

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

February 21, 2024

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Wednesday, February 21, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Cynthia Lenton-Gary, Chair
Laolu Davies, Vice Chair
Dave Wilson, Secretary
Sean Cheben
Charlene Johnson
Eva Loreda (via videoconference)
Monica Richart (via videoconference)
Pretta VanDible Stallworth
Adriana Tamez (via videoconference)

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Izzy Anderson, Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Andrea Burrige, Interim Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, Interim President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, Interim Vice Chancellor, Student Services/President, Southeast College
Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer
Aaron Henry, Staff Senate President
Zachary Hodges, President, Northwest College
Madeline Burillo-Hopkins, Vice Chancellor for Workforce/President, Southwest College
Norma Perez, Interim Senior Vice Chancellor, Instructional Services and Student Services and Chief Academic Officer
Fheryl Prestage, Chief Information Officer, Information Technology
Karen Schmidt, Executive Director, HCC Foundation
Muddassir Siddiqi, President, Central College
Ashley Smith, General Counsel
Remmele Young, Interim Chief of Staff/Vice Chancellor, Public Information Communication and External Affairs

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Dr. Cynthia Lenton-Gary, Chair called the meeting to order at 4:06 p.m. and declared the Board convened to consider matters of Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Davies, Johnson, Lenton-Gary, VanDible Stallworth, and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

Trustee Laolu Davies led in the prayer and pledges.

APPROVAL OF MINUTES

Motion – Trustee Laolu Davies motioned, and Trustee Charlene Johnson seconded.

Vote – The motion passed with a vote of 6-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, and VanDible Stallworth in favor.

AWARDS, PRESENTATIONS, AND RECOGNITIONS

The following awards and recognitions were presented:

(Trustee Richart joined the meeting at 4:10 p.m. via videoconference)

- Check Presentation by Barnes & Noble College
- Check Presentation by Citgo
- Check Presentation by Caring Aggies Mentoring Program (CAMP)
- All-Texas Academic Team 2024
- Credential of Value Student Recognition

(Dr. Tamez joined the meeting at 4:22 p.m. via videoconference)

- Recognition of Black History Month
- Recognition of International Women's Day and Women's History Month

CHAIRMAN'S REPORT

Dr. Lenton-Gary apprised that Dr. Margaret Ford Fisher was recognized at the 12th Annual Top 50 Black Professionals and Entrepreneurs (P&E) of Texas Awards Ceremony hosted by d-Mars.com on Saturday, February 17, 2024. She also noted that Dr. Ford Fisher has been selected as one of Houston's 50 Most Influential Women of 2023 by the staff of Houston Woman Magazine and will be recognized at the annual celebration on Thursday, March 21, 2024, at the Junior League of Houston.

(Trustee Loreda joined the meeting at 4:59 p.m. via videoconference)

- **TRUSTEES DISTRICT REPORT**

Houston Community College
Regular Meeting – February 21, 2024 Page 3

District I – Trustee Richart acknowledged Dr. Zachary Hodges, President, Northwest College, and noted that he was named a finalist for the CEO Awards with the American Association of Community Colleges (AACC).

District VI – Trustee Wilson acknowledged Dr. Zachary Hodges regarding the community engagement efforts at Northwest College. He also expressed appreciation to all of the College Presidents for the work they are doing on behalf of the students and communities.

- **BOARD MEETING SCHEDULED**

Dr. Lenton-Gary noted that there are no meetings scheduled for March 2024 and announced the meetings for April:

- Committees and COTW Meetings on Wednesday, April 3, 2024
- Regular Meeting on Wednesday, April 17, 2024

Dr. Lenton-Gary noted that Board Services will also be polling the Trustees for availability to attend a Board Retreat in April.

CHANCELLOR'S REPORT

Dr. Ford Fisher provided an overview of the following:

- HCC-Northwest leader Zachary Hodges named finalist for AACC CEO Award
- Coleman College is offering the first series of academic courses at Coleman Tower
- New Credentials of Value (CoV) approved by the Texas Higher Education Coordinating Board and authorization from the Southern Association of Colleges and Schools (SACS) to offer an Associate of Applied Science Degree in Smart Building Technology at Central College and a certificate in Welding Technology Southeast College
- Northeast College's Public Safety Institute recently graduated 32 cadets from its Basic Peace Office class with every Cadet passing the State's Commissioning Examination
- Visiting team members from the Southern Association of Colleges and Schools (SACS) visited February 5-7, 2024, to review two Baccalaureate Degree programs in Healthcare Management and Artificial Intelligence and Robotics
- HCC has been named a Network Legend Award Recipient by Achieving the Dream (AtD) in recognition of the fifteen colleges that began their partnership with AtD in 2004 and celebrates their longevity in the network
- Enrollment Overview
 - HCC Total Unduplicated Enrollment: 8% Growth Spring 2024 vs. Spring 2023
 - Spring 2024 Credit (SCH): Credit Enrollment is up 7%, and is at the highest level since the pandemic
 - Spring 2024 Noncredit Enrollment is also at its highest level since the pandemic

UNITED STUDENT COUNCIL REPORT

Igor Lucic, United Student Council President provided an overview of the following:

- Black History Month
- Student Government Association General Assembly Meetings

- HCC Central College Gym Fee Update

Dr. Ford Fisher noted that the HCC Central College gym fee was not approved by the Administration and apprised that there is no fee for the students to use the gym. Dr. Muddassir Siddiqi, President, Central College concurred.

