

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

**April 10, 2014**

**Minutes**

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, April 10, 2014, 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*  
Sandie Mullins, *Committee Member*  
Neeta Sane, *Alternate Member*  
Robert Glaser  
Eva Loreda  
Christopher W. Oliver  
Carroll G. Robinson  
David B. Wilson

**ADMINISTRATION**

Renee Byas, Acting Chancellor  
Destinee Waiters, Acting General Counsel  
Shantay Grays, Chief of Staff  
William Carter, Vice Chancellor, Information Technology  
Charles Cook, Vice Chancellor, Academic Affairs  
Diana Pino, Vice Chancellor, Student Services  
Fred Zeidman, Vice Chancellor, Institutional Advancement  
Margaret Ford Fisher, President, Northeast College  
Julian Fisher for Fena Garza, President, Southwest 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 and External Affairs

**OTHERS PRESENT**

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani  
Michelle Novak, President, Faculty Senate  
Ava Cosey, 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 3:27 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

**PAYMENT TO SMG FOR SERVICES RELATED TO THE 2014 HCC COMMENCEMENT CEREMONY**

Motion – Mr. Capo moved and Ms. Mullins seconded.

Dr. Pino apprised that the item is to approve payment to SMG for estimated costs related to the 2014 Commencement Ceremony.

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

*(Mr. Robinson joined the meeting at 3:39 p.m.)*

*(Mr. Oliver joined the meeting at 3:40 p.m.)*

**UPDATE ON HCC ENERGY INSTITUTE**

Dr. Madeline Burillo provided an update of the HCC Energy Institute to include the following:

- Program Relevancy
- Recruitment
- Fundraising Strategies
- Industry Collaboration
- Internship Opportunities
- Enrollment
- Degrees/Certifications
- Dual Credit
- Programs
- Labor Analysis

Mr. Robinson requested a copy of the report on the energy institution and requested an update on the grant from JP Morgan as well as the presentation mentioned by Dr. Charles Cook regarding the alignment of education to the energy industry. Dr. Cook informed that a copy of the report would be provided.

*(Mr. Oliver stepped out at 3:45 p.m.)*

Mr. Robinson requested that an item be placed on the agenda in the future regarding a comprehensive review of workforce and job vacancies.

Dr. Burillo continued with the Energy Institute update and provided an overview of the following:

- Accreditation
- Branding/Strategic Marketing
- Facilities/Capacity
- Software
- Equipment
- Faculty Recruitment
- Vision
- Benchmarking
- Production
- Downstream

*(Mr. Robinson stepped out at 3:49 p.m.)*

*(Mr. Oliver returned at 3:51 p.m.)*

Dr. Tamez inquired of how the report was developed. Dr. Burillo apprised that the charge was sent to the faculty regarding the report and informed that this is how the report emerged.

*(Mr. Oliver stepped out at 3:54 p.m.)*

*(Mr. Robinson returned at 3:54 p.m.)*

A member of faculty requested to speak regarding the energy institute.

Dr. Tamez noted that the meeting was posted as a committee meeting of the Board and informed that citizens to include faculty are able to sign up to speak at the Regular Meeting. She yielded to the Board Chair who in turn yielded to the Chancellor as to whether the faculty would be allowed to speak.

Mrs. Renee Byas apprised that there were several faculty members present who would like to speak and due to time constraint, she would recommend proceeding with the presentation. Dr. Margaret Ford Fisher provided a summary of the energy program. Mrs. Byas asked that the report be forwarded to the Trustees.

Ms. Loreda noted all the money placed in the labs and inquired if they are functional. Dr. Ford Fisher informed that the labs are functional and that industry advisors assisted with the design of the labs.

Dr. Ford Fisher apprised that the report concluded that the labs, facility and faculty were superior; however, there is a need to upgrade. She noted that faculty members are from the industry.

