



AGENDA

BOARD OF TRUSTEES REGULAR BOARD MEETING

**January 23, 2014
4:00 p.m.**

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas**



Strategic Plan 2012-2015

Creating Opportunities for Our Shared Future
(Approved by the HCC Board of Trustees, June 22, 2012)

Mission

Houston Community College is an open-admission, public institution of higher education offering a high-quality, affordable education for academic advancement, workforce training, career and economic development, and lifelong learning to prepare individuals in our diverse communities for life and work in a global and technological society.

Vision

Houston Community College will be the most **relevant** community college in the country. We will be the **opportunity** institution for every student we serve – **essential** to our community's success

Strategic Initiatives

- Initiative #1: Increase Student Completion
- Initiative #2: Respond to Business and Industry
- Initiative #3: Develop 21st Century Learners
- Initiative #4: Support Faculty/Staff Professional Development and Student Leadership
- Initiative #5: Support Innovation
- Initiative #6: Support Entrepreneurialism
- Initiative #7: Leverage Partnerships

NOTICE OF A REGULAR MEETING OF THE BOARD OF TRUSTEES

HOUSTON COMMUNITY COLLEGE

January 23, 2014

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Thursday, the twenty-third (23rd) day of January 2014 at 4:00 p.m., or after, and from day to day as required, at the HCC Administration Building, 2nd Floor Auditorium, 3100 Main, Houston, Texas. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

I. Call to Order

II. Prayer and Pledge of Allegiance

III. Approval of Minutes

Approval of Minutes from Academic Affairs/Student Services Committee Meeting of December 12, 2013, Chancellor Search Advisory Committee Meeting of December 12, 2013, Committee of the Whole Meeting of December 12, 2013, External Relations Committee Meeting of December 12, 2013, Regular Meeting of December 17, 2013, Special Meeting of December 17, 2013, and Special Meeting of December 23, 2013

IV. Awards, Presentations, and Recognitions

V. Chairman's Report

VI. Chancellor's Report

A. Faculty Senate Report (President of Faculty Senate)

VII. Hearing of Citizens

VIII. Consent Agenda

A. Facilities and Finance

1. Strategic IP Licensing, Inc.- SIPL (PetroEd) Contract
2. Technology Replacement Plan for Instructional Labs and Faculty

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3. Extension of Contract with Qatus Advisors and Any Other Related Matters
4. Exercise Two-Year Option with Barnes & Noble Bookstore
5. Payment to Bracewell & Giuliani LLP for Professional Services (December 2013)
6. Payment to Gardere Wynne Sewell LLP for Professional Legal Services Rendered (October-November 2013)

IX. Topics for Discussion and/or Action

A. Governance

1. Personnel Agenda for January 2014

B. Facilities and Finance

2. Janitorial Services
3. Investment Report for November 2013
4. Monthly Financial Report for December 2013

X. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071, 551.072, 551.073, and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters

1. Consultation with legal counsel concerning matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws
2. Consultation with General Counsel on Pending Legal Matters

B. Personnel Matters

1. Deliberate Individual/Faculty/Administration Classified Staff
 - a. Employment of Faculty – Regular and Executive Contracts

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2. Deliberate the appointment, employment, evaluation, reassignment, duties, leave, discipline, contract status, or dismissal or to hear complaints or charges against the chancellor, employees or board members

C. Real Estate and Property Matters

1. Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on negotiations

Reconvene in Open Meeting

XI. Consider Action on Agenda Items, Including Closed Session Matters

XII. Additional Closed or Executive Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

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Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

XIII. Adjournment

XIV. Dinner

Following the conclusion of all business, the Board of Trustees will meet for dinner in the Chancellor's Conference Room, 12th Floor, Suite 12D15, System Administration Building, 3100 Main, Houston, Texas 77002, where the Board may generally discuss System business, but will not take action on such business.

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CERTIFICATE OF POSTING OR GIVING NOTICE

On this 17th day of January 2014 at or before 4:00 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; (2) the Harris County's Criminal Justice Center, 1201 Franklin, Houston, Texas 77002; (3) the Fort Bend County Courthouse, 401 Jackson, Richmond, Texas 77469; and (4) the Houston Community College's website, www.hccs.edu. The Houston Community College's Fort Bend County public meeting notices may be viewed after hours (*i.e.* between the hours of 5:30 p.m. and 7:30 a.m.) on the kiosk located on the west side of the new Fort Bend County Courthouse (the "William B. Travis Building"), located at 309 South Fourth Street, Richmond, Texas 77469.

Sharon R. Wright, Manager
Board Services

Minutes

**MEETING OF THE
ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

December 12, 2013

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, December 12, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

MEMBERS PRESENT

Eva Loreda, *Committee Chair*
Carroll G. Robinson, *Committee Member*
Bruce Austin
Dianne Johnson
Carroll G. Robinson

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
Fheryl Prestage for William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Success
Julian Fisher for Fena Garza, President, Southwest College
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Amanda Edwards, System Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Loreda, Chair called the meeting to order at 3:28 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

REGISTRATION FEE FOR NON-CREDIT ADULT BASIC EDUCATION (ABE) CLASSES

Motion – Mr. Robinson moved and Ms. Loredó seconded.

Dr. Charles Cook informed that the Texas Success Initiative (TSI) for the first time established a floor for development education and noted that if a student tests below 9th grade skills in reading, writing and math, they would not be able to enter development educational courses but would be diverted to level one workforce courses, adult education or continuing education units. He apprised that these courses would be designed to help students improve reading, writing, and math skills and may be contextualized to accommodate the level one workforce programs. He noted that the fee would be \$60.

Dr. Cook informed that the other fee recommendation is \$20 for adult education.

Mr. Robinson inquired of the number of adult students who enroll but do not attend the adult education classes and inquired if funding is lost. Dr. Cook apprised that funding is lost; however, there has not been any funding returned as of yet due to new students are enrolled.

Mr. Robinson apprised that he is not trying to compound additional financial burden on struggling students even if financial aid is available. He inquired of the persistence rate, if \$20 fee is implemented over five years.

Mr. Robinson noted that the \$20 fee for ABE will only add 265 students. Dr. Cook informed that the effort will also allow for ability to test the theory regarding persistence rate.

Vote – The motion passed with a vote of 2-0.

APPROVAL OF NEW ASSOCIATE OF SCIENCE (AS) DEGREE IN MATHEMATICS

Motion – Mr. Robinson moved and Ms. Loredó seconded.

Dr. Cook apprised that the item completes the set of academic degrees in Science, Technology, Engineering and Mathematics (STEM).

Mr. Robinson inquired as to when an associate degree in entrepreneurship will be offered. Dr. Cook noted that a certificate program is currently offered.

Mr. Robinson inquired as to when the prep courses will be advertised and when will more prep services be available. Mr. Robinson apprised that \$3.6 million was approved for advertising/marketing and noted that there is no presence regarding the prep courses.

Dr. Cook noted that a meeting was held with area superintendents and the following was advertised:

- Prep websites
- Becoming TSI test centers
- House Bill(HB) 5

(Ms. Mullins stepped out at 3:48 p.m.)

Ms. Loredo inquired of the start date and cost for the program. Dr. Cook informed that there will not be any additional costs and noted that the start date will be the spring of 2014 and noted it will be offered at all the colleges except Coleman.

Vote – The motion passed with a vote of 2-0.

2012-2015 HCC STRATEGIC PLAN CRITICAL INDICATORS OF SUCCESS

Dr. Pino apprised that the strategic plan critical indicator of success for the month is financial aid. She provided the following overview:

- Number of students receiving awards
- Number of awards
- Total amount

Dr. Pino noted that the focus is to increase the number of awards and amount of awards to students by ten percent. She provided an overview of the following forms of financial aid:

- State and Federal Grants
- State and Federal Work Study
- Loans
- Scholarships
 - HCC internal scholarships
 - External scholarships

Dr. Pino provided an overview of current initiatives impacting the financial aid to include:

- Financial Coaches
- Department of Education PELL Experimental Project
- Compliance Manager
- Improved Communication to Students
- Advising & Counseling
- TSI
- Exploring Aid-like Paycheck

Mr. Robinson informed that administration must be cognizant of the aid-like paycheck especially regarding student financial obligations.

Mr. Robinson inquired if the profile of default students is tracked. Ms. JoEllen Soucier, Executive Director of Financial Aid apprised that the student profiles are tracked.

Mr. Robinson requested a breakdown of the \$213.6 million to indicate how much is financial aid, loans, grants, and internal and external scholarships by dollar amount and number of students.

Ms. Loredo inquired if funding is per semester or year. Dr. Pino noted that they are aware of the annual funding but awards are issued each semester.

EXPLORE OPPORTUNITIES FOR EARLY COLLEGE HIGH SCHOOL AT COLEMAN COLLEGE

Mrs. Byas informed that in speaking with cabinet and faculty, it was determined to keep the project similar to the early college high schools for 9-12th grades.

Mr. Robinson apprised that the exploration is not for an early college because HCC committed to having an early college under the Capital Improvement Plan (CIP). He noted that he is only responsible for District IV and informed that he supports what the other members support. He requested to explore the opportunity of an early college charter school and explore if HCC should run the school or outsource operations.

Ms. Loreda apprised that the Texas Education Agency requirements should be considered. She noted that partner opportunities may be available.

Ms. Johnson informed that there is an application regarding charter schools.

REPORT ON SCHOLARSHIP FUNDS

Dr. Thomas Estes apprised that Mr. Robinson has raised the charge regarding scholarships and noted that the report item provides possible ways to build scholarship funds to include:

Fiscal Year Closing

Engage reviewing revenue excess over expenditures prior to closing the books as follows:

- 1) Revenues exceed \$3 million, \$1 million set aside for scholarships
- 2) Revenues below \$3 million, 25% set aside for scholarships
- 3) Build for ten years, then dispense a certain percentage annually

Dr. Estes provided a rough draft regarding budget priorities to include top priorities:

- 1) Annual salary increase (3%)
- 2) Benefits increase
- 3) Technology replacement
- 4) Deferred maintenance
- 5) Current staffing needs at various campuses
- 6) Operating costs for new buildings

Mr. Robinson requested administration to meet with the Board to decide the priorities from a governing board prospective. Dr. Estes noted that he would encourage the Chancellor to bring the priorities before the Board for discussion.

Mr. Robinson informed that he does not agree with the budget planning process as it is done on an aggregated basis.

Dispensing Funds for Scholarships

Dr. Estes apprised that he discussed using ad valorem tax funds for scholarship and it does not appear to be a simple answer. He noted that he is not certain of the process as it relates to using ad valorem tax funds for scholarships.

