

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

August 15, 2013

Minutes

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, August 15, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

MEMBERS PRESENT

Sandie Mullins, *Committee Chair*
Bruce A. Austin, *Alternate Committee Member*

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
Diana Pino, Vice Chancellor, Student Success
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Todd Bisch, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

Note: prior to the Committee meeting, the Board Chair informed that he would serve as the alternate member for the Chancellor Evaluation Committee.

CALL TO ORDER

Ms. Mullins, Chair called the meeting to order at 2:11 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

DISCUSS THE PERFORMANCE EVALUATION OF THE ACTING CHANCELLOR

Ms. Mullins apprised that the draft instrument presented was to serve as an example for developing the item.

Ms. Mullins inquired if there are limitations to be placed on the Acting Chancellor regarding the goals. Mr. Jarvis Hollingsworth noted that the evaluation should be done annually.

Mr. Hollingsworth informed that until the Board determines an Interim, it would be difficult to establish goals over the next three to six months.

Mr. Austin apprised that the enhancement of the educational program is a responsibility of the Chancellor. He noted that the Capital Improvement Plan has been a goal since May 2013 and informed the following issues should also be considered:

- Fiscal Management
 - Revenue administration
 - Expenditure administration
 - Cost and investment administration
 - Accounts payable and receivables
 - Inventory control
 - Asset management
- Budgeting
 - Social economic issues affecting educational institutions
 - Capital budgeting of the institution
- Information Technology
- Human Resources
- Unanticipated Events

Mr. Hollingsworth noted that the institutional items are standard. He informed that some Trustees have provided input regarding evaluation.

Ms. Mullins provided a copy of the concerns received from Trustee Robinson:

- Academics
 - Increasing the system's graduation, persistence and enrollment rates.
 - Implementation of a 6th Grade Pre-Admission Program.
 - Centralized student recruitment and evaluating all colleges and academic programs as a revenue/cost center.

- Dedicating 50% of the Fund 3 unrestricted fund balance to tuition waiver scholarships for low-income students.
- Increasing the number of HCCS Early College High Schools and dual credit courses offered at public and charter high schools across the HCCS service area.
- Strengthen Coleman College brand identity and build a brand identity for each of the other five colleges.
- Development of a pre-dual credit prep curriculum for middle school students.
- Creating innovative partnerships with ISDs and charter schools to improve students' college and workforce readiness by the time they graduate from high school and enroll at HCCS.
- Reducing the number of students who need to enroll in developmental education classes so that funds now spent on developmental education classes can be redeployed to Science Technology Engineering and Mathematics (STEM) and workforce programs.
- Business Operations
 - Oversight of the HCCS budget; expenses and expenditures.
 - Successful implementation of the 2012 Bond Program.
 - Enhancing HCCS safety and security systems.
 - Timely monitoring of HCCS contracts and leases, their expiration dates and the procurement processes for their renewal, replacement or termination.
 - Management of HCCS debt and real estate holdings.
 - Oversight of Human Resources (HR) and its compliance with state and federal regulations.

Mr. Austin apprised that some of the concerns provided should be forwarded to the appropriate committee for further vetting. He noted that the Chancellor has informed that one of her efforts is to get a handle of the Fund Balance system-wide. He apprised that the early high school issue is a good one but should be considered by the Academic Affairs Committee as well as some of the other items on the schedule.

Mr. Austin noted that a review of the Student Success Score Card designed by State of California should be considered. He informed that one of the recommendations should be to review the remedial program. Mr. Austin apprised that block scheduling is imperative as well as being more involved with the pathway program. He noted that Career Clusters represent over 89 different professions.

Mr. Hollingsworth informed that the Committee should consider discussion of goals to bifurcate which are short-term or long-term goals.

Ms. Mullins apprised that some of the goals provided should be considered for the sitting Chancellor.

Mr. Austin recommended sharing the information provided by Trustee Robinson with the Academic Affairs committee.

Mr. Hollingsworth inquired if it was the desire of the Committee to discuss the criteria listed on the instrument provided. He noted that the criteria are standard.

Mr. Austin recommended that the Acting Chancellor be allotted an opportunity to review the instrument and provide feedback to the Committee.

Mrs. Byas informed that she would like the opportunity to add goals that have been implemented since January 2013 when time she assumed the position of Acting Chancellor.

Mr. Hollingsworth recommended that the Acting Chancellor could possibly review the documents provided today and provide recommendations to the Committee. He apprised that this would allow the Acting Chancellor to provide her input as well.

Mr. Austin recommended that the Chancellor could implement receiving information from advisory committees for workforce programs.

Mr. Hollingsworth noted that the message received by legislature was workforce enhancement.

Ms. Mullins informed that the leadership portion of the workforce could be streamlined as well as Academics.

Ms. Mullins inquired if the response should be provided to the full Board or if discussion should continue in Committee. Mr. Hollingsworth apprised that the intent was to keep the discussion in committee and pass the final recommendation to the Board for discussion.

ADJOURNMENT

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

Recorded, transcribed and submitted by:
Sharon R. Wright, Manager, Board Services

Minutes Approved: September 19, 2013