STAFF SENATE REPORT

Aaron Henry provided a resolution acknowledging Mary Lemburg for 50 years of services at HCC.

CREDENTIALS OF VALUE (COV) MONTHLY HIGHLIGHT

Dr. Norma Perez, Vice Chancellor, Instructional Services and Chief Academic Officer highlighted Credential of Values to include recognition of students Michelle Olivas and Pamela Esquivel

HEARING OF THE CITIZENS

The following citizen(s) spoke before the Board:

- Judge Wanda Adams
- Yalonda Nelms

CONSENT AGENDA

Motion – Trustee Laolu Davies motioned, and Trustee Sean Cheben seconded to approve the Consent Agenda except for Item A.13.

Vote – The motion passed with a vote of 9-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Loreda, Richart, Tamez, and VanDible Stallworth. The following items were approved:

- Acceptance of Donated Item by NVIDIA
- Acceptance of Donated Item by Mylestone
- Acceptance of Donated Item by Pepsi Bottling
- Acceptance of Donated Item by FritoLay
- Acceptance of Donated Item by Southern Healthcare
- Acceptance of Donated Item by UT Physicians
- Acceptance of Donated Item by Blick
- Acceptance of Donated Item by Dr. Cheryl Peters
- Acceptance of Donated Item by Let's Defend Inc
- Acceptance of Donated Item by Ms. Reed Young
- Acceptance of Donated Item by Memorial Hermann
- Acceptance of Donated Item by SLEH/Common Spirit
- Approve Adding ERM Top 10 Risks Baseline Assessment to Internal Audit Plan
- Approval of HCC's Schedule of Tuition and Fees Effective Fall 2024
- Approval to Continue to Waive All Tuition and Fees for All Early College High School (ECHS) and P-TECH Students Effective Fall 2024

Houston Community College
Regular Meeting – February 21, 2024 Page 5

- Approval to Continue Applying a Flat Rate and Waiver for Traditional Dual Credit Students Effective Fall 2024
- Approval of Optional Tuition and Fee Exemptions and Waivers Effective Fall 2024
- Monthly Investment Report, Financial Statement and Budget Review for November 2023
- Monthly Investment Report, Financial Statement and Budget Review for December 2023

APPROVED HONORARY DEGREES FOR 2024

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Trustee Wilson noted that it is a privilege to be recognized as an honorary degree recipient and apprised that he is concerned about one of the honorees running for political office. He noted that he would abstain from voting.

Trustee Richart noted that she sees it as an honor and apprised that there was no indication that an individual could not be considered because they are running for a political office.

Dr. Lenton-Gary noted that the Trustees can submit the name of the person they feel is deserving.

Vote – The motion passed with a vote of 8-0-1 with Trustees Lenton-Gary, Davies, Cheben, Johnson, Loreda, Richart, Tamez, and VanDible Stallworth in favor. Trustee Wilson abstaining.

TOPICS FOR DISCUSSION AND/OR ACTION

WEBSITE REDESIGN WITH CONTENT MANAGEMENT SYSTEM (CMS) RECOMMENDATION & CMS DEVELOPMENT (PROJECT NO. RFP 23-57)

Motion – Trustee Laolu Davies motioned, and Trustee Sean Cheben seconded.

Dr. Ford Fisher noted that the item is to authorize the Chancellor to execute a contract with OHO Interactive, to provide a complete Website Redesign and Replacement Service with a Content Management System (CMS) Recommendation and CMS Development in support of HCC, the Communications & Marketing Department per RFP 23-57. She noted that Marshall Heins, Vice Chancellor, Finance and Administration will provide the overview.

Vice Chancellor Heins provided an overview of the project and apprised that the fiscal impact is for a collective amount of \$1.2 million for five years funded from the FY24 budget.

Trustee Richart inquired if the firm would redesign the college website. Vice Chancellor Heins noted that the intent is to start from scratch and apprised that the effort is to begin with a whole new website.

Trustee Cheben referenced the presentation provided during the Academic Student Affairs Committee on the enrollment process and inquired if the vendor would consider those efforts. Vice Chancellor Heins noted that the initiatives currently inflight will be taken into consideration. Trustee Cheben inquired about commissioning in terms of the contract and the flexibility regarding demobilizing. Vice Chancellor Heins noted that it is a five-year contract to redeploy to

Houston Community College
Regular Meeting – February 21, 2024 Page 6

include working with IT, Communications, etc., which will be done within the first two years. He also noted that the goal is to have staff trained internally.

