

**REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**September 17, 2015**

**Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Tuesday, September 17, 2015 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Zeph Capo, *Chair*

Robert Glaser, *Vice Chair*

Adriana Tamez, *Secretary*

Eva Loreda

Sandie Mullins

Neeta Sane

David Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor

Shantay Grays, Chief of Staff

Ashley Smith, Acting 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, Interim Vice Chancellor, Student Services

Teri Zamora, Senior Vice Chancellor, Finance and Administration

Madeline Burillo, Interim President, Southwest College

Margaret Ford Fisher, President, Northeast College

William Harmon, President, Central College

Kathleen Anzivino for Zachary Hodges, President, Northwest College

Phillip Nicotera, President, Coleman College

Rudy Soliz, Interim President, Southeast College

Janet May, Chief Human Resources Officer

Carme Williams, Executive Director, HCC Foundation

**OTHERS PRESENT**

Derrick Mitchell, Board Counsel, Bracewell & Giuliani

David White, President, Faculty Senate

Lillie Aranda, President, COPA

John P. Hansen, Trustee Elect, District VI

Jorge Rodriguez, Financial Advisor, Coastal Securities

Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Mr. Zeph Capo, Chair, called the meeting to order at 4:07 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, Loreda, Mullins, Sane, Tamez and Wilson)*

**PRAYER AND PLEDGE OF ALLEGIANCE**

Mr. Robert Glaser took a moment of silence for the victims and family of the Houston Independent School District (HISD) bus accident and led the prayer and the pledges.

**APPROVAL OF MINUTES**

Motion – Mrs. Sane motioned and Dr. Tamez seconded.

Vote - The motion passed with vote of 7-0. The following minutes were approved:

Approval of Minutes from Special meeting on August 10, 2015, meetings of Academic Affairs/Student Services Committee, Audit Committee, Committee of the Whole, and External Relations Committee on August 13, 2015, Chancellor Evaluation Committee and Regular meetings on August 20, 2015, and Special meeting on August 28, 2015

**AWARDS, PRESENTATIONS, AND RECOGNITIONS**

- **Check Presentation from Wells Fargo**

Mr. Capo announced that Wells Fargo Bank recently made a gift of \$20,000 to the HCC Foundation in support of scholarships and program support for our students. This marks the sixth year of gifts received from Wells Fargo toward this support, totaling \$120,000.

Mr. Capo informed that half of these funds are being used to fund scholarships for HCC's Bank Teller Training Program. These scholarships give much-needed financial assistance to low-income students pursuing their Marketable Skills Award in Teller Training at HCC. The Teller Training program has twice received an "Exemplary" ranking from the Texas Higher Education Coordinating Board, distinguishing it as an outstanding workforce program in the state.

Mr. Capo noted that the remainder of the Well Fargo's gift commitment has been used to establish endowments at each of the six Colleges for the area of greatest need as determined by the Presidents. This year, to align more closely with HCC Transformation goals, an endowment was established for programs within the Centers of Excellence for Manufacturing and Digital and Information Technologies. These contributions benefit students at HCC in perpetuity, securing Well Fargo's strong commitment to education for Houston's future workforce.

Mr. Capo expressed gratitude for this leadership support from such a strong community partner. He invited Ms. Roxanna Smith, District Manager, Mr. Tom Debesse, Area President with Wells Fargo, Dr. Madeline Burillo, Interim President, Southwest and Earl

Smith, who oversees HCC's Bank Teller Training Program, Suewan Johnson, HCC Foundation Treasurer, Ms. Carme Williams, Executive Director, HCC Foundation, and Ms. Bea Emanuel-Sims, Director of Development for Workforce to come forward for the check presentation.

**CHAIRMAN'S REPORT:**

Mr. Capo opened the floor for Trustee Reports:

- **Trustee District Reports**

District VIII - Ms. Loreda reminded the community of the second start and encouraged the community to attend college.

District VII - Mrs. Sane announced that September 17<sup>th</sup> is the Asian Scholarship Program (ASPIRE) and thanked the Trustees, Chancellor, HCC Foundation and volunteers, whose support has made the ASPIRE program very successful. She noted that over the past two years \$100,000 has been raised for scholarships.

