

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

**December 12, 2013**

**Minutes**

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, December 12, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

**MEMBERS PRESENT**

Eva Loreda, *Committee Chair*  
Carroll G. Robinson, *Committee Member*  
Bruce Austin  
Dianne Johnson  
Carroll G. Robinson

**ADMINISTRATION**

Renee Byas, Acting Chancellor  
Destinee Waiters, Acting General Counsel  
Shantay Grays, Executive Officer to the Chancellor  
Fheryl Prestage for William Carter, Vice Chancellor, Information Technology  
Charles Cook, Vice Chancellor, Academic Affairs  
Thomas Estes, Vice Chancellor, Finance and Planning  
Diana Pino, Vice Chancellor, Student Success  
Julian Fisher for Fena Garza, President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Irene Porcarello, President, Southeast College  
Betty Young, President, Coleman College  
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs  
Janet May, Chief Human Resources Officer

**OTHERS PRESENT**

Amanda Edwards, System Counsel, Bracewell & Giuliani  
Michelle Novak, President, Faculty Senate  
Ava Cosey, President, COPA  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Ms. Loreda, Chair called the meeting to order at 3:28 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

**REGISTRATION FEE FOR NON-CREDIT ADULT BASIC EDUCATION (ABE) CLASSES**

Motion – Mr. Robinson moved and Ms. Loredó seconded.

Dr. Charles Cook informed that the Texas Success Initiative (TSI) for the first time established a floor for development education and noted that if a student tests below 9<sup>th</sup> grade skills in reading, writing and math, they would not be able to enter development educational courses but would be diverted to level one workforce courses, adult education or continuing education units. He apprised that these courses would be designed to help students improve reading, writing, and math skills and may be contextualized to accommodate the level one workforce programs. He noted that the fee would be \$60.

Dr. Cook informed that the other fee recommendation is \$20 for adult education.

Mr. Robinson inquired of the number of adult students who enroll but do not attend the adult education classes and inquired if funding is lost. Dr. Cook apprised that funding is lost; however, there has not been any funding returned as of yet due to new students are enrolled.

Mr. Robinson apprised that he is not trying to compound additional financial burden on struggling students even if financial aid is available. He inquired of the persistence rate, if \$20 fee is implemented over five years.

Mr. Robinson noted that the \$20 fee for ABE will only add 265 students. Dr. Cook informed that the effort will also allow for ability to test the theory regarding persistence rate.

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

**APPROVAL OF NEW ASSOCIATE OF SCIENCE (AS) DEGREE IN MATHEMATICS**

Motion – Mr. Robinson moved and Ms. Loredó seconded.

Dr. Cook apprised that the item completes the set of academic degrees in Science, Technology, Engineering and Mathematics (STEM).

Mr. Robinson inquired as to when an associate degree in entrepreneurship will be offered. Dr. Cook noted that a certificate program is currently offered.

Mr. Robinson inquired as to when the prep courses will be advertised and when will more prep services be available. Mr. Robinson apprised that \$3.6 million was approved for advertising/marketing and noted that there is no presence regarding the prep courses.

Dr. Cook noted that a meeting was held with area superintendents and the following was advertised:

- Prep websites
- Becoming TSI test centers
- House Bill(HB) 5

*(Ms. Mullins stepped out at 3:48 p.m.)*

Ms. Loredo inquired of the start date and cost for the program. Dr. Cook informed that there will not be any additional costs and noted that the start date will be the spring of 2014 and noted it will be offered at all the colleges except Coleman.

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

### **2012-2015 HCC STRATEGIC PLAN CRITICAL INDICATORS OF SUCCESS**

Dr. Pino apprised that the strategic plan critical indicator of success for the month is financial aid. She provided the following overview:

- Number of students receiving awards
- Number of awards
- Total amount

Dr. Pino noted that the focus is to increase the number of awards and amount of awards to students by ten percent. She provided an overview of the following forms of financial aid:

- State and Federal Grants
- State and Federal Work Study
- Loans
- Scholarships
  - HCC internal scholarships
  - External scholarships

Dr. Pino provided an overview of current initiatives impacting the financial aid to include:

- Financial Coaches
- Department of Education PELL Experimental Project
- Compliance Manager
- Improved Communication to Students
- Advising & Counseling
- TSI
- Exploring Aid-like Paycheck

Mr. Robinson informed that administration must be cognizant of the aid-like paycheck especially regarding student financial obligations.

Mr. Robinson inquired if the profile of default students is tracked. Ms. JoEllen Soucier, Executive Director of Financial Aid apprised that the student profiles are tracked.

