

**MEETING OF THE
ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

November 14, 2013

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, November 14, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

MEMBERS PRESENT

Eva Loreda, *Committee Chair*
Carroll G. Robinson, *Committee Member*
Neeta Sane, *Committee Member*
Bruce Austin, *Alternate Committee Member*
Herlinda Garcia
Sandie Mullins

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Diana Pino, Vice Chancellor, Student Success
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor Governmental & External Affairs

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Michelle Novak, President, Faculty Senate
Bob Fleming, Capital IDEA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Loreda, Chair called the meeting to order at 2:05 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

REPORT ON PARTNERSHIP: HACC AND CAPITAL IDEA

Dr. Charles Cook introduced Mr. Bob Fleming with Capital IDEA. Mr. Fleming introduced the team members accompanying him and provided an overview of the partnership between HCC and Capital IDEA as follow:

- Partnership was established by an MOU in 2010 and is renewed annually
- Capital IDEA is a community-based, non-profit agency dedicated to lifting working adults out of poverty into living wage careers through education
- Capital IDEA has successfully models in Austin, San Antonio, El Paso, and the Valley and was brought to Houston by The Metropolitan Organization, a broad-based coalition of Churches
- Capital IDEA-Houston has received support from the City of Houston, the Houston Endowment, the United Way, and the Kellogg and George Foundations
- Students are recruited across the district. Students must attend school full-time. In return, they take classes and attend daily mandatory tutoring and weekly advising
- Students are assigned to case managers who ensure they receive assistance for child care, transportation, and emergency financial assistance
- The first “demonstration cohort” (2010-11) enrolled 89 students, with 59 of them requiring developmental education. Of the 59 developmental education students 46 have completed developmental education (78 percent)
- From the original cohort, 52 students (58 percent) are expected to graduate within four years

(Trustee Mullins joined the meeting at 2:14 p.m.)

- Capital IDEA-Houston has sponsored career programs for students in the Medical, Manufacturing Technology, and the Professional Trades

(Trustee Sane joined the meeting at 2:15 p.m.)

- For the future, Capital IDEA Houston would like to significantly increase the number of students impacted

Mr. Robinson inquired of when the scale up will begin and recommended working with the Minority Male Initiative (MMI) and developmental education students.

Mr. Robinson inquired of the student/advisor ratio. Mr. Fleming informed that it is about 1 advisor for every 35 students.

(Trustee Johnson joined the meeting at 2:17 p.m.)

WIDE AREA NETWORK SERVICES CONTRACT – ATT

Motion – Mrs. Sane motioned and Mr. Robinson seconded.

Dr. Bill Carter provided an overview of the network. He informed that it is a three-year contract and the funding is in the approved budget.

Vote – The motion passed with a vote of 3-0.

APPROVE NEW ASSOCIATE OF SCIENCE (AS) DEGREES IN BIOLOGY, CHEMISTRY AND PHYSICS

Motion – Mr. Robinson motioned and Mrs. Sane seconded. The motion passed with a vote of 3-0.

Mrs. Sane made a personal point of privilege and noted she is very excited for the chemistry degree.

Mr. Robinson apprised he would like to see an associate degree in entrepreneurship.

MEMORANDUM OF UNDERSTANDING BETWEEN HCC AND PROJECT GRAD

Dr. Diana Pino and Dr. Cook provided an overview of Project GRAD and the partnership. Dr. Pino introduced Trina Harmon Wright, College Success manager (Project GRAD Houston-AmeriCorps Supervisor) and Success AmeriCorps members Shay Carper, Leo Pedraza and Aaron Segura.

Mr. Robinson inquired of the average grade point average (GPA) for Project GRAD students. Ms. Wright noted that it is between 2.5 and 3.0. Mr. Robinson informed that he is interested if these students are eligible for Honors College. Mrs. Renee Byas apprised that the requirement for Honors College is 2.5.

Mr. Austin addressed Mr. Robinson's request for an associate degree in entrepreneurship and noted that the National Association of Community College Entrepreneurship (NACCE) recommends a business administration cluster to include small business management and entrepreneurship.

2012-2013 HCC STRATEGIC PLAN CRITICAL INDICATORS OF SUCCESS

Mrs. Byas informed that this month highlights enrollment as it relates to the update on strategic plan critical indicators of success.

Dr. Cook explained the difference between HCC enrollment numbers and The Higher Education Coordinating Board (THECB) enrollment numbers. He continued with an overview of the following:

- Definition of Enrollment
- Strategic Outcomes

Mr. Robinson requested to include targets of opportunity and overlay the 2010 census population eighteen an older map over the service area map to see the enrollment deficiencies.

