

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

June 19, 2014

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, June 19, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Committee Chair*
Sandie Mullins, *Committee Member*
Neeta Sane, *Alternate Committee Member*
Robert Glaser
Eva Loredo
David B. Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Thomas Estes, Vice Chancellor, Special Projects and Bond Program
Diana Pino, Vice Chancellor, Student Services
Teri Zamora, Vice Chancellor, Finance and Planning
Fred Zeidman, Vice Chancellor, Institutional Advancement
Margaret Ford Fisher, President, Northeast College
Julian Fisher for Fena Garza, President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Betty Young, President, Coleman College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

Derrick Mitchell, Board Counsel, Bracewell & Giuliani
Vidal Martinez, Special Counsel, Martinez Partners, LLP
Michelle Novak, President, Faculty Senate
Ava Cosey, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 3:39 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: Glaser, Loredo, Mullins and Tamez)

TUITION AND FEES FOR NON-CREDIT CLASSES

Motion – Ms. Mullins moved and Dr. Tamez seconded.

Dr. Cesar Maldonado apprised that two changes were (1) increase due to added credit hours in one course as reflected on page 9 and (2) six courses that reduced due to dropping of credit hours, as reflected on pages 10-11. Dr. Charles Cook informed that the fee covers the instructional costs and material with an overhead surcharge built in at thirty percent.

(Mrs. Sane arrived at 3:41 p.m.)

Dr. Maldonado apprised that a competitiveness assessment drives the adjustment regarding the pricing.

Mr. Glaser inquired if faculty compensation was considered regarding the pricing model. Dr. Cook noted that it is based on availability and expertise of faculty.

Ms. Loredo inquired of the number of students impacted. Dr. Madeline Burillo informed that three hundred students would be affected.

Ms. Mullins inquired of the overall enrollment in non-credit classes. Dr. Cook noted that the CEU enrollment is approximately four thousand for each semester.

Mr. Glaser inquired if the approval will be included in the budget. Dr. Maldonado apprised that the fiscal impact on the budget is minimal and noted that the prices are for continuing education.

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

TECHNOLOGY REPLACEMENT PLAN FOR INSTRUCTIONAL AND ADMINISTRATIVE COMPUTERS

Motion – Dr. Tamez moved and Ms. Mullins seconded.

Dr. Maldonado informed that the item continues the pattern of replacing computer equipment. He apprised that the item is a routine maintenance item. He noted that the cost is allocated in the current budget.

Mrs. Sane inquired how the approval relates to the overall strategic plan for IT. Dr. William Carter informed that the item falls in alignment regarding technology. He

apprised that the strategic plan has been maintained annually and was recently reviewed.

Mrs. Sane informed that the strategic plan for the institution will be discussed shortly and apprised that the IT strategic plan needs to be inclusive. She asked that Dr. Maldonado review what is needed going forward.

Ms. Loredo inquired if there is a program to bring funds back to HCC when computers are sold. Dr. Carter informed that the effort is to dispose of the computers safely and noted that there is a firm utilized for disposing of the computers and noted that approximately \$60,000 was received last year for the returned machines. He apprised that part of the problem is that the equipment is obsolete when it is replaced.

Dr. Tamez inquired if there has been a study regarding leasing the equipment as a possible cost savings measure. Dr. Carter noted that the leasing option has been reviewed; however, he apprised that leasing provides a means for starting small; however, there is an issue at the end of the cycle when trying to opt out of the lease.

Mr. Carter informed that there are leasing agreements in place for the copiers and apprised that leasing all machines could be costly. Dr. Maldonado noted that the institution has approximately 13,500 computers.

Mr. Glaser inquired if there is an effort of moving toward laptop/portable machine environment. Dr. Carter informed that the desktop machine is becoming one device. He apprised that tablets and small devices will probably be the equipment of the future. He noted that the issues with security relate to educating the user.

(Mr. Wilson arrived at 3:59 p.m.)

Mr. Glaser informed that he reviewed some of the timeframes regarding obsolescence and inquired if the college is still within the budget. Dr. Carter apprised that the numbers are there; however, the question to be considered is what will be done regarding supporting technology.

Ms. Mullins noted that there was an AT&T item presented and inquired if the item was included in the IT information provided. Dr. Maldonado informed that the item is not included and apprised that the AT&T item will be presented to the Board shortly.

Mrs. Sane inquired if the security upgrades are included. Dr. Carter apprised that security cameras and access control are covered under a separate budget.

Ms. Loredo noted the replacement cost was not to exceed \$500,000 and inquired of the fiscal impact as referenced of \$3.4 million annually. Dr. Carter informed that the request relates to funds that are available in the IT budget for annual usage.

Dr. Tamez inquired with Dr. Maldonado if he agrees with the recommendation. Dr. Maldonado apprised that this continues the practice that the college has been following and that the request is not out of the norm as it is a replacement and not an upgrade.

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

APPROVAL OF NEW ASSOCIATE OF ARTS DEGREE IN STUDIO ART

Motion – Ms. Mullins moved and Dr. Tamez seconded.

Ms. Loreda inquired of the students impacted. Dr. Cook noted that approximately 30 to 40 new majors are received in this field annually. He informed that the effort is to move the completion agenda forward by providing clear and structured pathways for the students.

Ms. Loreda inquired if the students are provided a form listing the requirements to assist the students. Dr. Cook apprised that the students are able to follow the plan outlined for the degree.

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

2012-2015 HCC STRATEGIC PLAN CRITICAL INDICATORS OF SUCCESS

Dr. Maldonado informed that the report will provide an overview of the grant areas.

