REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE SYSTEM  

January 25, 2007  

Minutes

The Board of Trustees of the Houston Community College System held a Regular Meeting on Thursday, January 25, 2007 at the System Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

BOARD MEMBERS PRESENT
Jay Aiyer, Chair
Yolanda Navarro Flores, Vice Chair
Diane Olmos Guzman, Secretary
Bruce A. Austin, Deputy Secretary
Abel Davila
Robert Mills Worsham
Christopher W. Oliver
Richard M. Schechter
Dr. Michael P. Williams

ADMINISTRATION
Norman Nielsen, Interim Chancellor
Doretha Eason, Deputy to the Chancellor
Miles LeBlanc, General Counsel
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Educational Development
Irene Porcarello, Vice Chancellor, Student Success
Gloria Walker, Vice Chancellor, Finance & Administration
Winston Dahse, Interim President, Southwest College
Margaret Ford, President, Northeast College
Fena Garza, President, Southeast College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Willie Williams, Associate Vice Chancellor, Human Resources
Kelley Zuniga, Executive Director, HCC Foundation
Mike Kyme, Executive Director, Purchasing and Procurement
Remmele Young, Executive Director, Board

OTHERS PRESENT
Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Suewan Johnson, Counsel, Vinson & Elkins
Dwight Boykins, Federal Consultant, dBoykins
David Ross, President, Faculty Senate
Other administrators, citizens and representatives from the news media
CALL TO ORDER
Mr. Aiyer, Chair, called the meeting to order at 4:18 p.m. and declared the Board convened to consider matters pertaining to the Houston Community College System as listed on the duly posted meeting notice.

PRAYER AND PLEDGE OF ALLEGIANCE
Dr. Williams led the prayer and pledge of allegiance to the flag.

SWEARING-IN CEREMONY
Mr. Robert Mills Worsham was ceremonially sworn in by District Attorney, Mr. Charles Rosenthal as the newly appointed Trustee for District VI to fill the unexpired term of Trustee James Murphy. Mr. Worsham was officially sworn in at the Special Meeting of the Board of Trustees on Thursday, January 18, 2007.

Mr. Worsham introduced his family and close friends in attendance.

Mr. Aiyer expressed appreciation to Mr. Worsham for accepting to serve on the Board of Trustees to complete the unexpired term on Mr. James Murphy.

APPROVAL OF MINUTES

Motion – Dr. Williams moved approval of the Minutes as presented. Mrs. Flores seconded the motion. The motion carried 8-0.

HEARING OF CITIZENS
Mr. Aiyer gave preface to the Hearing of Citizens and asked if there were any registered speakers to come forward. There were no requests.

APPROVAL OF CONSENT AGENDA
Motion – Mr. Austin moved approval of the Consent Agenda excluding items A.1, A. 2 and B.1. Dr. Williams seconded the motion. The motion carried 8-0. The following items were approved on the consent agenda:

1. Ratify Acceptance of the Gifts and Donations
2. Approve Investment Report for the Month of November 2006
3. Adopt HCC Shared Values Statement
ADOPT POLICIES REGARDING CONSTRAINING COSTS OF TEXTBOOKS FOR HCC STUDENTS

Recommendation - Adopt the following policies as recommended by State Representative Scott Hochberg and by the HCC Textbook/Bookstore Committee to constrain the rising costs of textbooks: (1) Require books (whenever possible) to be used for at least three years; (2) Require earlier selection dates for textbooks to allow students to shop around for better prices; (3) Implement separate “bundling” of instructional materials so that students don’t have to buy books, CDs, workbooks, etc. that the professor does not expect to use in class; and (4) prohibit gifts or payments from publishers that could influence textbook selections.

Motion – Mrs. Flores motioned to adopt the recommended policies to constrain the rising costs of textbooks. Mrs. Guzman seconded the motion.

Mr. Schechter commended administration on the efforts in the development of policies to assist in constraining and controlling the cost of textbooks for HCC students. He noted his support for the policy, but apprised of important issues and research on available books. He further provided the Board with information on the pricing of textbooks and noted that he conducted a research to show that the cost of textbooks remains too extreme. Mr. Schechter mentioned that he received data from Ms. Gloria Walker indicating the gross book sales for HCC through Barnes and Noble. He stated that approving the policy is a good step; however, the students will not be able to get reduced pricing on new textbooks and the college is not able to control the book publishers. He noted that the real task is the public domain item which is also on the Board agenda. He urged that the item is approved but notes that the issue on textbook costs for HCC students must be a critical priority of the Board.

