

**MEETING OF THE
STRATEGIC PLANNING COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

May 10, 2016

Minutes

The Strategic Planning and Chancellor Evaluation Committees of the Board of Trustees of Houston Community College held a joint meeting on Tuesday, May 10, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

John P. Hansen, *Committee Chair*
Robert Glaser, *Committee Member*
Carolyn Evans-Shabazz
Eva Loredo
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
Madeline Burillo, Interim 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

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

Dr. John P. Hansen, Committee Chair, called the meeting to order at 3:13 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: Evans-Shabazz, Hansen, Loredo, Sane, and Tamez)

TOPICS FOR DISCUSSION AND/OR ACTION

REPORT ON INSTITUTIONAL GOALS

Dr. Maldonado informed the report is an update of the old current domains to be consistent and satisfy the Board timeline establish before. He noted that the next item will request approval of the consolidation of the institutional goals with the Board and Chancellor goals. He apprised that Dr. Beatty would provide an update of the scorecard.

Dr. Beatty provided an update on the scorecard to include the following area:

- Participation
- Success
- Fiscal and Facilities
- External Relations
- Governance and Board Relations

(Mr. Glaser joined the meeting at 3:35 p.m.)

Dr. Tamez inquired of the data source. Dr. Beatty informed that the Office of Institutional Research provided the data. Dr. Maldonado informed that all the data is obtained from internal sources. He noted that some of the data may come from the Coordinating Board; however, their data is received for the college.

Mrs. Sane inquired about the alignment with the strategic plan. Dr. Maldonado noted that the presentation is forthcoming as part of the next agenda item.

Mrs. Sane inquired of the numeric goal and the data. Dr. Maldonado reference 2.1 as an example and noted 30% is the progress on the goal.

Dr. Maldonado noted that going to the strategic plan will provide Key Performance Indicators (KPIs).

Dr. Hansen informed that when he received the charge from the Chair regarding the strategic plan, he was advised that the adopted goals and metrics were not to be revised. He noted that the strategic plan has been built around the goals adopted by the Board last year.

Mrs. Sane noted that the metric would be helpful if it was a part of the scorecard to provide an comparison. She inquired if it is possible to provide the information along with the scorecard.

Dr. Maldonado noted that the next agenda item will supplant the institutional goals with the strategic plan. He noted the goal is to cease working from the scorecard reviewed and begin utilizing the document to be presented with the next agenda item. Dr. Maldonado recommended proceeding to item B to review the recommendation regarding the institutional goal alignment.

INSTITUTIONAL GOAL ALIGNMENT

Motion – Dr. Hansen moved and Mrs. Sane seconded.

Dr. Maldonado presented the evaluation goal alignment and apprised that adopting the mapping of the pillars allows focus on one set of goals. He noted the strategic plan is complete and has a detailed operational plan associated with it. He noted that the effort is to have unified goals for the institution. Dr. Maldonado noted that the information provided depicts how administration will accomplish the action plan.

Dr. Hansen recommended an overview of the report be provided to clarify the KPIs. Dr. Maldonado noted that Dr. Betty would present an overview of the recommended goal alignment.

Dr. Beatty informed that goals were established for the Chancellor and noted since the strategic plan is now approved, the next step would be to align the Chancellor goals with the Strategic Plan as goals for the institution. She noted that approval would align the Chancellor goals with the Strategic Plan.

Dr. Beatty provided an overview of the institutional KPIs for the strategic plan to include the following:

Student Success

- Completion
- Placement

Organizational Stewardship

- THECB Composite Index
- Property Tax Rate Comparison
- Tuition and Fees Rate Comparison

Performance Excellence

- Institutional and Program Recognitions and Awards
- Academic and Workforce Accreditations

Innovation

- University Pathways
- Career Pathways
- Innovative approaches to teaching and learning

Dr. Beatty gave an overview of the Performance Goal Domain Alignment with the strategic pillars.

Dr. Hansen noted for clarification that the request from administration includes the mapping of the Chancellor's goals with the pillars of the Strategic Plan. Dr. Maldonado noted the approval sought is to adopt one set of goals to cross-walk the performance goals with the Strategic Plan pillars.

Mrs. Sane noted all of the areas are relevant and inquired of the variation. Dr. Maldonado noted that the coloration of the circles indicates the closely related areas to the performance goals and noted each of the domains is covered by at least one of the strategic pillars. Dr. Maldonado noted that the information could be presented at a workshop prior to the next regular meeting, if desired.

Mrs. Sane noted a mechanism for measuring the outcome is needed and imperative. She noted the desire is to receive the information from a macro-level perspective to show how the accomplishments are measured.

Dr. Tamez associated with Mrs. Sane and noted there has to be some form of mechanism for measuring. Dr. Maldonado noted perhaps there needs to be a more detail explanation regarding the KPIs.

Mr. Glaser expressed appreciation for all the hard work put into this plan. He inquired of the status of the dashboard and noted his effort is to relate with desired outcomes. He noted that the Board wants macro results and apprised that the focus should be from the macro level to review the measure of efficiencies.

Dr. Hansen apprised that when he was appointed to chair the Strategic Planning committee, he was requested to respect the KPIs adopted prior to the Strategic Plan. He noted that the measurements are found in the Strategic Plan and informed the action plan advise the staff as to what they need to do.

Dr. Tamez noted that Board goals are going to be the Chancellor's goals and the effort is to have alignment across the board.

Ms. Loreda noted that the Board needs to only review one or two levels and does not need all the information provided. She recommended providing the goals met in a simpler format. Dr. Hansen noted there must be a review of the action in order to determine if the goals are being met.

Ms. Loreda noted that providing to many levels of goals is not what she wants to see, she would like to be presented with goals met and where we are at in a simpler format.

Mrs. Sane inquired of the request today. Dr. Maldonado noted that the KPIs were adopted by the Board in December 2015 and apprised that the goal is to approve the alignment to move from the scorecard format to the performance goal domain alignment.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:34 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: June 16, 2016