

**REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**January 19, 2017  
Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, January 19, 2017 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Eva Loreda, Board Chair  
Christopher Oliver, Vice Chair  
Neeta Sane, Secretary  
Zeph Capo  
Carolyn Evans-Shabazz  
Robert Glaser  
John P. Hansen  
Adriana Tamez  
Dave Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Vice Chancellor/Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Kimberly Beatty, Vice Chancellor, Instructional Services/Chief Academic Officer  
Athos Brewer, Vice Chancellor, Student Services/Academic Affairs  
William Carter, Associate Vice Chancellor, Information Technology  
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs  
Madeline Burillo, President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College  
Jason Wilson, Acting President, Central College  
Janet May, Chief Human Resources Officer  
Deborah Chambers, Interim Executive Director, HCC Foundation  
Terrance Corrigan, Director Internal Audit

**OTHERS PRESENT**

Jarvis Hollingsworth Board Counsel, Bracewell LLP  
Melissa Miller-Waters, President, Faculty Senate  
Other administrators, citizens, and representatives from the news media

**CALL TO ORDER**

Ms. Eva Loreda, Chair, called the meeting to order at 4:08 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, Hansen, Loreda, Oliver, Sane, Tamez, and Wilson)*

Ms. Loreda expressed appreciation for being elected to serve as Chair for 2017 and announced Trustee Christopher Oliver was elected to serve as Vice Chair and Trustee Neeta Sane as Secretary.

**PRAYER AND PLEDGE OF ALLEGIANCE**

Mrs. Neeta Sane led the Board and guests in prayer. Raul Yzaguirre School for Success JROTC posted the colors and led the pledges.

*(Mr. Capo stepped out at 4:15 p.m.)*

Ms. Loreda expressed condolences to the family of Kirk White, Director of Continuing Education who passed on January 16, 2017.

**APPROVAL OF MINUTES FOR NOVEMBER 2016**

Motion: Mrs. Sane motioned and Dr. Hansen seconded.

Vote: The motion passed with a vote of 7-0.

The following minutes were approved:

- Academic Affairs/Workforce Committee on December 8, 2016
- Audit Committee on December 8, 2016
- Committee of the Whole on December 8, 2016
- Strategic Planning Committee on December 8, 2016
- Student Success/Service Committee on December 8, 2016
- Special Meeting on December 13, 2016
- Regular Meeting on December 15, 2016

**Awards, Presentations and Recognitions**

The following recognitions:

- **Recognition of Dr. Adriana Tamez, Immediate Past Chair**  
Ms. Loreda recognized Dr. Tamez for outstanding leadership as Board Chair for 2016 and provided an opportunity for comments from the Board and Chancellor.

*(Mr. Capo returned at 4:37 p.m.)*

- **Wells Fargo Check Presentation**

HCC Foundation accepted a \$20,000 gift from Wells Fargo Bank to support students enrolled in the Bank Teller Training Program and the TSI Academy Program.

## **CHANCELLOR'S REPORT**

- **STUDENT SUCCESS STORIES**

Dr. Brewer recognized the following student success stories:

- Jose Ramirez – Digital Communications Graduate
- Raivyn Hearn – Fine Arts Graduate

Ms. Loreda announced the agenda would be taken out of order and announced that the Hearing of Citizens would be next on the agenda.

*(Mr. Glaser joined the meeting at 4:54 p.m.)*

## **HEARING OF CITIZENS**

The following citizens signed up to speak before the Board:

- Natalie Boyke
- Aracely Caseres (not able to attend; remarks will be submitted)

*(Mr. Oliver stepped out at 5:03 p.m.)*

- Cesar Espinosa
- Elia Chino
- Oscar Hernandez
- Joanne Cortez

*(Mr. Oliver returned at 5:11 p.m.)*

- Gloria Gonzalez Lopez
- Elymi Toc

*(Mrs. Sane stepped out at 5:21 p.m.)*

## **CONSENT AGENDA**

Motion: Dr. Hansen motioned and Dr. Tamez seconded to approve the Consent Agenda with the exception of items A.2, A.3, A.4, B.6, and C.8

Vote: Motion passed with a vote of 8-0.