District III - Dr. Tamez thanked administration, cabinet, faculty and staff for the work that is done every day. She noted that she attended the Gathering of Eagles luncheon on September 16, 2015.

Dr. Tamez thanked Dr. Rudy Soliz and Dr. Irene Porcarello for facilitating the Science, Technology, Engineering and Mathematics (STEM) Symposium along with the Gathering of Eagles. She noted that the Gathering of Eagles is a group of men and women who served their country and are giving back.

Dr. Tamez announced that the HCC Hispanic Scholarship Council held its kick-off reception September 15, 2015 and noted the annual luncheon is scheduled for October 9, 2015.

District V – Mr. Glaser informed that he has visited with several community groups over the past month. He noted that he met with Southwest Houston 2000 and learned of their desires and interest in the Brays Oak project. Mr. Glaser also attended a HCC Foundation Board meeting and the farewell reception for Dr. Fena Garza.

District VI - Ms. Mullins recognized Dr. Hodges for his participation and leadership with the steering committees in Spring Branch and Katy.

Mr. Capo apologized for missing the farewell reception for Dr. Fena Garza and the Hispanic Scholarship Council kick-off; he noted that September 15<sup>th</sup> was a tough day due to the HISD bus accident.

- **Board Meeting Schedule**

Mr. Capo announced that there will be two Public Hearings regarding the 2015 proposed tax rate; the first hearing will be held on Tuesday, September 22, 2015 at 3:30 p.m. and the second public hearing is scheduled for Thursday, October 1, 2015 at 3:30

p.m. Mr. Capo noted that both meetings will be held at 3100 Main, 2<sup>nd</sup> Floor, Auditorium.

Mr. Capo informed the next scheduled meeting date for the Committee and Committee of the Whole meetings is Thursday, October 8, 2015 and the Regular Meeting will be on Thursday, October 22, 2015.

#### **CHANCELLOR'S REPORT**

Dr. Cesar Maldonado provided the Chancellor's Report:

- **Hispanic Heritage Month**

Dr. Maldonado announced that from September 15<sup>th</sup> – October 15<sup>th</sup> HCC recognizes National Hispanic Heritage Month by celebrating the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America.

Dr. Maldonado noted that each of the colleges has scheduled various activities and events in observance of this national holiday. He informed that September 15<sup>th</sup> was chosen as the start of the celebration because it is the Independence Day of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua and in addition, Mexico and Chile celebrate their independence days on September 16<sup>th</sup> and September 18<sup>th</sup> respectively.

Dr. Maldonado encouraged support of the Hispanic Scholarship Council's annual Scholarship Fundraising Luncheon.

- **Recognition of Dr. Madeleine Burillo**

Dr. Maldonado welcomed Dr. Madeline Burillo in her new role as Interim President of Southwest College. He noted that Dr. Burillo has held the following positions at HCC, Director of Operations of Extended Learning, Associate Vice Chancellor Contract Training and Continuing Education and her most recent role of Associate Vice Chancellor of Workforce Education. Dr. Maldonado provided Dr. Burillo's educational background as follows, Bachelor of Arts Economics from the University of Puerto Rico, Master of Arts in Organizational Management from University of Phoenix and Doctorate in Educational Leadership from Sam Houston State University. He informed that Dr. Burillo's experience in workforce and distance education along with her leadership experience will be an asset as Interim President Southwest College.

- **Excellence in Financial Reporting Award**

Dr. Maldonado announced that HCC is the recipient of the Certificate of Achievement for Excellence in Financial Reporting awarded by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR).

Dr. Maldonado apprised that the Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its

attainment represents a significant accomplishment by a government and its management.

Dr. Maldonado congratulated Ms. Teri Zamora, Senior Vice Chancellor of Finance and Administration and members of the team who contributed to this significant achievement.

- **American Association of Community Colleges (AACC)**

Dr. Maldonado announced that the AACC has appointed Dr. Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer, to serve on the Commission of College Readiness. He informed that Dr. Beatty will be a great asset to the Commission in working towards developing models and decision making processes that serve the best interest of colleges, students and their communities.