Ms. Mullins requested the enrollment report by zip code be provided to the Board.

Mr. Robinson recommended researching unemployment rates by race, gender and age cohorts to identify targets of opportunity by zip code and by unemployment.

Ms. Mullins inquired of the impact of the new legislative standards.

Dr. Cook apprised that the new Texas Success Initiative Assessment (TSI) will affect enrollment in a huge way. He noted that the assessment was effective as of August 26, 2013 and apprised half the student population will not qualify for developmental education. He informed the students affected will need to be diverted to workforce, CEUs or combination courses.

Dr. Pino provided an overview of strategy to include:

- Trends Impacting Future Enrollment
- Enrollment Management Council Developed
- College Recruitment Activities

Mrs. Sane inquired if advising is part of the enrollment process, course scheduling, capacity and utilization along with retention and completion. Dr. Pino apprised that all the mentioned components are in the realm of advisors.

Mr. Robinson noted that financial aid and Foundation scholarship opportunities need to be linked to provide students with access. Mr. Robinson informed that all faculty, staff and administration need to be knowledgeable of how to direct students to the appropriate place.

Mr. Robinson apprised that information on the website needs to be readily available to students.

Mrs. Byas noted the process is ongoing to add 36 advisors by January, which will include 13 senior advisors, 15 advisors and 8 financial coaches. She informed that the new webpage will be launched the week of November 18, 2013 and noted financial aid and scholarship information will be much easier to access.

Mr. Robinson requested Institutional Advancement to work with the Office of Admissions to inform the Foundation of students that have a minimum of 2.0 GPA for scholarship opportunities.

Mrs. Sane inquired of the budget implication of the new financial advisors. Mrs. Byas informed that the additional financial advisors were included in the approved budget.

Dr. Pino continued the presentation:

- Retention Initiatives

Mrs. Byas introduced Dr. Fred Zeidman, Vice Chancellor, Institutional Advancement and provided an overview of his role.

REPORT ON HIGH SCHOOL FEEDBACK

Dr. Cook provided an overview of the feedback report for 2011 and 2012 which was mailed to the superintendents. He apprised that positive feedback has been received from the districts.

Ms. Mullins inquired of the follow-up plan. Dr. Cook informed that the presidents will schedule meetings with the superintendents in the service area.

Mr. Austin inquired of school district partners regarding synchronizing feeder concept and tracking students. Dr. Cook apprised that currently HCC and Houston Independent School District are working together to identify student learning outcomes and develop pathways between high school and college via the Gates Foundation Next Generation of Learning.

Mr. Robinson requested that administration review the report produced by the Houston Endowment. He recommended a state wide bill or bracket bill to partner with the school districts to track students from elementary school to entering college.

Dr. Cook noted that the Houston Endowment sponsored a grant that tracked eighth graders to determine if any had earned a certificate or post-secondary degree six years after high school graduation. He informed that Houston Endowment also funded Gulf Coast Paths and may be open to a follow-up grant.

Ms. Mullins apprised that students need to be tracked after leaving HCC. She noted that knowing if students are leaving with a workforce certificate or transfer to a four-year institution is important. She apprised that HCC will need help from four-year institutions in acknowledging that students are continuing their education. Ms. Mullins noted that HCC will need to stay on top of accountability measures.

Mr. Robinson appreciated administration and the Executive Board for moving forward with Capital IDEA and Project GRAD. Dr. Cook thanked Dr. Martha Oburn and Dr. Bill Carter for their efforts.

UPDATE ON ATHLETICS PROGRAM

Dr. Pino reviewed the HCC Recreational Athletics report to include:

- Overall Student Participation
 - Club sports
 - Campus recreation
 - Intramural sports
 - Spirit programs

Mr. Robinson inquired if there is a golf team. He informed that he has noticed commercials for golf industry certificates and would like to see HCC offer the certificates.

- Current Year
 - Staff and funding restructured
 - Improved reporting
 - Northwest's women's basketball won Lone Star Club Sports Conference championship
 - Survey to students in intercollegiate athletics and recreation center(s)

Ms. Loreda inquired of the GPA to be eligible to participate in sports. Mr. Paul Donaldson apprised that the required GPA is 2.0.

Mr. Robinson inquired if athletic participants have higher persistent rates. Dr. Pino noted that tracking athletic participants is an area currently being improved.

ADJOURNMENT

With no further business, the meeting adjourned at 3:15 p.m.

Recorded, transcribed and submitted by:
Sharon R. Wright, Manager, Board Services

Minutes Approved: December 17, 2013