The Board of Trustees of the Houston Community College System met as a Committee of the Whole on Thursday, April 19, 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
Bruce A. Austin
Abel Davila
Richard Schechter
Dr. Michael P. Williams

ADMINISTRATION
Mary Spangler, 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
Margaret Ford, President, Northeast 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
Dan Arguijo, Associate Vice Chancellor, Communications

OTHERS PRESENT
Philip Fraissinet, Counsel, Bracewell & Giuliani
David Ross, President, Faculty Senate
Dwight Boykins, Consultant, dBoykins
Other administrators, citizens, and representatives of the news media
CALL TO ORDER
Mr. Oliver, Board Chair, called the meeting to order at 2:31 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.

A. ACADEMIC AFFAIRS/STUDENT SUCCESS

DISCUSSION APPROVAL FOR AWARD OF BACCALAUREATE DEGREES BY HCC
Recommendation - Discuss the implications for seeking state authorization for award of baccalaureate degrees by HCC, with specific reference to existing bills in the current Legislature, and the immediate need by HCC students in Interior Design.

Dr. Spangler noted that administration is requesting that the item be pulled. She apprised that the pending legislation will allow HCC the opportunity to participate at a later date.

DISCUSS THE CREATION OF HCC HONORS COLLEGE
Recommendation – Discuss the creation of an HCC Honors College. In August 2006, HCC Administration was asked to explore the creation of an Honors College. In September, Bill Harmon, President of HCC-Central College accompanied a team of HCC administrators and faculty to Miami-Dade College to review its nationally acclaimed model.

Motion - Mr. Schechter motioned and Mrs. Guzman seconded that the item is moved to the consent agenda. Motion passed 5-0.

CONSIDER AND APPROVE NOMINEES FOR HONORARY DEGREES FROM HCC FOR THE 2007 ACADEMIC YEAR GRADUATION CEREMONY
Recommendation - Consider and approve recipients for awarding of HCC Honorary Degrees at the 2007 Academic Graduation Ceremony.

Dr. Spangler informed that there are three candidates to be considered and noted that the item will be discussed in Closed/Executive Session.

REVIEW AND DISCUSS THE RECRUITMENT MARKETING PLAN
Recommendation – Administration presented an overview of the Recruitment Marketing Plan that included an enrollment overview and factors that contributed to the enrollment growth as a result of the allocation of funds for marketing.

(Mr. Abel Davila arrived at 2:55 p.m.)

(Mr. Bruce Austin arrived at 2:56 p.m.)

Mrs. Flores informed that at the last Communications Committee meeting, there was a discussion on the community outreach efforts. She noted that there were several
questions and requests for additional information. Mr. Oliver reiterated that the information should have been forwarded to the entire Board. Mrs. Flores stated that she would prefer to review the response to those inquiries.

Mrs. Flores requested to see the tracking report from the Communications Committee meeting of March 7, 2007 in order to review the information requested.

Mrs. Porcarello informed that administration is prepared to provide answers to the inquiries and noted that Gloria Walker would provide the finance data.

Mrs. Walker informed that the correlation of dollars spent resulted in an increase and noted that administration could review the type of advertising and see if there is a correlation. She also noted that it was too early to make a determination of rather an increase in the advertising funds was the cause of the increased enrollment.

Mrs. Walker noted that approximately $1.6 million was spent on marketing; however, the decision as to what market should be used for future reference will be determined when the student surveys are reviewed. She also noted that she has not studied the Anglo population in details to determine why there is a decline.

Mr. Davila noted that there is different data to show where there is an increase or decrease.

Mr. Oliver noted that if the figures are not available at this time, they should be presented in the future.

Mr. Worsham stated that the demographics should be reviewed to what areas are not being targeted.

Mrs. Guzman requested the data is presented distilling dual credit from the numbers presented.

Mr. Austin recommended collecting data that is more geared to closing the gap and noted that there should be a constant tweaking of the data. He also stated that the college must ask the question whether there is a connection to the age group to comprehend the message of the marketing campaign.

Mr. Davila noted that he agrees with Mr. Austin in that the marketing campaign must be reviewed from an age sensitive standpoint.

Mr. Oliver reiterated that there should be a comprehensive report reflective of the Board’s concerns.

Academic Affairs/Student Success Committee adjourned at 3:18 p.m.
B. FACILITIES:

Mr. Oliver called the Facilities Committee to order at 3:19 p.m.

REPORT ON CIP AND OTHER ASSOCIATED PROJECTS PROGRESS
Dr. Spangler advised that a report was presented that provides an update on the CIP Projects.

Mrs. Guzman asked for a status on the Southeast Workforce Building.

Mrs. Walker noted that administration is waiting on a final estimate from the contractor.

Mr. Oliver asked that Mrs. Walker provide a follow-up on the Southeast Workforce project.

Mr. Davila asked for a status on the Drennan Project. He noted that there is a vast difference on the cost per square foot from what was presented by other entities.