Ms. Loreda requested to see the two programs working together and noted that the effort should be to train the faculty to be successful. She informed that both groups must work together. Mrs. Byas indicated that this is the purpose of the workforce;

however, some equipment is needed. She apprised that there are labs but no equipment to train the students in order to be competitive.

Trustee Capo asked why HCC does not have the equipment. He inquired of the status of the relationships with the businesses that provide employment opportunities.

Mrs. Byas noted that now is a crucial junction, as the rig one safety lab needs to be built for the offshore drilling program. She informed that currently there are funding and growth issues.

Dr. Burillo apprised that there is good news and a sense of urgency as the introduction to drilling course at Central College has started. She noted that employers are highly interested and want the students to have the hands on experience. She informed that it is imperative to move forward with the build-out of the facility.

Dr. Ford Fisher apprised that Fortune 500 Companies are present at the campus all the time. She noted that they are working in an advisory capacity as it relates to curriculum meeting industry needs as well as hiring HCC students before they graduate. Dr. Burillo indicated that the placement rate is outstanding.

*(Ms. Mullins stepped out at 4:10 p.m.)*

Dr. Tamez indicated that at the next meeting there needs to be a discussion as it relates to continuing to build industry relationships and identifying partners. Mr. Robinson asked that a column graph be developed to include program, average enrollment, workforce or academic program, the average over the semester, and demand.

*(Ms. Mullins returned at 4:13 p.m.)*

Dr. Tamez asked Mr. Robinson to forward the list of items he would like included in the graph in an email. Dr. Charles Cook indicated that the report is preliminary and it will be continually updated.

Mr. Wilson noted that he would like a one-on-one meeting with both sides to get a better understanding.

Dr. Tamez recessed at 4:15 p.m. and reconvened at 4:57 p.m.

#### **2014-2015 HCC STRATEGIC PLAN CRITICAL INDICATORS OF SUCCESS**

Dr. Cook informed that the critical indicator for the month of April is "Transfer Rates/Placement Rates".

*(Mrs. Sane stepped out at 4:58 p.m.)*

*(Mr. Robinson stepped out at 4:58 p.m.)*

*(Mr. Oliver stepped out at 4:58 p.m.)*

Dr. Cook provided an overview of the transfer and placement rates. He noted that the goal is to increase by 5% over three years. Dr. Cook informed of the increase/decrease trend, which is indicative of an improved economy. He apprised of partnerships and grants as it relates to students receiving guaranteed transfers.

Dr. Cook apprised that the gaps for graduation rates have narrowed between transfer students and students beginning at a four-year institute, especially with business majors.

*(Mr. Robinson returned at 5:01 p.m.)*

Dr. Cook informed of transfer articulations and HCC curriculum alignment with four-year institutions. He apprised that the number of students transferring, joining the military or gaining employment within one year of graduation determines placement rate.

Dr. Cook referenced the website for The Texas Consumer Resource for Education and Workforce Statistics (Texas CREWS). He apprised that Texas CREWS provides comparative information about Texas public two-year and four-year institutions based on evaluations of programs and institutions based on income and student loan levels. He noted that the highest career at HCC is nursing.

Ms. Loreda inquired of when a student is informed of the requirements for transferring to a college of their choice. Dr. Cook noted that new students are required to take a student success course, which provides the following:

- Career Exploration
- Job Opportunities
- HCC Programs and Services
- Learning Theories and Techniques
- Strategies on How to be a Good Student

Dr. Cook apprised that Dr. Diana Pino has worked to assign an advisor for each student and noted that the effort is to provide a pathway for students. He informed that the challenge is to establish an electronic mechanism to assist students with remaining on track.

#### **UPDATE ON ATHLETICS PROGRAM**

Dr. Pino apprised that approximately 30% female and 70% male students participated in the intermural sports. She noted that there was not statistical significance regarding those participating in the sports and graduation.

#### **ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 5:10 p.m.

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

Minutes Approved as Submitted: May 15, 2014