Mr. Robinson informed that Board Counsel provided a legal opinion that it is possible. He apprised that the Fund 3 is unrestricted and recommended moving funds for scholarships from Fund 3 so that there is not a usage of ad valorem taxes.

Mr. Robinson noted that there needs to be a review of entrepreneur based projects, such as food services. Mrs. Byas informed that there is a bid going out to solicit proposals from food chains.

Mr. Robinson apprised that he preferred the first idea presented by Dr. Estes. He noted that he would be opposed to moving funds during the fiscal year.

Mr. Robinson recommended that the Foundation identify organizations to match scholarship funds.

REPORT ON HOUSTON ACADEMIC COLLEGE SCHOLARSHIP DAY

Mr. Robinson informed that his efforts are to promote academic achievement. He apprised that the effort is to have all area high schools participate in an Academic Achievement Day to recognize students receiving academic scholarships. He noted that the efforts would be to gain more presence for HCC by having the students on the campus and celebrating their academic achievement.

Mr. Robinson noted that Houston Independent School District is starting similar efforts in their district and informed that he would like to work collaboratively with multiple school districts.

Ms. Loredo apprised that there is a similar effort with one of the Hispanic agencies.

Mrs. Byas noted that guidance is needed from the Board regarding moving forward with the effort. Mr. Robinson informed that he asked Board Services to hold the date but would leave it to administration to determine how to move forward with the event. He would recommend possibly reaching out to younger students who are receiving scholarships and apprised that it would send a good message for students to see themselves walking across the stage to receive recognition.

Ms. Loredo recommended forwarding the item to the consent agenda. Mr. Austin noted that administration needs to articulate an approach for carrying out the initiative and bring the recommendation to the Board.

UPDATE ON ATHLETICS PROGRAM

Dr. Pino provided an update as of October 31, 2013 to include:

- Overall Student Participation
- Club Sports
- Reorganization
- Athletic Facilities and Fields Survey

ADJOURNMENT

With no further business, the meeting adjourned at 4:37 p.m.

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

Minutes Approved: _____

DRAFT

**MEETING OF THE
CHANCELLOR SEARCH ADVISORY COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

December 12, 2013

Minutes

The Chancellor Search Advisory Committee (CSAC) of Houston Community College held a meeting on Thursday, December 12, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room B, Houston, Texas.

BOARD MEMBERS PRESENT

Sandie Mullins, Chair, *Chancellor Search Advisory Committee*

COMMITTEE MEMEBERS PRESENT

Kizzey Branch, HCC United Student Council

Ava Cosey, HCC Staff

Jodie Khan, HCC Staff

Michelle Novak, Faculty

Richard Schechter, Community At-Large

Ann Taylor, Greater Houston Partnership

Linda Toyota, Asian Chamber of Commerce

Mohamad Tlass, Faculty

William White, Community At-Large

OTHERS PRESENT

Narcisa Polonio, Consultant, Association of Community College Trustees (via video conference)

Richard Sanchez, Consultant, Association of Community College Trustees

Laurie Savona, Consultant, Association of Community College Trustees (via phone conference)

Other administrators, citizens and representatives from the news media

CALL TO ORDER

The meeting convened at 10:13 a.m. to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

CHANCELLOR SEARCH ADVISORY COMMITTEE SUPPLEMENTARY ORIENTATION SESSION

Dr. Richard Sanchez, Consultant, Association of Community College Trustees (ACCT) requested the Chancellor Search Advisory Committee (CSAC) members introduce themselves.

Dr. Sanchez provided an overview of the meeting materials and the initial orientation.

(Ms. Sandie Mullins arrived at 10:23 a.m.)

Ms. Mullins reiterated the charge of the CSAC.

Dr. Sanchez reviewed the Chancellor Profile, which was approved by the Board of Trustees on Thursday, November 21, 2013.

Ms. Ann Taylor requested a list of the CSAC committee. Dr. Sanchez noted that a list would be provided.

Dr. Sanchez informed that the meetings for reviewing applications and interviews will be held on January 24, 2014 and January 30, 2014. He informed members to bring a laptop or tablet on January 24th to review applications.

Ms. Mullins requested Dr. Sanchez review the minimum qualifications on the Chancellor's Profile.

Dr. Sanchez reviewed the following:

- Confidentially Agreement
- Chancellor's Profile

Mr. Richard Schechter inquired of websites that the profile is posted. Dr. Narcisa Polonio provided a listing of the websites. She informed that the profile has been emailed to approximately 8,000 higher educational individuals.

Ms. Mullins noted that CSAC members should refer individuals that they recommendations to the Association of Community College Trustees. Dr. Polonio provided the next level of outreach.

Ms. Linda Toyota inquired if the various organizations could site the HCC homepage on their websites. Dr. Polonio encouraged the process.

(Ms. Mullins stepped out at 11:07 a.m.)

Dr. Sanchez reviewed the timeline, ground rules and evaluation process.

(Ms. Mullins returned at 11:14 a.m.)

Ms. Toyota inquired of relationships between finalists and Board members. Ms. Mullins apprised that the Board would have a discussion with the consultants regarding disclosure/conflict of interest.

Dr. Laurie Savona provided an overview of the rating sheet and the electronic application review process.

Dr. Sanchez continued with an overview of the interviewing process.

ADJOURNMENT

With no further business, the meeting adjourned at 11:40 a.m.

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

Minutes Approved: _____

DRAFT

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

December 12, 2013

Minutes

The Committee of the Whole of the Board of Trustees of Houston Community College held a meeting on Thursday, December 12, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

MEMBERS PRESENT

Bruce Austin, *Chair*
Sandie Mullins, *Vice Chair*
Eva Loreda, *Secretary*
Herlinda Garcia
Dianne Johnson
Christopher W. Oliver
Carroll G. Robinson

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
Fheryl Prestage for William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Success
Fred Zeidman, Vice Chancellor, Institutional Advancement
Julian Fisher for Fena Garza, President, Southwest College
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Amanda Edwards, System Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

Houston Community College
Committee of the Whole – December 12, 2013

CALL TO ORDER

Mr. Austin, Chair called the meeting to order at 4:57 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

ADJOURNED TO CLOSED SESSION

Mr. Austin adjourned the meeting to Executive Session at 4:58 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. Austin 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. Austin reconvened the meeting in Open Session at 7:13 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Austin, Garcia, Johnson, Loreda, Mullins, Oliver, and Robinson)

Motion – Mr. Robinson moved and Mr. Oliver seconded to move all relevant items to the agenda for the Regular meeting except for item II.A.2. The motion passed with a vote of 7-0. The following items were moved to the Regular meeting agenda:

- Monthly Financial Report and Budget Update for Fiscal Year to Date
- Investment Report for October 2013
- Investment Policy for 2014
- Purchase of Property at West Belfort and South Gessner Related to 2012 Bond Capital Improvement Program
- Payment to Bracewell & Giuliani LLP for Professional Services Rendered as General Counsel to the Board
- Update on Bond Capital Improvement Plan (CIP) Related Matters

FISCAL YEAR 2014 IMPACT OF NEW TEXAS TEACHER RETIREMENT ELIGIBILITY RULE

Dr. Thomas Estes noted that upon his arrival at HCC, he was apprised of the situation regarding the Teacher Retirement System (TRS) eligibility rule and that he has been reviewing the changes. He informed that the effort is to handle the financial impact within the budget.

(Mrs. Garcia left at 7:16 p.m.)

Mrs. Renee Byas apprised that there will be a subsequent recommendation by administration regarding the two percent salary increase.

Mr. Robinson noted that there has to be an effort by the state policy advisors to monitor such possible issues. He informed that the scope has to be adjusted regarding the pending issues that could impact the college.

Houston Community College
Committee of the Whole – December 12, 2013

Mr. Oliver apprised that it would be helpful to have a listing of pending issues that may possibly impact the system along with a plan of action. Dr. Estes mentioned that priorities were provided during an earlier discussion.

(Ms. Johnson left at 7:20 p.m.)

Mrs. Janet May provided an overview of the considerations and impact for the remaining eight months. She noted that the impact would be an estimated \$2.53 million as follows:

- \$1.1 million faculty overload
- \$74,800 benefits (TRS Regular faculty)
- \$849,000 benefits (TRS and ERS Adjunct Faculty)
- \$507,000 benefits (TRS and ERS Part-time Staff)

Mr. Robinson requested to review the workload policy and an outline of the faculty breakout when presenting the budget regarding the issue.

(Mr. Oliver stepped out at 7:27 p.m.)

Dr. Cook informed that most faculty have a 10.5 month contract, which consists of five classes in fall, five classes in spring and two classes over the summer..

(Mr. Oliver returned at 7:31 p.m.)

Dr. Estes reiterated that the item is being presented as a report. He noted that administration is working to cover the cost within the current budget. He apprised that the item may need to be revisited at mid-year.

Mr. Robinson noted that the request determines the number of courses that could be offered per semester based on the number of faculty workload hours. Dr. Charles Cook informed that has been done; however, the state changed the workload formula.

Mr. Robinson apprised that if the Board is aware of the number of possible classes, then a policy decision could be made about course scheduling. He noted that the conversation will need to be how many classes can be taught and which classes will be cut. He informed adjustments could be made with each start date.

REPORT ON FISCAL YEAR 2015 IMPACT OF FACULTY LAB LOAD HOURS

Mrs. May provided an overview of 2015 impact and informed that the recommendation would be to increase the lab load hours to 1 load hour rate to remain competitive. She noted that the recommendation would be 1 to 1, which is what other colleges are doing. She informed that the estimated expense is \$3.68 million as follows:

- \$3 million load hours
- \$122,400 benefits (TRS Regular Faculty)
- \$507,000 benefits (TRS & ERS Part-time Staff)

Houston Community College
Committee of the Whole – December 12, 2013

Mrs. May noted that the long-term recommendation would be to increase the number of regular faculty in hard to fill lab programs to a ratio of sixty/forty.

Mrs. May apprised that if HCC remains within the TRS limits, the Affordable Healthcare Act impact will be minimal.

Mr. Austin informed that the discussion would need to be held during a budget planning session.

ADJOURNMENT

With no further business, the meeting adjourned at 7:40 p.m.

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

Minutes Approved: _____

DRAFT

**MEETING OF THE
EXTERNAL RELATIONS COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

December 12, 2013

Minutes

The External Relations Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, December 12, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

MEMBERS PRESENT

Sandie Mullins, *Committee Chair*
Carroll G. Robinson, *Alternate Committee Member*
Bruce A. Austin
Dianne Johnson
Eva Loredo

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
Fheryl Prestage for William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Success
Fred Zeidman, Vice Chancellor, Institutional Advancement
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Betty Young, President, Coleman College
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Amanda Evans, System Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Mullins, Chair called the meeting to order at 2:46 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

EXERCISE ONE YEAR OPTION WITH PAUL COLBERT CONSULTING

Motion – Mr. Robinson moved and Ms. Mullins seconded.