Mr. Fred Zeidman introduced Ms. Carmetha Williams, Executive Director, HCC Foundation to provide an overview of the HCC Foundation and noted that Ms. Georgia Carmichael, Director, Grants Development will follow with an overview of the grants.

Ms. Williams provided an overview of the Foundation to include the function and role as follows:

- Core Activities
 - Fundraising
 - Scholarships
 - Alumni Association

- Fiscal Performance Summary (September 1, 2008 – April 30, 2014)
 - \$7.2 million operational support received from HCC
 - \$33.3 million from fundraising efforts (received and pledges)
 - \$20 million awarded to students

- Endowments
 - Opportunity 14 Scholarship - \$6.3 million
 - Other endowed scholarships - \$3.1 million

- Scholarships Awarded to Date
 - 7,700 Students awarded
 - \$8.5 million scholarship support distributed
 - 160 private donor named scholarships awarded annually

- Building on Success
 - Developing
 - Deeper corporate relationships
 - New individual relationships
 - Planned giving program
 - Stewarding existing donor relationships
 - Tracking impact on students
 - Showcasing student scholars
 - Showing prospects the impact their investment can make with HCC students

Mrs. Sane informed that the discussion has been to consolidate all the fundraising efforts to maximize funds.

Dr. Tamez expressed appreciation to the HCC Foundation for their efforts to raise funds for the students.

Mr. Wilson noted that the trend regarding the HCC Foundation over the last six years averages \$6 million per year. He apprised that the hope is that the Foundation is growing and collecting more money. Ms. Williams noted that the Foundation was in flux due to questions regarding leadership direction.

Mr. Zeidman informed that Ms. Williams is fairly new and apprised that there have been dramatic improvements. He noted that the move to raise funds for the Foundation will continue.

Mr. Wilson inquired of the efforts that the Board could do to assist the Foundation in raising funds. Mr. Zeidman informed that the primary function of the Foundation is to raise money for scholarships and noted the Board would be resourceful in identifying funding opportunities.

Mr. Zeidman apprised that the efforts are to consolidate the funding raising efforts.

Ms. Carmichael provided an overview of the Grants Office to include in the mission and function of the department. She noted that the research efforts are regarding innovative project funding.

Ms. Carmichael presented the following:

- Standard Performance Measures
 - New grant awards
 - Grant revenue (grant funding actually expended during fiscal year)

- Active grant portfolio (total amount of active grant contracts)
- Performance Trends
- Comparative Performance (6 largest singly accredited community colleges)
 - Miami Dade College
 - Houston Community College
 - Lone Star College
 - Tarrant County College
 - Northern Virginia Community College (NOVA)
 - Austin Community College
- Strategies to Increase Funding
 - Forming district-wide grants development council
 - Pursuing high priority federal funding
 - Working with state/local government
 - Leverage partnerships to maximize funding

Mr. Wilson inquired if the recent grant award was discussed. Dr. Maldonado announced that the Texas Higher Education Coordinating Board, The Texas Education Agency and the Texas Workforce Commission jointly awarded a \$660,000 grant.

Ms. Loredo inquired of the staff for the grant office. Ms. Carmichael informed that there are two grant writers and three staff members working with compliance and project performance. Ms. Carmichael apprised that the department is currently being reorganized.

Ms. Loredo noted that she has previously mentioned that there have been grant funds returned. She informed that the efforts need to be to make certain the department is staffed appropriately to prevent returning funds and to seek additional funding.

Ms. Carmichael apprised that the department is actively scanning for funding.

Mr. Zeidman noted that the college continually works with the congressional delegation to identify grants.

Dr. Tamez inquired as to what is being reviewed from the standpoint of the colleges regarding grants. Dr. Maldonado informed that the work is not in isolation of the colleges and apprised that the grant department supports the colleges in seeking grant funds.

Mrs. Sane noted that there has been a discussion of formalizing a grant department and informed that Dr. Cook previously discussed the effort. She requested Dr. Maldonado to review the organization of the grants department.

Mr. Wilson inquired of the efforts the Board could take to assist. Mr. Zeidman apprised that the Board would be resourceful in identifying grant opportunities and forwarding to Ms. Carmichael.

UPDATE ON ATHLETICS PROGRAM

Dr. Diana Pino noted that a pilot program was implemented that decentralized the activities in 2013-2014 with a base amount disbursed to the colleges and additional funding provided based on enrollment. She informed that the recommendation was to continue with the pilot for another year.

Mrs. Sane referenced the decentralization and apprised that the Fort Bend YMCA is interested in partnering with the college. She noted that assistance is needed in identifying what type of fields or sports will be desired.

Ms. Loredo informed that the YMCA was willing to partner with the college and inquired if the effort would be to review collaborative opportunities throughout the city. Dr. Pino apprised that the partnering efforts are definitely welcomed.

Dr. Pino noted that the next report will provide an overview of the participation and related expenses. She informed that there will be a comparison with last year's participation and expenses.

Ms. Mullins noted that city and county parks as well as the area school districts should also be reviewed in terms of partnerships.

Mr. Glaser inquired of the sources and uses funding. He requested data as it relates to student success. Dr. Pino informed that an update will be provided in August 2014. She apprised that the individuals tracked are those students participating in the club sports.

Ms. Mullins noted that the participation number previously provided was low.

Ms. Loredo inquired of the status of the soccer fields at Northeast College. Mr. Winston Dahse informed that the project is moving forward and should be ready for the fall.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:43 p.m.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: August 21, 2014