board first to provide guidance regarding the process and scheduling. He noted that the President of the Southern Association of Colleges and Schools Commission of Colleges (SACS COC) on Commission of Colleges also spoke as to the best timeline for engaging.

Mrs. Garcia noted that there was supposed to be an Interim Committee and it turned out to be an either/or committee. She informed that she agrees with Mr. Austin and Ms. Mullins as they confirmed when the firm comes to the Board they will make the recommendation that is in the best interest of the institution. She apprised the minutes will reflect what was agreed upon.

Mr. Robinson noted that the Chair appointed an Interim Chancellor Search committee. He informed that the Interim Search Committee met and during the course of the meeting stated that we are going to retain a consultant to do an interim chancellor search and in the solicitation, reserve the right so that if when the Board creates the permanent Chancellor search, if they want to utilize the same firm, they have the right to do so. Mr. Robinson apprised that the Chair has never appointed a Chancellor Search Committee and the Committee cannot self-morph from Interim Search into the Chancellor Search; however, if the Chair wants to appoint the same people from the Interim Chancellor Search to the Permanent Search committee, then he can.

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Mr. Robinson requested the minutes from the first committee meeting and noted that hiring of consultant with reservations to possibly be used by a committee to do the permanent search does not convert the Interim Committee to the Permanent Search Committee.

Ms. Mullins informed that the committee made a stance with legal support for the solicitation. Mr. Hollingsworth noted that the committee determined for the sake of efficiency, solicitation would provide that the firm selected may be selected to conduct the permanent search. He informed that the Chair within his discretion can appoint a Permanent Search Committee with different or the same members as the Interim Search Committee.

Mr. Robinson apprised that there is now a Permanent Search Committee. Mr. Austin noted that is not correct and that there is an Interim Chancellor Search Committee and that they are waiting on the Search consultant and they will be able to deliver a report to the entire Board.

(Mr. Oliver stepped out at 4:34 p.m.)

(Mr. Robinson stepped out at 4:34 p.m.)

Mrs. Sane informed that the report presented today has nothing to do with the Chancellor Search but is only to consider for making policy regarding the succession plan for Chancellor transition. She recommended that the item be sent back to the Board Governance Committee because the item does not deal with the current search but is policy item for future reference.

(Mr. Oliver returned at 4:36 p.m.)

(Mr. Robinson returned at 4:36 p.m.)

Mrs. Sane apprised that the item needs to be discussed as a Governance item from a policy perspective regarding search process and not as a search committee discussion. She noted that a legacy needs to be left for new Board members.

Mrs. Garcia informed that Mrs. Sane's point is well taken as well as that of Ms. Mullins, Trustee Austin, and Mr. Hollingsworth and recommended waiting for the search firm.

Mrs. Flores apprised that the succession plan needs to be handled by the governance committee. She also noted that the timeframe also needs to be provided. She informed that so many issues are coming up and would prefer some sort of an idea of what the firm will be looking at.

Ms. Mullins inquired as to when the solicitation for the search firm would be back. Mr. Rogelio Anasagasti informed that the due date is July 11, 2013.

ADJOURNMENT

With no further business, the meeting adjourned at 4:39 p.m.

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

Minutes Approved: August 15, 2013