Mr. Remmele Young provided a rationale for the recommendation and noted that exercising the option would allow for continuity of services.

Mr. Robinson inquired of the process to craft a position statement of the need for the Bachelor of Science in Nursing. He inquired of the policy perspective of elected official candidates.

Ms. Mullins recommended coordinating with the school districts for a collaborative effort. She also informed that a definition of completion is critical as it relates to momentum points.

Dr. Charles Cook apprised that there is an effort to have the state move developmental education funds to adult education as opposed to the funds not being distributed.

Mr. Robinson noted that administration should make a recommendation to the Board regarding the HCC position so the Board can be united on the college's position.

Mr. Robinson informed that HCC is one of a few community colleges with its own consultants and noted that he would like for the representation to be on behalf of the college and not for organizations representing other entities.

Ms. Mullins recommended meeting with the HCC state consultants in February regarding a plan of performance for the six priorities mentioned.

Vote – The motion passed with a vote of 2-0.

FEDERAL RELATIONS PRELIMINARY NEED ASSESSMENT

Mr. Young apprised that the item provides insight regarding the preliminary need assessment as it relates to engaging federal relations policy advisors. He noted that some institutions are lowering their ambitions and some are utilizing grant writers to obtain funding. He informed that the question becomes the value of federal policy advisors.

Mr. Robinson observed that HCC could not be the college of its size and continue to receive so little funding out of Washington. He apprised that there may not be earmarks in Congress; however, there are federal agencies that may have grant funding available. He noted that one federal team could not cover the White House and all other areas where funding may be available. Mr. Robinson shared that his thought is that there should be some federal presence.

Mr. Robinson informed that he sent information to the Chancellor and Dr. Cook regarding possibly participating with an agency as it relates to a multi-million dollar STEM grant.

Ms. Mullins apprised that there does need to be sub-specialists on the ground but noted that guidance needs to be provided from Mr. Young regarding policy issues.

Mr. Young apprised that the preliminary research suggests that there are grant funds to be identified.

Mr. Fred Zeidman informed that utilizing federal policy advisors for seeking grants would not be a good use of funds. He noted that the grant department will probably be able to identify grant opportunities. He apprised that he would like to meet offline with Mr. Robinson to discuss the concerns.

Ms. Johnson noted that HISD did something similar to what Dr. Zeidman mentioned.

Mr. Robinson informed that there appears not to be a lot of grants received outside of faculty generated grants and noted that if there are a multiple grant opportunities then the question becomes how HCC secures more grants. He informed that the college should be going after grants to take the lead and bring other partners to the table. He apprised that time is not available to be in Washington to position around conversations regarding the research agenda before the request proposals go out. He apprised that the efforts would be to possibly use federal policy advisors for identification of upcoming proposals as opposed to identifying earmarks.

Mr. Austin recommended reviewing the issue to determine if there will be a pool of employees to assist with grant oversight. He noted that it takes just as much effort to manage the grant as it does to identify and obtain the grant.

Ms. Loreda associated with Mr. Austin and noted that staff needs to be available to oversee the grants to make certain funds are not returned.

Dr. Cook informed that good grant managers are needed as well.

Mr. Young reiterated that the discussion was to identify a process to establish direction and provide feedback to the Board as to where the college should be proceeding relation to federal policy advisors.

ADJOURNMENT

With no further business, the meeting adjourned at 3:28 p.m.

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

Minutes Approved: _____

**REGULAR MEETING
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

December 17, 2013

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, December 17, 2013 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

BOARD MEMBERS PRESENT

Bruce A. Austin, *Chair*
Sandie Mullins, *Vice Chair*
Eva Loreda, *Secretary*
Yolanda Navarro Flores
Dianne Johnson
Christopher W. Oliver
Carroll G. Robinson

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Diana Pino, Vice Chancellor, Student Success
Fred Zeidman, Vice Chancellor, Institutional Advancement
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Winston Dahse, Chief Administration Officer
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Relations

OTHERS PRESENT

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

CALL TO ORDER

Mr. Austin, Chair, called the meeting to order at 4:09 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Loredo led the prayer and the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

Approval of Minutes from Academic Affairs/Student Services Committee Meeting of November 14, 2013, Audit Committee Meeting of November 14, 2013, Committee of the Whole Meeting of November 14, 2013, Permanent Chancellor Search Committee Meeting of November 14, 2013, Special Meeting of November 18, 2013, and Regular Meeting of November 21, 2013

Motion – Ms. Mullins moved and Ms. Loredo seconded. The motion passed with a vote of 6-0.

CHAIRMAN'S REPORT

Mr. Austin announced that the meeting was the last Regular meeting of the HCC Board of Trustees for the year and expressed appreciation to the Board, community, business leaders, administration, staff, faculty, and students for a successful year.

Ms. Mullins recognized Trustee Austin for his outstanding leadership for the year as the Board Chair and presented Trustee Austin with the Chair's Leadership Award for 2013. The Board of Trustees provided comments to the Board Chair.

Mr. Robinson recognized Trustees Yolanda Navarro Flores, Herlinda Garcia and Dianne Johnson for their service on the Board of Trustees and noted that the meeting is their last meeting as members of the Board. He expressed that hopefully there will be an opportunity to recognize the outgoing Trustees sometime in January 2014.

Mrs. Flores commented on her tenure with the Board and thanked everyone for all their efforts in moving the college forward. The Board, Chancellor, and Dr. Ford Fisher expressed appreciation to Trustee Flores for her services over the years.

Mr. Austin recessed the 4:38 p.m. and reconvened at 5:04 p.m.

(The following Trustees were present: Austin, Flores, Johnson, Loredo, Mullins, Oliver, and Robinson)

CHANCELLOR'S REPORT (PROVIDED BY RENEE BYAS, ACTING CHANCELLOR)

Mrs. Byas wished everyone happy holidays and thanked the Board for their leadership to help HCC have a great year of progress. She also thanked administration, faculty, staff, and students.

Mrs. Byas provided an update on the institution's progress to include:

- Development of innovative partnerships with industry to give students opportunity
- Significant progress toward Bond initiative
- HCC continues to be fiscally sound

Mrs. Byas highlighted upcoming initiatives to obtain recruitment, retention and completion goals:

- Launching small business initiative
- Annual State of the College
- Educating community regarding bond initiative progress
- Pursuing new industry partnerships
- Enhancing outreach to middle and high school students

Caribbean Chamber of Commerce Education Award

Trustee Neeta Sane received the Education Award from the Caribbean Chamber of Commerce of Texas.

Faculty Senate Report

Ms. Michelle Novak, President of Faculty Senate provided the Faculty Senate report to include the opportunity to change positively to benefit the students. She expressed appreciation to the faculty, staff, administration and the Board of Trustees for the efforts to continue moving forward.

Mrs. Flores announced that it was noted that the Energy Institute has been relocated. She informed that shared governance is important and inquired of the Chancellor's input regarding shared governance.

Mrs. Byas apprised that the program is not being relocated. She noted that a meeting was held on Wednesday, December 16, 2013 with Dr. Charles Cook, Dr. Madeleine Burillo and workforce faculty to ensure the mission of the program is carried out.

Mrs. Flores commented that the Energy Institute is an academic program and as such can only be moved with guidance from the Southern Association of Colleges and Schools (SACS).

Mr. Robinson informed that he has heard that there has not been enough effort regarding engaging the corporate industry regarding workforce programs. He apprised that his interest will be to broaden efforts in working with industries as it relates to workforce programs.

Mrs. Byas noted that HCC is able to meet the commitment regarding workforce programs.

Ms. Mullins informed that strengthening needs to be done regarding centralizing the workforce programs. She apprised that there needs to be a review of the workforce programs to ensure that they are matching with industry need.

Ms. Loredo noted that there should be a continuation of the programs at Northeast College and an effort is needed to make certain the college has resources to fully implement and carry out the programs.

Mr. Austin informed that the Chancellor met with Dr. Ford Fisher and her staff regarding reviewing best practices. He apprised that the input will be provided to the Chancellor and her team in January 2014. He noted that the Chancellor has been working to engage individuals in the energy industry.

Dr. Margaret Ford Fisher informed that it is important that all areas work together. She apprised that there is some bifurcation regarding the instruction programs and noted that there is a difference between the academic and workforce components. She informed that Northeast College was notified that the district office would be responsible for the outreach efforts.

HEARING OF THE CITIZENS

There were no individual(s) present to speak.

(Mrs. Flores left at 5:20 p.m.)

CONSENT AGENDA

Motion – Mr. Oliver moved and Ms. Mullins seconded to approve the consent agenda with the exception of items A.1, A.4, A.5 and A.8. The motion passed with a vote of 6-0. The following items were approved:

- Approval of New Associate of Science (AS) Degree In Mathematics
- Exercise One Year Option with Paul Colbert Consulting
- Investment Policy for 2014
- Purchase of Property at West Belfort and South Gessner Related to 2012 Bond Capital Improvement Program

REGISTRATION FEE FOR NON-CREDIT ADULT BASIC EDUCATION (ABE) CLASSES

Motion – Ms. Mullins moved and Mr. Oliver seconded. The motion failed with a vote of 4-2 with Trustees Loredo and Robinson opposing.

INVESTMENT REPORT FOR OCTOBER 2013 AND MONTHLY FINANCIAL REPORT FOR NOVEMBER 2013

Motion – Mr. Oliver moved and Mr. Robinson seconded.

Dr. Thomas Estes apprised that investments continue to be sound. He noted that the balance sheet remains strong; however, there are some changes in revenues in

comparison to this time last year. He informed that waivers are significantly up for veterans and corrections.

Mr. Robinson apprised that he was opposed to transferring funds from the enterprise account to marketing. He requested that administration freeze any unspent funds and reevaluate the expenditure. He also requested that there is a review during the budget process as it relates to enrollment. He noted that it is anticipated that there is a discussion regarding enterprise revenue projects.

(Mr. Oliver stepped out at 5:26 p.m.)

Mr. Robinson apprised that Dr. Estes provided the requested information on grant funds and expressed appreciation for receiving the information. He noted that on the surface there is approximately \$7 million in grant funds generated. He informed that there needs to be an overhead review of those grants funds and apprised that there needs to be a principal investigator for the grant accounting process.

(Mr. Oliver returned at 5:31 p.m.)

