

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

October 22, 2013

Minutes

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, October 22, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

BOARD MEMBERS PRESENT

Sandie Mullins, *Committee Chair*
Eva Loredo, *Alternate Committee Member*
Bruce Austin

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President Central College
Zachary Hodges, President, Northwest College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Mullins, Chair called the meeting to order at 12:46 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

DISCUSS THE PERFORMANCE EVALUATION OF THE ACTING CHANCELLOR

Motion – Ms. Loredo moved and Ms. Mullins seconded.

Ms. Mullins provided an overview of the last Chancellor Evaluation Committee meeting.

Ms. Loredo referenced the general performance and attributes and inquired if there are measurable goals. Ms. Mullins recommended measuring by outcomes since Mrs. Byas assumed the role as acting chancellor on January 17, 2013.

Mrs. Renee Byas inquired of the evaluation period. Mr. Austin informed that the committee needs to determine which goals will be utilized.

Ms. Mullins apprised that the Association of Community College Trustees (ACCT) will assist with the evaluation. She noted that previously an evaluation was done online. Mr. Hollingsworth informed that an initial online evaluation was completed prior to the actual evaluation.

Ms. Loredo inquired if the chancellor has specific areas that she would like Board support.

Mrs. Byas noted the following:

- Budgetary and fiscal management
- Student success/excellent student services
- Identifying and analyzing problems confronting the institution

Mrs. Byas informed that the general performance and attributes she provided are a computation of the tool provided by the Board.

Mr. Austin apprised that goals needed to be added to the evaluation tool provided. He noted that in terms of student services, the following are important:

- What the college needs to be doing to make students excellent?
- What is different about HCC students?
- Do students have analytical and critical thinking skills?
- How do we advance quality in the institution?

Ms. Mullins inquired which items do not relate to acting chancellor: Mrs. Byas informed the evaluation could be based on the entire tool.

ADJOURNED TO CLOSED SESSION

Ms. Mullins adjourned the meeting to Executive Session at 1:05 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 1:33 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Austin, Mullins and Loredo)

Ms. Mullins provided an update of the next steps:

- Acting chancellor begin January 17, 2013
- ACCT recommended evaluation instrument for acting chancellor
- Evaluation to take place February/March, depending on placement of next chancellor
- Acting chancellor to provide a book of highlights

ADJOURNMENT

With no further business, the meeting adjourned at 1:34 p.m.

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

Minutes Approved: November 21, 2013