

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

**February 16, 2016**

**Minutes**

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, February 16, 2016, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, *Chair*  
Adriana Tamez, *Committee Member*  
Carolyn Evans- Shabazz, *Committee Member*  
Eva Loreda, *Alternate Committee Member*  
Dave Wilson  
John P. Hansen  
Robert Glaser

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Carme Williams, Director, Foundation Office  
Madeline Burillo, Interim President, Southwest College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Ken Holden for Margaret Ford Fisher, President, Northeast College  
Phillip Nicotera, President, Coleman College

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani; and other administrators.  
David White, President, Faculty Senate  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Mr. Capo, Committee Chair, called the meeting to order at 2:32 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

**QUARTERLY PROGRESS REPORT ON CHANCELLOR’S 2016 GOALS**

Dr. Maldonado discussed how the Scorecard originated after meeting with individual trustees. It overlaps with institutional goals, the boards’ goals and the strategic plan goals. The Scorecard will be on the website for public view on a quarterly basis.

Mr. Capo complemented the Scorecard pamphlet presentation, and how the Scorecard will assist with committees’ focus. He asked how to differentiate when goals are reached, referencing the goal to increase enrollment by 2% listed under section 1 of the handout. Dr. Maldonado discussed the development of an enrollment dashboard reflecting the different enrollment dates and data. The dashboard will be operational by the April meeting.

Dr. Hansen asked if the 2% increase in enrollment is based on unduplicated headcount. He inquired if unduplicated headcount should be use when addressing enrollment questions with the public. Mr. Capo stated that for the purposes of the Chancellor’s Evaluation Committee goals, the Board has agreed to use the unduplicated head count number. Dr. Maldonado stated using the unduplicated head count measurement is the general agreement between the Board and the Chancellor and explained the various reasons for the use of the unduplicated head count. Dr. Hansen stated there is value in using consistent head count numbers.

*(Mr. Wilson left at 2:32 pm)*  
*(Mr. Wilson returned at 2:39 pm)*

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 2:41 p.m.

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

Minutes Approved as Submitted: April 21, 2016