The Board of Trustees of the Houston Community College System held a Regular Meeting on Thursday, February 22, 2007 at the System Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**BOARD MEMBERS PRESENT**
Christopher Oliver, Chair
Yolanda Navarro Flores, Vice Chair
Diane Olmos Guzman, Secretary
R. Mills Worsham, Deputy Secretary
Bruce A. Austin
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 for Instruction
Irene Porcarello, Vice Chancellor, Student Success
Gloria Walker, Vice Chancellor, Finance & Administration
Winston Dahse, Interim President, Southwest College
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
Mike Kyme, Executive Director, Purchasing and Procurement

**OTHERS PRESENT**
Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
David Ross, President, Faculty Senate
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**
Mr. Oliver, Chair, called the meeting to order at 4:33 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**
Mrs. Guzman led the prayer and pledge of allegiance to the flag.
APPROVAL OF MINUTES

Motion – Mr. Austin moved approval of the minutes as presented. Mrs. Guzman seconded the motion. The motion carried 5-0.

HEARING OF CITIZENS
Mr. Oliver gave preface to the Hearing of Citizens and asked if there were any registered speakers to come forward.

There were no citizens to come before the Board.

CHANCELLOR’S REPORT

Presentation from Washington Mutual
Dr. Harmon announced a contribution from Washington Mutual in the amount of $22,000 in support of Central College Small Business and Kids College programs. He asked Dr. Zuniga with HCC Foundation to assist in the presentation to HCC.

Recognition of Dr. Mary Spangler
Dr. Mary Spangler was named member of the Innovation America Task Force. Dr. Spangler is the only Community College President to serve on the Task Force. The 17-member Task Force will assist state governors in developing strategies to improve the teaching of science, technology, engineering, and math at all educational levels.

Financial Statement
Mrs. Walker presented the financial statement for the month ending January 2007. Dr. Williams moved adoption of the finance report. Mr. Worsham seconded the motion.

TOPICS FOR DISCUSSION AND/OR ACTION
Dr. Williams moved approval excluding item 3. Mr. Worsham seconded the motion. The motion passed 5-0.

- Approve Partnership Between HCC and C-TREC
- Approve Blackboard/WebCT Products and Professional Services
- Approve Investment Report for the Month of January 2007
- Approve Payment to Bracewell and Giuliani LLP for Professional Services (January 2007)
APPROVE CONTRACT WITH ARAMARK TO PROVIDE FOOD SERVICES OPERATIONS (PROJECT #07-06)

Motion – Dr. Williams motioned to approve. Mr. Worsham seconded the motion.

Mrs. Guzman requested information regarding documentation on the item relating to sole sourcing and asked why there were no responses to the RFP.

Mrs. Walker noted that the administration contacted other companies who provide the services as a courtesy to see why they did not submit an RFP relating to the item. She stated that those contacted informed that they were not interested in the services at the moment.

Mrs. Guzman asked why the contract is for five years if there is not a vast interest. Mrs. Walker noted that the five years were set as a benchmark by the client in an effort to provide a time frame to profit from the program. She also expressed that this is an effort to give a tracking mechanism for other entities as it relates to future services once the CIP projects are completed.

Mrs. Guzman asked if the information provided to the recommended vendor was also presented to other vendors so that everyone would be reviewing the same information. Mrs. Walker noted that all information on the services was included in the RFP that was provided to all interested parties.

Mr. Austin noted that his understanding was that the item was a competitive procurement and posed that administration provide an overview of the process for competitive procurement. Mrs. Walker provided a summary of the competitive procurement process.

Dr. Williams asked whether there was a written inquiry to other vendors. Mike Kyme provided information denoting that there was written documentation as it relates to contacting the other vendors who did not respond to the RFP.

Dr. Williams also inquired on the financial cost to the college for the services. Mrs. Walker informed that the services would be provided at the expense of the provider at no cost to the college.

Mr. Oliver inquired on the motivating factor for the vendor since there is no history of profitability from such services.

Mrs. Guzman stated that her concern was that there is not sufficient documentation such as the selection process, written information on the contact to the other vendors, and small business goal. She stated that the item is incomplete and should be tabled for further review.

Mr. Worsham noted that the major concern should be that the process was open to all vendors interested in providing the services and stated that only certain vendors may be in position to provide the services.

Motion – Mr. Oliver motioned to table approval until documentation is presented for the Board review. Mrs. Guzman seconded the motion. The motion passed with a vote 5-0.
ANNOUNCEMENT
Mr. Oliver announced that Dr. Nielsen’s last day as Interim Chancellor is March 3, 2007 and expressed appreciation to Dr. Nielsen for his tenure as HCC Interim Chancellor. The Board also expressed their sentiment to Dr. Nielsen.

Dr. Nielsen expressed “Thank You” comments to the HCC family and noted that the college has potential for tremendous growth with the CIP projects underway, the annexation opportunities, and current faculty/staff.

ADJOURNED TO CLOSED SESSION
Mr. Oliver adjourned the meeting to Executive Session at 5:15 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.

(Mrs. Flores arrived at 5:30 p.m.)

Mr. Oliver reconvened the meeting in Open Session at 6:19 p.m. and entertained motions on pending matters.

(Present: Trustees Austin, Flores, Guzman, Oliver, Dr. Williams, and Worsham)

PERSONNEL AGENDA
Motion – Dr. Williams moved approval of the Personnel Agenda. Mr. Austin seconded the motion, which carried with a vote of 6-0.

ADJOURNMENT
With no further business coming before the Board, the meeting was adjourned at 6:19 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: ____________________________