- **Next Generation of Accountability Standards Committee**

Dr. Maldonado apprised that Dr. Catherine O'Brien, Associate Vice Chancellor, College Readiness, is serving on the Next Generation of Accountability Standards Committee. He noted that this work will coordinate HCC's visit from Donna Bahorich, Chair, State Board of Education and the Chair of the Commission on Next Generation of Accountability Standards on October 27, 2015.

- **Student Success Stories**

Dr. Maldonado noted that HCC recognizes current and former students for their hard work, determination, dedication and leadership on and off campus. He informed that HCC is proud to honor and celebrate their accomplishments; they are the definition of success stories at HCC. The following students were recognized:

- Juan Macias, Central College
- Dawt Tial, Coleman College
- Tracy Mattax, Northeast College
- Mikey Fields, Northwest College
- Berenice Macias, Southeast College
- Melvin Chatman, Southwest College

- **Introduction of College Office Professional Association (COPA) Leadership**

Dr. Maldonado acknowledged Mrs. Jodie Khan, outgoing president of COPA, who while serving as COPA President, was a member of the Chancellor's Transformation Team and the Compensation Committee. He thanked Mrs. Kahn for her leadership.

Dr. Maldonado welcomed incoming COPA President, Ms. Lillie Aranda. He informed that Ms. Aranda brings with her a wealth of executive support experience as having served in the capacity of Executive Secretary for former Vice Chancellors, Campus Presidents and Deans. He congratulated Ms. Aranda.

- **Faculty Senate Report**

Dr. Maldonado introduced the newly elected Faculty Senate President, David White. He informed that Mr. White is a faculty member at the Northeast College, where he was first hired as an adjunct Adult High School Instructor. Dr. Maldonado informed that Mr. White has taught American and Texas History at Northeast and Southwest Colleges, as well as Distance Education.

Dr. Maldonado apprised that Mr. White is a successful graduate of the HCC Faculty Internship Program and has been involved with the Faculty Senate since 2010. Dr. Maldonado noted that Mr. White is a proud Aggie, receiving degrees in History and Political Science from Texas A&M, a Master's degree in History from Indiana University. Dr. Maldonado informed that Mr. White's wife, Lauren, teaches at the Honor Roll School in Sugar Land and they have two children, Rebekah (8) and Benjamin (4).

Mr. White noted that September 17<sup>th</sup> is Constitution Day. In 1787, delegates from the convention in Philadelphia signed the document that serves as the framework for the federal government.

Mr. White provided an analogy of the transformation; he apprised like the Confederation of old, the college suffered some defects. He continued his analogy informing that like the Constitutional Convention, the transformation plan was shaped by a group of individuals who believed they had the best interests of the stakeholders, which in the beginning was the subject of debate and acrimony.

Mr. White apprised that transformation has accomplished many good things from the faculty perspective such as flexibility to serve students, creating opportunities for professional development, shared governance and a multi-year plan for faculty compensation.

#### **BIRTHDAY RECOGNITION**

Mr. Capo recognized Trustee Sandie Mullins who celebrated a birthday on September 15th.

#### **RECOGNITION OF TRUSTEE ELECT**

Mr. Capo recognized that Mr. John P. Hansen Trustee Elect, District VI was in attendance.

#### **HEARING OF THE CITIZENS**

The following individuals were present to speak:

- Ms. K. Kelly Meine

#### **AUTHORIZE THE DISPOSITION OF PROPERTY LOCATED AT 288 AND MACGREGOR**

Motion – Mrs. Sane moved and Dr. Tamez seconded.

Dr. Maldonado informed that the item is a request for the Board to declare the 9.18 acre tract at the northeast corner of State Highway 288 and North MacGregor Way (also known as Riverside Center) as excess to the College's immediate needs and authorize the Chancellor to

negotiate and execute the sale of the property at the appraised value at the time the property was acquired in 2013, with proceeds distributed to the CIP fund balance and projects within the current CIP.

Mrs. Sane inquired about the process to be utilized to ensure that equal opportunity is provided to all entities interested in purchasing the property.

Dr. Maldonado informed that the request today is permission to begin the process to sell the property. He apprised that the first step is for the Board to declare that there is no immediate need for the property. Dr. Maldonado apprised that administration will work with legal counsel to study the various options for selling the property.