Mr. Robinson noted that he has not received a satisfactory response on the request for a listing of all the contracts administered and requested to see a list of contracts due to expire in 2014.

Mr. Oliver informed that a budget workshop will provide the opportunity for the Board to hold an in depth discussion regarding the budget. He apprised that it would be helpful for the Trustees to have all the pertinent information available for a discussion.

Ms. Loreda inquired if the marketing and recruiting noted in the financial statement for \$4 million was for this fiscal year. Dr. Estes informed that \$1.9 million has been expended thus far. He apprised that the marketing funds are denoted under auxiliary funds.

Mr. Austin noted that workforce was taken out of the colleges and separated. He informed that there was an effort to develop a business plan for sustainability.

Ms. Mullins apprised that there will need to be a retreat for the Board to discuss the priorities and apprised that there may need to be a couple of retreats to get through the budget discussion.

Mr. Oliver noted that the Board has a vested interest in the institution and that there needs to be a dual discussion between the Board and administration regarding the budget.

Vote – The motion passed with a vote of 6-0.

**PAYMENT TO BRACEWELL & GIULIANI LLP FOR PROFESSIONAL SERVICES
(OCTOBER 2013)**

Motion – Mr. Oliver moved and Ms. Mullins seconded. The motion passed with a vote of 5-0-1 with Mr. Robinson abstaining.

TOPICS FOR DISCUSSION AND/OR ACTION

PERSONNEL AGENDA FOR DECEMBER 2013

Motion – Mr. Oliver moved and Ms. Mullins seconded.

Mr. Robinson informed that there needs to be a discussion regarding faculty workload and which programs are a priority. He apprised that there has to be a comprehensive review of operations for the new buildings.

Ms. Loreda noted that personnel needs to be diversified to be a reflection of the community served.

Mr. Robinson informed that there has been a discussion regarding diversity and hiring of Hispanics since his arrival on the Board. He apprised that the issue has to be acknowledged and addressed with the community as the college moves forward.

Mr. Oliver noted that when there are such issues, some of the responsibility lies with the Board. He informed that there is diversity on the Board as well as the administration. He apprised that the effort should be to continue to address diversity and ensure it reflects all communities.

Mrs. Byas noted that administration is working to ensure that policies implemented by the Board regarding diversity. She informed that it is an important issue for the college and is not just based on race but include other concerns such as orientation.

Vote – The motion passed with a vote of 6-0.

**RESOLUTION AUTHORIZING CONDEMNATION PROCEEDINGS (HCCS
SOUTHEAST-FELIX FRAGA) AND RESOLUTION AUTHORIZING CONDEMNATION
PROCEEDINGS (HCCS SOUTHEAST-EASTSIDE)**

Motion – Mr. Oliver moved and Ms. Mullins seconded.

Ms. Destinee Waiters apprised that the action is to authorize a formal resolution to move forward with condemnation proceedings. She noted that all predicates and prerequisites have been completed.

Ms. Johnson referenced that the resolution was to authorize condemnation proceedings and inquired if the action will be to proceed with eminent domain in all areas of the action.

ADJOURNED TO CLOSED SESSION

Mr. Austin 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, and/or 551.074 of the Open Meetings Law. Mr. Austin 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. Austin reconvened the meeting in Open Session at 6:29 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Austin, Johnson, Loredo, Mullins, Oliver and Robinson)

Mr. Austin apprised that items B.3 and B.4 under topics for discussion and/or action were pulled.

Motion - Ms. Loredo moved and Ms. Mullins seconded to approve item B.2 under topics for discussion and/or action regarding the Resolution Authorizing Condemnation Proceedings (HCCS Southeast-Felix Fraga). The motion passed with a vote of 6-0.

Motion to Reconsider - Mr. Robinson moved and Ms. Loredo seconded to reconsider item A.1 under the consent agenda.

Mr. Oliver noted that he has un-readiness. Mr. Hollingsworth informed that there has to be a vote to reconsider the item.

Vote to Reconsider – The motion to reconsider item A.1 under the consent agenda passed with vote of 6-0.

Mr. Robinson noted that the item was a \$20 fee and \$60 fee coupled together. He noted that he would like to vote on the two fees separately and apprised that he would vote in favor of the \$60 fee.

Motion - Mr. Oliver moved and Ms. Mullins seconded to approve the \$60 fee for new accelerate education courses. The motion passed with vote of 6-0.

Motion - Mr. Oliver moved and Ms. Mullins seconded to approve the \$20 fee for traditional Adult Basic Education (ABE) grant-supported courses. The motion passed with vote of 5-1 with Mr. Robinson opposing.

DISCUSS PARTNERSHIP RELATING TO DEVELOPMENT OF ATHLETIC FIELDS AT SOUTH CAMPUS

The item was pulled by administration.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 6:34 p.m.

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

Minutes Approved as Submitted: _____

DRAFT

**SPECIAL MEETING
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

December 17, 2013

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Thursday, December 17, 2013 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Bruce Austin, *Chair*
Sandie Mullins, *Vice Chair*
Eva Loreda, *Secretary*
Yolanda Navarro Flores
Dianne Johnson
Carroll G. Robinson

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Finance and Planning
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

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

CALL TO ORDER

Ms. Sandie Mullins, Vice Chair, called the meeting to order at 4:06 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

CANVASSING THE RETURNS AND DECLARING THE RESULT OF BOARD OF TRUSTEES, DISTRICT II ELECTION

Motion – Ms. Loreda moved and Mrs. Flores seconded. The motion passed with vote of 6-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:49 p.m.

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

Minutes Approved as Submitted: _____

DRAFT

**SPECIAL MEETING
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

December 23, 2013

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Monday, December 23, 2013 at the HCC Administration Building, Second Floor Seminar Room A, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Bruce Austin, *Chair*
Sandie Mullins, *Vice Chair*
Eva Loredo, *Secretary*
Carroll G. Robinson

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Sandie Mullins, Vice Chair, called the meeting to order at 1:06 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

CONSIDERATION AND ADOPTION OF AN ORDER CANVASSING RETURNS AND DECLARING THE RESULTS OF BOARD OF TRUSTEES RUN-OFF TRUSTEE ELECTIONS OF DECEMBER 14, 2013, AND DISCUSSION OF MATTERS RELATED THERETO

Motion – Ms. Loredo moved and Ms. Mullins seconded. The motion passed with a vote of 4-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 1:03 p.m.

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

Minutes Approved as Submitted: _____

Consent Agenda

ACTION ITEM

Meeting Date: January 23, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
1	Strategic IP Licensing, Inc-SIPL (PetroEd) Contract	Renee Byas Fred Zeidman Joe Little

RECOMMENDATION

Authorize the Acting Chancellor to negotiate and execute a contract with SIPL (Strategic IP Licensing, Inc.; also known as PetroEd) in support of HCC Corporate College's Offshore Drilling training curriculum.

COMPELLING REASON/RATIONALE

The Offshore Oil & Gas Drilling industry forecasts a need for 24,000 new employees in the next two years. They are experiencing both a high volume of growth combined with a forecasted retirement rate of 50% of their employees in the next five years. As a result, the HCC Corporate College will implement Offshore Drilling training in 2014. Students, when fully trained, can obtain positions as Roustabouts earning a minimum of \$55,000 per year. This procurement is in support of the first of three courses, Drilling Introduction. It will be launched Spring 2014. Students will receive an industry certification and relevant introductory training curriculum content.

SIPL (PetroEd) is the single source provider of this curriculum and integrated services. PetroEd provides integrated: 1) Self-paced eLearning on a flash drive, 2) Student user authentication, 3) Online documentation of training performance history, 4) Administration of PetroEd and IADC (International Association of Drilling Contractors) exams, 5) Capability for students to network with Offshore Oil & Gas Drilling Contractors, and 6) Software / database allowing HCC Corporate College to monitor the complete student training process. They provide relevant industry training including the IADC RigPass[®] certificate. Training updates are inclusive in the pricing. We have researched many other industry providers and concluded there is no other provider providing similar integrated services.

DESCRIPTION OR BACKGROUND

The Drilling Introduction course is 64 contact hours. HCC will provide 32 hours of classroom instruction. SIPL (PetroEd) will be integrated as part of the hybrid curriculum content embedded in the course with an additional 32 hours of online content. The SIPL (PetroEd) curriculum will provide HCC students with 7 eLearning modules with certificates (where applicable) via their Online and propriety USB technology branded as SkillSTICK (a flash drive). Further, HCC students will be able to use SkillGRID which is a proprietary online data base that records students training performance history and position capabilities. HCC Corporate College will be provided software and training to monitor student performance as part of the hybrid course. Completers will be able to provide potential employers access to their performance history.

FISCAL IMPACT (See chart next page)

The minimum cost of the contract for a minimum purchase of 400 SkillSTICKS (and related software and services) is \$109,780.00; all of which will be covered by incremental revenue. There are no incremental costs to HCC with this proposal.

We plan to train a minimum of 400 students. The current startup price is \$399 per student which will result in total revenue of \$159,600 (at 400 students).

The SkillSTICK normally costs \$299.00. Our starting cost is \$219 per unit/student with a minimum purchase of 400 units. This will result in expenses of \$87,600. The contract would include related software and services expenses of \$22,180. HCC Corporate College will have other instructor and materials expenses of \$49,820. Total expenses are \$159,600. All expenses are covered by revenue.

Should demand for the training exceed 400 students, the HCC price for the SkillSTICK drops to \$191.00 per unit/student. The cost of the contract will rise beyond \$109,789.00. However, all revenues continue to pay all expenses.

Revenues	400 Enrollments X \$399 Startup Price / Total Revenues	\$159,600
Expenses	400 SkillSTICKS X \$219	\$87,600
	S IPL related software and services Expenses	\$22,180
	Instructor and other materials	<u>\$49,820</u>
	Total Expenses	\$159,600

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Respond to Business and Industry

This item is applicable to the following:

Central
 Coleman
 Northeast
 Northwest
 Southeast
 Southwest
 3100

ACTION ITEM

Meeting Date: January 23, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
2	Technology Replacement Plan for Instructional Labs and Faculty	Renee Byas Thomas Estes William Carter Rogelio Anasagasti

RECOMMENDATION

Authorize Chancellor to purchase instructional computers under the Department of Information Resources (DIR) interlocal/cooperative agreement, to replace computers in classrooms, labs and faculty offices that are no longer under maintenance contract.