Dr. Williams noted that he associates with the comments of Mr. Schechter; however, he wanted the public to know that the textbook cost issue is not solely an HCC issue but one across the nation. He noted that he appreciates the step that has been taken to alleviate the burden of textbook costs.

Mrs. Guzman asked who authorizes instructors and professors to self-produced textbooks and workbooks. She noted that she has experienced purchasing books from an instructor in the real estate department which was actually a binder with reproduced information.

Dr. Cook noted that such self-produced material is not authorized. He further apprised that the disciplines in the programs meet every semester to select their instructional material and note that if an individual instructor has authored a book that is being considered, he/she must abstain from the vote on that particular textbook. Dr. Cook noted that the discipline monitors such activities as self-produced materials to make certain that those types of issues are not practiced.

Mr. Austin stated that the Faculty should be included in the discussion. Dr. Williams noted that there should be some best practice as it relates to policies on textbooks and recommended that the academic affairs review the future modeling.

Mrs. Flores questioned the actual development of the policy and asked what would be the monitoring process as it relates to prohibiting gifts or payment from publishers that could influence textbook selection. Dr. Cook noted that this issue will be more difficult to control because there must be a determinant as to what is considered a gift or payment.
Mr. Aiyer noted that HCC is the leader in the State of Texas as it relates to best practices for the adoption of a textbook policy. He applauded the staff and Faculty Senate on their efforts and support of the policy.

David Ross, President of the Faculty Senate, noted that the Faculty has the primary responsibility to make certain reading material assigned to students should be economical and affordable.

Mr. Austin recommended that legal counsel opine the issue of academic freedom in relationship to the adoption of the policy.

Vote - The motion passed with a vote of 8-0.

APPROVE POLICY REGARDING THE USE OF PUBLIC DOMAIN LEARNING MATERIALS

Recommendation – HCC encourages the creation, use, and ongoing maintenance of public domain-based learning materials in accordance with established curriculum standards for educational purposes of the district.

The goals of this policy are to provide students with high quality learning materials that reside in the public domain to augment and/or replace costly textbooks, to create sustainable academic resources for students, faculty and staff, and to provide opportunities for professional growth of district employees involved in these activities.

The Chancellor will provide periodic reports, not less than annually, to the Board that detail the progress made toward accomplishing the goals delineated by this policy.

Motion – Dr. Williams moved and Mr. Oliver seconded approval.

Mr. Aiyer apprised that discussion on the public domain policy originated from Trustee Schechter who presented information to the Board after attending the ACCT Conference.

(Mr. Davila arrived at 5:00 p.m.)

Mr. Schechter apprised that the public domain learning material policy would allow for textbook and modules for courses on-line and there is no cost to the student. He noted that there would be availability to have the book printed and delivered at approximately one-tenth the cost of the actual textbook.

Mr. Schechter presented information on Community College Initiative’s Top Ten Courses prepared by Richard Baraniuk, Founder of Connexions.

Amended Motion - Mr. Schechter moved and Dr. Williams seconded to amend the motion to approve the policy regarding the use of public domain learning and HCC Board of Trustees adopt a vision that within two years, HCC will be in the forefront of America’s community colleges in the creation, use, and ongoing maintenance of public domain-based study materials that meet
established curriculum standards for educational purposes of the System. The motion passed with a vote of 9-0.

The purposes of the amended policy are to provide students with high quality learning materials that reside in the public domain to augment and/or replace costly textbooks, to create sustainable academic resources for students, faculty, and staff, and to provide opportunities for professional growth of district employees involved in these activities.

To achieve this vision, the Administration shall aggressively investigate, evaluate, and where feasible, initiate procedures, programs, and practices to promote the creation, use and maintenance of open domain materials. The Chancellor shall report to the Board every three months, starting at the April 2007 board meeting, detailing the progress made toward accomplishing the vision and purposes delineated in this policy.

Mrs. Guzman stated that once the initiative has been in place, the marketing department should utilize the effort as a marketing initiative for student success.

**APPROVE CONSTRUCTION METHOD FOR RESIDENTIAL HOUSING AT CENTRAL COLLEGE**

*Motion* – Mrs. Guzman moved to approve and Dr. Williams seconded.

Mr. Schechter asked what percent of the construction for the housing would be funded by Midtown TIRZ. Mrs. Walker informed that there are grants available for such housing projects; however, the amount will be determined by the fund availability and the facility structure desired by HCC must be determined.

Mr. Austin stated that the public body normally gives the authority to conduct a feasibility analysis, which should address most of the concerns raised.

