

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

**January 31, 2014**

**Minutes**

The Permanent Chancellor Search Committee of the Board of Trustees of Houston Community College held a meeting on Friday, January 31, 2014, at the HCC Administration Building, 2<sup>nd</sup> Floor, 3100 Main in Seminar Room B, Houston, Texas.

**MEMBERS PRESENT**

Adriana Tamez, *Committee Chair*  
Robert Glaser, *Committee Member*  
Sandie Mullins, *Committee Member*  
Zeph Capo, *Alternate Committee Member*  
David B. Wilson

**ADMINISTRATION**

Destinee Waiters, Acting General Counsel  
Shantay Grays, Chief of Staff

**OTHERS PRESENT**

Narcisa Polonio, Association of Community College Trustees  
Richard Sanchez, Association of Community College Trustees (via conference call)  
Michelle Novak, President, Faculty Senate  
Ava Cosey, President, COPA  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 11:45 a.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

**DISCUSS AND/OR CONSIDER RECOMMENDATIONS RELATING TO THE PERMANENT CHANCELLOR SEARCH PROCESS AND PROCEDURES, INCLUDING BUT NOT LIMITED TO POSTING AND ANNOUNCEMENT, JOB DESCRIPTION, PROFILE, SEARCH PROCESS, TIMELINES AND BUDGET; AND ANY OTHER RELATED AUTHORIZATIONS**

Mrs. Tamez informed that the items scheduled for discussion were report items to provide an overview of the Chancellor Search process to include review of Permanent Chancellor Search Committee and Chancellor Search Advisory Committee (CSAC).

*(Mr. Wilson joined the meeting at 11:45 a.m.)*

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Dr. Tamez informed that agenda items B and C under topics for discussion and/or action would be discussed under item A.

Dr. Narcisa Polonio provided a historical overview of the Chancellor Search process. She noted that there were community forums held in October where the college and community were invited to provide input regarding the draft chancellor profile. She informed that the draft was reviewed by the CSAC and then presented to the Board for feedback and was finally approved by the Board on November 21, 2013.

Dr. Polonio apprised that the advisory committee must use the profile in reviewing the applications. She noted that the Permanent Chancellor Search Committee would also use the profile regarding the interview process.

Mr. Glaser inquired if the information in the profile was vetted through legal. Dr. Polonio informed that the information was developed according federal guidelines.

Dr. Polonio provided a review of the Chancellor Profile. She apprised that profile includes an introductory (first three paragraphs providing an overview of the college) and eleven challenges and opportunities. She reviewed each of the challenges and opportunities. Dr. Polonio noted that the remainder of the profile dealt with ideal characteristics and qualities. She informed that the final portion is the minimum qualifications. Dr. Polonio apprised that if the qualifications are noted met, then the candidate does not have to be considered.

Ms. Mullins noted that the opportunity to provide feedback online was available if someone was not able to attend the various community forums.

Dr. Tamez asked that the roles and responsibilities of the Chancellor Search Advisory Committee be reviewed. Dr. Polonio informed that the appointment of the Chancellor is solely the Board's responsibility. She apprised that the CSAC's role is to assist in the first stage of the process. Dr. Polonio noted that the CSAC will interview and make recommendations of a minimum of five candidates to the Board Permanent Search Committee for consideration.

Dr. Tamez inquired as to how the charge was communicated to the CSAC. Dr. Polonio informed that the CSAC was formally charged during the committee orientation. She apprised that the CSAC was informed that the Board has the right to bring in additional candidates as they determined and there will be invitational candidates.

Dr. Polonio noted that the CSAC has to follow the timeline established by the Board and noted that each of the CSAC members have a signed commitment to maintain confidentiality. She informed that once the candidates complete the video interviews and the CSAC names the semi-finalists, then the CSAC work will be completed.

Dr. Polonio apprised that the Permanent Search Committee will need to make a determination if the names of the semi-finalists would go straight to the Board.

Ms. Mullins noted that her understanding was that the Permanent Search Committee is a part of the CSAC and they would provide the names to the Board for consideration. Dr. Polonio informed that once the CSAC provides the names to the Permanent Search Committee, then a decision will need to be made if they will narrow the candidates or present the recommended number of possibly eight to the Board. She apprised that the Permanent Chancellor Search Committee will need to make a decision and express their opinion.

*(Mr. Wilson stepped out at 12:17 p.m.)*

Mr. Glaser inquired of the role of the Permanent Chancellor Search Committee. Ms. Mullins noted that the Permanent Chancellor Search Committee will need to determine the process. Dr. Polonio informed that the difficulty will possibly be that a candidate may not want to interview with a search committee but only with the full Board.

*(Mr. Wilson returned at 12:19 p.m.)*

Mr. Capo apprised that he does not want to turn down any candidates; however, he does have concerns that a process is in place and wants to make certain that the advisory committee work does not become lost in the process. He inquired if the CSAC has been informed of the process.

Dr. Polonio noted that the best thing to do is to inform from the beginning of the possibilities. She agreed that the process has to be done in a satisfactory manner.

Dr. Tamez apprised that there has to be consideration of bringing the CSAC back to inform of the changes if additional interviews are warranted. Dr. Polonio noted that there must be total confidentiality as much as possible because some candidates will not put their names in for running unless they are assured of total confidentiality.

Dr. Tamez informed that confidentiality is imperative top candidates could be lost. She asked how to protect the confidentiality of the candidates.

Dr. Polonio noted that she assumes that there will be internal candidates. She informed that it is not unusual. She apprised that this means that there will be those serving on the committee who will know the internal candidates.

Dr. Sanchez noted that there have been those who are currently doing well in their positions; however, they need to be assured of confidentiality before moving forward with process.

Mr. Glaser inquired of the protocol of the confidentiality of the internal candidates. Dr. Polonio informed that all applications are submitted to the consultants directly. She apprised that the applications will be reviewed under a sequester process.

Dr. Sanchez noted that all committee and Board members have signed the confidentiality statement.

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Dr. Tamez informed that the new Trustees are scheduled to sign the statement before leaving the meeting.

Dr. Polonio apprised that violation of the confidentiality could also provide a potential for litigation.

Dr. Tamez discussed the CSAC listing and inquired if Mr. Wilson would leave the current appointment. Mr. Wilson informed that he is satisfied with Mr. William White as the current representative. Mr. Wilson will reach out to Mr. White to make certain that he will continue to serve.

Dr. Tamez inquired if the members of the Permanent Search Committee could withdraw and determine if they would like to appoint a community at-large representative. Dr. Tamez polled each committee meeting.

Mr. Glaser appointed Dianne Johnson to serve on his behalf and Mr. Capo appointed Dr. Alma Lara.

Ms. Mullins informed that those members choosing to appoint would not serve on the CSAC. Dr. Polonio apprised that the Board has a right to attend CSAC meetings. She inquired if there is anything preventing the other Trustees from participating. She noted that the Trustees not on the CSAC would not vote.

Dr. Polonio inquired for clarification if the members would be allowed to participate.

Mr. Glaser and Mr. Capo both agreed that they would not participate in the CSAC. Dr. Polonio clarified that any Board member could participate in the process. Dr. Tamez informed that either the appointment or the Trustee serving would represent each district.

Dr. Polonio inquired of the process should one of the members not attend the meetings. Dr. Tamez recommended including verbiage to the memorandum scheduled to go out to the CSAC to remind members of confidentiality and meeting attendance requirements.

Dr. Polonio apprised that the CSAC members are aware that they should be present for the full participation. She recommended exclusion from an equitable standpoint. She noted that it is important to tell the community upfront that they should be present for the entire process or they will not be able to vote.

Ms. Mullins requested that the notice provided is mild regarding the attendance language.

Dr. Polonio informed that Dr. Sanchez will work with the newly appointed CSAC members regarding an orientation.

Dr. Tamez requested that the roles and responsibilities be provided to the CSAC members prior to the meeting on February 21, 2014. Dr. Polonio recommended attaching the charge and confidentiality statement as a review.

Mr. Glaser inquired of the process for the vetting process. Dr. Polonio apprised that the process would include a review of applications that includes the rating. She noted that there will then be a filtering process to include negative and positive. Dr. Polonio informed that additional candidates will be introduced at the end of the process. She apprised that this will provide an opportunity for comparison.

Ms. Mullins noted that the additional candidates should be included in the formal application process. Dr. Polonio informed that the process would include invitational candidates.

Ms. Mullins apprised that a memorandum should be sent to clarify that the sequester process will be used as oppose to the portal that was originally discussed.

Dr. Polonio reviewed the charge to the Chancellor Search Advisory Committee. She noted that the ground rules established will assist in keeping the meeting focus.

Dr. Polonio reviewed the timeline and informed that the schedule for the meeting on February 21, 2014 should be from 9:00 a.m. until 4:00 p.m. She informed that mid-March will be when the Board interviews the finalist(s).

Dr. Polonio provided an overview of the evaluating candidates' application materials.

Dr. Polonio provided an example to the Board should they be approached by someone inquiring if they should apply. She apprised that the response should be to direct the inquiry to the consultants.

Mr. Glaser expressed appreciation for the extension of the timeline to allow the new members to be acclimated. He noted that the effort should be to continue to move the process forward and expedite, if possible.

## **ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 1:05 p.m.

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

Minutes Approved as Submitted: January 27, 2014