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

November 13, 2007  

Minutes  

The Chancellor’s Evaluation Committee of the Board of Trustees of the Houston Community College System held a meeting on Tuesday, November 13, 2007, at the System Administration Building, 3100 Main, 2nd Floor Seminar Room A, Houston, Texas.  

COMMITTEE MEMBERS PRESENT  
Richard Schechter, Committee Chair  
Bruce Austin  
Diane Olmos Guzman  
Yolanda Navarro Flores  
Mills Worsham  

ADMINISTRATION  
Mary Spangler, Chancellor  
Bill Carter, Vice Chancellor, Information Technology  

OTHERS PRESENT  
Jarvis Hollingsworth, Counsel, Bracewell & Giuliani  
Linda Koffel, President, Faculty Senate  
Other administrators, citizens, and representatives of the news media  

CALL TO ORDER  
Mr. Schechter called the meeting to order at 4:01 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.  

CHANCELLOR EVALUATION INSTRUMENT  
Mr. Schechter provided information to the Committee as it relates to possible instruments to utilize in evaluating the Chancellor. He noted that previous discussion entailed utilizing two types of evaluations.  

Mrs. Flores mentioned that she would like to see some of the measures that were discussed at the Board retreat included as part of the evaluation.  

Mrs. Flores asked for the timeline for the Chancellor’s Evaluation. Mr. Schechter recommended conducting an evaluation at the end of the year that would be based on the following: identified a plan, staff organization, and administration relations.  

Mr. Schechter noted that there would be a three-year long-term plan with a yearly performance goal evaluation, which would allow the Board to be able to monitor and provide some focus.
Mr. Austin noted that the Board would need to conduct a self-assessment and apprised that not only should the Chancellor be evaluated - the Board should be evaluated to see if the Chancellor is in an environment to allow her to carry out goals and objectives established by the Board. He noted that the Board needs to discuss and brainstorm. The Board should expect the Chancellor to assist the Board to develop the policy, process, criteria, and provide information that would enable the Board to assess the Chancellor’s performance, and adequately respond to Board concerns and direction.

The committee discussed a possible timeline for setting goals and conducting a year-end review for the Chancellor.

Mrs. Guzman recommended holding a full day board evaluation at a Board retreat in January 2008.

Mrs. Flores recommended reviewing the information discussed at the retreat held in May 2007 and utilizing the information as the bases for initiating the next discussion.

Mr. Schechter noted that the evaluation material provided would be circulated to the senior administrators who would conduct a 360 review in order to make certain there is an alignment with the Chancellor and senior administrators. Dr. Spangler noted that she has used similar evaluation formats previously and note that the information would be for internal use.

Dr. Spangler asked if a facilitator would be necessary for the retreat and recommended Cindra Smith. Mr. Austin stated that the facilitator would need to be someone who is familiar with community colleges and noted that Cindra Smith would probably provide some insight to the Board.

Mr. Hollingsworth noted that there should be a collaboration between the Board and Chancellor in that the Board could identify their goals or priorities and the Chancellor would provide a performance objective that relates to those goals.

The Committee concluded

1. A Board Retreat should be held for the Board to identify priorities and institutional goals for the college as a whole

2. The Chancellor would then provide her performance objectives based goals identified by the Board

Mr. Austin asked that there is a review of the items identified at the retreat held in May 2007 and recommended that the committee read the section in Cindra Smith’s book on policy.

Mr. Austin recommended that Trustee Schechter converse with Cindra Smith to provide the format for the retreat.
The Committee recommended holding an all day meeting on a Saturday from 9:00 a.m. until 5:00 p.m. and recommended holding the swearing-in ceremony and the election of officers on January 3, 2007 at 4:00 p.m.

Mrs. Guzman recommended that the Chancellor and Board Services plan a schedule for Board workshops.

ADJOURNMENT
With no further business, the meeting adjourned at 5:05 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: ____________________