

**MEETING OF THE
BOARD GOVERNANCE COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

May 10, 2016

Minutes

The Board Governance Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, May 10, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Robert Glaser, Committee Member
Eva Loreda, Committee Member
John P. Hansen, Alternate Committee Member
Carolyn Evans-Shabazz
Neeta Sane
Adriana Tamez
Dave Wilson

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
Madeline Burillo, President, Southwest College
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College/Interim Vice Chancellor, Student Services
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Carme Williams, Executive Director, HCC Foundation

OTHERS PRESENT

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

CALL TO ORDER

Mr. Robert Glaser, Committee Member, called the meeting to order at 4:35 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

REPORT ON BOARD EXPENDITURES FOR FISCAL YEAR 2015-16

Dr. Maldonado reported on an overview of the Board travel and expenditures and on community affairs expenditures for the period of September 1, 2015 through February 29, 2016.

REPORT ON PROPOSED REVISIONS TO TASB POLICIES SECTION E: INSTRUCTIONS

Dr. Maldonado informed a report would be provided regarding the proposed revisions to TASB Policies Section E regarding Instructions and apprised that Mr. Jarvis Hollingsworth would provide an overview of the proposed revisions:

Mr. Jarvis Hollingsworth provided an overview of the proposed policy revisions:

- **Section EGA** - Policy Academic calendar being 6 weeks of instruction and one week of final exams for each semester. Item EBA covers the institution distance education policy.
- **Section ECC** - Policy describing a student taking a maximum of 21 hours per semester or 12hours for the summer.
- **Section EDA** - Policy Instruction materials resources books; discussion will take place on designated representative.
- **Section EE** - Policy on Curriculum and the responsibility of the Vice Chancellor of Instruction and the Chief Academic Officer.
- **Section EFAB** - Policy on career and talent workforce.
- **Section EFAC** — Policy on the college offering nontransferable courses for those in need of developmental education.
- **Section EFB** - Policy on change of language according to the Coordinating Board, it formerly read, the Board will determine the type of degrees, but has been changed to the Board will approve those degrees. Item EFB, no changes with respect to the criteria for honorary degrees, as recommended by the Chancellor for approval.
- **Section EFCB** - Policy of Adult Education and secondary courses indicating that the College will offer Adult Basic Education, ESL, and GED courses.

- **Section EFCD** - Policy of GED Testing, written procedure for testing centers, annual schedule posting, and Board receiving an annual report on testing. Item EG requires and reinforces the need of an advising program starting with an orientation for students and assist students in selecting courses, time management study skills and career information.
- **Section EGA** - Policy of grading and credit; change in TASB indicated that the Board would be the responsible entity for establishing grades, how they would be Houston Community College determined and credits shall be awarded. The change/recommendation is the Vice Chancellor for Instruction and Chief Academic Office in collaboration of faculty will be responsible for establishing the grading mechanisms and how credits would be awarded. This section also governs the establishment of transferred credits as well as a dispute resolution process.
- **Section EGAA** - Policy of Credit by examination essentially governs the credits that the college will award with respect to national test or advanced placement credit exams.
- **Section EJAB** - Policy on examinations and schedules.
- **Section EGC** - Policy on graduation and its requirements; language has changed from the Board would establish graduation requirements; the recommendation is that the College District shall have graduation requirements.
- **Section EFE** - Policy on Texas Success Initiative, the college process for determining a student's readiness as they apply and enroll to HCC; requires for a student to be assessed.
- **Section EJA** - Policy on Instructional Initiatives indicating that the college will provide students with an international opportunity and college will provide support.

Mr. Wilson noted that the Board has spent a considerable amount of time adopting the mission statement and inquired of the statement being adopted. Dr. Tamez informed there will not be a change to the college's mission statement and noted that the revision would be to adopt a philosophy statement.

Mr. Wilson referenced EGA and EGC regarding the removal of the Board to be replaced with the District. Dr. Beatty noted that TASB have broiler language.

(Mrs. Sane joined the meeting at 4:56 p.m.)

Dr. Beatty noted that it is a model policy. Dr. Hansen noted that there are only 4 to 5 functions the Board is not able to delegate. He noted that when TASB puts together their policies, they are writing for quite a few smaller districts. He noted that TASB writes their policies for responsibilities to be delegated to specific staff.

Dr. Tamez inquired if written procedures have been done historically and requested for Board Counsel to clarify the removal of Board. Mr. Hollingsworth informed that all responsibilities of the college belong to the Board. He noted that the Board delegates the Chancellor to oversee the day-to-day operations. Dr. Maldonado noted that the policy is a new policy.

Mr. Wilson reference Section EJA regarding international policies and noted that his focus is the local community and remaining focus.

Ms. Loreda inquired if the college moved under TASB and inquired if TASB policies focus on higher education. Mr. Hollingsworth noted that TASB has a K-12 section as well as a section geared to community colleges.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:06 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: _____ June 16, 2016