Mr. Robinson requested a breakdown of the \$213.6 million to indicate how much is financial aid, loans, grants, and internal and external scholarships by dollar amount and number of students.

Ms. Loredo inquired if funding is per semester or year. Dr. Pino noted that they are aware of the annual funding but awards are issued each semester.

## **EXPLORE OPPORTUNITIES FOR EARLY COLLEGE HIGH SCHOOL AT COLEMAN COLLEGE**

Mrs. Byas informed that in speaking with cabinet and faculty, it was determined to keep the project similar to the early college high schools for 9-12<sup>th</sup> grades.

Mr. Robinson apprised that the exploration is not for an early college because HCC committed to having an early college under the Capital Improvement Plan (CIP). He noted that he is only responsible for District IV and informed that he supports what the other members support. He requested to explore the opportunity of an early college charter school and explore if HCC should run the school or outsource operations.

Ms. Loreda apprised that the Texas Education Agency requirements should be considered. She noted that partner opportunities may be available.

Ms. Johnson informed that there is an application regarding charter schools.

## **REPORT ON SCHOLARSHIP FUNDS**

Dr. Thomas Estes apprised that Mr. Robinson has raised the charge regarding scholarships and noted that the report item provides possible ways to build scholarship funds to include:

### Fiscal Year Closing

Engage reviewing revenue excess over expenditures prior to closing the books as follows:

- 1) Revenues exceed \$3 million, \$1 million set aside for scholarships
- 2) Revenues below \$3 million, 25% set aside for scholarships
- 3) Build for ten years, then dispense a certain percentage annually

Dr. Estes provided a rough draft regarding budget priorities to include top priorities:

- 1) Annual salary increase (3%)
- 2) Benefits increase
- 3) Technology replacement
- 4) Deferred maintenance
- 5) Current staffing needs at various campuses
- 6) Operating costs for new buildings

Mr. Robinson requested administration to meet with the Board to decide the priorities from a governing board prospective. Dr. Estes noted that he would encourage the Chancellor to bring the priorities before the Board for discussion.

Mr. Robinson informed that he does not agree with the budget planning process as it is done on an aggregated basis.

### Dispensing Funds for Scholarships

Dr. Estes apprised that he discussed using ad valorem tax funds for scholarship and it does not appear to be a simple answer. He noted that he is not certain of the process as it relates to using ad valorem tax funds for scholarships.

Mr. Robinson informed that Board Counsel provided a legal opinion that it is possible. He apprised that the Fund 3 is unrestricted and recommended moving funds for scholarships from Fund 3 so that there is not a usage of ad valorem taxes.

Mr. Robinson noted that there needs to be a review of entrepreneur based projects, such as food services. Mrs. Byas informed that there is a bid going out to solicit proposals from food chains.

Mr. Robinson apprised that he preferred the first idea presented by Dr. Estes. He noted that he would be opposed to moving funds during the fiscal year.

Mr. Robinson recommended that the Foundation identify organizations to match scholarship funds.

#### **REPORT ON HOUSTON ACADEMIC COLLEGE SCHOLARSHIP DAY**

Mr. Robinson informed that his efforts are to promote academic achievement. He apprised that the effort is to have all area high schools participate in an Academic Achievement Day to recognize students receiving academic scholarships. He noted that the efforts would be to gain more presence for HCC by having the students on the campus and celebrating their academic achievement.

Mr. Robinson noted that Houston Independent School District is starting similar efforts in their district and informed that he would like to work collaboratively with multiple school districts.

Ms. Loreda apprised that there is a similar effort with one of the Hispanic agencies.

Mrs. Byas noted that guidance is needed from the Board regarding moving forward with the effort. Mr. Robinson informed that he asked Board Services to hold the date but would leave it to administration to determine how to move forward with the event. He would recommend possibly reaching out to younger students who are receiving scholarships and apprised that it would send a good message for students to see themselves walking across the stage to receive recognition.

Ms. Loreda recommended forwarding the item to the consent agenda. Mr. Austin noted that administration needs to articulate an approach for carrying out the initiative and bring the recommendation to the Board.

#### **UPDATE ON ATHLETICS PROGRAM**

Dr. Pino provided an update as of October 31, 2013 to include:

- Overall Student Participation
- Club Sports
- Reorganization

- Athletic Facilities and Fields Survey

**ADJOURNMENT**

With no further business, the meeting adjourned at 4:37 p.m.

*Recorded, transcribed and submitted by:*  
Sharon R. Wright, Manager, Board Services

Minutes Approved:           January 23, 2014