Dr. Williams apprised that he was under the impression that the recommendation for approval at the Committee of the Whole meeting of January 18, 2007 was for Administration to provide a feasibility study.

Mr. Davila reiterated that a feasibility study should be conducted so that the Board’s decision is based on proper and accurate information such as the actual cost for insurance coverage, etc.

*Amended Motion* - Mr. Schechter moved to amend the motion that a feasibility study is conducted for student housing on Central Campus. Mr. Davila seconded the amended motion. The motion passed with a vote of 9-0.

Mr. Schechter asked that administration consider the following when presenting the feasibility study: 1) cost of an independent contract completing the entire project, 2) who will be residing in the housing (HCC students only or other students), and 3) independent agency for operating the facilities.

Dr. Nielsen noted that the feasibility study will be quite comprehensive and noted that there are more detailed issues that must be reviewed as it relates to the housing study.
Mr. Davila requested that the items related to the student housing are discussed at the Board Retreat to determine the Board’s philosophy on such issues.

Dr. Williams expressed appreciation to the Employee Values and Ethics committee for their efforts and diligences in working on the Values and Ethics statement which was passed on the consent agenda.

**ELECTION OF OFFICERS**

*Chair*
Dr. Williams moved to nominate Mr. Christopher Oliver for Chair and Mr. Davila seconded the motion. Mr. Schechter moved that Mr. Oliver is elected Chair of the Board of Trustees by acclamation. The motion passed with a vote of 9-0.

Mr. Oliver was given the gavel as the Chair for 2007 and presided over the remainder of the meeting.

*Vice Chair*
Mr. Austin moved to nominate Mrs. Yolanda Navarro Flores as Vice Chair and Mr. Aiyer seconded the motion. Mr. Schechter moved that Mrs. Navarro Flores is elected Vice Chair by acclamation. The motion passed with a vote of 9-0.

*Secretary*
Mrs. Flores moved to nominate Mrs. Diane Olmos Guzman as Secretary and Mr. Davila seconded the motion. Dr. Williams moved that Mrs. Guzman is elected Secretary by acclamation. The motion passed with a vote of 9-0.

*Deputy Secretary*
Mr. Davila moved to nominate Mr. Richard Schechter as Deputy Secretary and Mrs. Flores seconded. Mr. Schechter declined the nomination and moved that Mr. Robert Mills Worsham is nominated for Deputy Secretary and Dr. Williams seconded the motion. Dr. Williams moved that Mr. Worsham is elected Deputy Secretary by acclamation. The motion passed with at vote of 8-0-1 with Mr. Davila abstaining.

The Board expressed their appreciation to Mr. Aiyer for serving as the Board Chair for 2006 and presented him with a plaque of appreciation.

**CHANCELLOR’S REPORT**

*Black History Month Celebration Report*
Dr. Bill Harmon apprised of the events that are scheduled during the month of February in celebration of Black History Month under the leadership of honorary chairs Trustee Bruce Austin, Trustee Christopher Oliver, and Dr. Michael P. Williams. The goals affirmed by the committee for the month are (1) highlight of the black experience (2) enhance educational opportunities for African American students (3) honor contemporary black history achievements.
Dr. Harmon apprised of activities scheduled throughout the month. He reiterated and encouraged attendance to the major event which is the Black History Gala scheduled for February 24, 2007 at the Hilton Americas Hotel. He noted that the first lifetime achievement award will be presented and informed that Mr. James Earl Jones will be the keynote speaker.

**Faculty Senate Report**

David Ross, President of Faculty Senate apprised of the following:

1. Faculty Conference scheduled for Saturday, February 17, 2007 at the George R. Brown Convention Center; there will be approximately 30 breakout sessions during the conference, and the conference will be assisted by the Achieving the Dream grant campaign.

2. 2001 Faculty donated $25,000 to the HCC Foundation in the name of Chancellor Emeritus Dr. Ruth Burgos-Sasscer who requested that the funds are used to defray education expenses including textbooks and other educational materials of students with economic needs. An agreement has been executed and now allows for the disbursement of the funds. The first disbursement has taken place in awarding five students $175.00 each to assist with their State certification exam.

3. Introduction of the Executive Committee of the Faculty Senate

**Financial Statement**

Mrs. Walker presented the financial statement for the month ending December 31, 2006.

Mr. Schechter asked for a status of the $17.1 million spent on annual services which was discussed during the budget process. Dr. Nielsen noted that he has discussed with administration to begin the review for the next budget year and apprised that the review process will be on-going.