The following items were approved:

- Approval of Amended HCC Policy CIA (Local)
- Amend Project Manager for 2013 Bond Project L
- Approve Letter of Non-Opposition and Foreign Trade Zone Agreement with TMW Purchasing
- Investment Report for the Month of November 2016
- Monthly Financial Statement and Budget Review for November 2016

*(Mrs. Sane returned at 5:25 p.m.)*

**APPROVAL OF FFDA (LOCAL) AND DIAA (LOCAL)**

Motion: Mr. Oliver motioned and Dr. Tamez seconded.

Mr. Wilson referenced the description and the background sections and inquired of the reason for creating the two sections. Dr. Maldonado noted it is for the ease of reference and for the separation of policy placement in dealing with the specific issues, but it does not change how issues are addressed.

Mr. Wilson noted he had questions on the Title IX section referencing gender-based identity or the sex of the person on page 1 of 6 that defines sex and gender-based misconduct. Dr. Maldonado noted that effort is to align local policies with legal policies. He asked Mr. Cross to provide the definitions.

Mr. Cross noted sex and gender are interchangeable and defined by the EEOC and the Department of Education. He noted sex is the statutory term.

Vote: Motion passed with a vote 7-1-1 with Mr. Wilson opposing and Dr. Hansen abstaining.

**APPROVAL OF CAMPUS CARRY POLICY**

Motion: Mr. Oliver motioned and Mrs. Sane seconded.

Mr. Capo noted he is concerned it does not carry the language sufficient that would protect the peace officers who provide safety and security on all campuses. He noted the policy places students and officers in harm's way.

Amendment: Mr. Capo moved to amend the item and noted the provision allows for an exemption of weapons in areas for posted open meetings. He recommended the language be struck from the policy. Mrs. Sane seconded.

Dr. Maldonado clarified that the amendment is to eliminate item 6 regarding the Open Meeting Acts.

Vote on the Amendment to Remove item 6 on page 3: Motion passed with a vote of 7-2 with Mr. Oliver and Mr. Glaser opposing.

Dr. Maldonado noted the GFA (Legal) portion of the statute provides for the same exemptions listed on page 3 of 5 of GFA (Local); therefore, it is a repeat of what is in the legal policy. He noted that removing item 6 of GFA (Local) would have to be deferred to legal counsel for an opinion.

Motion: Dr. Hansen motioned to postpone consideration of GFA (Local) on advice of counsel to consider deleting item 6. Mr. Oliver seconded.

Mr. Capo noted he was fine with the amendment if the item was pulled and not being voted on.

Mr. Wilson inquired if item 6 could be pulled from GFA (Legal) to coincide with the GFA (Local). Dr. Maldonado noted legal policy is set by statute and not amendable by the Board.

Ms. Loreda thanked Dr. Beatty for the committee's hard work and noted that before taking action additional time was needed to review the policy.

Mr. Glaser inquired if the amended item was opened for vote could the vote be withdrawn legally. Mr. Hollingsworth noted if those who opened the item withdrew it.

Dr. Hansen noted that a motion to defer or postpone an item takes precedence over the original motion.

Vote to Postpone: Motion passed with a vote of 8-0-1 with Mr. Wilson abstaining.

**APPROVE A RESOLUTION ENDORSING THE CONTINUED SUPPORT OF NON-DISCRIMINATING POLICIES AND LEGISLATION TO PROTECT ALL HCC STUDENTS**

Motion: Mrs. Sane motioned and Mr. Oliver seconded.

Ms. Loreda apprised that each Trustee would have two minutes to speak regarding the item.

Dr. Hansen noted his concern is that some are interpreting the item as establishing a sanctuary campus, and he does not see the resolution positioning the college as one.

Dr. Evans-Shabazz noted that she supports protecting individuals obtaining an education for gainful employment and to be productive citizens.

Mr. Wilson referenced page 1 and noted his concerns are regarding sexual orientation, gender identity and expression.

Mr. Oliver noted that he provided comments at the committee level.

Mrs. Sane noted that she was in favor of supporting the resolution.

Mr. Capo noted the resolution ensures fairness and equity be maintained for everyone who walks through HCC doors and more for the immigrants who are our students. He noted students should be first in our mission.

