

**MEETING OF THE
EXTERNAL RELATIONS COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

May 8, 2014

Minutes

The External Relations Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, May 8, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

Carroll G. Robinson, *Committee Chair*
Zeph Capo, *Committee Member*
Robert Glaser, *Committee Member*
Sandie Mullins, *Alternate Committee Member*
David B. Wilson

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Stephen Levy for Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Services
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

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

CALL TO ORDER

Mr. Carroll G. Robinson, Committee Chair, called the meeting to order at 2:13 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

ENGAGING FEDERAL AND/OR STATE GOVERNMENT RELATIONS SERVICE PROVIDERS OPERATIONS

Mr. Robinson informed that the item is to initiate a discussion to allow input from the Board regarding the state and federal policy advisors services solicitation. He noted that his thought is to have a hybrid team, with experience on a state and federal level as well as exposure with agencies.

Mr. Capo inquired of the possibility of identifying a combined team and inquired if there is a downside to doing such.

Mr. Young apprised that there is a possible cost savings for having a combined team and noted that a review could be conducted to identify additional measures.

Mr. Wilson recommended working with state organizations such as those attending the National Legislative Summit.

Mr. Glaser inquired of the formats other institutions utilize regarding the advisors. Mr. Young informed that the larger community colleges have federal policy advisors and noted that the state governmental relations is often handled within the organization. He noted that HCC is the leader in getting policies approved.

Mr. Capo inquired if it would be possible to separate the various issues by area in order for the Board to divide according to expertise.

Mr. Wilson apprised that HCC needs more participation in state and federal Boards.

Mr. Robinson informed that some firms submitted joint solicitation previously. He noted that it seems that the Board may be interested in reviewing joint solicitations.

Mr. Robinson apprised that the Board Chair informed the need for a closed session discussion.

ADJOURNED TO CLOSED SESSION

Mr. Robinson adjourned the meeting to Executive Session at 2:29 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. Robinson 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. Robinson reconvened the meeting in Open Session at 4:22 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Capo, Glaser, Mullins, Robinson and Wilson)

UPDATE CONCERNING HCCTV

Mr. Robinson noted that item B would be considered at the next External Relations meeting.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:23 p.m.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: June 24, 2014