Mr. Davila apprised that efforts on the Drennan Project are progressing. Mrs. Walker noted that a component of the early college is attached to this project; however, there has not been a firm commitment from HISD on the project.

Mr. Schechter asked for clarification on the square footage cost difference relating to the Drennan Property. Mrs. Walker apprised that a meeting with HISD has been scheduled to discuss factors contributing to the cost increase.

DISCUSS CAMPUS UTILIZATION, DEMOGRAPHIC, AND PROJECTION STUDY
Recommendation - Discuss the campus utilization, demographic, and projection study report.

Dr. Spangler apprised that the study is a preliminary report that could be utilized in preparation for the next CIP projects.

Mr. Austin asked why Northline College has been separated and noted that there should be consistency in the analysis. He noted that he reviewed three different types of progression analysis utilized in extrapolating numbers and questioned the validity of the information presented.

Mr. Randhir Sahni with Llewelyn-Davies Sahni presented a draft report on Enrollment Growth Projections. He noted that five campuses were included because these were the projects listed and that the following factors were considered in devising the plans:

1. Flexibility
2. Availability
3. Land Needs  
4. Optimization  
5. Coordination with Public and Private Agencies  
6. Assets versus Liability

Mr. Sahni noted that the purpose of the study is to provide the Board with information to make accurate decisions in approving projects for the next Capital Improvement Plan. He provided an overview that included the background on the projects for the five campuses.

Mr. Sahni apprised that Northeast campus projections would be different because it is a different campus.

DISCUSS AND APPROVE ACCEPTING BIDS ON POTENTIAL SURPLUS PROPERTY
Recommendation – Discuss and approve the reclassification of the current Alief Center located at 13803 Bissonnet, Houston, Texas 77072 as surplus property with the intention to accept bids to sell the property by the first option date of September 1, 2007.

Dr. Spangler recommended that the property be retained for another year and recommended that it is not identified as surplus property at this time. She noted that if the Board decides to sell the property, then the item would be presented for action at that time.

DISCUSS AND/OR APPROVE THE FEASIBILITY STUDY OF RESIDENTIAL HOUSING
Dr. Spangler noted that she has reviewed the study; however, there is additional information needed especially in view of the incident with Virginia Tech.

It was recommended to table for future discussion.

ADJOURN TO CLOSED/EXECUTIVE SESSION
Mr. Oliver adjourned the meeting to Executive Session at 3:58 p.m., notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, 551.073, 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 5:26 p.m. and entertained motions on pending matters.

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

Mr. Oliver stated that the Board would entertain a motion on any items discussed in Closed Session.
Motion – Mrs. Flores moved to approve action on the real estate items as discussed in Closed Session. Mr. Davila seconded the motion. The motion passed with a vote of 7-0.

Motion - Mrs. Guzman moved to waive the Board Bylaws to constituent final action by the Board to approve the honorary degree nominations submitted. Mr. Schechter seconded the motion. The motion passed with a vote 7-0.

Mr. Austin requested that faculty is encouraged to attend the graduation. Dr. Spangler expressed that faculty attendance would be requested at the graduation on May 12, 2007 at 10:00 a.m.

The Facilities Committee adjourned at 5:29 p.m.

C. FINANCE

Mr. Oliver called the Finance Committee to order at 5:29 p.m.

APPROVE RESOLUTION PROVIDING FOR IMPOSITION OF AN ADDITIONAL PENALTY ON DELINQUENT TAXES PURSUANT TO SECTION 33.07 AND 33.08 OF THE TEXAS PROPERTY TAX CODE

Recommendation – For Section 33.07: Approve the attached resolution imposing an additional penalty on taxes that become delinquent on or after February 1 of a year, but not later than May 1 of that year. If these taxes should remain delinquent on July 1 of the year in which they became delinquent, an additional penalty will be impose that will defray costs of collection when those taxes are collected by the approved attorney. The additional penalty is to be paid at 20% of all delinquent taxes, penalty and interest that are collected.

For Section 33.08: Approve the attached resolution imposing an additional penalty on delinquent taxes that become delinquent on or after June 1 of a year in which they become delinquent to incur an additional penalty to defray costs of collection when the attorney collects those taxes. The additional penalty is to be paid at 20% of all deliquent taxes, penalty and interest that are collected.

Mrs. Walker informed that the resolution is an annual obligation to collect delinquent taxes. She apprised that the resolution is simply a renewal.

Mrs. Flores recommended revising the language on the action item to state renewal of the resolution since it is a reoccurring resolution.

Mr. Austin asked to append a statement to amend the language so that it does not appear to the public that additional taxes are being imposed.
Motion - Mrs. Flores motioned to amend the item title and recommendation to include the renewal of the statutory resolution.

Dr. Spangler recommended to re-write the action item denoting the renewal of the resolution for the Regular Board meeting scheduled for April 26, 2007.

