The Community Outreach Committee of the Board of Trustees of the Houston Community College System held a meeting on Tuesday, October 16, 2007, at the System Administration Building, 3100 Main, 2nd Floor Seminar Room A, Houston, Texas.

COMMITTEE MEMBERS PRESENT
Diane Olmos Guzman, Committee Chair
Richard Schechter, Committee Member
Abel Davila
Yolanda Navarro Flores
Mills Worsham

ADMINISTRATION
Arthur Tyler, Deputy Chancellor/COO
Miles LeBlanc, General Counsel
Doretha Eason, Executive Assistant to the Chancellor
Remmele Young, Executive Director, Government Relations

OTHERS PRESENT
Jarvis Hollingsworth, Counsel, Bracewell & Giuliani
Brad Deutser, Consultant, Yaffe|Deutser
Catherine Campbell, Consultant, Yaffe|Deutser
Linda Koffel, President, Faculty Senate
Other administrators, citizens, and representatives of the news media

CALL TO ORDER
Mrs. Guzman called the meeting to order at 2:35 p.m. and declared the Committee convened to consider matters pertaining to the Houston Community College System as listed on the duly posted Meeting Notice.

COMMUNITY OUTREACH PLAN DEVELOPMENT AND NOTEBOOK UPDATE
Recommendation – Discuss the status of the Community Outreach Plan development and field notebook.

Brad Deutser noted that the notebooks have been completed and submitted.

Dan Arguijo apprised that there is a current effort to create a database to allow the information in the notebooks to be more mobile. He apprised that the notebooks are current; however, there may be turnovers in the organizations that will require updates.
Mrs. Guzman asked who would be maintaining the database and how often it will be updated. Mr. Arguijo noted that Communications would be maintaining the database and building the design.

_(Trustee Flores arrived at 2:29 p.m.)_

Mrs. Guzman noted that there was to be more designation on the database such as providing preliminary information to the Trustees for review. Mr. Arguijo informed that the notebooks were available at the meeting of the Trustees to review to determine what should be included or deleted. He noted that the goal is to meet with each college public relations director to develop an annual community outreach plan.

_(Mr. Davila arrived at 2:41 p.m.)_

Mrs. Flores asked when the notebooks would be available for review by the Trustees. Mr. Arguijo noted that the books are available for review except for Central College, which will be submitted on Friday, October 19, 2007.

Mrs. Flores asked how the Trustees would be able to utilize the books. Mrs. Guzman noted that the information should be comprehensive and used by the Trustees for engagement meetings. She also noted that the information would be able to assist in conveying the strategic plan to the community.

**ADJOURNMENT**

With no further business, the meeting adjourned at 2:47 p.m.

_Recorded by:_
Sharon R. Wright, Executive Administrative Assistant, Board Services

_Transcribed and submitted by:_
Sharon Wright, Executive Administrative Assistant, Board Services

_Minutes Approved: ___________________________