MEETING OF THE COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE SYSTEM

November 15, 2007

Minutes

The Board of Trustees of the Houston Community College System met as a Committee of
the Whole on Thursday, November 15, 2007, at the System Administration Building,
Seminar Room A, Second Floor, 3100 Main, Houston, Texas.

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

ADMINISTRATION
Mary Spangler, Chancellor
Art Tyler, Deputy Chancellor
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor for Instruction
Dr. Sterling for Irene Porcarello, Vice Chancellor, Student Success
Gloria Walker, Vice Chancellor, Finance & Administration
Fena Garza, President, Southeast College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Marsal Stoll, President, Coleman College
Willie Williams, Associate Vice Chancellor, Human Resources
Dan Arguijo, Jr., Associate Vice Chancellor, Communications
Dan Seymour, Associate Vice Chancellor, CTCE
Mike Kyme, Executive Director, Procurement

OTHERS PRESENT
Maureen Singleton, System Counsel, Bracewell & Giuliani
Neeta Sane, Trustee Elect, District VII
Linda Koffel, President, Faculty Senate
Dwight Boykins, Consultant, dBoykins
Other administrators, citizens, and representatives of the news media
CALL TO ORDER
Mrs. Yolanda Navarro Flores, Vice Chair called the meeting to order at 3:34 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.

ACADEMIC AFFAIRS/STUDENT SUCCESS

DUAL CREDIT ISSUES BETWEEN HCC AND HISD
Recommendation – Discuss issues relating to dual credit courses (1) alignment of HISD-HCC calendars (2) testing of HISD 10th graders on the ACT PLAN or COMPASS

Dr. Spangler apprised that the item is provided as a response to previous discussions with Houston Independent School District (HISD) regarding dual credit, calendar alignment, and ACT PLAN and Compass testing.

Dr. Spangler noted that although HCC and HISD calendars are closely aligned but not exactly, there is less time for HISD students to take the preliminary test that assists in identifying the English and Math level when entering college. She noted that one item of interest is to consider testing tenth graders on the assessment test and possibly discuss paying for a portion of the testing fees or the pilot, which will enable HISD to help students exit high school and simultaneously assist in placing the students in the correct classes upon entrance with HCC.

Mr. Aiyer apprised that HCC calendar aligns with four-year institutions and not K-12, which allows for a week delay in the K-12. He noted that the idea would be to get the COMPASS exam administered similar to the PSAT; however, the cost would play a factor in the issue.

Dr. Cook noted that the cost is approximately $25.00 per student; however, he noted that the Gates grant would pay for the testing at eight high schools in HISD. Dr. Spangler noted that sharing the cost for dual credit will be part of the discussion with Dr. Saavedra.

Mrs. Guzman recommended a joint board meeting with HISD and HCC in the near future. Dr. Spangler noted that a joint meeting is tentatively schedule for January or February 2008.

(Dr. Williams arrived at 3:50 p.m.)

Dr. Williams noted that a joint meeting was held in 2005 with the Boards for HISD and HCC and apprised that this type of meetings should be developed as an on-going dialogue. He also charged the Academic committee under the direction of administration with the responsibility of developing a model template that parallels the dual credit for vocational training.

Mr. Austin stated that he is in total support of Dr. Williams’ recommendation of a career pathway program. He apprised that the strategic plan for the Coordinating board noted that all community colleges in the areas should develop a baccalaureate program.
FACILITIES

CIP STATUS REPORT
Dr. Tyler noted that a more detailed report will be prepared for the next COTW meeting and will be included in the Chancellor’s next Board meeting.

FINANCE

EXTENSION OF CONSTRUCTION PROGRAM MANAGEMENT SERVICES WITH PGAL
Recommendation - Authorize the Chancellor to approve extension of contract with PGAL for construction program management services (CPMS) to December 2009 or the completion of the CIP Phase I and other associated projects, whichever occurs first for a fee not to exceed $6,237,000.00 itemized as follows:

1. Additional CPMS - $2,858,000
2. Additional Construction Inspection Services - $2,602,403
3. Additional IT Construction Administration Services - $867,000

Motion - Dr. Williams moved and Mr. Aiyer seconded.

Mr. Austin asked if the funds have been budgeted. Mrs. Walker noted that the funds have not been budgeted and will be included as a part of the discussion on cost for completion of the CIP.

Mr. Aiyer asked for a report on the total cost and noted that a review of the fiscal impact would be helpful in viewing the whole picture. Mrs. Walker noted that approval of the item will allow CPMS to continue work through Phase I.

Dr. Williams apprised that a cost of expenditure to date would be helpful. Mrs. Walker noted that the cost will be included in the financial statement ending August 31, 2007.

Mrs. Guzman asked what is in the contingency fund.

Dr. Williams noted that the agenda is a public document and some of the information should be built into the agenda item.

(Mr. Davila arrived at 4:08 p.m.)

(Mr. Aiyer left at 4:08 p.m.)

Mr. Austin asked for the percentage of enrollment increase. Dr. Spangler noted that it was estimated at three percent from the current.

(Mr. Aiyer returned at 4:12 p.m.)
Mr. Austin asked for a review of the plan for growing enrollment.

Mr. Worsham asked when is the best time to review the enrollment percentage. Dr. Cook noted that possibility the base year.