COMPELLING REASON/RATIONALE

In 2010, The Information Technology Department developed a 10-year Equipment Replacement Plan for technology use district-wide. The plan included computers, network and telecommunications equipment, servers, printers, projectors and other peripherals based on the following cycle:

- Computers: Desktop (4 years) / Laptop (4-5 years)
- Server Systems: 4-5 years
- Network Equipment: 7-8 years
- Telephone Equipment Servers: 5-6 years / Telephones: 7-8 years
- Network Printer, Scanners, Axis TV Monitors, Projectors annually as needed

The computer replacement part of the plan follows the Texas Department of Information Resources "Guidelines for Establishing Life Cycles for Personal Computers." HCC's 4-year desktop and laptop replacement plan was based on the following:

- Personal computers are the primary productivity tool used by faculty, staff and students;
- HCC's faculty and students must utilize current technology in the academic and work force instruction and labs to be current with industry demands;
- The current industry standard for a desktop computer is 4 to 5 years and a laptop computer is 3 to 4 years. HCC maintains a 4 year replacement for both;
- While the life of the Operating System (OS) software is 4-5 years before support ends, new versions of the OS for computers is generally replaced in the industry every 3 years and requires hardware upgrades;
- HCC should avoid fragmenting its user base among different operating systems and application versions in order to reduce more complex and expensive support;
- HCC must have extended hardware service contracts for support or be able to hire in-house support staff for the extended period that hardware is in use; and
- The Technology Standards Committee meets annually to select the desktop and laptop computer models that meet the needs of the instructional and administrative departments based on the type of applications accessed and utilized.

For FY 2014, the 4-year computer replacement plan requires that 3,214 computers be replaced of which 1,750 are for instruction. To date, 841 of the instructional computers have been replaced.

This action item completes the instructional part of the 2013-3014 computer replacement plan of 919 computers. Administrative computer replacement was not been funded.

The recommendation to the Board of Trustees is in accordance with Chapter 44.031(a) of the Texas Education Code and Chapter 791 of the Government Code.

DESCRIPTION OR BACKGROUND

The use of interlocal and cooperative contracts allows HCC to access competitive contracts for various goods and services. Additionally, for goods and services that may have multiple providers, HCC requests proposals under the terms and conditions of the cooperative contract and further negotiates pricing to ensure HCC obtains the best value award.

HCC may access cooperatives and competitively awarded contracts from interlocal groups and government agencies provided they meet the specification requirements of HCC and were procured in accordance with the HCC Policy and the Procurement Operations Manual.

In accordance with Section 44.031 of the Texas Education Code, the items described are for goods and services purchased by HCC under an interlocal or awarded cooperative contract as defined by Texas Local Government Code Section 791 (the "Interlocal Cooperative Act"), which allows two or more local governments include a federally recognized Indian tribe in Texas (listed un 25 USC §479a-1) to contract for the purchase of goods and services.

FISCAL IMPACT

The replacement cost for the 919 instructional computers is \$1,128,777. Funding has been allocated in the FY 2014 IT budget.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Develop 21st Century Learners

Attachment Title(s): **Summary of Annual Equipment Replacement Costs for 2011-2019**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Summary of Annual Equipment Replacement Costs for 2011-2019

Equipment	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Computers								
(Admin and Instructional)	\$3,352,222	\$3,352,222	\$3,354,342	\$3,353,072	\$3,352,222	\$3,352,222	\$3,354,342	\$3,353,072
3100 Main Production	\$390,000	\$200,000	\$930,000	\$455,000	\$445,000	\$30,000	\$315,000	\$125,000
Disaster Recovery	\$121,000	\$50,000	\$0	\$0	\$721,000	\$50,000	\$0	\$0
Network	\$164,172	\$0	\$0	\$0	\$769,711	\$5,383,341	\$7,521,050	\$5,364,335
Telephone	\$59,980	\$184,000	\$240,507	\$181,434	\$1,199,642	\$1,105,918	\$1,105,918	\$240,507
Printer, Scanner, Projector	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
TOTALS	\$4,487,374	\$4,186,222	\$4,924,849	\$4,389,506	\$6,887,575	\$10,321,481	\$12,696,310	\$9,482,914

ACTION ITEM

Meeting Date: January 23, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
3	Extension of Contract with Qatus Advisors and Any Other Related Matters	Renee Byas

RECOMMENDATION

Approve ratification of the extension of HCC contract with Qatus Advisors for the time between June 21, 2013 to June 21, 2014 with an option for a one-year renewal with approval by Board; and any other related matters.

DESCRIPTION OR BACKGROUND

In June 2012, HCC entered into a one-year agreement with Qatus advisors (Chase Untermeyer and Jim Fonteno) with two one-year options to renew with approval by the Board. The purpose of the advisory consulting contract is to provide the Board with an independent, external oversight and review of the Qatar/CCQ project and other HCC international initiatives.

FISCAL IMPACT

It is proposed that the fee for Qatus Advisors continue at the original designated amount of \$15,000 per month, inclusive of all services and travel. This fee will be paid from the fund generated by the partnership agreement between HCC and the Community College of Qatar (CCQ).

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

ACTION ITEM

Meeting Date: January 23, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
4	Exercise Two-Year Option with Barnes & Noble Bookstore	Renee Byas Charles Cook Stephen Levey Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to exercise the two-year option contained in the existing agreement between Barnes & Noble Bookstore and Houston Community College to provide full service bookstore retail services, including the purchase, resale, digital sales, digital rental, print-on-demand, and support to students and faculty for textbooks and instructional materials system-wide.

COMPELLING REASON/RATIONALE

Exercising the two-year extension provides for continuity of services to meet the academic needs of our students. Additionally, in accordance with the Board's request to examine ways to help reduce the cost of textbooks and course materials, Barnes & Noble agreed to offer textbooks and other instructional materials in an expanded variety of delivery modalities including: 1) Traditional print text purchase and rental; 2) Full digital text purchase and rental; and 3) Print-on-demand of open source materials.

The digital options and print rental are becoming increasingly popular with both students and faculty and have generally been provided at prices lower than traditional print. These materials are provided via Barnes & Noble's web-based portal tailored specifically to the HCC community.

DESCRIPTION OR BACKGROUND

Three years ago, an RFP was issued to evaluate proposals from qualified firms to provide full bookstore services following the guidelines of the Board and administration. Barnes & Noble offered the only high-quality response to that RFP which met the scope of service requirements as outlined in the RFP. The current HCC agreement resulted from that RFP. It was approved in December, 2010 and will expire on March 31, 2014. This agreement includes the 2-year option to renew. Exercising the available extension will continue offering college bookstore services to students.

FISCAL IMPACT

Revenues are generated for HCC by this contract. Based on 25% gross margin pricing, HCC receives 13% of all gross sales up to \$10 million; 14% of all gross sales from \$10-20 million; and 15% of all gross sales over \$20 million.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Increase Student Completion and 21st Century Learners

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

ACTION ITEM

Meeting Date: January 23, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
5	Payment to Bracewell & Giuliani LLP for Professional Services Rendered (December 2013)	Renee Byas Destinee Waiters

RECOMMENDATION

Approve payment of Bracewell & Giuliani for professional services rendered as General Counsel to the Board for the period of December 1, 2013 through December 31, 2013.

COMPELLING REASON/RATIONALE

Bracewell & Giuliani, LLP, as Board counsel, assists HCC Trustees with protecting the tangible and intangible assets of HCC.

DESCRIPTION OR BACKGROUND

A copy of the invoice will be available for the Trustees to review prior to the Regular Board meeting.

FISCAL IMPACT

\$ 76,003.37

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Invoice for December 2013 (Will be provided under separate cover)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Litigation (Personnel Matters)

General Counsel

042170.00A160 GCB \$76,003.37

Total Litigation

Total General

\$76,003.37

Grand Total

ACTION ITEM

Meeting Date: January 23, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
6	Payment to Gardere Wynne Sewell LLP for Professional Legal Services Rendered (October-November 2013)	Destinee Waiters

RECOMMENDATION

Approve payment of Gardere Wynne Sewell LLP ("Gardere") invoices #1127047 and #1130236 for professional legal services for the period October 1, 2013 through November 30, 2013. Going forward, the Board will approve Gardere invoices related to this matter on a monthly basis.

COMPELLING REASON/RATIONALE

Gardere Wynne Sewell LLP is assisting HCC with protecting the tangible and intangible assets of HCC.

DESCRIPTION OR BACKGROUND

Pursuant to the engagement letter with Gardere, the initial available funds to pay HCC's obligation under the agreement and to discharge any and all liabilities that may be incurred was \$49,999.99. If the aggregate sum exceeds \$49,999.99, then additional funds needed to be certified. At this time the aggregate sum exceeds \$50,000.00.

FISCAL IMPACT

\$50,306.30 through November 30, 2013

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Gardere Wynne Sewell LLP Invoices (#1127047 and #1130236)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

GARDERE WYNNE SEWELL LLP
ATTORNEYS AND COUNSELORS
1000 LOUISIANA SUITE 3400
HOUSTON, TEXAS 77002-5011
(713) 276-5500
TAX I.D. 75-0730814

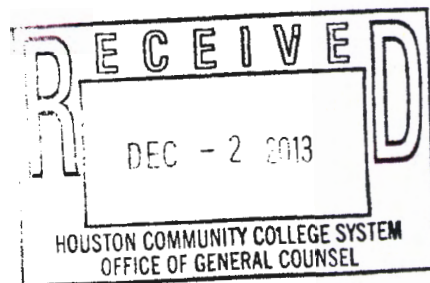
Houston Community College System
Attn: Destinee Waiters
PO Box 667517
Also via email to : destinee.waiters@hccs.edu
Houston, TX 77266

November 20, 2013
Invoice Number: 1127047
Due within 30 days of receipt
Client: 139728

REMITTANCE ADVICE

Re: Matter: 000001 Procurement Issues

Total Fees	19,892.00
Total Disbursements	126.45
TOTAL CURRENT BILL	<u>\$ 20,018.45</u>



Please return this remittance page with your payment to:

Gardere Wynne Sewell LLP, P.O. Box 660256, Dallas, TX 75266-0256 (payments only) Payment can also be made by WIRE to: Amegy Bank, 2501 North Harwood Street, Dallas, Texas 75201 - ABA routing number: 113011258, Account name: Gardere Wynne Sewell LLP, Account# 53271439 For INTERNATIONAL WIRES: Amegy Bank, SWIFT SWBK US44, Important: Please reference a Client # and/or Invoice#

GARDERE WYNNE SEWELL LLP
ATTORNEYS AND COUNSELORS
1000 LOUISIANA SUITE 3400
HOUSTON, TEXAS 77002-5011
(713) 276-5500
TAX I.D. 75-0730814

Houston Community College System
Attn: Destinee Waiters
PO Box 667517
Also via email to : destinee.waiters@hccs.edu
Houston, TX 77266

