

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

December 10, 2015

Minutes

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, December 10, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Zeph Capo, *Chair*

Robert Glaser, *Vice Chair*

Adriana Tamez, *Secretary*

Carolyn Evans-Shabazz

Sandie Mullins

Neeta Sane

David Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor

Melissa Gonzalez, Chief of Staff

Ashley Smith, General Counsel

Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer

William Carter, Vice Chancellor, Information Technology

Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics

Teri Zamora, Senior Vice Chancellor, Finance and Administration

Margaret Ford Fisher, President, Northeast College

Madeline Burillo, Interim President, Southwest College

Zachary Hodges, President, Northwest College

Phillip Nicotera, President, Coleman College

Irene Porcarello, President, Southeast College

Janet May, Chief Human Resources Officer

Carrie Williams, Executive Director, HCC Foundation

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani

David White, President, Faculty Senate

Lillie Aranda, President, COPA

Melissa Mihalick, Board Counsel, Bracewell & Giuliani, and other administrators

CALL TO ORDER

Mr. Zeph Capo, Chair, called the meeting to order at 3:29 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

SALE OF 11.75 ACRES IN MISSOURI CITY

Motion – Ms. Sane moved Ms. Mullins seconded.

Dr. Maldonado apprised as part of the transactions dealing with the Missouri City Campus relocation, and one of the transactions is the sale of 11.75 acres and building to Fort Bend County.

Mr. Wilson inquired if the other piece of property was to Johnson's Development.

Dr. Maldonado apprised the Board authorized the sale a few months ago, but it is to be brought back for final approval. He noted we should have something by the end of the year. He also noted that the buyer is interested, and will move forward with the purchase.

Dr. Maldonado explained the transaction on the other partial adjoining to this one will either be an existing contract or for sale. He noted the Board has already authorized administration to proceed with the sale, and if the deal does not go through it would go for public sale.

Mr. Glaser inquired when will we close on the property and if we will continue the use of the facility once the property is sold.

Dr. Maldonado clarified that the intention is to continue use of the facility and that we are currently in the process of negotiation with the county.

Mr. Glaser asked if we are not able to come to an agreement will classes be moved to other locations.

Dr. Maldonado responded the Stafford campus or leasing other properties are options.

Vote – The motion passed with a vote of 6-1. Mr. Wilson opposed.

CONSTRUCTION AUDIT STATUS REPORT

Dr. Maldonado stated that as part of the overall CIP project, R.L. Townsend and Associates have been engaged to perform a review of contracts and buildings. In addition, they are to audit the 2013 CIP construction projects.

Mr. Chuck Smith introduced Debbie Townsend, R.L. Townsend and Associates, Construction Auditor.

Ms. Townsend provided a Construction Audit Update on the following:

- Best Practices – Construction
- Audit Areas of Focus
- Bidding of Subcontractors
- Payment Applications
- Resolution of Questions

(Dr. Tamez stepped out at 3:40 p.m.)

(Ms. Sane stepped out at 3:41 p.m.)

(Ms. Sane returned at 3:52 p.m.)

Mr. Capo inquired if there are any type of audits done onsite in order to ensure work is done properly in the buildings.

Ms. Townsend explained the issue of concern is work order changes and general conditions. She noted they review payroll to make sure they know who are the employees, and a review is done to ensure people who are on payroll.

Mr. Smith apprised that it has to do with financial or performance audit. He noted part of the strategy is for project, program managers, and HCC personnel to walk the buildings daily and take note of things that need to be corrected before it becomes an issue.

Mr. Capo stated he will have an evaluation form created for final check off regarding the things that were completed for each of the HCC properties.

CONSENT AGENDA

Motion – Mr. Capo moved items to the consent agenda.

- Resolution Authorizing the Acceptance of Public Facilities from the Houston Community College System Public Corporation
- Investment Report for the Month of October 2015
- Authorize Procurement Method for Parking Lot Maintenance and Report on Condition
- Online Learning Management System
- Authorize Execution of Texas Cooperative Purchasing Network Contract with TDIndustries
- Proposed Settlement Between Lorenzo Walker and HCC.
- Monthly Financial Statement and Budget Review for October 2015.

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

ADJOURNED TO CLOSED SESSION

Mr. Capo adjourned the meeting to Executive Session at 4:53 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open

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Meetings Law. Mr. Capo 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. Capo reconvened the meeting in Open Session at 5:13 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Capo, Evans-Shabazz, Glaser, Mullins, and Wilson).

AUTHORIZE PURCHASE OF PALMETTO CUL-DE-SAC RIGHT OF WAY AT EASTSIDE CAMPUS

Motion – Dr. Evans-Shabazz moved and Ms. Mullins seconded.

Vote – The motion passed with a vote of 5-0.

APPROVAL OF MARTINEZ PARTNERS, LPP LEGAL INVOICE

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

Vote – The motion failed with a vote of 4-1. Mr. Wilson opposed.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:14 p.m.

Minutes recorded, transcribed & submitted by:
Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: February 25, 2016