

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

**December 8, 2016**

**Minutes**

The Academic Affairs/Workforce Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, December 8, 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  
Robert Glaser  
Neeta Sane  
Adriana Tamez

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Vice Chancellor/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  
Madeline Burillo, President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
Jason Wilson, Acting President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer  
Deborah Chambers, Interim Executive Director, HCC Foundation  
Terrence Corrigan, Director, Internal Audit

**OTHERS PRESENT**

Melissa Mihalick, Board Counsel, Bracewell LLP  
Melissa Miller-Waters, President, Faculty Senate  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Ms. Eva Loreda, Committee Chair, called the meeting to order at 12:06 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

*(The following Trustees were present: Hansen, Loreda, and Tamez)*

*(Mr. Wilson joined the meeting at 12:07 p.m.)*

**TOPICS FOR DISCUSSION AND/OR ACTION**

**REPORT ON OUTSOURCING MANAGEMENT OF THE CHILD CARE LABORATORY SCHOOL**

Dr. Maldonado noted the item is a report on outsourcing child care services at Central Campus. He noted that Dr. Beatty would provide the report.

Dr. Beatty noted that the effort is to explore outsourcing the child care services provided at the campus and the services are not the core mission for the institution. Dr. Beatty reported on the liabilities associated with the child care services to include:

- Faculty removed from teaching to serve when personnel issues emerge
- The college opened to liability
- Not the core mission of the college (auxiliary service)
- Maintaining a quality staff has been a challenge

Dr. Beatty noted the current services offered at the other campuses include child care minding at Southeast and apprised that the services provided at Central is a full laboratory school. She provided a breakout of the numbers of students currently attending the school.

Dr. Beatty introduced Ms. Pam Norwood to provide an overview of the cost for attending the school. Ms. Norwood noted that there are three tiers regarding the school tuition.

Dr. Hansen inquired if a third party had been identified or if this is a preliminary report. Dr. Beatty noted the report is to inform of the intent. Dr. Maldonado noted the effort is not to eliminate the program but to provide services and allow a third party to operate the facility.

Dr. Tamez inquired of the net income for the program. Mrs. Zamora noted the cost analysis could be provided and that the college breaks even.

Dr. Tamez noted that the center provides services to staff and students and she would not want to see it removed. Dr. Beatty noted the center is used for practicums and is not being eliminated.

Dr. Maldonado noted that in his briefings the facility was not being used as a practicum or for instructional purposes. Dr. Beatty noted it is one of the many locations that a small percentage of students use to satisfy that aspect of their curriculum.

Dr. Maldonado requested what are the liabilities for the program and types of licensing required to maintain the location. Dr. Beatty indicated the liabilities include playground incidents and incidents between teacher/student requiring action to be taken by the institution and police involvement. She added the site has to be accredited by a third party agency, the National Association for the Education of Young Children, NAEYC, and without meeting state standards it could also be considered a liability as part of the third party accreditation.

Dr. Maldonado inquired of liability insurance expenses. Dr. Beatty apprised that the information could be obtained. Dr. Maldonado added that he was informed that the location was not considered part of the student's educational clinical requirements.

Ms. Loreda noted that she wants to see the services remain in place but would like to make certain all compliances are met. She added if other agencies could be considered in providing services.

Mr. Wilson agreed with outsourcing being a good effort because it is not within the college core mission of educating students.

Dr. Hansen concurred with Mr. Wilson and added that the program is too small to have an impact on the total student enrollment and the liability is high.

#### **REPORT ON PROGRAM VITALITY**

Dr. Maldonado noted the report is regarding the program deactivation process and how programs are reviewed for deactivation on a five-year cycle. He apprised Dr. Beatty would provide the report.

Dr. Beatty provided an overview to include HCC Program Deactivation Process and the Deactivation for 2017

*(Mr. Glaser joined the meeting at 12:29 p.m.)*

Ms. Loreda inquired as to what happens to the faculty members who are with the Fashion Design program. Dr. Beatty noted the referenced program is related to the Theater Costume Design specialization.

Dr. Tamez commended administration on the process of the program research, the use of enrollment figures, and the success of the program for deactivation consideration in order to focus resources on programs that need to grow.

Mr. Wilson noted there are limited resources that need to be applied where needed. He concurred with Dr. Tamez and commended administration for evaluating and making the decision to deactivate the programs.

*(Mr. Wilson stepped out at 12:31 p.m.)*

Dr. Hansen inquired as to what degree did marketing and enrollment lacked in the programs. Dr. Beatty noted the key aspect of input is the advisory committee and that administration reviews the marketing aspect of the programs and internal adjustments can be made to ensure opportunities for students.

*(Mrs. Sane joined the meeting at 12:33 p.m.)*

*(Mr. Wilson returned at 12:33 p.m.)*

Dr. Hansen inquired if programs could be kept viable if partnerships were identified without draining resources. Dr. Tamez noted that everything has to be based on industry demands.

Ms. Loreda apprised that the program was successful in the past but the numbers reflect there is a need to move forward.

Dr. Beatty clarified that the deactivation is regarding the specialization area of Theater Costume Design within the Fashion Design program and that the Fashion Design program is not being deactivated. She added conversations are being conducted with Stephen F. Austin regarding a partnership.

Mr. Glaser noted the sign language program is a service provided to the community and inquired if there are other programs students are being referred. Dr. Beatty noted there were changes in licensure that require the certificate program closure and changes are being made to the current program curriculum.

#### **ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 12:38 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: January 19, 2017