December 13, 2013
Invoice Number: 1130236
Due within 30 days of receipt
Client: 139728

REMITTANCE ADVICE

Re: Matter: 000001 Procurement Issues

Total Fees	30,218.00
Total Disbursements	69.85

TOTAL CURRENT BILL \$ 30,287.85

Outstanding Receivables as of December 13, 2013 for the matter indicated above:

INVOICE #: 1127047 11/20/13	20,018.45
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TOTAL OUTSTANDING \$ 20,018.45

TOTAL DUE AND OUTSTANDING \$ 50,306.30

Please return this remittance page with your payment to:

Gardere Wynne Sewell LLP, P.O. Box 660256, Dallas, TX 75266-0256 (payments only) Payment can also be made by WIRE to: Amegy Bank, 2501 North Harwood Street, Dallas, Texas 75201 - ABA routing number: 113011258, Account name: Gardere Wynne Sewell LLP, Account# 53271439 For INTERNATIONAL WIRES: Amegy Bank, SWIFT SWBK US44, Important: Please reference a Client # and/or Invoice#

Topics for Discussion and/or Action

ACTION ITEM

Meeting Date: January 23, 2014

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
1	Personnel Agenda for January 2014	Renee Byas Thomas Estes Janet May

RECOMMENDATION

Approve the personnel actions for January 2014

COMPELLING REASON/RATIONALE

Full-time contract Faculty and Senior Level Administrators are hired under one-year term contracts that are either renewed or non-renewed on an annual basis under Board Policy C:2.3.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Personnel Agenda (January 2014)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Personnel Agenda -

Faculty & Administrators (For Board Approval)

Board Meeting: January 23, 2014

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
1. Heath-Pena, Rosalyn	Harris Health System/ Ben Taub Hospital	to F/T Associate Degree Nursing Instructor/ Coleman	FAC/11 10.5 months	\$127,000 yr.	\$64,653 yr.	01-02-14
2. Ratliff, Jerry	Exxon/Mobil Corporation	to F/T Corrosion Instructor/SE	FAC/8 9 months	\$89,000 yr.	\$45,741 yr.	01-02-14
3. Saber, Samir	Omron Oilfield & Marine	to F/T Computer Science Technology Instructor/ NW	FAC/10 9 months	\$54,034 yr.	\$43,072 yr.	01/02/14

Credentials & Selection Process -
Faculty & Administrators (For Board Approval)

Board Meeting: January 23, 2014

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
1. Heath-Pena, Rosalyn	<i>Associate Degree Nursing Instructor</i> Licensed as a registered nurse in Texas and hold a Master's degree in nursing or a Master's degree with a minimum of six (6) hours of graduate level nursing courses. Three (3) years of current professional clinical work experience in the nursing field.	M.S. in Nursing Dir. of Nursing 3 yrs. 2 mos. Nurse Manager 2 yrs. 8 mos. Nurse Mgr-C.Srvs 4 yrs. 1 mo. Staff Nurse 7 yrs. 5 mos. Total 17 yrs. 4 mos.	Job Vacancy Notice-2130 -HR Referred-2 -Screening committee evaluated and reviewed-2 -Hiring authority evaluated and interviewed-2 -Applicant selected-External New Hire F/T
2. Ratliff, Jerry	<i>Corrosion Instructor</i> Bachelor's degree or higher in Science, Engineering or in a related field is req'd. Master's degree preferred. Three (3) years of industry related experience.	B.S. in Industrial Technology Sr. Engrg. Tech. 35 yrs. 9 mos. Total 35 yrs. 9mos.	Job Vacancy Notice-3791 -HR Referred-13 -Screening committee evaluated and reviewed-4 -Hiring authority evaluated and interviewed-3 -Applicant selected-External New Hire F/T
3. Saber, Samir	<i>Computer Science Technology Instructor</i> Master's degree in Computer Science or Computer Information Systems with a minimum of eighteen (18) graduate hours completed in Computer Science. Minimum of three (3) IT industry exp. required.	M.S. in Information Technology IT-Systems Engr. 2 yrs. 0 mos. Adjunct Faculty 1 yr. 2 mos. Technology Dir. 3 yrs. 5 mos. Total 6 yrs. 7 mos.	Job Vacancy Notice-3764 -HR Referred-22 -Screening committee evaluated and reviewed-5 -Hiring authority evaluated and interviewed-3 -Applicant selected-External New Hire F/T

ACTION ITEM

Meeting Date: January 23, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
2	Janitorial Services (Project No. RFP 14-01)	Renee Byas Thomas Estes Winston Dahse Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with GCA Services Group to provide Janitorial Services, in accordance with RFP 14-01.

The contract term will be for three (3) years with the option to renew for up to two (2) additional one-year periods.

COMPELLING REASON/RATIONALE

Houston Community College issued a request for proposal for janitorial services to be used system-wide. The scope of services covers the requirements of the contractor to provide janitorial services to all current HCC facilities including all staff, equipment and supplies, janitorial staff and supervisors required to perform the services in accordance with the requirements of RFP 14-01.

In addition to the current HCC facilities, as part of the RFP process, proposers were provided a description of the current facilities that will be added under the current bond projects and proposed a per square foot price that will be used to negotiate necessary changes to the contract once the facilities are opened.

This recommendation to the Board of Trustees is in accordance with RFP 14-01 and Chapter 44.031(a) of the Texas Education Code.

DESCRIPTION OR BACKGROUND

The Request for Proposal (RFP 14-01) was issued on October 3, 2013. The solicitation document was distributed electronically in addition to being published in local newspapers; notice was provided to three hundred and forty six (346) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily website. Nineteen (19) proposals were received by the solicitation due date of November 21, 2013 at 2:00 p.m. Sixteen (16) proposals were deemed responsive to the requirements of RFP 14-01 and were submitted to the Evaluation Committee to evaluate and score.

FISCAL IMPACT

Currently HCC has approximately 3,408,091 square feet managed under the janitorial services contract. In addition, HCC will be adding approximately 1,000,000 square feet (current bond projects) during the life of this contract.

Current annual expenditures for janitorial services are approximately \$4,396,534 or a blended rate of \$1.29 per square foot.

The recommended firm proposed an annual fee of \$4,104,173 (including all cost) for services as described in RFP 14-01; a blended rate of \$1.20 per square foot. HCC will use the final negotiated rate for any square footage that is added during the term of the contract.

This recommendation represents an annual cost reduction of approximately \$292,360.

Janitorial services for the current facilities are funded through the Facilities Maintenance Department Operating Budget.

LEGAL REQUIREMENTS

This recommendation to the Board of Trustees is being made to the highest ranked firm offering the best value in accordance with Chapter 44.031(a) of the Texas Education Code.

Pursuant to the published RFP 14-01 document and in accordance with Chapter 44.031 of the Texas Education Code, the Evaluation Committee has selected the offeror that submitted the proposal that offers the best value for HCC based on the published selection criteria and on its ranking evaluation.

Chapter 44.031(a) of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district. Following the competitive procurement process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **1. Summary of Procurement**
2. Composite Score Sheet

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Janitorial Services

PROJECT NO.: RFP 14-01

PROCUREMENT METHOD: Request for Proposal (Overall Best Value)

PROJECT MANAGER: Betty Brown, Manager Janitorial Services

NAME OF BUYER: Phillip Barker, Senior Buyer

PURPOSE: Houston Community College issued a request for proposal for the selection of a firm to provide Janitorial Services systemwide. The Scope of Services covers the requirements of the Contractor to provide Janitorial Services on behalf of the Houston Community College System ("HCC").

RECOMMENDED VENDOR: GCA Education Service of Texas, Inc.
11651 Plano Road, #200
Dallas, Texas 75243

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the highest ranked firm offering the best value in accordance with Chapter 44.031(a) of the Texas Education Code.

Pursuant to the published RFP 14-01 document and in accordance with Chapter 44.031 of the Texas Education Code, the Evaluation Committee has selected the offeror that submitted the proposal that offers the best value for the district based on the published selection criteria and on its ranking evaluation.

Chapter 44.031(a) of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district. Following the competitive procurement process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

PROPOSED SUB-CONTRACTOR: TMG (The Moore Group, Inc.)
3027 Marina Bay Blvd., Suite 103
League City, Texas 77573

Diversified Chemical Supply
6356 Clara Road
Houston, Texas 77041

LOCATION

INFORMATION:

GCA Education Service of Texas, Inc., is a Texas Corporation with headquarters in Dallas, Texas and a local office in Houston. In performing the work under RFP 14-01, GCA will be working from their local Houston office.

PROJECTED VALUE:

The proposed annual fee (including all cost) for services as described in RFP 14-01 is \$4,104,173; a blended rate of \$1.20 per square foot. The funding source is Facilities Maintenance Department Operating Budget.

CONTRACT TERM:

The contract term will be for three (3) years with the option to renew for up to two (2) additional one-year periods.

ADVERTISEMENT:

This procurement was advertised in the following newspapers:

- The Houston Chronicle: September 29 & October 6 & 13, 2013
- African American: October 7, 2013
- La Informacion: October 3, 2013
- Voice of Asia: October 4, 2013
- Community Outreach: October 31, 2013

PROCUREMENT

NOTICE:

A notice of the procurement was distributed to the following on October 2, 2013

- Notice to HCC Board of Trustees
- Houston Minority Business Council
- Texas State Procurement Website
- HCC Procurement Operations Website

SOLICITATION

INFORMATION:

The Request for Proposal (RFP 14-01) was issued on October 3, 2013. The solicitation document was distributed electronically in addition to being published in local newspapers; notice was provided to three hundred and forty six (346) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily website. Nineteen (19) proposals were received by the solicitation due date of November 21, 2013 at 2:00 p.m. Sixteen (16) proposals were deemed responsive to the requirements of RFP 14-01 and were submitted to the Evaluation Committee to evaluate and score.

COMPETITIVE:

Yes, see Composite Score Sheet.

**PROPOSAL
EVALUATION:**

Responses were evaluated by the Evaluation Committee which consisted of representatives with relevant subject matter understanding who scored proposals in accordance with the published evaluation criteria noted below.

- Company Profile and Qualifications & Experience of Firm: 10
- Qualifications & Experience of Staff and Staffing Plan: 10
- Implementation Plan, Commitment to Quality and Customer Service: 10
- Capabilities and Capacity to Perform Work Identified in Scope of Services: 20
- Communication Plan, Records & Reporting and Sustainable Practices: 10
- Financial Status: 10
- Price Proposal: 30
- Small Business Commitment: Acceptable/Unacceptable
- Business Relationship Strength: Acceptable/Unacceptable

**PRIOR HCC
EXPERIENCE:**

Yes

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with Section 1.9 of the Procurement Operations Manual, for this solicitation, HCC advertised a 35% Good Faith Effort – Small Business Participation Goal. GCA’s proposal met the advertised goal with a 35% Small Business participation commitment.

