

**MEETING OF THE
BOARD SELF-EVALUATION COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

April 9, 2015

Minutes

The Board Self-Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, April 9, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Robert Glaser, *Committee Chair*
Zeph Capo, *Committee Member*
Neeta Sane, *Committee Member*
Eva Loreda
David B. Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Shantay Grays, Chief of Staff
E. Ashley Smith, Acting General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academics Officer
William Carter, Vice Chancellor, Information Technology
Irene Porcarello, Interim Vice Chancellor, Student Services
Teri Zamora, Vice Chancellor, Finance and Planning
Michael Edwards, Acting President, Coleman College
Margaret Ford Fisher, President, Northeast College
Julian Fisher for Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Rudy Soliz, Interim President, Southeast College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Derrick Mitchell, Board Counsel, Bracewell & Giuliani
Susan Goll, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Robert Glaser, Committee Chair, called the meeting to order at 1:42 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Capo, Glaser, Loreda, and Sane)

DISCUSS BOARD SELF-EVALUATION AND RELATED MATTERS

Mr. Glaser inquired if the Board is required to conduct a self-evaluation on an annual basis. Mr. Mitchell informed that it is required annually.

Mr. Glaser noted that the other discussion is the process to use for identifying a facilitator. He informed that the intent is to get the input from the committee as to whether to utilize a Request for Information (RFI) process.

Mr. Capo apprised that the discussion regarding the use of the RFI was to gain information. Mr. Mitchell noted that the RFI would allow procurement to send out the request to obtain information, for the Board to review to determine who would be selected to provide the services.

Mrs. Sane informed that the scope should include expectations and goals. She inquired as to who would assist in drafting the RFI because it would drive achieving the goal desired of the Board. She apprised that the dynamics are different and noted that a different criteria and scope is needed.

Mr. Mitchell informed that Bracewell & Giuliani will assist in drafting the RFI. He apprised that a framework is available.

Dr. Maldonado noted that in regards to the RFI, it is used to gather information to craft the scope of work to be used in the Request for Quote (RFQ).

(Mr. Wilson arrived at 1:47 p.m.)

Mr. Mitchell informed that with the RFQ, the respondent expects to be notified of the selection, and then negotiations begin. He apprised that the RFI allows for request of information but the Board does not need to select from the respondents.

Mr. Capo inquired if there is anything that would prevent the RFI process. Mr. Mitchell confirmed that the RFI is an option.

Mrs. Zamora informed that for the dollar amount an informal quote could be sent out. She apprised that normally with the RFI there is an expectation to follow-up with a RFQ or RFP. She noted that an informal quote process could be utilized.

Ms. Loreda informed that historically the Association of Community College Trustees (ACCT) has been used based on their experience with community colleges.

Mr. Capo apprised that it sounds like there is an informal process to allow the Board to submit information regarding the scope that could be provided to procurement to include in the informal letter.

Mrs. Sane noted that she would like to see a defined description of what is expected and a monitoring process. She informed that a measuring instrument needs to be developed. She inquired of the process for providing input.

Houston Community College
Board Self-Evaluation Committee Meeting – April 9, 2015 - Page 3

Mr. Glaser apprised that the comments could be provided to him.

Mr. Mitchell noted that the matrix will be developed by the facilitator.

Mr. Capo informed the committee could provide a description as to what will be looked for in the consultant such as that mentioned by Ms. Loredo regarding the experience. He apprised that his concerns would be traits relating to the ability to discuss student success measures. He noted that facilitating communication between Board members and with administration is another key component.

Mrs. Sane informed that she has some potential concerns and noted that she could send it to the committee chair.

Mr. Capo inquired of Mrs. Zamora if the process could be quickly. Mrs. Zamora apprised that based on the information provided, an informal request could be sent out.

Ms. Loredo inquired if there is a deadline. Mrs. Sane noted that the Board evaluation should be done in tandem with the Chancellor's evaluation.

Mrs. Sane inquired if the Self-Evaluation Committee could meet prior to the Regular meeting to provide input regarding the desired criteria. Mr. Glaser informed that the committee could meet.

Mr. Capo apprised that input from the Chancellor would assist as it relates to the milestones regarding the transformation. He noted that he personally would like to tie the Board evaluation into the expectations of transformation.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:02 p.m.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: May 21, 2015