

**REGULAR MEETING
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

May 25, 2017

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, May 25, 2017 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Eva Loreda, Chair
Christopher Oliver, Vice Chair
Neeta Sane, Secretary
Zeph Capo
Carolyn Evans-Shabazz
Robert Glaser
John P. Hansen
Adriana Tamez
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Vice Chancellor/Chief of Staff
Ashley Smith, General Counsel
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Kimberly Beatty, Vice Chancellor, Instructional Services/Chief Academic Officer
Athos Brewer, Vice Chancellor, Student Services
William Carter, Vice Chancellor, Information Technology
Kurt Ewen, Vice Chancellor, Planning and Institutional Effectiveness
Madeline Burillo, President, Southwest College
Margaret Ford Fisher, President, Northeast College
Muddassir Siddiqi, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Robert King, Interim Executive Director, HCC Foundation
Terrence Corrigan, Director, Internal Audit
James Walker, Interim, Chief Facilities Officer

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell LLP
Melissa Miller-Waters, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Eva Loredo, Chair, called the meeting to order at 4:06 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: Capo, Evans-Shabazz, Hansen, Loredo, Oliver, and Wilson)

(Mrs. Sane joined the meeting at 4:07 p.m.)

PRAYER AND PLEDGE OF ALLEGIANCE

Mrs. Loredo recognized the students and their leaders representing the Alief Taylor High School NJROTC. Dr. John P. Hansen led the Board and guests in prayer. Alief Taylor High School NJROTC posted the colors and led the pledges.

(Mr. Glaser joined the meeting at 4:10 p.m.)

APPROVAL OF MINUTES FOR APRIL 2017

Motion: Mr. Capo motioned and Dr. Hansen seconded.

Vote: The motion passed with a vote of 8-0.

The following minutes were approved:

- Special Meeting on April 4, 2017
- 50th Anniversary Celebration Committee on April 13, 2017
- Academic Affairs/Workforce Committee on April 13, 2017
- Board Governance Committee on April 13, 2017
- Committee of the Whole on April 13, 2017
- External Relations Committee on April 13, 2017
- Special Meeting on April 13, 2017
- Strategic Planning Committee on April 13, 2017
- Student Success/Services Committee on April 13, 2017
- Regular Meeting on April 20, 2017
- Special Meeting on April 20, 2017

(Dr. Tamez joined the meeting at 4:16 p.m.)

AWARDS, PRESENTATIONS AND RECOGNITIONS

The following presentation were made regarding recognitions and/or awards:

- Ruth A. Allen Pioneer in Texas Working-Class History Award
 - Dr. Michael Botson, Faculty, History Department
- NISOD Award Recipients:
 - Corey Acklemire, Faculty, Art Department
 - Rick Harrington, Faculty, Audio Recording/Filmmaking
 - Robin Raborn, Faculty, Academic Student Success
 - Shahjahan Rizvi, Faculty, Chemistry
 - Megan Sovine, Faculty, Speech
 - Jennifer Stidham, Faculty, Public Service Librarian
 - Mohamad Tlass, Faculty, Pharmacy Technician
 - Brigid Wilson, Faculty, VAST/Occupational Life Skills
- Phi Theta Kappa Chapter:
 - Josue Rodriguez, President
 - Jaime John Manaay, Vice President of Scholarship
 - Furqan Khan, Vice President of Leadership
 - Nhu Le, Vice President of Service
 - Thao Nguyen, Vice President of Membership
 - Rebecca De La Cruz, Public Relations
 - Tazeen Fatima, Administrative

(Dr. Tamez stepped out at 4:30 p.m.)

- East Harris County Manufacturers Association (EHCMA)
A donation of \$70,255 to the HCC Foundation to support students enrolled in the following COEs: Advanced Manufacturing, Material Science, Construction, Global Energy, and Logistics.

(Mr. Glaser stepped out at 4:35 p.m.)

(Dr. Tamez returned at 4:35 p.m.)

