

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

September 12, 2013

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, September 12, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

COMMITTEE MEMBERS PRESENT

Carroll G. Robinson, *Committee Member*

Neeta Sane, *Committee Member*

Yolanda Navarro Flores, *Alternate Committee Member*

Bruce A. Austin

Leila Feldman

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

OTHERS PRESENT

Amanda Edwards, System Counsel, Bracewell & Giuliani

Michelle Novak, President, Faculty Senate

Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mrs. Sane, Chair called the meeting to order at 1:45 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

TUITION AND FEES FOR NON-CREDIT CLASSES

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

Dr. Cook provided an overview regarding the increase.

Vote – The motion failed with a vote of 1-0-1 with Trustee Robinson abstaining.

Mrs. Sane informed that the item did not pass committee and may be reconsidered at a later time.

REGISTRATION FEE FOR NON-CREDIT ADULT BASIC EDUCATION (ABE) CLASSES

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

Dr. Cook provided an overview of the need for the fee increase.

Mr. Robinson requested that a representative of administration visit with the Neighborhood Centers.

Mr. Robinson inquired of the two, three and six year completion rates for workforce certificate programs. He noted that a letter was provided from the Texas Association of Business last year. He informed that the two through six year rates were mentioned in the letter regarding HCC. He requested that senior level management meet to determine what the two through six year graduation rates are. He apprised that the effort is to agree on graduation rate for workforce and academics. Mr. Robinson informed that his desire is to increase the graduation rate to 15% for two years, 25% for three years and 50% for six years.

Mr. Robinson inquired of the debt profile of workforce students in lieu of the decrease in financial aid. He apprised that the institution's culture should be sensitive to students' debt profile.

Vote – The motion passed with a vote of 2-0.

NEW ASSOCIATE OF ARTS (AA) DEGREES IN MUSIC AND COMMUNICATION

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

Dr. Cook noted that the item would provide a clear pathway for students to allow for all hours taken to transfer. He informed that the action would reduce the requirement from 72 to 62 hours.

Vote – The motion passed with a vote of 2-0.

(Mr. Austin joined the meeting at 2:04 p.m.)

MEMORANDUM OF UNDERSTANDING BETWEEN HCC AND PROJECT GRAD

Mr. Byas apprised that the item is being pulled by Administration.

REPORT ON CONDITIONAL LETTERS OF ADMISSION FOR 6TH AND 9TH GRADERS IN HCC SERVICE AREA

Mrs. Byas informed that the letter has been reviewed by Board Counsel and General Counsel. She noted that the revisions included the removal of Opportunity 14 and apprised that now the letter states that if the students meet the admission requirements and are eligible they may receive financial aid.

Ms. Amanda Edwards apprised that Board Counsel informed that he is not in objection to mentioning financial aid; however, the effort is to prevent financial liability on the college.

Mr. Robinson inquired of the requirements to receive scholarships.

Mr. Robinson inquired of the number of students who received scholarships from Opportunity 14. Dr. Diana Pino informed that there are approximately 800 students who receive scholarships; however, she is unaware of the breakdown.

Mr. Robinson inquired of the number of students admitted with a GPA of 2.5. He inquired of the additional requirements to qualify for an Opportunity 14 grant and requested that the data be provided regarding the requirements for Opportunity 14.

Mr. Austin requested that a review of US Census (www.census.gov) to inquire of the population of cohorts for average 6th and 9th graders.

Mr. Robinson referenced a report from the school districts regarding first semester freshmen and noted that the report depicted a low enrollment for first semester freshmen students. He apprised that a measure should be reviewed to get those students enrolled and requested that the numbers are factored into the report as well.

REPORT ON HCC APPRENTICESHIP PROGRAMS

Mrs. Sane noted that the presentation has been provided previously.

Mr. Robinson inquired if the bond contracts include usage of the apprenticeship programs.

Mr. Robinson inquired if the apprenticeship students are included in the HCC alumni network.

REPORT ON STUDENT SUCCESS

Dr. Cook provided a report on current and recent efforts to promote student success at HCC to include:

- The Texas STEM Challenge Grants- Texas Science, Technology, Engineering, and Math (T-STEM) and Challenge Scholarship Program, which was established by House Bill 2910 and passed by the 82nd Legislature, Regular Session in 2011. The T-STEM program is funded through a grant from the Texas Guaranteed Student Loan Corporation, provided to the Texas Higher Education Coordinating Board for the 2012-2013 biennium. HCC was awarded a T-STEM Scholarship grant of \$323,700 for the 2013-2014 academic year.

- HCC PREP website update- The Texas Success Initiative (TSI) Assessment is a state-legislated placement test required by public Texas colleges and universities prior to enrollment. The TSI Assessment will determine a student's preparation level for the subjects of Reading, Writing and Math and place them in the most appropriate level of courses based on college readiness.

Mr. Robinson recommended reviewing Memorandum of Understandings with the school districts to make certain the programs remain in place.

Mr. Austin inquired if there is a way to hyperlink students to a Khan Academy. Dr. Cook informed that links are currently available, including the Khan Academy, in the resource library.