**Janitorial Services
(Project No. RFP 14-01)**

Composite Score Sheet

<u>Firm</u>	<u>Total Score</u>
GCA Services Group	80.10
Pritchard Industries Southwest	72.11
ABM Janitorial	67.51
3 H Services	66.46
American Facility Services	64.23
All Cleaners, Inc.	64.14
Metro Clean	63.63
Varsity Facility Services	63.16
Mc Clemore Building Maintenance	62.41
Members Building Maintenance	59.05
UBM Enterprises, Inc.	57.10
Tier 1 Services	56.17
Mason Professional Services	53.91
Modern Facilities	53.63
Spirit of Excellence	51.20
Kaleidoscope	45.72

ACTION ITEM

Meeting Date: January 23, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
3	Investment Report for the Month of November 2013	Renee Byas Thomas Estes

RECOMMENDATION

Approve the Investment Report for the month of November 2013.

COMPELLING REASON/RATIONALE

Monthly report advises the Board as to the status of the investment portfolio and complies with the law.

DESCRIPTION OR BACKGROUND

This report is required by the Public Funds Investment Act (Sec. 2256.023) to be submitted to the governing body of Houston Community College no less than quarterly.

FISCAL IMPACT

The interest income earned and earnings credit for the month totaled \$205,085 and the interest income earned and earnings credit for the fiscal year-to-date totaled \$649,647.

The Investment Report attached identifies HCC's investment holdings for the month ending November 30, 2013. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 91% of the assets invested in local government pools, money market funds and short-term certificates of deposit. All pools and money market funds are rated at the highest level. Certificates of deposit, high yield savings and other bank deposits are secured with U.S. Treasuries/agencies. The balance of the portfolio is invested in government-sponsored entities/agencies with "AAA" credit ratings. Interest rates have remained historically low. The weighted average interest rate (WAR) at November 30, 2013 is .40%.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Investment Report - November 2013**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

HOUSTON COMMUNITY COLLEGE SYSTEM
INVESTMENT PORTFOLIO COMPOSITION
As of NOVEMBER 30, 2013

Beginning Book Value (NOVEMBER 1, 2013)	\$	633,845,281
Beginning Market Value (NOVEMBER 1, 2013)	\$	632,720,998
Additions/subtractions (Book value - Net)	\$	(24,560,106)
Change in Market value	\$	(31,151)
Ending Book value (NOVEMBER 30, 2013)	\$	609,285,175
Ending Market value (NOVEMBER 30, 2013)	\$	608,129,740
Unrealized Gain/(Loss)	\$	(1,155,435)
WAM (91% of Portfolio's weighted average maturity - All Funds)		1

This report is in compliance with the investment strategies approved in Houston Community College System investment policy and is in accordance with the Public Funds Investment 1999.

Note: This month's Investment does not include \$4,651,636 with Bank Of America which is earning higher than market yield from earning credits.

Approved by:

Ronald E. Defalco
Treasurer

**INVESTMENTS
EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
November 30, 2013**

	<u>Ending Book Value</u>	<u>Ending Market Value</u>	<u>Unrealized Gain (Loss)</u>
US Agencies	54,472,244	53,316,809	(1,155,435)
Local government pools	13,119,905	13,119,905	-
Money market funds	47,902,466	47,902,466	-
High yield savings	221,491,789	221,491,789	-
Certificates of deposit	245,250,000	245,250,000	-
Interest bearing checking	27,048,771	27,048,771	-
Total	<u>609,285,175</u>	<u>608,129,740</u>	<u>(1,155,435)</u>
WAR (weighted average interest rate)		<u>0.40%</u>	

ACTION ITEM

Meeting Date: January 23, 2014

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
4	Monthly Finance Statement for December 2013	Renee Byas Thomas Estes Karla Bender

DISCUSSION

Accept the financial report for the month of December 2013.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title: **Financial Report (Will be provided under a separate cover)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

APPENDIX B

Personnel Report for January 2014

(No Board Action Required)

Personnel Agenda -
Staff (No Board Action Required)

Board Meeting: January 23, 2014

INFORMATION ITEMS - NO BOARD ACTION REQUIRED
NON-FACULTY (REGULAR)

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
1. Adewunmi, Oluwatoyos	HCCS P/T Lab Assistant/ SE	to F/T Sr. Lab Assistant /SE	NE/05 12 months	\$9,308 yr.	\$31,579 yr.	01-16-14
2. Allen, Corey	HCCS F/T (Temp) HR Representative /System	to F/T Sr. Human Resources Representative/System	EX/08 12 months	\$34,374 yr.	\$45,555 yr.	01-02-14
3. Ardoin, Chris	Lone Star College	to F/T Financial Coach /NE	EX/07 12 months	\$28,433 yr.	\$36,000 yr.	01-02-14
4. Crockett, Anita	Beeville I.S.D.	to F/T HR Coordinator Employment Eligibility & Compliance/System	EX/09 12 months	\$41,000 yr.	\$52,423 yr.	01-16-14
5. Cruz, Heraclio	HCCS F/T Designated School Official/System	to F/T SEVIS Compliance Officer/ System	EX/09 12 months	\$44,730 yr.	\$51,440 yr.	01-16-14
6. Davis, Kimberly	HCCS F/T Instructional Designer/System	to F/T Manager, Faculty Development Services/System	EX/10 12 months	\$53,759 yr.	\$61,335 yr.	01-02-14

**INFORMATION ITEMS - NO BOARD ACTION REQUIRED
 NON-FACULTY (REGULAR)**

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
7. Davis-McClendon, Johna Ma'Lena	Rice University	to F/T Designated School Official/System	EX/08 12 months	\$25,000 yr.	\$40,500 yr.	01-02-14
8. Escobedo, Laura	Girl Scouts of San Jacinto Council	to F/T Financial Coach /SE	EX/07 12 months	\$37,000 yr.	\$37,500 yr.	01-02-14
9. Foster, Shanell	H & R Block	to F/T Financial Coach /SW	EX/07 12 months	\$14,400 yr.	\$39,960 yr.	01-02-14
10. Garrett, Michael	Everest Institute	to F/T Financial Aid Associate/NW	EX/07 12 months	\$48,992 yr.	\$41,163 yr.	01-02-14
11. Hancock, Anthony	St. Phillips	to F/T Associate Dean Workforce/SW	EX/11 12 months	44,352 yr.	\$82,449 yr.	01-16-14
12. Hawthorne, Omesha	HCCS P/T Secretary/Central	to F/T Secretary II/Central	NE/07 12 months	\$9,075 yr.	\$34,495 yr.	01-02-14

INFORMATION ITEMS - NO BOARD ACTION REQUIRED
NON-FACULTY (REGULAR)

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
13. Hendrickson, Mareo	St. Louis Community College	to F/T Senior Advisor/ NW	EX/08 12 months	\$40,620 yr.	\$44,800 yr.	01-02-14
14. Ingram, Kim	HCC Sr. Advisor/NE	to F/T Advisor Senior/ Central	EX/08 12 months	\$65,951 yr.	\$65,951 yr.	01-02-14
15. January, Wanda	HCCS P/T Secretary/ SW	to F/T Secretary II/ Coleman	NE/07 12 months	\$9,075 yr.	\$34,495 yr.	01-02-14
16. Jensvold, Patricia	HCCS F/T Associate Dean/Student Dev./SW	to F/T Counselor/ System	EX/10 12 months	\$103,934 yr.	\$90,514 yr.	01-02-14
17. Philistin, Joel	Rising Tide Capital	to F/T Financial Coach/ Central	EX/07 12 months	\$12,000 yr.	\$ 36,000 yr.	01-13-14
18. Phillips, Imani	CVS Caremark	to F/T Manager - eLearning Dev/System	EX/10 12 months	\$64,000 yr.	\$70,469 yr.	01-02-14
19. Stoller, Andrea	HCCS F/T Alumni Specialist/System	to F/T Coord. Alumni Relations & Retention Associate/System	EX/09 12 months	\$45,958 yr.	\$52,852 yr.	12-16-13

INFORMATION ITEMS - NO BOARD ACTION REQUIRED
NON-FACULTY (REGULAR)

SEPARATIONS OF EMPLOYMENT

Goodwin, Wendi Wendy Goodwin, Program Director, Business Support Services for Northwest Campus, effective January 18, 2014.
Hall, Betty Betty Hall, Financial Aid Associate for System, effective December 11, 2013.
Hoffman, Janie Janie Hoffman, Dental Hygiene Instructor for Coleman College, effective December 11, 2013.
Lewis, Jeffrey Jeffrey Lewis, Geology Instructor for Southwest College, effective December 15, 2013.
Moore, Kate Kate Moore, English Instructor for Qatar, effective December 20, 2013.

RETIREMENTS AND DECEASED

Bawcom, Linda Linda Bawcom, ESL Instructor for Central College, retired effective December 16, 2013.
Bishop, Martha Martha Bishop, ESL Instructor for Southwest College, retired effective December 16, 2013
Sherwood, Larry Larry Sherwood, Peace Officer for System, retired effective January 31, 2014.
Cathey, William William Cathey, Campus Manager II for Southwest College, retired effective January 2, 2014.

Credentials & Selection Process -
Staff (No Board Action Required)

Board Meeting: January 23, 2014

**INFORMATION ITEMS – NO BOARD ACTION REQUIRED
 NON-FACULTY (REGULAR)**

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
1. Adewunmi, Oluwatoyos	<i>Lab Assistant, Sr.</i> Associate's degree in Science required. One + years of experience in a science laboratory setting preparing agents and solutions for experiments required	BS in Biomedical Science	Job Vacancy Notice-3510
		Research Asst. 2 mos.	-HR Referred-20
		Lab Assistant 1 mo.	-Hiring authority evaluated and interviewed-2
		Teaching Asst. 1yr. 4 mos.	-Applicant selected- External P/T to F/T
		Total 1yrs. 7 mos.	
2. Allen, Corey	<i>Sr. Human Resources Representative</i> Associate's degree required. Four (4) years of directly related work experience may be substituted in lieu of degree. Three (3) years of employment related work experience required in an Employment office setting required.	MBA in Business Administration	Job Vacancy Notice-4220
		BBA in Interdisciplinary Business	-HR Referred-44
		HR Rep II 4 mos.	-Hiring authority evaluated and interviewed-8
		Recruiter 6 mos.	-Applicant selected-External HCC F/T Temp to F/T
		HR Specialist 5 yrs. 9 mos.	
		Total 6 yrs. 7 mos.	
3. Ardoin, Chris	<i>Financial Coach</i> Bachelor's degree required. Minimum of three (3) years of work experience in a related field. Bilingual in English and Spanish preferred.	BS in Interdisciplinary Studies	Job Vacancy Notice-4195
		Adjunct Instructor 1 mo.	-HR Referred-61
		Default Prvntn Offr 6 mos.	-Hiring authority evaluated and interviewed-16
		Sales Associate 4yrs. 6 mos.	-Applicant selected-External New Hire F/T
		Total 5yrs. 1 mo.	