- Recognition of Asian Heritage Month by Mr. Gordon Quan
- Student Success Stories (Coleman College)
 - Brenda Torres
 - Charmaine Easley

(Mr. Glaser returns at 4:45 p.m.)

CHANCELLOR'S REPORT

Dr. Maldonado reported on the following:

- HCC 2017 graduation ceremonies for District, GED and VAST Academy recognized the commitment of students and the faculty and staff who helped the students in achieving their goals. Graduation speakers included Mayor Sylvester Turner, Mr. Chris Canetti, Houston Dynamos President, Dr. Maude Ferguson, and Dr. Kimberly Beatty
- 2016-2017 Veteran graduates and the Texans Scholarships for Service Awards recipients were honored in partnership with the Houston Texans
- FORWARD Fun Day was held throughout the district for HCC faculty and staff who support the ongoing transformation of HCC
- HCC Asian Scholarship Program Inspiring Results and Excellence (A. S. P. I. R. E.) recognized Dr. Muddassir Siddiqi and Ms. Linda Toyota
- On May 1, 2017, the signing of the historic MOU agreement between HCC and Alief ISD took place providing automatic admission to HCC to eligible graduating high school seniors.
- The Financial Aid Department earned a Telly Award for its White House Student Loan Debt Challenge videos
- HCC participated in the LULAC Cinco de Mayo Parade
- HCC Alumnus Hugo Ortega received the James Beard Foundation Award for Best Chef: Southwest
- The annual HCC Fashion Fusion event partnered with the Museum of Fine Arts highlighting HCC student designers on a show inspired by *Adios Utopia: Dreams and Deceptions in Cuban Art Since 1950*
- HCC launched the iOS Coding and Design School (iCDS) training to start this summer on developing APPLE iOS applications and coding
- Total earned media value tallied nearly \$2,87,.600
- **Entrepreneurship Program Report**
Dr. Maldonado noted Dr. Kurt Ewen, Vice Chancellor, Planning and Institutional Effectiveness would present on the Entrepreneurship program. Dr. Ewen noted it was a program a program that was started ten years ago and introduced Dr. Maya Durnovo,

Chief Entrepreneurial Initiatives Officer to provide the Entrepreneurial Initiatives presentation.

Dr. Durnovo presented on the Entrepreneurship program that included the following:

- Entrepreneurial Initiatives
- Timeline
- Entrepreneurial Initiatives Organization
 - Goldman Sachs 10,000 Small Businesses
 - Minority Business Development Agency
 - The Corporate College
- Texas Workforce Commission Projects
- Student Innovation & Entrepreneurship
- Local Events

Mr. Capo expressed appreciation and thanked the department regarding the work. He apprised that he is comfortable with the professional work being done in the community.

Mr. Glaser also expressed appreciation for the program.

- **Faculty Senate Report**

Dr. Melissa Miller-Waters provided the Faculty Senate report to include the following:

- Participated and observed as president events for and worked by students and faculty to put students at the center
- Attended the honoring and cording ceremony of Veteran students and faculty at NRG
- Attended the EDUC 1300 faculty professional development

(Mr. Oliver stepped out at 5:04 p.m.)

- Faculty Senate hosted the All Faculty Retreat and expressed appreciation to Dr. Kimberly Beatty, Dr. Steve Levy, Mrs. Teri Zamora and Mr. Warren Hurd for their support

(Mr. Oliver returned at 5:06 p.m.)

- Coleman faculty working with curriculum designers in the IIED to redesign courses and curriculum to align with learning objectives
- Appreciation extended to the Board and administration for supporting the third year of the compensation plan

- **United Student Council Report**

Dr. Maldonado noted that Mr. Josue Rodriguez would provide the United Student Council report.

Mr. Rodriguez, USC President provided a report to include appreciation to the administration for the smooth and exciting 2017 commencement ceremony. He added that as a graduate himself, he was grateful for an astonishing ceremony. Mr. Rodriguez noted USC extended congratulations to HCC for the establishment of the APPLE partnership.