Dr. Ford Fisher noted that there are accessibility issues that must be addressed and apprised that features have to be added to the website to make sure the college complies.

Trustee Davies inquired if there is a committee to guide the vendor from the user experience perspective, including the students. He noted that it is critically important that the student experience is addressed in the process. Vice Chancellor Heins noted that student friendliness is the overall effort.

Dr. VanDible Stallworth inquired about the contract terms. Vice Chancellor Heins noted that the contract is \$1.2 million, and the term is for two years with the option to renew for three years; however, the goal is to complete in two years.

Dr. VanDible Stallworth referenced software packages specifically associated with the website and inquired if the packages were included in the redesign component. She noted that it would be good to identify those packages and whether they will be utilized. Vice Chancellor Heins apprised that he would inquire with Communications and IT.

Dr. VanDible Stallworth referenced suppliers with Ivy League institutions that utilize different standards, which students may not be able to afford. She inquired about the implementation component to ensure the standards do not impact students' use of mobile devices.

Dr. Lenton-Gary asked Dr. VanDible Stallworth to forward an email regarding her inquiries to Board Services so that the Administration could address concerns.

(Tamez stepped out at 6:06 p.m.)

Vote – The motion passed with a vote of 7-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Richart, and VanDible Stallworth in favor.

LEGAL SERVICES (PROJECT NO. RFQ 24-01)

The item was pulled and will be considered at a subsequent meeting.

PERSONNEL AGENDA (FACULTY)

Motion – Trustee Laolu Davies motioned, and Trustee Sean Cheben seconded.

Vote – The motion passed with a vote of 7-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Richart, and VanDible Stallworth in favor.

Trustee Loredó was not present for the vote on Items A and C due to technical issues.

HCC FOUNDATION QUARTERLY REPORT

Dr. Ford Fisher noted that Karen Schmidt, Executive Director, HCC Foundation would provide the overview of the HCC Foundation Quarterly Report for FY ending August 31, 2024.

Ms. Schmidt provided an overview of the Scholarship application process and announced that the annual HCC Foundation Gala is scheduled for April 20, 2024, at Hilton Americas.

REPORT ON CAPITAL IMPROVEMENT PROGRAM

Dr. Ford Fisher noted that Marshall Heins would provide the report on CIP.

Vice Chancellor Heins provided an overview of the following:

- Major Capital Projects
- Signage: Pylon, Monument, Building Top
- Building Top Signage Proposed Schedule
- 2013 CIP 2.0 Program
- CIP 3.0 Projects
- HEERF/MSI Funded Projects
- Projects in Development
- System-Wide Safety and Security Programs
- CIP Financial
- Deferred Maintenance (DM) Capital Project

Vice Chancellor Heins noted that there are funds remaining in the CIP budget that will need to be used or returned.

ADJOURNED TO CLOSED SESSION

Dr. Cynthia Lenton-Gary adjourned the meeting to Executive Session at 6:45 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. Lenton-Gary stated that any final action, vote, or decision on any item discussed in Executive Session would be taken up in Open Session or a subsequent Public Meeting.

Dr. Lenton-Gary reconvened the meeting in Open Session at 8:17 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Cheben, Davies, Johnson, Lenton-Gary, Loreda, Richart, Wilson, and VanDible Stallworth)

PROPOSED SETTLEMENT AGREEMENT REGARDING THE CHARGE OF DISCRIMINATION FILED BY AN HCC EMPLOYEE (CHARGE NO. 460-2023-05660)

Motion – Trustee Laolu Davies motioned, and Trustee Loredo seconded to reject the proposed settlement and proceed as discussed in closed session.

Vote – The motion passed with a vote of 6-0-2 with Trustees Lenton-Gary, Davies, Cheben, Loreda, Richart, and VanDible Stallworth in favor. Trustees Wilson and Johnson abstaining.

APPROVE ONE-TIME VARIANCE TO THE BOARD BYLAWS RELATING TO ARTICLE G, SECTION 9(D) AND 9(E)

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Vote – The motion passed with a vote of 8-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Loreda, Richart, and VanDible Stallworth in favor.

AUTHORITY FOR GOOD FAITH PARTICIPATION IN THE MEDIATION OF THE BROWN, ADAMS, AUSTIN LITIGATIONS

Motion – Trustee Laolu Davies motioned, and Trustee David Wilson seconded to reject the settlement and proceed as discussed in closed session.

Vote – The motion passed with a vote of 8-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Loreda, Richart, and VanDible Stallworth in favor.

ADJOURNMENT

The meeting adjourned at 8:21 p.m.

Minutes submitted by Sharon R. Wright, Director, Board Services

Minutes Approved as Submitted: April 17, 2024