Mr. Capo inquired about the priorities for the funds; he recommended that North Forest and Central College be considered first.

Dr. Maldonado noted that administration will bring forward a recommendation for utilizing the proceeds on the North Forest project as well as the completion of the Culinary Arts program. He informed that should there be any additional funds they would be distributed to other project(s).

Mr. Wilson noted that he supports the funds being distributed to the North Forest project.

Mr. Glaser apprised that his responsibility is to oversee the processes and delegate the details. He noted he would like transparency as it relates to transferring funds from one project to another.

Ms. Loreda informed that the original purpose of the land was to create an Early College High School that would specialize in the medical field. She apprised that since HISD opened their school in the area the decision was made to put more focus on Coleman College and not create a high school.

Mrs. Sane inquired if transaction fees were considered in valuing sale price. Dr. Maldonado noted that administration will provide the Board with the process to be utilized to include costs.

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

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

Dr. Maldonado informed that Mr. Charles Smith would provide the monthly CIP update.

Mr. Smith apprised that all the information is on the website and provided an update to include the following:

- Internships and Apprenticeships

Dr. Tamez inquired how the internship/apprenticeships opportunities are promoted. Mr. Smith noted that there is an internship recruitment website. Mr. Capó requested that the website be part of the HCC mobile app.

Mr. Smith continued the presentation:

- Funds Expended to Date
- Hayes Road Construction
- Northline Parking Garage
- Stafford Workforce Center
- West Loop Parking Garage
- Upcoming Events

Mrs. Sane inquired how many of the projects have received building permits. Dr. Maldonado informed that currently the city is issuing conditional permits which allow construction to begin; however, certificates of occupancy will not be provided until payment of impact fees is received. He apprised that currently administration is working with the city through an administrative appeals process to clarify.

Mr. Glaser recognized Mr. Smith for all his efforts on the bond projects.

Mr. Wilson inquired if the college has paid impact fees in the past. Dr. Maldonado noted that in March of 2014 impact fees were paid for the West Loop project. He informed that legal advice notes that HCC should be exempt through state statute.

Mr. Wilson clarified that his request is if the college has paid impact fees prior to the current CIP. Mr. Smith informed that the college has historically paid impact fees.

#### **UPDATE ON NORTH FOREST**

Dr. Maldonado requested Dr. Kimberly Beatty to provide an update on the North Forest project.

Dr. Beatty presented the following:

- Goals for the Project
  - Meet educational need
  - Meet community workforce needs
- Construction Timeline
- Next Steps

Ms. Loredó inquired if there is anything the Trustees can do to help progress quicker. Dr. Maldonado noted that any dialogue with elected officials would be helpful.

Mr. Glaser asked if the estimated permit time is based on prior permits. Mr. Smith noted that the cities of Missouri City and Stafford have fairly quick turnarounds; however, the City of Houston wait time is five months on average.



**PROPOSED RESTRICTED FUND BUDGET FOR FISCAL YEAR 2015-2016**

Motion – Ms. Loredo moved and Dr. Tamez seconded.

Dr. Maldonado informed that this is a request to approve the proposed restricted fund budget for fiscal year 2015-2016 in the amount of \$134,274,043.

Mrs. Teri Zamora apprised that the restricted fund consists of grants and federal and state financial aid budget. She noted that the proposed budget for grants is \$120,171,266, federal is approximately \$9.5 million, state is about \$1.5 million, city and other is \$2.1 million and financial aid is \$107 million.

Mrs. Zamora informed that health insurance and retirement contributions received from the state are recorded in the restricted fund account.

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

**PROPOSED AUXILIARY FUND BUDGET FOR FISCAL YEAR 2015-2016**

The item was pulled by the Board Chair.

**INVESTMENT REPORT FOR THE MONTH OF JULY, 2015**

Motion – Ms. Mullins moved Dr. Tamez seconded.

Mrs. Teri Zamora apprised that for the month of July investments earned \$243 thousand in interest bringing the total to \$2.3 million for the year. She noted that the weighted average was 45/100 of a percent and informed that all investments are aimed at safety, liquidity, maintenance of public trust and reward commensurate with the risk as per policy.

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

**MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR JULY, 2015**

Motion – Ms. Mullins moved Ms. Loredo seconded.