Mr. Schechter also asked that administration consider the use of open source software developed by the University of Michigan prior to the contract renewal with Web/CT.

Mr. Schechter inquired about the possibility of evaluating efforts to reduce the energy cost. Mrs. Walker noted that several ways have been reviewed including the green building concept at the silver level. She also noted that the buildings usage is also in review such as timed lighting.

Mr. Aiyer noted that the Board passed to retain the services of Choice Energy to complete an evaluation of an energy managed plan and energy conservation program. He asked that administration proceed with developing the plan and that the results be presented to the Board. Mrs. Walker apprised that the college has been working with Choice Energy and monitoring is in place. Mr. Aiyer asked when the energy audit would be available for review as well as a report from the consultant.

Mr. Aiyer asked that the discussion of the energy audit and energy conservation plan are placed on the agenda for February 2007.
Mrs. Guzman noted that a resolution was passed for the league concept for the CIP as a form of energy conservation and noted that there has not been any reports on the concept. Mrs. Walker noted that the charge has been given to contractors for the CIP projects. Mrs. Guzman requested a status report.

Mrs. Guzman asked that the small business participation with the spin on each contract to be included as a report on the agenda. She asked that the report be comprehensive.

Mr. Aiyer mentioned the parking analysis requested and asked for a status on the report. Mrs. Walker apprised that the study should be available with the next 30 days.

Mr. Oliver recessed the meeting at 6:00 p.m.

Mr. Oliver reconvened the meeting at 6:15 p.m.

**TOPICS FOR DISCUSSION AND/OR ACTION**

**RATIFY RESOLUTION HONORING TRUSTEE JAMES R. MURPHY FOR SERVICES AND COMMITMENT TO HCC TRUSTEE DISTRICT VI**

Motion – Mrs. Flores moved and Dr. Williams seconded to approve the resolution. The motion passed with a vote of 9-0.

**DISCUSS FINAL REPORT FROM CHANCELLOR SEARCH COMMITTEE**

Mr. Austin asked that the Board review the document prior to the next Board Retreat as strategic conversation which outlines goals for HCC as a higher education institution including:

- Become a globally competitive 21st century education engine
- Become a Vanguard Learning College
- Become an Entrepreneurial College
- Employing Performance budgeting to place emphasis on HCC higher education policy results
- Establish a Regional Strategy advancing a College Completion Culture for Transfer and Workforce Careers
- Transform our population assets by expanding career pathways with career and industry clusters and applied bachelor of arts and science at area four year institutions.

Mr. Oliver commended Mr. Austin on the compilation of the information and expressed appreciation for his leadership as the Chair of the Chancellor Search Committee.

Motion - Mr. Davila moved and Dr. Williams seconded to approve items 3, 4, and 5. The motion passed with a vote of 9-0. The following items were approved:

- **APPROVE RESOLUTION FOR LEASE OPTIONS TO PURCHASE NORTHLINE MALL CAMPUS FROM HCCS PUBLIC FACILITIES CORPORATIONS**
- **APPROVE INVESTMENT REPORTS FOR THE MONTH OF DECEMBER 2006**
• APPROVE PAYMENT TO BRACEWELL & GIULIANI FOR PROFESSIONAL SERVICES

ADJOURNED TO CLOSED SESSION
Mr. Oliver adjourned the meeting to Executive Session at 6:23 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. Oliver 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. Oliver reconvened the meeting in Open Session at 7:40 p.m. and entertained motions on pending matters.

(Present: Trustees Austin, Flores, Guzman, Oliver, Schechter, and Worsham)

Motion - Mrs. Guzman move acceptance of the personnel agenda and Mr. Worsham seconded. The motion passed with a vote of 6-0.

ADJOURNED TO CLOSED SESSION
Mr. Oliver adjourned the meeting to Executive Session at 7:43 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. Oliver 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. Oliver reconvened the meeting in Open Session at 7:57 p.m. and entertained motions on pending matters.

(Present: Trustees Austin, Flores, Guzman, Oliver, Schechter, and Worsham)

Motion – Mr. Worsham move to authorize the Chancellor to negotiate price of two acres tract of real estate near Central College. Mrs. Guzman seconded the motion. The motion passed with a vote of 6-0.

ADJOURNMENT
With no further business coming before the Board, the meeting was adjourned at 7:58 p.m.

DINNER
Following adjournment, the Board of Trustees met for dinner in the Chancellor’s Conference Room on the 12th floor, where they may discuss System business but will not take action on such business.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Executive Administrative Assistant, Board Services

Minutes Approved as Submitted: February 22, 2007