

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

**November 12, 2015**

**Minutes**

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, November 12, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, *Chair*

Robert Glaser, *Vice Chair*

Carolyn Evans-Shabazz

Eva Loredó

Neeta Sane

Dave 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

Carme 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 4:00 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

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

**UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS**

Dr. Maldonado noted Mr. Charles Smith will provide the update on the Bond Capital Improvement Plan (CIP).

Mr. Smith informed that all information is accessible to the public on the HCC website. He presented the 2013 CIP Report for October 2015.

Mr. Smith reported that at the end of October the CIP program employed 28 interns. He reported that cumulative amount paid represents 31% of the budgeted funds. He noted Small Business percentage is above goal and unlikely to remain at that level due to the difficulties of engaging small business funds.

Mr. Smith apprised there are two major permits remaining, Coleman and Acres Home, and scheduled to go in on Friday, and the Central South Campus will follow shortly thereafter.

Mr. Smith apprised that CIP program is on track and on budget.

Mr. Glaser inquired if the designer of the West Loop garage will allow for any floors in the future. Mr. Smith stated the designs would support two additional floors.

Mr. Glaser inquired if the Brays Oaks project contractors were placed on a future list of bids. Mr. Smith reported they were on the list.

Mr. Wilson inquired of the spending on the construction. Mr. Smith apprised that \$33 million was spent on the CIP program throughout October 30<sup>th</sup>. Mr. Wilson inquired of the "spend down" for March 19<sup>th</sup> deadline. Mr. Smith reported the amount is down to \$272 million to meet deadline. He noted it will be challenging to meet the "spend down" in March due to weather, delay of permits and as well as the Missouri City project delay due to a bond election.

Mr. Wilson inquired if the bond to purchase the Sienna Planation passed. Mr. Smith stated the Fort Bend County bond election to purchase the Sienna Planation building passed.

Ms. Sane commented that the schedule indicates the building would be ready by June 2017. Trustee Sane requested the community not be put on hold and kept informed.

Dr. Maldonado reported there was a delay due to the county transaction anticipated to be completed four months ago.

Mr. Capo inquired if a permit was purchased for North Forest. Mr. Smith reported a permit has not been requested due to discussion between the college, local members of the community, other interest groups and stakeholders as to what should be built there. He noted the community was briefed on last week and the work continued on the architect package. He stated he expected the

permit to be submitted, but did not previously have the consensus to submit the package until meeting was completed.

Dr. Maldonado stated pending the approval of the agenda, allocation of the expected revenues, is one of the major elements. He expects to submit the packages tomorrow. He noted we will continue to work with the community to share the idea design, but the relation with the community is solid and we are moving forward with partnerships.

Mr. Capo inquired of other projects permits applications and permits not received.

Mr. Smith reported Northline Academic Building permit was submitted but pending. As well as the first of multiple packages for Coleman had been submitted but pending. These are the only two permits pending from the city.

Mr. Capo requested permit application numbers.

Mr. Capo requested an update on the contract compliance and a copy of the report.

Mr. Smith noted that RL Townsend will conduct the reviews and two has been conducted and were provided in the Weekly Administrative Brief. Ms. Debbie Townsend will make a presentation in December.

Mr. Wilson requested an overview of the cutback on the projects. Mr. Smith noted that in summary we keep all programmatic activities intact and looked at footprints of the building to make them more efficient.

Mr. Wilson requested an analysis is provided to the Board regarding the cutback and details on the Sienna Plantation/Missouri City swap.

Mr. Glaser requested an update on the Bond Oversight Committee meeting.

Mr. Smith appraised he meets with the Bond Oversight Committee quarterly and the next meeting is scheduled for December. He noted the committee is pleased with the way the budget is being handle and the way things are going.

Dr. Tamez requested a report on attendees at the Bond Oversight Committee meetings.

#### **PAYMENT OF IMPACT FEES TO THE CITY OF HOUSTON**

Dr. Maldonado stated this item is being brought forward to comply with a commitment made with the City of Houston and Mayor to bring forward their offer. It does not signify approval or support by the Administration. It is the Administration's recommendation the Board deny the recommendation made by the City of Houston.

Motion – Glaser moved and Tamez seconded.

Motion made to deny the paying of the impact fees to the City of Houston.

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

**DISTRIBUTION OF ANTICIPATED PROCEEDS FROM THE SALE OF PROPERTY AT MACGREGOR AND 288**

Motion – Ms. Evans-Shabazz moved and Ms. Sane seconded.

Dr. Maldonado noted the Board authorized Administration to move forward with disposing of the MacGregor property through a sale. The allocated funds pursuant to the sale and bring forward to the Board for consideration making the allocation from our current fund balance and reimbursing that amount to the fund from the proceed of the sale of MacGregor property. He noted there is a need to move forward with finalizing the designs, submitting permits and moving the projects forward that will be impacted by the use of these funds. He noted the recommendation is to authorize the budget of approximately \$13,629,203 representing reimbursement to the CIP fund from the anticipated sale proceeds of \$13,850,00 from the property located at MacGregor and 288, to Bond CIP projects.

Mr. Glaser inquired the lost and gain of the buildings based on the magnitude of numbers be changed from one project to another.

Dr. Maldonado asked Mr. Smith to explain the adjustment made on the Coleman project.

Mr. Smith noted the Coleman project was carried on the books at \$120 million of construction cost one year ago. Mr. Smith reported on the number of floor and garage adjustments, but noted the Coleman project is not losing anything through the transaction.

Ms. Sane inquired the need to approve now and not after the sale is complete.

Dr. Maldonado commented that in order to finish the design and submit the building permits the project must have the capital needed for the construction. He noted that without the approval the projects stops.

Ms. Evans-Shabazz inquired if there are any of properties we anticipated in selling in order to help fill some of the other projects.

Dr. Maldonado apprised other sales would be brought before the Board in the near future.

Vote – The motion passed with a vote 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 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 5:28 p.m. and entertained any motions on pending matters.

(Trustees present: Glaser, Loredo, Sane, Wilson, Evans-Shabazz)

**INVESTMENT POLICY 2016**

Motion – Sane moved and Loredo seconded.

Ms. Zamora reported that there were two things that changed 1) the state statute requires 102% for collateralization and 2) Administration recommend adding William Blair and Company to the list of qualified brokers.

Vote – The motion passed with a vote 5/0.

**INVESTMENT REPORT FOR THE MONTH OF SEPTEMBER 2015 AND MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR SEPTEMBER 2015**

Motion – Loredo moved and Sane seconded.

Ms. Zamora commented the investment report is a tool, which shows the Board other monies invested for producing income.

Vote – The motion passed with a vote 5/0.

Ms. Zamora presented a summary of the Monthly Financial Statement and Budget Review for September 2015.

Vote – The motion passed with a vote 5/0.

*(The following Trustees were present: Sane, Evans-Shabazz, Glaser, Loredo and Wilson).*

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 5:42 p.m.

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

Minutes Approved as Submitted: \_\_\_\_\_