Dr. Tamez noted she supports the resolution because it is about access, respect, dignity and letting students know that they have a future and an education for moving forward.

Mr. Glaser apprised when elected to the Board to oversee the public education of the institution for the community, the decisions of who should be here are for another level and not the mission of HCC. He noted that he is in support of the resolution because it endorses access to education for students.

Ms. Loreda read the following statement:

“This resolution reaffirms the belief of the Houston Community College (HCC) Board of Trustees that all students should have access to a college education. We want our voices heard that we support statutes, including the Texas Dream Act that prevent discrimination and ensure the welfare of all students. While the terms “haven” and sanctuary” have been mentioned today, that is not what this resolution is about. Instead, we view HCC as a community institution that works diligently to create an educational environment that benefits all students and allows them to succeed.”

Vote: Motion passed with a vote of 7-1-1 with Mr. Wilson opposing and Dr. Hansen abstaining.

#### **AUTHORIZE TRANSFER OF FUNDS FROM COMPLETED CIP PROJECTS TO PROJECTS IN CONSTRUCTION**

Motion: Mr. Glaser motioned and Mr. Oliver seconded.

Mr. Glaser requested an update regarding the lease at the West Loop Campus. Dr. Maldonado noted the tenant is working on leasehold improvements. Mrs. Zamora noted an item is also on the agenda regarding the easement to the property.

Mr. Glaser inquired of a timeline for collecting revenues. Mrs. Zamora noted the removal of the final impediment is the easement.

Mr. Oliver requested periodic updates on the lease until the generation of revenue. Dr. Maldonado noted updates would be provided.

Vote: Motion passed with a vote of 7-2 with Mr. Glaser and Mr. Wilson opposing.

#### **GENERAL LEGAL SERVICES POOL (PROJECT NO. RFQ 17-25)**

Motion: Dr. Hansen motioned and Mr. Capo seconded.

Mr. Wilson noted that some of the selected firms have provided poor legal advice on real estate and bond issues and some of the prices are excessive.

Vote: Motion passed with a vote of 5-2-2 with Mr. Glaser and Mr. Wilson opposing and Mr. Oliver and Dr. Hansen abstaining.

Ms. Loreda noted item 16 was pulled by administration. Dr. Maldonado noted previous close session discussions were held on the item and noted the item does not exceed his signature authorization.

### **TOPICS FOR DISCUSSIONS/OR ACTIONS**

Motion: Dr. Hansen motioned to combine items D.11 – Personnel Agenda (Administration) and D.12 – Personnel Agenda (Faculty) and Mr. Oliver seconded.

Vote: Motion passed with a vote of 8-0-1 with Mr. Oliver abstaining.

### **REPORT ON LEGISLATIVE ACTIVITIES**

Mr. Young provided an update on the legislative activities to include:

- Pre-Session Member Meetings
- HCC Legislative Initiatives and Key Messages
  - Financial Aid and Workforce
  - Transfer and Articulation
  - Dual Credit
  - Measuring and Funding Success
- HCC Exceptional Items and Key Messages
  - Proactive Advising
  - Four-Year Onsite Completion
  - Veteran Academy
  - Port Academy
  - New Campus Operations
- Relevant Pre-Bill Filings/Tracking
  - SB 352 (by Watson)
  - SB 367 (by Garcia)
  - HB254 (by Hernandez)
  - HB712 (by Wu)
- Report on Community College Baccalaureate Degrees
- HCC Baccalaureate Degrees Recommendation
- Public Junior Colleges Funding Request
- HCC Delegation Session Activities

Mr. Capo referenced the two bills by Representatives Wu and Hernandez and inquired of the difference between the bills. Mr. Young noted a side-by-side review would be conducted.

Mrs. Sane noted she had the same inquiry. Mr. Young informed that an analysis would be conducted regarding the two bills.

Ms. Loreda expressed appreciation to all those who attended the Legislature opening day.

**DELEGATION OF AUTHORITY TO NEGOTIATE, APPROVE, AND EXECUTE REAL PROPERTY EASEMENTS AND RIGHTS OF WAY**

Motion: Mr. Oliver motioned and Mr. Capo seconded.

