

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

November 19, 2015

Minutes

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, November 19, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Chair*
Zeph Capo, *Committee Member*
Eva Loreda, *Committee Member*
Carolyn Evans-Shabazz, *Alternate Committee Member*
Robert Glaser
Neeta Sane
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Valerie Simpson for Ashley Smith, General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Irene Porcarello, President, Southeast College
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Madeline Burillo, Interim Acting President, Southwest College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani; and other administrators.

CALL TO ORDER

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 3:18 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

Motion moved

CHANCELLOR'S PERFORMANCE GOALS FOR 2015-16

Dr. Narcissa Polonio presented via video conference the Chancellor's Performance Goals for year 2016 through year 2018.

Summary of FY2016 to FY2018 Goals

Domain 1: Participation: Enrollment Growth

The Participation Domain defined with the THECB Higher Education Accountability system used to track performance on critical measures that add more students to an institution.

Mr. Capo requested what is the base line number that we are starting with to calculate the 2%.

Dr. Polonio reported that it is based on the 2014 actuals and it takes into effect when the Chancellor's does a 3 year projection.

Domain 2: Success

The Success Domain defined within the THECB Higher Education Accountability System used to track performance on critical measures that contribute to student completion.

Mr. Capo inquired what are the pieces that help determine the course and class that should be lined up to ensure the goals are aligned?

Dr. Polonio stated it should be aligned in the Strategic Plan and with the Workforce Program.

Dr. Maldonado reported we will begin with the facility utilization and align our courses with the labor market demands. The strategic plan will be used to guide the strategies that we put together for which and when the courses should be offered.

Domain 3: Fiscal and Facilities

Fiscal and Facilities Domain consists of financial measures as defined in the THECB Higher Education Accountability System plus local measures designed to track performance on financial and CIP matters.

(Trustee Sane arrived at 3:35 p.m.)

Dr. Tamez inquired regarding the facilities audit review as it relates to what we own, the CIP management and completion dates and asset report.

Dr. Maldonado advised the chart is included in Domain #3 as asset management.

Dr. Tamez requested that an asset report be included in Domain #5 quarterly.

Domain 4: External Relations

The External Relations Domain relates to activities that nurture community support and appropriate recognition for the college.

Dr. Tamez requested Domain 4.6 be revised to reflect the emphasis on the Chancellor being out in the community. She requested the sentence restructure reflect the following: Working collaboratively with the Board and individual trustees to promote HCC throughout the service area “including specific outreach directly to the community”.

Domain 5: Governance

The Governance Domain relates to the support and information provided to the Board and activities that foster board collaboration to achieve the mission of the institution and foster quality education, effective and efficient operations and performance.

(Trustee Mullins arrived at 4:10 p.m.)

Ms. Sane asked if our goals for 2015-2016 at HCC are in line with the national goals to increase the participation and graduation rate by 50% by 2020.

Dr. Polonio advised that the strategic plan would better answer those questions at this point. She noted that you would have a better feel once you get the strategic plan. The plan should cover your institutional effectiveness and student success plan.

Trustee Capo recommended Domain 5.3 be changed to “improve public image and relations” instead of improve media relationships.

Dr. Tamez apprised that she does expect us to meet our stretch goals.

Vote – The motion passed with a vote of 3-0.

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 4:11 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. Dr. Tamez 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.

Dr. Tamez reconvened the meeting in Open Session at 4:46 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Capo, Loredo, Mullins, Sane, Tamez and Wilson)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:46 p.m.

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena
Manager, Board Services

Minutes Approved as Submitted: _____