Mr. Austin recommended tutorials from various resources. Dr. Cook apprised that additional tools are available on a link in the Texas Success Initiative (TSI) website.

Mr. Robinson noted that his efforts were to have hyperlinks on websites frequented by high school students.

OVERVIEW OF HCC'S FINANCIAL AID PROCESS

Dr. Pino introduced JoEllen Soucier, to provide an overview of the financial aid process that included the seven easy steps and verification/award letter process.

Mr. Robinson inquired if there is a back log regarding financial aid for students currently enrolled. Ms. Soucier informed that students enrolled on August 26, 2013 for first session have been processed.

Mr. Robinson inquired of the number of students who needed to submit additional information. Ms. Soucier apprised that the number currently is 1300 students. Mr. Robinson inquired of the number of individuals purged. Dr. Pino noted that the number could be provided.

Mr. Robinson inquired of the following: how many were purged because bill was not paid, when students are purged who have not paid, is there a follow-up with students by phone call or email, and what is the rate of response to verification files.

Mr. Robinson informed that his effort is to revisit those students who were purged. He asked if the Chancellor would schedule a meeting with Dr. Pino and Mrs. Soucier to discuss his issues raised.

(Mrs. Flores arrived at 2:41 p.m.)

Mrs. Byas apprised that the law changed which makes it more difficult to receive Pell grants. Mr. Robinson noted that he is inquiring about Opportunity 14 eligibility requirements.

Ms. Cydney Peters informed that Opportunity 14 assists students who are eligible for Pell grants to fill the gap with the unmet need. She noted that the student must be enrolled in 9 hours at HCC and must be eligible for federal or state aid.

Mr. Robinson inquired if there are any students similar to STEM students with 3.0 GPA but still need \$2,500. He requested a discussion with the HCC Foundation to discuss how to assist students who do not meet the eligibility for Pell Grants or federal aid.

Mr. Austin noted that there should be an effort to benchmark with other community colleges to increase business and industry participation to obtain more workers.

Mrs. Flores inquired as to how the amount a student will receive is determined. Ms. Peters apprised that the Opportunity make up the difference of the amount received from Pell Grants at a maximum of \$1,500 per semester. She noted that she would provide additional information regarding scholarship opportunities. She informed that the students are eligible each year if they continue to meet the criteria.

UPDATE ON ATHLETICS PROGRAM

Dr. Pino apprised that funding has been distributed based on the formula that was provided. She noted that there is a continuation of development of intermural and wellness programs.

Mrs. Flores inquired of the additional increase in fees and the programs, participations and partnerships. Dr. Pino informed that the review will take place once the responses to the student survey are received. She apprised that the survey will be broad to determine the services students have an interest.

Mrs. Flores inquired of the current programs. Dr. Pino informed of club sports, intermural sports and wellness programs.

Mrs. Flores requested financial information on expenditures.

RECONSIDER ITEM II.A – TUITION AND FEES FOR NON-CREDIT CLASSES

Mrs. Sane motioned to reconsider item II.A. Ms. Edwards apprised that the motion for reconsideration would need to come from Mr. Robinson because Ms. Sane was on the favorable side of the vote.

Motion to Reconsider – Mr. Robinson moved and Mrs. Sane seconded. The motion passed with a vote 3-0.

Mrs. Sane asked Dr. Cook to elaborate on the effect if the item is not passed.

Mr. Robinson inquired of the projected enrollment. He inquired how many students are currently enrolled in first start. Dr. Cook noted that these are largely international students who are attending HCC to receive ESL certification.

Mr. Robinson inquired of the number of ESL students. Dr. Cook informed that there are four different types of ESL programs.

(Mrs. Feldman joined the meeting at 3:03 p.m.)

Mrs. Byas informed that the information will be provided.

Mrs. Sane inquired when the fee increase would go into effect. Dr. Cook apprised that the increase would go into effect in January 2013.

Mrs. Byas noted that the CEU tuition rate is required to be approved by the Board.

Mrs. Flores inquired of the effect on local students. Dr. Burillo informed that the number would have to be provided at a later time because there are four ESL programs:

- Adult Ed
- Workforce Ed
- Academic
- Intensive English

Mrs. Sane apprised that she does not want to place a burden on local students.

Dr. Burillo informed the second category will affect only F1 students and the second item is to off-set cost the increase cost as recommended by the HCC Task Force to include:

- Move the lower half of the Intensive English program from SCH to CEU
- Increase the tuition for CEU/ESL instruction to more closely mirror the hours of instruction and tuition charges that were levied under the SCH model
- Provide a greater charge for out-of-state ESL students to take CEU courses just as they are charged more to take SCH courses

Mrs. Sane inquired if it is possible to breakout the item separately. Dr. Cook apprised that the increase is because there is no longer a revenue stream regarding the course. He noted that there has to be a different set of guidelines for teaching the course.

Mrs. Byas recommended moving the item to the meeting next week to provide clarity.

Mrs. Flores recommended that the item be separated according to local and international.

The item was pulled by administration.

ADJOURNMENT

With no further business, the meeting adjourned at 3:16 p.m.

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

Minutes Approved: October 17, 2013