Mr. Glaser requested more details regarding the item. Dr. Maldonado noted that when the CIP projects were initiated the granting of easements and rights of ways was included. He noted that General Counsel recommended bringing the item forward as the easements for existing properties might not be included in the blanket execution of all documents. He added that the easement of rights of way does not convey real property and it does not involve expenditure of funds outside his approval limits.

Mr. Glaser inquired if the item would give the Chancellor blanket authority to approve all easement granting items. Dr. Maldonado noted it would if it falls within the three constraints listed.

Mr. Glaser inquired if it included the property Mrs. Zamora had referenced earlier and requested details regarding the specific ones requiring easements, particularly the West Loop property. Dr. Maldonado noted the easement would be executed with the authorization granted.

Mr. Wilson inquired of the limit on the item. Dr. Maldonado noted there is normally no payment on the easements and apprised that it would not exceed his signature authority limit of \$100,000.

Mr. Oliver requested a report on any items regarding real property.

Vote: Motion passed with a vote of 6-3 with Mr. Oliver, Mr. Glaser and Mr. Wilson opposing.

**AMENDMENT TO THE AUTHORIZATION FOR EXECUTION OF DEVELOPMENT AGREEMENT AND PAYMENT OF IMPACT FEES TO THE CITY OF HOUSTON**

Motion: Mr. Oliver motioned and Mr. Wilson seconded.

Mr. Glaser inquired of the status. Dr. Maldonado noted correspondence was sent to the Mayor's office outlining the details of the agreement and to the city's legal department subsequent to the closed session discussion. He noted the correspondence indicated the outline and the urgency of the agreement with a deadline of February 17, 2017. He added that at this time there has been no response from the city.



Mr. Oliver inquired if a vote today would have any future impact with the city on expressing the willingness of making the transaction. Dr. Maldonado noted Mr. Andy Akin from the Mayor's office had responded and a follow up memo was sent on Friday, January 13, 2017 noting the framework of the agreement and the transaction completion deadline. Mr. Oliver inquired what if the Board agrees and the city does not respond. Dr. Maldonado noted that the approval of the item is the first part of a two-part action before it goes to city council for vote.

Vote: Motion passed with a vote of 8-1 with Mr. Glaser opposing.

## **REPORT ON TESTING SERVICES FOR STUDENTS**

*(Dr. Evans-Shabazz stepped out at 6:35 p.m.)*

Dr. Brewer provided an overview of the mission and the vision of testing services and announced that Ms. Piper Butler would provide an update on the testing services.

*(Dr. Evans-Shabazz returned at 6:37 p.m.)*

Ms. Butler's update included the following:

- Locations and Mobile Testing
- 2015-2016 Testing Opportunities
- 2015/2016 GED Administrations; 2016-2017 thru December GED Administrations
- 2015/2016 GED Test Motivation
- 2015/2016 Number of Assessments Completed for Course Placement
- 2015/2016 Course Placement from TSI Assessment
- 2015/2016 TSI- Number of Students Tested Based on Daily Activities

Dr. Hansen inquired if the TSI number included tests administered at HCC locations only. Ms. Butler noted that the numbers reflect only the sessions administered at HCC testing sites.

Ms. Butler continued with her presentation:

- 2015/2016 TSI Testing Fees Compared to Other Colleges in Area
- Testing Activity Throughout HCC Testing Centers
- 2015/2016 Total Test Volume by Location
- Transformational Practices/Next Steps

Mr. Capo inquired of the options other than TSI for course placement. Ms. Butler noted that a student can be exempt based on their SAT, ACT or end of course test after high school.

Mr. Capo inquired if the TSI testing is due to not passing the end of course test. Ms. Butler noted it is due to not meeting the minimum qualifier. Mr. Capo inquired of the qualifier. She

noted that she would need to check the actual score the student would have to meet. Mr. Capo requested the reliability and validity studies for the TSI.

Mrs. Sane inquired if the pre-assessment is available to high school students. Ms. Butler noted it is a state requirement that all colleges provide a free pre-assessment activity for students.

Mr. Glaser requested the same report as Mr. Capo. Dr. Maldonado noted it would be included in the WAB.