Vote – The motion passed with a vote of 6-1 with Trustee Guzman opposing.

PEOPLESOFIT V9.0 STUDENT ADMINISTRATION SYSTEM UPGRADE PROJECT

Recommendation - Authorize the Chancellor to negotiate a contract with PeopleSoft to upgrade Student Administration System database in order to prepare for the upgrade to version 9.0.

Motion – Mr. Aiyer moved and Mr. Worsham seconded. The motion passed with a vote of 7-0.

STRUCTURED CABLING SERVICES

Recommendation – Authorize the Chancellor to negotiate and execute a contract with AT&T to provide structured cabling services for Capital Improvement Program (CIP) and other projects. Additionally, if the district is not successful in negotiating a contract, then the district will negotiate with the next highest ranked vendor in order to avoid any further delays in construction.

Motion – Mr. Davila moved and Mr. Aiyer seconded.

Mr. Davila asked if the contract with PGAL has been reviewed as it relates to moving to AT&T.

Legal Counsel noted that the item should be discussed in closed session.

Motion Withdrawn - Mr. Davila withdrew his motion and Mr. Aiyer withdrew the second.

The item was discussed in closed executive session.

ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, 2007

Recommendation - Discuss and approve the monthly financial report for the month ending August 31, 2007.

Mrs. Walker apprised that this is the internal monthly financial report for the period ending August 31, 2007.

(Mr. Oliver arrived at 4:26 p.m.)
ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, 2007
Recommendation – Approve the audited Annual Financial Report for the fiscal year ended August 31, 2007 as prepared by the auditing firm McConnell Jones Lanier & Murphy, LLP.

Mr. Oliver noted that there was a discussion about the audit committee and apprised that Trustees Austin, Schechter, and Guzman were appointed to the audit committee.

The item will be discussed at the Regular Board meeting on November 29, 2007.

COSTS FOR COMPLETION OF CIP PHASE I AND OTHER PROJECTS
Item was pulled by administration.

TAX INCREMENT REINVESTMENT ZONE (TIRZ)
Recommendation - Discuss the value of joining the proposed Sienna Plantation Tax Increment Reinvestment Zone (TIRZ) in Missouri City, Texas.

Dr. Tyler provided an overview of HCC interest in TIRZ and noted that HCC has been invited to participate by Sienna Plantation. The overview apprised of the following:

- There is an estimated $8.8 million in infrastructure costs that could qualify for funding under TIRZ guidelines
- TIRZ has a seven to eleven seat Board of Directors and HCC would have one seat on this governing board
- Invited participants would be Missouri City, Ft. Bend County, SPLID, Sienna MUD/MMD, and HCC
- The TIRZ would be in effect for a period of 30 years
- Decision needed by January or February

Dr. Tyler noted that a decision to participate would be needed no later than February. He also apprised that the funds to complete the infrastructure would have to be provided first and then be reimbursed to the college by TIRZ.

Mrs. Guzman recommended that the Trustee representing the area should serve on TIRZ. She asked for a letter of recommendation from the Board Chair and Chancellor. Mr. Oliver asked that Mrs. Guzman craft the letter.

The Board concluded to place the item on the January 2007 agenda for further discussion.

PROCUREMENT SOLICITATION PROCESS PRESENTATION AND SMALL BUSINESS REPORT
Recommendation – Review the procurement solicitation process and the small business report.
Dr. Art Tyler provided an overview on procurement and small business. He also gave kudos to the procurement team who has received recognition of excellence four years consecutively.

Dr. Tyler noted that a new small business team will be created that works in conjunction with the Internal Auditors to assure compliance. The team will report directly to the COO.

Mr. Davila asked if there are brochures for new vendors externally that will communicate the process. Mr. Tyler noted that there will be more outreach and possible vendor shows on how to do business with HCC. He noted that the department will be working closely with Dr. Seymour.

**ADJOURN TO CLOSED/EXECUTIVE SESSION**

Mr. Oliver adjourned the meeting to Executive Session at 4:43 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 5:41 p.m. and entertained motions on pending matters.

(Present: Trustees Aiyer, Austin, Davila, Flores, Guzman, Oliver, Williams, and Worsham)

**Motion** – Dr. Williams moved that administration attempt to reach a contract agreement with the first vendor within the next week for the structure cabling services and if not, the item should be presented for further discussion at the next regular board meeting. Mr. Aiyer seconded the motion.

**Amended Motion** - Mr. Davila moved to amend the motion to require that the other three vendors provide presentations, if an agreement is not reached with AT&T. Mrs. Flores seconded the motion.

Mr. Aiyer recommended that a contract is negotiated with the next vendor on the list as opposed to a presentation from the other vendors.

**Amended Vote** - the motion passed with a vote of 8-0.

**Main Motion** – motion passed with a vote 7-0-1 with Trustee Aiyer abstaining.

**Motion** – Dr. Williams moved that the agenda for the Regular meeting on November 29, 2007 include the items in regards: (1) the external performance and management audit and as part of the presentation in the agenda book, the appropriate minutes items and the vote as it was structured and (2) the Legal/Legislative committee recommendation on the government relations contracts should also be placed on the agenda. Mr. Davila seconded the motion. The motion passed with a vote of 8-0.
ADJOURNMENT
With no further actions coming before the Board, the meeting adjourned at 5:47 p.m.

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

Minutes Approved as Submitted: