

**MEETING OF  
COMMITTEE OF THE WHOLE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE  
January 15, 2015**

**Minutes**

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, January 15, 2015, at the HCC Administration Building, 2<sup>nd</sup> Floor, 3100 Main in Seminar Room B, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, *Chair*  
Robert Glaser, *Vice Chair*  
Adriana Tamez, *Secretary*  
Eva Loredo  
Sandie Mullins  
Christopher W. Oliver  
Carroll G. Robinson  
David Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
E. Ashley Smith, Acting General Counsel  
William Carter, Vice Chancellor, Information Technology  
Zachary Hodges, Acting Vice Chancellor, Academic Affairs  
Diana Pino, Vice Chancellor, Student Services  
Teri Zamora, Vice Chancellor, Finance and Planning  
Michael Edwards, Acting President, Coleman College  
Margaret Ford Fisher, President, Northeast College  
Fena Garza, President, Southwest College  
William Harmon, President, Central College  
Butch Herod, Acting President, Northwest College  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer

**OTHERS PRESENT**

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

**CALL TO ORDER**

Mr. Zeph Capo, Chair, called the meeting to order at 5:04 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

*(The following Trustees were present: Capo, Glaser, Loredo, Mullins, Oliver, Robinson, Tamez and Wilson)*

**CONSENT TO PAY UTILITY IMPACT FEES TO THE CITY OF HOUSTON**

Mr. Capo noted that the item was pulled by the Chancellor.

**CISCO EQUIPMENT SMARTNET MAINTENANCE CONTRACT (3-YEAR)**

Motion – Ms. Mullins moved and Ms. Loredo seconded.

Mr. Robinson requested an update on the effort to move the system forward in technology. Dr. Maldonado informed that a master plan for technology will be included in the strategic plan.

Mr. Oliver inquired if this item is part of the PeopleSoft transition and requested the amount expended on PeopleSoft. Dr. Maldonado apprised that the two items are separate.

Ms. Mullins noted that CISCO is an interlocal agreement and asked if this provided a discount. Dr. Maldonado apprised that this agreement exceeded the limit.

Mr. Capo inquired if there is a discount for not financing. Mrs. Teri Zamora stated that there is no discount.

Mr. Robinson recommended utilizing an open architecture to allow for building of a technology infrastructure. Dr. Maldonado informed that in the future it will be possible to change systems without interruption. He clarified that the action is for maintenance and not an upgrade.

Vote – The motion passed with vote of 8-0.

**INVESTMENT REPORT FOR THE MONTH OF OCTOBER 2014 AND FOR THE MONTH OF NOVEMBER 2014**

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

*(Trustee Oliver left at 5:15 p.m.)*

Mrs. Zamora provided an overview of the investment report for the months of October and November 2014. She also provided an update on changes to the report format.

Mr. Glaser inquired if investments are done in-house. Mrs. Zamora apprised that Coastal Securities advises on debt and that all investments are completed in-house.

Ms. Loredo asked if there is a benefit for changing banks. Mrs. Zamora informed that money is moved between banks for both deposits and investments as it benefits the college.

Vote – The motion passed with vote of 7-0.

**MONTHLY FINANCE STATEMENT AND BUDGET REVIEW FOR OCTOBER 2014  
AND THE MONTH FOR NOVEMBER 2014**

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

Mrs. Zamora provided an update on revenues and expenditures through November 2014. She noted that current expenditures are below 25%. Mrs. Zamora informed that taxes and tuition are coming in more quickly than last year.

Mrs. Zamora provided an overview of the fund balance.

Mr. Robinson inquired the balance of Fund 3 Unrestricted. Mrs. Zamora apprised that the balance is \$7.4 million.

Mr. Robinson requested the financial status of the Public Facilities Corporation to include bond capacity.

Mr. Wilson proposed to revise the budget to transfer funds back to savings to balance the budget. Dr. Maldonado noted that the excess from revenues flows to the reserve. Mr. Wilson clarified that he is requesting to move excess funds left in expenditures to the reserve. Dr. Maldonado informed that administration is not prepared to lower the budget at this time.

Mr. Robinson apprised that his recollection was that the \$8 million would come from property tax revenues not the fund balance. He requested the minutes to clarify statement regarding the \$8 million deficit.

Mr. Capo inquired if all excess funds are moved to the reserve fund. Mrs. Zamora confirmed that all excess funds are moved to the reserve.

Mr. Glaser requested to review the mid-year numbers to see if the numbers are closing the gap.

Vote – The motion passed with vote of 7-0.

**UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS**

Dr. Maldonado invited Mr. Chuck Smith to provide a status of the bond projects.

Mr. Smith provided an updated on the following:

- Groundbreakings
- Capital Expense
- Northline Parking Garage
- West Loop Project
- IRS Spending Projection
- Interns

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Mr. Robinson requested clarification as it relates to interns. Mr. Smith noted that currently there are six interns at three firms and there are nine firms. He informed that over the summer twenty interns were engaged with the nine firms.

Mr. Robinson requested the total amount spent on small business. Mr. Smith apprised that the amount is \$6.7 million.

Mr. Robinson inquired how much was spent on land purchases. Mr. Smith informed that approximately \$50 million cumulative has been spent on land purchases. He apprised that \$6.7 million has been paid to small business firms, which is 37% of the \$18 million expended on non-land transactions.

Mr. Capo requested that the meeting agendas be posted online so constituents could have access.

*(Mr. Robinson left at 5:37 p.m.)*

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 5:37 p.m.

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

Minutes Approved as Submitted: February 19, 2015