Mrs. Zamora provided an overview of the revenue and expenditures through July and informed the books would be closed later this month.

Mr. Wilson asked what the projected final budget numbers are. Mrs. Zamora informed that approximately \$15 million.

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

**ALUMNI & EMPLOYER SURVEYS AND RELATED SERVICES (PROJECT NO. 15-08)**

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

Dr. Maldonado informed that data is needed to make decisions for the community and one such tool is surveys. He apprised that a RFP was issued for alumni and employer surveys to

capture that data. Dr. Maldonado noted that Dr. Beatty would provide an overview of the instrument.

Dr. Beatty informed that the Cvent, Inc. software provides reporting and analytics. She apprised that the plan is to pilot in Workforce Programs to survey employers to see if students have the technical and soft skills to be prepared for the job. Dr. Beatty noted that former students will also be surveyed in terms of instruction and placement satisfaction.

Ms. Mullins recommended expanding the survey to entities that do not typically hire HCC workforce students and inquire of the reasoning.

Mrs. Sane informed that she likes the concept and inquired if student transfers are factored. She asked how data from existing students is collected. Dr. Beatty apprised that the student engagement survey is utilized for existing students and noted that 92% percent of current students are satisfied with their experience at HCC.

Mr. Wilson referenced the evaluation matrix and inquired about the 40% for pricing and how the points are distributed. Mr. Rogelio Anasagasti noted that the algorithm could be provided and informed that in essence the formula is the bid price divided by the lowest price multiplied by the number of points.

Mr. Capo inquired about the level of flexibility to customize the survey instrument to be used to inform of equipment students are trained on and ask what equipment employers utilize. Dr. Beatty informed that the software is customizable. Dr. Beatty apprised that some of that work is happening now.

Ms. Mullins recommended partnering with companies to train onsite with the equipment utilized by the company.

Dr. Maldonado noted the timing is paramount and is in line with the Centers of Excellence.

Ms. Loreda asked what is the outreach goal, how many businesses should be contacted. Dr. Beatty informed that a goal has not been discussed; the effort is to require as much information as possible.

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

#### **HCC INFORMATION TECHNOLOGY ASSESSMENT (PROJECT NO. 15-20)**

Motion – Mrs. Sane moved and Mr. Glaser seconded.

Dr. Maldonado apprised that as transformation continues administration is seeking outside guidance to help determine what the internal organizational structure should be and what technologies are needed for the future.

Dr. William Carter noted that the assessment is to take a look at the Information Technology (IT) organization and support systems to align with the technologies available and supporting

the transformation. He informed that benchmarks will be viewed in comparison with best practices for opportunities to improve.

Mr. Glaser referenced the evaluation matrix and inquired why the lowest bid received zero points for small business. Mr. Anasagasti noted that the lowest bid is not necessarily the best option and informed that qualification and experience are also considered. He apprised that price will be negotiated before making final award.

Mrs. Sane asked about the status of centralizing IT. Dr. Maldonado noted that the effort is to centralize IT as a utility, such as with cloud computing and server placement. He informed that the goal is to provide unique systems services to the campus to meet the needs of students and faculty.

Mr. Wilson apprised that The Greentree Group receiving zero points for small business participation appears to have been the determining factor.

Mr. Capo requested more detail in the recommendation to include approach and methodology.

Mr. Anasagasti noted that the lowest bid was ranked in the middle, and informed that a singled out number by category may seem trivial; however, for the type or work, level of assessment, quality and expertise needed, the totality of all categories is considered to determine the best qualified to meet the needs of the institution.

Dr. Maldonado apprised that the search is for someone that will set the tone for the next ten to twelve years as it relates to organizational structure and the IT area. He noted that the annual savings will exceed the cost and that it is important to award someone who has the depth and knowledge in specific tasks such as cloud computing, application and connectivity assessment, internal networks, hardware, software and how it all blends together.

Mr. Capo referenced the ninety day window for completion and inquired when the window begins and ends. He also inquired if the assessment aligned with the existing technology upgrade cycle. Mr. Anasagasti informed that provided Board approval, the vendor would be contacted to begin negotiations and the timeline begins once the contract is signed. He apprised that the scope of services is the detailed list of everything needed.