Dr. Evans-Shabazz inquired if the TSI provides its own assessment. Ms. Butler noted that each college is required to provide their own pre-assessment although it will not prevent a student from testing if not taken.

Mr. Glaser referenced page 13 by location and inquired if these are all HCC students. Ms. Butler noted that these are students who test, but not necessarily attend HCC.

#### **REPORT ON TRANSFORMATION OUTCOMES: FINANCIAL AID**

Dr. Maldonado noted this would be a report on the transformation outcomes highlighting the enhancements of the Financial Aid department as it relates to the ultimate student experience.

Mrs. Zamora apprised that the Financial Aid department has gone through transformation and introduced Ms. JoEllen Soucier, Executive Director for Financial Aid who provided the report as follows:

- Campus FA Offices – Structure Before Transformation
- FA – Rationale for Transformation
  - Consistency, Consistency, Consistency
  - Focus on Customer Service
  - Appropriate, Flexible Staffing
- FA Transformation Staffing and Focus
  - College Staffing
  - Expanded Focus and New Initiatives
- Customer Service Tools for Students
- FA Student Resolution Center

Mr. Oliver inquired as to the number of complaints received. Ms. Soucier noted that the complaints received through the center were less than a dozen. Mr. Oliver inquired as to the number of complaints received online or through other means. Ms. Soucier noted the information was not readily available and the complaints had been minimal.

Mr. Capo referenced page 13 regarding the feedback system and commended Ms. Soucier on the work done because he no longer hear the complaints that previously existed in 2013. Mr.

Oliver also commended Ms. Soucier and added that financial aid is a key indicator of student success.

Ms. Soucier continued with the presentation:

- Who's Next System
- FA Customer Service Feedback System
- Results of Feedback System
- FA Call Center
- FA Monthly Customer Service Report

Mr. Glaser inquired about ways of educating students on debt management to assure student success. Dr. Maldonado noted HCC is very active in the area and requested Ms. Soucier to provide an update. Ms. Soucier noted that in April HCC signed up for the White House Student Debt Challenge and committed to certain initiatives that include the hiring of Financial Coaches, workshops, community events, video series, and periodic student communications.

Ms. Loredo noted that a presentation should be provided regarding student debt management. Mr. Oliver recommended providing a student packet on debt management. Dr. Maldonado noted that the Student Success course curriculum also includes budgeting and debt management.

## **CHAIRMAN'S REPORT**

### **A. Trustee District Reports**

District I - Mr. Wilson spoke about the Global Energy College and noted that faculty attended a Shell externship to align the curriculum with industry practice. He noted there was a Greater Houston Partnership summit where the Global Energy faculty served on the panel of the Petro-Chemical initiative.

### **B. Board Meeting Schedule**

Ms. Loredo announced that the next COTW meeting is scheduled for Thursday, February 9, 2017 at 4 p.m. and committee meetings will be held from 1-3 p.m. prior to the COTW. She added that the next Regular meeting is on Thursday, February 23, 2017 at 4 p.m. and noted the meeting was moved from its normal date due to the National Legislative Session, February 13-16, 2017 in Washington, DC.

### **C. Birthdays Recognition**

Mr. Oliver took a point of personal privilege and apprised that Ms. Loredo celebrated her birthday on Tuesday, January 17, 2017.

## **CHANCELLOR’S REPORT**

- **Faculty Senate Report**

Mr. Mohamed Tlass, Faculty Senate President-elect presented on behalf of Dr. Miller-Waters, Faculty Senate President and reported on the following:

- Congratulated Ms. Loreda, Mr. Oliver, and Mrs. Sane on their election as Board officers
- Acknowledged Dr. Maldonado for his commitment to the faculty
- Thanked Dr. Beatty for attending the first Faculty Senate meeting for the spring semester
- Focus groups examined student success data during the Fall and Spring Instructional Day
- Educational Affairs committee is developing the operational definition of rigor

Dr. Tamez congratulated Mr. Tlass for being Faculty Senate President-elect.

Ms. Loreda provided well wishes to all the students, faculty and staff on the start of the new spring semester.

## **ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 7:20 p.m.

Minutes submitted by Sharon R. Wright, Director, Board Services

Minutes Approved as Submitted: February 23, 2017