Mrs. Flores withdrew her motion of amendment. The item should be placed on the Regular Board agenda.

APPROVE ARAMARK CONTRACT TO PROVIDE FOOD SERVICES OPERATIONS (PROJECT #07-06)

Motion – Mr. Austin moved to approve and Mr. Worsham seconded the motion.

Mrs. Guzman raised concern on the 35% small business goal and asked what would happen to the current small business vendors under the contract. Mrs. Walker noted that the concern has been discussed with Aramark and there is an understanding that no current contracts will be terminated.

Mr. Davila asked for the square footage that will be made available to Aramark and asked what will be charged for the space. Mrs. Walker apprised that the profit percentage will be negotiated and noted that since it is an outsource venture, it would be treated like any other revenue services.

Mr. Schechter asked whether the Board approves the auxiliary budget expenses. Mrs. Walker noted that the Board approves the operation budget; however, there are guidelines by the State on eligible expenses.

Mrs. Guzman mentioned that when an action item comes before the Board such as the one presented for contract services with Aramark, the item is not to approve the contract but to approve the negotiation of the contract.

Mr. Oliver asked counsel and administration to make certain that the action items are clear as to whether it is a request for approval or a discussion/report item.

Mrs. Guzman recommended that the item is tabled until the additional information is provided.

Mrs. Flores asked what happens to the contractors who are currently doing business with the college. She also noted that she has an issue on the small business portion because even though there is a small business department, the procedures are not working efficiently and should be reviewed.

The item was pulled and tabled for future discussion.
PARKING OPERATIONS MANAGEMENT SERVICES (PROJECT 07-11)
Recommendation – Authorize Chancellor to negotiate and execute a contract with Impark-South Loop, LLC for Parking Operations Management Services/ Funding Working Capital. Impark-South Loop, LLC is a joint venture between Imperial Parking, Inc. and South Loop Development, LLC.

The item was pulled and tabled for future discussion.

APPROVE CONTRACT TO BUILD-OUT SOUTHWEST COLLEGE-WEST LOOP CAMPUS (PROJECT #07-15)
Recommendation – Authorize Chancellor to negotiate and approve a construction contract with Horizon United Group International, LLC ("Horizon") to build-out the Southwest College West Loop Campus for a price not to exceed the agreed-upon guaranteed maximum price proposed.

Dr. Spangler informed that the information presented addresses the reasons for the increase in cost for the build-out.

Mr. Davila asked for the comparison of the price bid for Horizon and the lowest bid. Mrs. Walker informed that the lowest bid was $5.5 million. Mrs. Walker informed that the recommended vendor was eight out of nine as it relates to price; however, this was not a bid for pricing. She noted that the weight in the criteria equals 100 percent and the evaluation team evaluates based on the presentation of their proposals.

Mr. Davila noted that the Board did not have the evaluation tool; therefore, he asked if the evaluation is based on percentage of experience and noted that there is approximately $1 million difference in the pricing.

Mr. Oliver requested an explanation on the discrepancies and asked that the information is provided to the entire Board.

Mr. Schechter stated that he is not ascertaining that Horizon is not a qualified; however, the bid is being awarded to Horizon who is charging approximately $1 million dollars more on CIP projects than the next firm on the list. He stated that his understanding that the purpose of the evaluation process is to ensure that the person who gets the job is qualified to complete the project.

ADJOURN TO CLOSED/EXECUTIVE SESSION
Mr. Oliver adjourned the meeting to Executive Session at 5:55 p.m., notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, 551.073, 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 6:29 p.m. and entertained motions on pending matters.

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

Motion – Mrs. Flores recommended that the contractor to build-out Southwest College-West Loop Campus is Satterfield & Pontikes. Mrs. Guzman seconded. The motion passed with vote 5-0-1 with Mr. Austin abstaining.

APPROVE INVESTMENT REPORT FOR THE MONTH OF FEBRUARY 2007

Motion – Mr. Worsham motioned to recommend the item for approval. Mrs. Guzman seconded the motion. The motion passed with a vote of 6-0.

APPROVE INVESTMENT REPORT FOR THE MONTH OF MARCH 2007

Motion – Mrs. Flores motioned to recommend the item for approval. Mr. Worsham seconded the motion. The motion passed with a vote of 6-0.

APPROVE PAYMENT TO BRACEWELL & GIULIANI LLP FOR PROFESSIONAL SERVICES

Motion – Mrs. Guzman motioned to recommend the item for approval. Mr. Worsham seconded the motion. The motion passed with a vote of 6-0.

SMALL BUSINESS PARTICIPATION REPORT FOR THE MONTH ENDING DECEMBER 31, 2006


Mrs. Guzman commended the small business group that devised the small business report. She apprised that Congresswoman Shelia Jackson noted that the college is doing a lot with a small amount of funding.

ADJOURNMENT

With no further actions coming before the Board, the meeting adjourned at 6:33 p.m.

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

Minutes Approved as Submitted: _________________