Dr. Carter noted that the funds approved for the fiscal year 2016 replacement are being utilized on cutting edge technology and informed that improving labs and security need to continue and the information will drive the FY 2017 budget.

Ms. Mullins referenced the upfront costs will be offset in annual savings and inquired how will the savings be measured. Dr. Maldonado informed that the net impact is to keep up with the technology and application needs without any significant increases to the budget.

Mr. Glaser referenced the evaluation criteria and asked if there is a need to adjust the format in a demand for a quote. Dr. Maldonado apprised that the small business participation goal is a directive of the Board.

Mr. Wilson noted if the small business participation points were lowered and the value of pricing was raised in this procurement; a different vendor would be recommended and informed that a hard bid process would always select the lowest bid.

Mr. Wilson informed that the bigger picture is in the procurement with the moving the percentages around and the pick a friend, which can be done to select the preferred vendor, in some situations, that may be the desire. He apprised that if procurements are based on hard bid, it would deter accusations of Trustees selecting their friend or someone else's friend to be awarded the jobs. He noted that the bidder must be qualified and bonded.

Dr. Maldonado informed that the bids are evaluated. The current method allows administration to perform its job. He apprised that some projects price is more important and in others experience and quality are more important and the small business practice is set by the Board.

Mrs. Sane inquired if it is possible to set precedent for the selection criteria and apprised structure is needed. Dr. Maldonado apprised that procurements are evaluated based on the criteria. Mrs. Sane noted that if there is a need for a policy revision, it should be brought forward to the Board.

Vote – The motion passed with vote of 6-1 with Mr. Wilson opposing.

#### **PERSONNEL AGENDA (FACULTY)**

Motion – Mrs. Sane moved and Mr. Glaser seconded. The motion passed with vote of 6-0-1 with Mr. Wilson abstaining.

#### **PERSONNEL AGENDA (ADMINISTRATOR)**

Motion – Ms. Loreda moved and Mr. Glaser seconded.

Dr. Maldonado informed that the item is to approve the contract for the new Chief of Staff, Dr. Melissa Gonzalez. He apprised that Dr. Gonzalez served as Vice Chancellor, Workforce and Economic Development at Lone Star College.

Vote – The motion passed with vote of 6-1 with Mr. Wilson opposing.

#### **UPDATE ON STRATEGIC PLANNING**

Dr. Maldonado informed that Dr. Butch Herod would provide an update on the strategic planning process.

Dr. Herod apprised that the strategic plan is a road map to the future and aligns the budget and objectives. He provided an overview of the following:

- Strategic Plan Timeline
- Strategic Planning Process
- Board of Trustee Participation
- Strategic Planning Advisory Council

Mrs. Sane inquired of the selection criteria for the advisory council. Dr. Herod noted that the effort was to seek individuals that have participated in other strategic planning processes and also those who have previously partnered with HCC.

Mrs. Sane apprised that some of the individuals have served on other committees recently and noted that Fort Bend does not have representatives. Dr. Maldonado informed that once the nucleus has started conversations will begin with the various school districts and charter schools.

Dr. Tamez apprised that input should be captured from all stakeholders to include religious and community leaders, industry and school districts.

Mr. Glaser noted that he did receive an email to solicit individuals for the advisory committee.

Ms. Loredo recommended hosting the meetings throughout the service area.

Dr. Herod continued with the presentation as follows:

- Four Work Groups
- The Process
- Date Compiled

**ADJOURNED TO CLOSED SESSION**

Mr. Capo adjourned the meeting to Executive Session at 6:20 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. Mr. Capo 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.

Mr. Capo reconvened the meeting in Open Session at 8:03 p.m. and entertained any motions on pending matters.

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

**SETTLEMENT AUTHORIZATION FOR PROPERTY LOCATED AT 3700 NAVIGATION, HOUSTON, TX**

Motion – Ms. Loredo moved and Mr. Glaser seconded. The motion passed with vote of 5-1 with Ms. Mullins opposing.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 8:04 p.m.

*Minutes recorded, transcribed & submitted by:*  
Melinda Davila, Executive Secretary, Board Services

Minutes Approved as Submitted: \_\_\_\_\_