

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

**January 15, 2015**

**Minutes**

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting 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**

Adriana Tamez, *Committee Chair*  
Zeph Capo, *Committee Member*  
Robert Glaser, *Committee Member*  
Carroll G. Robinson, *Alternate Committee Member*  
Eva Loredo

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Shantay Grays, Chief of Staff  
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**

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 2:32 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, Robinson, and Tamez)*

**APPROVE INSTRUMENT FOR THE CHANCELLOR PERFORMANCE EVALUATION**  
Motion – Mr. Robinson motioned and Mr. Capo seconded.

Dr. Tamez advised that a copy of the second draft was provided. She reiterated that the Committee Chair and Chancellor were tasked with developing a draft for Board consideration as well as identifying a calendar for the Chancellor assessment.

Mr. Robinson noted that the instrument is good; however, his comments are related to the preliminary thoughts regarding the strategic plan. He recommended that if numbers are included, there needs to be consideration of a mid-term adjustment to the benchmarks and data points.

Dr. Maldonado apprised that there has been a discussion of developing a precise dashboard and baseline numbers. He noted that he would recommend using unduplicated headcount. Dr. Maldonado informed that the dashboard numbers are rolled into the strategic plan. He apprised that the calendar is in compliance with the contract and noted that the calendar is driven by the discussion with Dr. Byron McClenney regarding adjusting to include local performances to be agreed upon mutually.

Mr. Robinson informed that he would prefer that the calendar serve as the base calendar and to adjust the timeline for this year. Dr. Maldonado apprised that he would work with the Chair for acceleration to meet the closing date in August.

Mr. Derrick Mitchell noted that the amendment would denote the adjustment to be complete by August 30<sup>th</sup>. Dr. Maldonado informed that the deadlines for July are the ones included in the contract and recommended using these as the targets for this year.

Mr. Capo inquired if the ratings will be an average of the self-evaluation, advisory and Trustees. Dr. Tamez apprised that her impression would be to take it from a collective standpoint.

Mr. Robinson noted that the first two categories should not skew the Board's prospective negatively or positively. Dr. Tamez informed that the data from the Cabinet would be used as advisory data but the Board would make the final review.

*(Mr. Glaser arrived at 2:43 p.m.)*

Mr. Capo recommended highlighting the last line (overall) as it ultimately matters. Dr. Tamez apprised that there should be a box regarding total.

Dr. Maldonado inquired if there should be a box that states advisory. Dr. Tamez noted that there needs to be something that shows a final score from the Trustee.

Dr. Maldonado informed that the title of the document could be revised to state "Board of Trustees" instrument.

Houston Community College  
Chancellor Evaluation Committee Meeting – January 15, 2015 - Page 3

*(Ms. Loreda arrived at 2:46 p.m.)*

Mr. Mitchell apprised that the ratings are by letter and there are no numbers associated. Dr. Maldonado noted that his concern is that numbers tend to influence thinking to averages; however, each domain rating should be considered individually.

Mr. Mitchell informed that there may not be a need for the overall score. Dr. Tamez apprised that the instrument should remain as presented but noted that there should be an addition to denote the final rating by the Board.

Mr. Glaser informed that there should be a discussion regarding quantitative data to measure the performance.

Mr. Robinson apprised that the college is in the process of developing the new strategic plan. He recommended holding a dialogue by midpoint regarding the graduation rate and upcoming goals.

Dr. Tamez noted there is a need to get the baseline data quickly. Dr. Maldonado informed that the sooner the numbers are arrived determined; the sooner goals could be set. He apprised that he appreciates the space the Board is giving to derive at the number.

Dr. Tamez inquired of the timeframe for identifying the numbers. Dr. Maldonado noted that he would like the opportunity to meet with the Cabinet to review the numbers.

Dr. Tamez inquired if there could be a separation of the instrument and the calendar to show separate votes.

Motion – Mr. Capo moved and Mr. Robinson seconded to approve the Chancellor Performance evaluation form.

Mr. Mitchell advised that the motion could include both the form and calendar but there should be only one vote on the item.

Mr. Robinson withdrew the second.

Motion - Mr. Capo moved and Mr. Robinson seconded to approve the Chancellor Performance Evaluation form and Chancellor's Performance Evaluation calendar. The motion passed with a vote of 4-0.

## **ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 2:54 p.m.

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

Minutes Approved as Submitted: February 19, 2015