

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

**April 14, 2016**

**Minutes**

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, April 14, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Eva Loreda, Committee Chair  
John P. Hansen, Committee Member  
Dave Wilson, Committee Member  
Christopher W. Oliver, Alternate Committee Member  
Zeph Capo  
Carolyn Evans-Shabazz  
Robert Glaser  
Neeta Sane  
Adriana Tamez

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Madeline Burillo, Interim President, Southwest College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Margaret Ford Fisher, President, Northeast College  
Phillip Nicotera, President, Coleman College/Interim Vice Chancellor, Student Services  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani  
David White, President, Faculty Senate  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Ms. Loredo, 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.

### **TOPICS FOR DISCUSSION AND/OR ACTION**

#### **HCC HONORARY DEGREES FOR 2016**

Motion – Dr. Hansen motioned and Mr. Wilson seconded.

Ms. Loredo announced that the following nominees were submitted:

- Ponnu Pillai, nominated by Mrs. Neeta Sane
- Jesse Rodriguez, nominated by Ms. Eva Loredo
- Gracie Saenz, nominated by Dr. Adriana Tamez
- Linda Toyota, nominated by Mr. Zeph Capo

Dr. Hansen inquired of the historical process regarding the selection of the honorary degree recipients. He noted that his experience has been with private institutions, and the recipients have made significant contributions to the institution.

Ms. Loredo noted that historically, the practice has been to award a degree to those persons submitted who have made contribution to the HCC or the community.

Dr. Beatty referenced the criteria provided in the agenda item.

Mr. Capo provided an overview of the efforts and contributions of Ms. Linda Toyota to the college. He noted that in the future, the criteria should probably require the inclusion contribution to community colleges or the community. Dr. Tamez noted that Ms. Toyota also served on the Chancellor Search committee and Mr. Wilson noted that she also served on the Procurement Advisory Committee.

Dr. Tamez provided an overview of Ms. Gracie Saenz and noted her contributions to the college.

Ms. Loredo provided an overview of Mr. Jesse Rodriguez who works with the youth, and is heavily involved with the community.

Mr. Wilson inquired if it is the norm to award degrees to only three individuals. He noted that last year there were five degrees awarded. Ms. Loredo noted the awardees were expanded to five last year.

Dr. Hansen inquired as to what would happen if all trustees submitted names. He noted there probably should be a policy regarding the number of degrees to be awarded. Dr. Tamez apprised that the discussion will be revisited later.

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

### **TUITION AND FEES FOR NON-CREDIT CLASSES**

Motion – Mr. Wilson motioned and Dr. Hansen seconded.

Dr. Maldonado noted there is no change in the pricelist.

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

### **REPORT ON STUDENT SUCCESS**

Dr. Maldonado noted that Dr. Beatty would provide a report on the Achieving the Dream visit.

Dr. Beatty provided a report on the Achieving the Dream visit on February 3 and 4, 2016. She noted that the agenda for the visit included the following:

- Meeting with Strategic Planning Team
- Meeting with Office of Institutional Research (OIR)
- Meeting with Instructional and Student Service Division Leaders
- Participation in the Shared Service Project presentation meeting
- Conversation with the Chancellor's Expanded Cabinet

Dr. Beatty noted that the feedback letter included and addressed the progress and challenges; the team was impressed with the major improvement in OIR; progress regarding the guided pathway initiative and alignment with the new structure. She noted that challenges included identifying strong leadership for student services, as well as the ongoing utilization of disaggregated data to inform decision making.

Mr. Glaser inquired if all data will be provided in the disaggregated format going forth. Dr. Beatty affirmed that it can be done going forward.

### **REPORT ON ANNUAL LICENSURE/CERTIFICATION**

Dr. Maldonado noted Dr. Beatty would provide a report on annual licensure and certification, in light of the concerns with the nursing program.

Dr. Beatty provided the Licensure and Certification Annual Report for Spring 2016 to include points to consider, and an intervention strategy checklist.

(Mrs. Sane joined the meeting at 3:57 p.m.)

Dr. Beatty noted this review has not gone down to the student level, but will be done so in the future.

### **REPORT ON ATHLETICS AND RECREATIONAL SPORTS**

Dr. Maldonado noted that this is a routine report, and introduced Dr. Phillip Nicotera, who provided the update.

Dr. Nicotera presented Ms. Shantay Grays to provide an update on the athletics and recreational sports at HCC.

Ms. Grays provided an update regarding HCC recreational and club sports activities to include extramural (competitions and events held outside the boundaries of the college) and intramural (competition and events restricted to HCC participation only). Ms. Grays update included an overview of the following:

- Club Sports Activities by College (Spring 2016)
- Recreational Activities by College (Spring 2016)
- Recreational Sports/Club Sports Participation by College
- Club Sports Activities
- Program highlights and expansions
- Community partnerships
- Available Funds versus Utilization by Colleges
- ATH Fund Operations versus Personnel

Ms. Grays noted a correction to the information regarding the ATH Fund and apprised that the correct presentation will be provided to Board Services.

Dr. Evans-Shabazz inquired of the capacity at Coleman and inquired if it is open to anyone. Dr. Nicotera noted that since the facility is small, it is only open to students.

Dr. Tamez noted that the representatives were present to provide an overview of the Real Estate Study on the agenda for the Committee of the Whole, and requested if the meeting could be recessed to hear presentation.

Ms. Loredo recessed the meeting 4:09 p.m. and reconvened the meeting at 4:55 p.m.

(The following Trustees were present: Capo, Evans-Shabazz, Glaser, Hansen, Loredo, Oliver, Sane, Wilson, and Tamez)

#### **REPORT ON HCC LIBRARY SERVICES PLAN**

Dr. Maldonado noted Dr. Beatty would provide an update on the Libraries Service Plan.

Dr. Beatty provided a report regarding HCC Libraries: Embracing Innovation to Support Student Success to include an overview of the plan and the Library Plan Progress report.

Dr. Beatty noted that the libraries plan includes seven areas to improve (library services, governance, staffing, collections/access, facilities, technology, and assessment). She noted that progress has been made regarding the four-year plan.

Dr. Maldonado apprised that a review of current facilities regarding new technology is under review, as there may be seating but no computers. He noted that the concern is a future budgetary review item.

**REPORT ON CURRENT COLLEGE ORGANIZATIONAL STRUCTURE**

Dr. Maldonado apprised that an inquiry was made as to the role of the Presidents regarding the Centers of Excellence (COEs). He noted the Directors of the COEs report to the Presidents, who are responsible for the networking of the Centers.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 5:04 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: May 19, 2016