

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

DECEMBER 10, 2015

Minutes

The Strategic Planning Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, December 10, 2015 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Zeph Capo, *Chair*
Robert Glaser, *Vice Chair*
Neeta Sane
Carolyn Evans-Shabazz
Adriana Tamez, *Secretary*
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, General Counsel
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Madeline Burillo, Interim President, Southwest College
Margaret Ford Fisher, President, Northeast College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

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

Mr. Zeph Capo, Chair, called the meeting to order at 1:11 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: Sane, Capo, Evans-Shabazz, Tamez, and Glaser)

(Mr. Wilson stepped in at 1:14 pm)

HCC STRATEGIC PLAN 2016-2019

Dr. Cesar Maldonado welcomed Dr. Stephen Klineberg from Rice University's Kinder Institute for Urban Research to assist with the presentation of the Strategic Plan.

Dr. Klineberg presented on the following "Changing Face of Houston: Two Revolutions."

(Dr. Evans-Shabazz stepped out at 1:32 pm)

(Dr. Evans-Shabazz returned 1:33 pm)

Dr. Herod presented Achieving the Vision: Strategic Plan:

- Achieving The Vision
 - Strategic Pathway called IMAGINE 2019
 - Plan describing the Board - approved Vision
- IMAGINE 2019- An Aligned Institution Focused on Student Success
 - Strategic Plan – Vision and 4 Strategy Pillars
 - Transformation
 - HCC Way- Values and Behaviors
- Foundation for the Vision
 - On-line Surveys
 - In-Person Interviews
 - Internal Workgroups
 - Community Outreach Efforts
 - College Listening Tours
 - Executive Team Meetings
- Excellence Driven Inside and Out
 - Ad Hoc Committee of the Board of Trustees
 - External Stakeholders
 - HCC Faculty Senate
 - HCC United Student Council
 - HCC Chancellor's Cabinet
- Strategic Planning Advisory Council and Internal Work Groups
 - External Meetings (471)
 - Transcribed Tape Hours (22)
 - Internal Survey Responses (850)
 - External Survey Responses (including students) (906)
 - Open Comments from Survey (1,667 comments)
 - Chancellor Listening Tours (6 colleges, 350 attendees, 180 comment cards)
- Key Findings Supporting The Vision (Internal Survey Responses)
 - Ensure Quality Instructional Programs and Courses
 - Increase Student Retention and Persistence Rates
 - Create Opportunities to Gain Knowledge, Skills, & Credentials in High Demand Fields
 - Improve the Student Experience
 - Improve the Effectiveness of our Administrative Services

- Strategic Planning Components
 - Mission
 - Vision
 - Core Values
 - Behavioral Competencies
- Our Mission
- Vision Adopted December 11, 2014
- Our Cultural Core – The HCC Way
 - Our Core Values
 - Core Behaviors
 - Leadership Behaviors
- Defining the Strategic Pillars
 - **Student Success**
 - Improve student preparedness, readiness and alignment
 - Improve the student experience
 - Increase student completion
 - Ensure instructional programs prepare students for success in current and future working environments
 - **Organizational Stewardship**
 - Ensure the strategic plan serves as the basis for funding
 - Improve and streamline business transactions and processes
 - Increase diversity, inclusion and engagement throughout the institution
 - **Performance Excellence**
 - Focus on one HCC & consistency of quality experience across the campuses, departments, and facilities
 - Foster an environment within the institution as a compelling place to work and learn
 - Employ analytic measures to assess and guide performance excellence
 - **Innovation**
 - Build a culture that champions collaboration, creativity and innovation
 - Increase innovation in teaching and learning
 - Expand the use of technology throughout the institution
- Imagine 2019
 - **Vision**
 - Student Success
 - Organizational Stewardship
 - Performance Excellence
 - Innovation
 - Behavioral Competencies
 - Core Values
 - Mission
- Performance Goals Alignment
 - **Performance Goals**
 - Participation
 - Success
 - Fiscal & Facilities

- External Relations
- Governance & Board Relations

Dr. Tamez inquired about Dr. Klineberg's role in the committee and how many served on the committee.

Dr. Herod apprised Dr. Klineberg is a member of the Strategic Planning Advisory Council and that he presented to the council. Dr. Herod noted there are 25-30 council members.

Dr. Evans-Shabazz inquired on how is the HCC culture promoted and strengthened in regards to academic standards, the collaboration of faculty, staff and student success in determining whether you have full or part time positions.

Dr. Maldonado apprised part of the strategy being used is to improve the onboarding process for adjuncts. He noted that from a budget stand point, we must have a balancing point where we can afford the faculty that we need. Our goal will be to have a preponderance of fulltime faculty. We have invited them to attend convocation and events we hold for fulltime faculty.

Dr. Beatty explained we are striving for a goal of 50% to 50% ratio, 50% part-time and 50% full time. She noted Susan Goll, former Faculty Senate President is creating a formula and we are working to develop a proposal that will help us get that 50% ratio.

Mr. Wilson noted a correction on page 4, and that only 8 trustees had input regarding the strategic plan. He inquired how the Centers of Excellence fit in the strategic plan. He requested more concrete examples of how it affects the operations of units.

Mr. Capo appraised the purpose of the strategic planning committee is to look forward into how we ensure it is integrated, and what we are doing to move forward.

Ms. Sane inquired as to how the plan aligns with Texas Education Coordinating Board 60/30 plan. She requested assistance with identifying how the plan fits into the Texas Education Coordinating Board's plan.

Dr. Maldonado mentioned that over the next quarter you will begin to see what is needed to reach the goals of the 60/30 plan.

Motion – Ms. Sane moved to approve the HCC Strategic Plan 2016-2019 presented by administration and Mr. Glaser seconded.

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

ADJOURNMENT

Houston Community College
Strategic Planning Committee Meeting – December 10, 2015 – Page 5

With no further business coming before the Board, the meeting adjourned at 11:38 a.m.

Minutes recorded, transcribed & submitted by:
Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: February 25, 2016