January 23, 2014

INFORMATION ITEMS – NO BOARD ACTION REQUIRED

NON-FACULTY (REGULAR)

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee’s Credentials</u>	<u>Selection Process</u>
4. Crockett, Anita	<i>HR Coordinator, Employment Eligibility & Compliance</i> Bachelor’s degree in Human Resources or a related field required. Min. of (3) years of employment eligibility & compliance Exp., including verifying visa & I-9 documents, preferably in a Human Resources work setting or three (3) years of exp. working with int’l students in the employment process & I-9s.	MS in HR Development BBA in Management Site Director 1yr. 4 mos. Int’l Std Advsr 12 yr. 9 mos. Total 14 yrs. 1mo.	Job Vacancy Notice-4273 -HR Referred17- -Hiring authority evaluated and Interviewed5- -Applicant selected-External New Hire F/T
5. Cruz, Heraclio	<i>SEVIS Compliance Officer</i> Bachelor’s degree required. Five (5) years work experience, two (2) years of which should be working with SEVIS in a post secondary institution.	BBA in Admin. Mgt. DSO Advisor 6 yrs. 4 mos. Enrollment Asst. 1 yr. 6 mos. Total 7 yrs. 10 mos.	Job Vacancy Notice-4250 -HR Referred-12 -Hiring authority evaluated and interviewed-3 -Applicant selected-Internal HCC F/T
6. Escobedo, Laura	<i>Financial Coach</i> Bachelor’s degree required. Minimum of three (3) years work experience in a related field. Bilingual in English and Spanish preferred	MA in Counseling Volunteer Exp. Mgr. 1 yr. 3 mos. Mgt. Intern 2 yrs.6 mos. Scoring Supvr. 2 yrs.2 mos. Total 5yrs. 11mos.	Job Vacancy Notice-4195 -HR Referred-61 -Hiring authority evaluated and interviewed-16 -Applicant selected-External F/T New Hire

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**INFORMATION ITEMS – NO BOARD ACTION REQUIRED
 NON-FACULTY (REGULAR)**

Name	Job Title/Requirements	Nominee's Credentials	Selection Process
7. Davis, Kimberly	<i>Manager, Faculty Development Services</i> Master's degree in Education. Two (2) years of learner-centered curriculum and faculty development experience, both in academic and workforce (WECM) environments.	MS in Instructional Design Instr. Designer 3 yrs. 2 mos. Admin. Asst. 8 yrs. 0 mos. Production Artist 2 yrs. 1 mo. Total 13 yrs. 3 mos.	Job Vacancy Notice-4303 -HR Referred-5 -Hiring authority evaluated and interviewed-3 -Applicant selected-Internal HCC F/T
8. Davis-McClendon, Johna Ma'Lena	<i>Designated School Official/Student Advisor International</i> Bachelor's degree in a related field required. Two (2) years of work exp. in a post-secondary institution.	MEd in Education Special Project Asst. 4 mos. Int'l Adm. Offcr. 1 yr. 6 mos. Enrllmnt Srv Asst 2 yrs. 7 mos. Total 4 yrs. 5mos.	Job Vacancy Notice-3569 -HR Referred-172 -Hiring authority evaluated and interviewed-4 -Applicant selected-External New Hire F/T
9. Escobedo. Laura	<i>Financial Aid Officer</i> Bachelor's degree required. Minimum of three (3) years of work experience in a related field.	B.A. in Spanish Language Vol. Exp Mgr. 1 yr. 3 mos. Mgmt. Intern 2 yrs. 5 mos. Scoring Supervisor 2 yrs. 2 mos. Personal Banker 2 yrs. 4 mos. Total 8 yrs. 2 mos.	Job Vacancy Notice-4195 -HR Referred-61 -Hiring authority evaluated and interviewed-16 -Applicant selected-External New Hire F/T

INFORMATION ITEMS – NO BOARD ACTION REQUIRED

NON-FACULTY (REGULAR)

Name	Job Title/Requirements	Nominee's Credentials	Selection Process
10. Foster, Shanell	<i>Financial Coach</i> Bachelor's degree required. Minimum of three (3) years work experience in a related field. Bilingual in English and Spanish preferred	BBA. in Finance Office Mgr. 4 yrs. 2 mos. Financial Spclst. 4 yrs. 1 mo. Total 8 yrs. 3 mos.	Job Vacancy Notice-4195 -HR Referred-61 -Hiring authority evaluated and interviewed-16 -Applicant selected-External F/T New Hire
12. Garrett, Michael	<i>Financial Aid Associate</i> Bachelor's degree required. Minimum of three (3) years of work experience in a related field. Experience working with security sensitive information and confidential records.	BS in Parks & Comm. Recreation Dir. Student Accts. 3 yrs. 2 mos. Fin. Aid Asst. 10 mos. Total 4yrs. 0 mos.	Job Vacancy Notice-4125 -HR Referred-71 -Hiring authority evaluated and interviewed-4 -Applicant selected-External F/T New Hire
11. Hancock, Anthony	<i>Associate Dean, Workforce</i> Master's degree required. Five (5) years of directly related experience in the management, development and successful administration of workforce instructional programs.	PHd in Educational Admin. Program Mgr. 4 yrs. 0 mos. Dir. Coord.-Tech 8 yrs 5 mos. Total 12yrs. 5 mos.	Job Vacancy Notice-4172 -HR Referred-32 -Hiring authority evaluated and interviewed-3 -Applicant selected-External New Hire F/T

**INFORMATION ITEMS – NO BOARD ACTION REQUIRED
 NON-FACULTY (REGULAR)**

Name	Job Title/Requirements	Nominee's Credentials	Selection Process
12. Hawthorne, Omesha	<i>Secretary II</i> High school diploma or equivalent reqd. Two (2) years of secretarial experience required.	High School Diploma Secretary 1yr. 1 mo. Office Asst. 6 mos. Owner/Operator 5 yrs. 0 mos. Total 6yrs. 7 mos.	Job Vacancy Notice-4231 -HR Referred-67 -Hiring authority evaluated and interviewed-9 -Applicant selected-External HCC P/T to F/T
13. Hendrickson, Mareo	<i>Senior Advisor</i> Master's degree required. Minimum of three (3) years of work experience in a post-secondary institution advising setting.	BA in Theatre & Dance Advisor 8 mos. Fin. Asst. Counselor 1 yr..2 mos. Student Serv. Asst. 1 yr. 5 mos. Total 3 yrs. 3 mos.	Job Vacancy Notice-4206 -HR Referred-65 -Screening Committee Interviewed-20 -Hiring authority evaluated and interviewed-N/A -Applicant selected- External F/T New Hire
14. Ingram, Kim	<i>Advisor Senior</i> Master's degree required. Minimum of three (3) years of work experience in a post-secondary institution advising setting.	MA in Rehabilitation Counseling Senior Advisor 1 yr. 3 mos. Counselor 2yrs. 10 mos. Total 4yrs. 1 mos.	Job Vacancy Notice-4206 -HR Referred-65 -Screening committee Interviewed-20 -Hiring authority evaluated and interviewed-N/A -Applicant selected-External F/T New Hire

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**INFORMATION ITEMS – NO BOARD ACTION REQUIRED
 NON-FACULTY (REGULAR)**

Name	Job Title/Requirements	Nominee's Credentials	Selection Process
15. January, Wanda	<i>Secretary II</i> High School diploma or equivalent reqd. Two (2) years of secretarial experience Required.	High School diploma Secretary 2yrs. 5mos Customer Sales 1yr. 3mos. Total 8yrs. 8mos.	Job Vacancy Notice-4256 -HR Referred-47 -Hiring authority evaluated and interviewed-7 -Applicant selected-External HCC P/T to F/T
16. Jenvold, Patricia	<i>Counselor</i> Master's degree with a concentration in Counseling. Three (3) years of experience counseling adult populations, preferably in a higher education counseling setting.	MEd in Counseling Psychology Assoc Dean Std Dev 7 yrs. 2 mos. Counselor 19 yrs. 11mos Total 27 yrs. 1 mo.	Job Vacancy Notice-4241 -HR Referred-25 -Hiring authority evaluated and interviewed-3 -Applicant selected-Internal HCC F/T
17. Philistin, Joel	<i>Financial Coach</i> Bachelor's degree required. Minimum of three (3) years of work experience in a related field. Bilingual in English and Spanish preferred.	M.P.A. in Public Administration Bus. Accln Srv Pro 10 mos. Comm & Rsrc Coord. 2 mos. Fin. Svcs. Rep. 1 yr 6 mos. Asst. Branch Mgr. 4 yrs.3 mos. Total 6yrs. 9mos.	Job Vacancy Notice-4195 -HR Referred-61 -Hiring authority evaluated and interviewed-16 -Applicant selected-External New Hire F/T

**INFORMATION ITEMS – NO BOARD ACTION REQUIRED
 NON-FACULTY (REGULAR)**

Name	Job Title/Requirements	Nominee's Credentials	Selection Process
18. Philips, Imani	<i>Manager e-Learning Development</i> Bachelor's degree required. Five (5) or more years experience in technical training design and delivery or equivalent work. experience required.	MA in Performance & Tng. Tech Sr. Analyst Op 1 yr. 5 mos. Analyst Training. 5 yrs. 6 mos. Total 6 yrs. 11 mos.	Job Vacancy Notice-4272 -HR Referred-17 -Hiring authority evaluated and interviewed-4 -Applicant selected-External New Hire F/T
19. Stoller, Andrea	<i>Coordinator, Alumni Relations and Retention Associate</i> Bachelor's degree required. Two (2) years of experience working in public relations development, or educational institution position or related field required.	BS in Education Alumni Specialist 1yr. 1mo. Comm. Rel. Mgr. 1yr. 0 mos. Prog. Dev. Director 6 mos. Total 2 yrs. 7 mos.	Job Vacancy Notice-4269 -HR Referred-4 -Hiring authority evaluated and interviewed-1 -Applicant selected-Internal HCC F/T