CHAIRMAN'S REPORT

A. Trustee District Reports:

- District VI - Dr. Hansen noted 1,000 commitment letters to Alief High School students were sent out and two meetings regarding fall registration were attended by over 100 students at each meeting. He apprised that over 300 students are in the enrollment process from the letters sent out. He attended the UT Tyler senior design showcase expo of 80 graduates on April 28 and on May 2 he attended the Business Plan competition with 90 participants.
- District IV - Dr. Evans-Shabazz noted she attended the Texas Southern University's Maroon and Gray Gala and the Jack Yates High School Maritime Banquet honoring the graduates. She also attended the 2017 HCC Graduation ceremony.
- District II - Mr. Wilson apprised that he also attended the Jack Yates High School Maritime Banquet. He noted Northeast College sponsored a Truck Driving Rodeo where 100 drivers from Walmart, HEB, UPS and others competed. He announced that Dr. Azita Ahosseini, Instructor at the COE Global Energy was the guest speaker at the East End Chamber. Mr. Wilson noted the Fire Academy had sixty graduates. He asked of everyone to remember those who served our country on Memorial Day.
- District IX - Mr. Oliver noted he attended the 2017 HCC Graduation and various activities in his district including a Mother's Day celebration at the Multi-service Center. He conveyed get well wishes to Mr. Jesse Boone and Ms. Bessie Swindle, both community members.
- District VI - Mrs. Sane expressed thanks to Drs. Tamez and Evans-Shabazz and Trustee Loreda for having attended the ASPIRE reception honoring Dr. Siddiqi, President of Central College. She announced the ASPIRE Gala will take place in September 2017. She noted she served as a panelist at a meeting hosted by the Asian Chamber of Commerce and that she is planning a youth leadership

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conference for District VII. She added she was very proud of the MOU signing with Alief ISD.

(Dr. Evans-Shabazz stepped out at 5:16 p.m.)

- District I - Mr. Capo announced the passing of Ms. Marisol Rodriguez who had served as his campaign treasurer and was a constituent of District I. He noted he would like to set up a scholarship in her honor for women going into politics or social justice.

(Dr. Evans-Shabazz returned at 5:19 p.m.)

Mr. Capo noted he had conversations within his community and reflected on the Trustee training held throughout the year and the definition of the word “session”.

(Mr. Wilson stepped out 5:23 p.m.)

- District V - Mr. Glaser noted he attended the VAST, GED and the District graduation ceremonies. He also participated in a scholarship event within the Bellaire area and attended several other community meetings including an A+Challenge meeting with higher education participants.
- District III - Dr. Tamez thanked the community of District III and congratulated the 2017 HCC graduates. Dr. Tamez read a statement regarding how honored she is to serve as a trustee and represent the community and expressed her concerns regarding actions being undertaken by Trustee Wilson.

(Mr. Wilson returned at 5:30 p.m.)

(Dr. Tamez stepped out at 5:30 p.m.)

- District VIII - Ms. Loredo noted she attended multiple graduations and events throughout the district. She apprised she is proud to serve the institution, students and community. She noted she was contacted by the media. She added she will continue to do her duty as a Trustee and the Trustees should work together as one to promote the college.

(Dr. Tamez returned at 5:32 p.m.)

She expressed thanks to those who attended the APPLE event on a short notice. Ms. Loredo thanked and encouraged everyone to push forward. She also reminded everyone that Monday is Memorial Day and to remember the veterans.

B. Board Meeting Schedule

Ms. Loredo noted the Committee of the Whole meeting is scheduled for Thursday, June 8, 2017 at 4:00 p.m. and Committees meetings will be held prior to the COTW as needed. The next Regular meeting is scheduled for Thursday, June 15, 2017 at 4:00 p.m.

C. Birthday Recognition

Ms. Loredo expressed Happy Birthday wishes to Trustees Capo and Glaser who recently celebrated their birthdays.

CONSENT AGENDA

Motion: Mr. Capo motioned and Mr. Oliver seconded to approve the Consent Agenda with the exception of agenda items: A.1.

