

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

September 12, 2013

Minutes

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

MEMBERS PRESENT

Bruce A. Austin, Chair
Sandie Mullins, *Vice Chair*
Eva Loreda, Secretary
Leila Feldman
Yolanda Navarro Flores
Herlinda Garcia
Christopher Oliver
Carroll G. Robinson
Neeta Sane

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
Diana Pino, Vice Chancellor, Student Success
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

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

CALL TO ORDER

Mr. Austin, Chair called the meeting to order at 5:06 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

Motion - Mr. Robinson moved to take item A.4 regarding the update on bond CIP out of order. Mrs. Flores seconded. The motion passed with a vote of 7-0.

UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

Mr. Winston Dahse noted that Jacobs Project Management Co., Program Manager was available to provide an update regarding the bond program.

Mr. Austin inquired if there would be a presentation. Mr. Dahse informed that the item is to report information.

Mr. Oliver inquired who provided the handout entitled Jacobs. Mr. Dahse apprised that he provided the information in the agenda book.

Mrs. Garcia noted that her questions are for Dr. Irene Porcarello and Dr. William Harmon and noted that since she represents their district, she wants to make certain the meetings were held. Dr. Harmon informed that he met with Jacobs for four hours. Mrs. Garcia inquired of the discussion during the meeting. Dr. Harmon apprised that the discussion included the needs of Central College from a facilities standpoint.

Dr. Porcarello noted that she met with Jacobs for 3.5 hours to discuss priorities, and structure for Eastside and Fraga and programs.

Mrs. Garcia informed that the imperativeness of her inquiry is to make certain input is provided in the best interest of the students and the college. Dr. Porcarello apprised that regular weekly meetings with the Program Managers are scheduled.

Mrs. Garcia inquired as to who are the project managers to make certain projects are on task. Mrs. Byas informed that there are six project managers, which contracts are currently being finalized and negotiated and three in-house staff.

Mrs. Garcia noted that her inquiry is regarding the internal project managers who are overseeing other projects to ensure that everything is been done correctly. She requested a manning chart with names and which colleges they oversee.

Mr. Austin clarified that Mrs. Garcia request is a manning chart of all internal projects. Mrs. Byas apprised that there is a manning chart in the book with names included.

Mr. Robinson requested an amended chart showing that the Audit Committee would oversee the Board Oversight Committee. He requested the expenditures for professional services be provided to the Board. Mrs. Byas noted that there would be a review.

Mr. Robinson informed that a change order process procedure needs to be implemented. He apprised that there needs to be more details to allow for a review by the Board or the Audit Committee.

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Mr. Austin noted that the Presidents are involved in the programming process. Mr. Robinson informed that any change orders need to be discussed with the Board and that it is not a discussion or decision of the Administration only. He apprised that there needs to be a procedure in place to address the changes.

Mr. Robinson noted that he brought up the issue regarding the small business program as it relates to subcontractors for the Architects and Engineers. He informed that there needs to a formal program provided to the Board regarding construction solicitation such as Construction Manager at Risk (CMAR) or competitive sealed bid.

Mr. Robinson informed that there needs to be a discussion of Indefinite Delivery, Indefinite Quantity (IDIQ).

Mr. Austin apprised that he discussed with Mr. Dahse and administration a process from design, value engineering, construction, small business or any other special programs. He noted that he provided a concept of the small business program to administration two years ago to include a mesh of programs from the Port of Houston and the Metropolitan Transit Authority (METRO).

Mr. Robinson informed that the discussions now need to center on more concrete details as opposed to generic timelines.

Mr. Oliver apprised that he needs to know how much has been expended and what is the timeline for spending.

Mr. Austin noted that he requested that Bond Counsel look into a three year spending deadline as opposed to five years.

Mr. Tom Sage informed that the college is on target for year one; however, year two will be a challenge. He apprised that the three year spending deadline is self-imposed as the tax code allows for a five-year spend out.

Mr. Robinson inquired of the amount spent thus far. Mr. Dahse noted that the current amount expended is approximately \$30 million.

Mr. Robinson requested that there be more detail information provided not abstract responses.

Mrs. Garcia inquired of the number of members on the team from Andrews Kurth. Mr. Sage informed that there are approximately seven attorneys assigned to bond project.

Mrs. Garcia apprised that it must be assured that the information requested is provided. She noted that there needs to be delineated information showing the status.

(Mrs. Sane stepped out at 5:33 p.m.)

(Mr. Oliver stepped out at 5:33 p.m.)

(Mr. Robinson stepped out at 5:33 p.m. but returned because the quorum was lost)

Mrs. Garcia informed that her recommendation was that there needs to be a person at the top who is looking out for the best interest of the institution. She apprised that the Board would need to make a recommendation regarding the person.

Mrs. Flores noted that Mr. Dahse mentioned that there have been discussions with the presidents. She informed that there have been some concerns raised by the community that they were not involved in the process and inquired what can be done to make certain that the community is included. Mr. Dahse apprised that the effort is to make certain that the community is included.

Mrs. Flores noted that there should be an effort to include the community on the front end. Mr. Dahse informed that it is understood that everyone wants to fast track and move things along; however, there has to be enough information gathered so that there can be an inclusive effort.

Mr. Austin apprised that normally there is a community charrete to gather the community's desire and inquired when there will be an outreach.

Mrs. Garcia notified that there needs to be a community outreach and with at least 1,000 individuals in attendance at Southeast College so that the community understands what is happening. She informed that the Board's responsibility is to the taxpayers and community. She informed that the community should not continue to be overlooked.

Mrs. Feldman asked Dr. Garza to provide insight regarding Southwest College outreach because she is aware that there have been information sessions held with good attendance. Dr. Garza informed that there has been an outreach through Mr. Dahse with the Brays Oak Management District with over one hundred in attendance. She apprised that an information session regarding West Loop and Gulfton will be held with Houston 2000 and that Missouri City will be addressed in October.

Mrs. Garcia apprised that Communications and the Public Relations firm needs to assist in getting the word out regarding community outreach.

Mr. Robinson noted that his anticipation was not so much as if a meeting has been held with the presidents but more of one from a macro standpoint along the lines of self-insured program, CMAR or complete sealed bid, design manual, IDIQ, or update on big issues that have been discussed since the bond approval.

Mr. Robinson informed that his next big issue will be regarding the preliminary budget on what the presidents anticipate the needs to operate the buildings. He apprised that he is not interested in the town hall meetings because that is the presidents' responsibility. He noted that there needs to be a running tab on expenditures and what the program fees are.

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Mr. Robinson informed that his desire is to know how the construction solicitations should be written.

Mr. Dahse apprised that the desire is to provide an overview of the expected methods and possibly hold a meeting or retreat to provide the information in details.

Mr. Austin noted that a quorum is about to be lost and informed that the full Board needs to be informed. He informed that a comprehensive review needs to be provided. Mr. Dahse apprised that he agrees that there needs to be a comprehensive review.

Motion - Mr. Robinson motioned and Mrs. Feldman seconded to move the remaining items to the next Board meeting. The motion passed with a vote of 5-0. The following items were moved to the Regular meeting:

- Investment Report For The Month of July 2013
- Monthly Finance Report for August 2013
- Payment to Bracewell & Giuliani LLP for Professional Services

Mr. Austin recommended that the Chancellor gather the requested information for a presentation to the Board.

ADJOURNMENT

With no further business, the meeting adjourned at 5:55 p.m.

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

Minutes Approved: October 17, 2013