The following items were approved:

- Landscaping & Grounds Maintenance Services, service Area 1 (Project No. RFP 17-10)
- Professional Mechanical, Electrical & Plumbing Engineering Services (Project No. RFQ 17-34)
- Adoption of Fort Bend and Harris County Local Option Exemptions Tax Year 2017
- Monthly Investment Report, Financial Statement and Budget Review for March 2017

Vote: Motion passed with a vote of 9-0.

BANKING RESOLUTION AUTHORIZATION

Motion: Mr. Wilson motioned and Mr. Oliver seconded.

Mr. Wilson noted he was opposing the item due to Bank of America relationships with Black Rock investments.

Vote: Motion passed with a vote of 8-1 with Mr. Wilson opposing.

TOPICS FOR DISCUSSION AND/OR ACTION

REPORT ON CHANCELLOR EVALUATION TIMELINE

Dr. Maldonado noted the item is to provide a report to the Board regarding the evaluation timeline.

Dr. Beatty referenced the handout in the book and shared the critical contractual dates of July 15 regarding the deadline for the Chancellor's self-evaluation, a report on Pillar 4 of the strategic plan in August and the Chancellor's evaluation delivered in writing by August 31.

Dr. Tamez noted ACCT provided a timeline packet to include both the Board Self-Evaluation and Chancellor Evaluation. She apprised that ACCT will guide the data collection process and requested the Trustees review the material provided. Dr. Beatty added that on June 15 the instrument and the Chancellor's self-evaluation will be available for viewing.

(Ms. Loreda stepped out at 5:41 p.m. and Mr. Oliver presided.)

PERSONNEL AGENDA – FACULTY

Motion: Mr. Capo motioned and Dr. Tamez seconded.

Dr. Maldonado noted the agenda item was for approval of full time faculty contracts.

Mr. Capo noted there were SACS reports requesting sections be taught by 50% or more by full time faculty and inquired if positions were posted. Dr. Maldonado noted 50 positions were posted.

(Ms. Loreda returned at 5:43 p.m.)

Mr. Wilson inquired of the threshold that needs to come before the Board for approval and inquired how the staff listed in the appendix are approved. Dr. Maldonado noted staff positions are not contract and do not need Board approval. Mr. Wilson inquired if there is a salary limit that requires Board approval. Mr. Hollingsworth noted that all employment contracts are approved by the Board.

Vote: Motion passed with a vote of 8-0-1 with Mr. Wilson abstaining.

REPORT ON STRATEGIC PLAN

Dr. Maldonado noted an update on the action plans implemented across the pillars of the Strategic Plan would be provided by Dr. Beatty.

(Mr. Oliver stepped out at 5:46 p.m.)

Dr. Beatty reported on Pillar III: Performance Excellence that included the following:

- Action Plan Progress
- Performance Excellence – KPIs
 - Enrollment
 - Recognition & Awards
 - Accreditations

Mr. Capo expressed appreciation to Dr. Beatty for exceeding the work.

COMPREHENSIVE REPORT ON HCC STUDENT DEBT

Dr. Maldonado noted a report on student debt would be provided by Ms. JoEllen Soucier, Executive Director, Financial Aid.

(Mr. Oliver returned at 5:51 p.m.)

Ms. Soucier noted a report with emphasis on federal loan debt would be provided and added that an average of 15,000 students borrow each year with an average loan of \$5500 each year and 9,000 are full PELL eligible. She added that upon her arrival the default rate was at 21.5% or one out of every five students were unable to pay their loan. Ms. Soucier apprised that the college cannot limit the amount a student can borrow by law and but is required to provide entrance counseling. She noted that it can be offered on an annual basis but is not mandated.

Ms. Soucier presented on the following:

- Federal Direct Student Loans
- Financial Coaches and The White House Debt Challenge
- Default and Student Outreach

Ms. Soucier noted the draft default rate as of February 2017 is 11.7% making it an 8.5% reduction in one year due to the efforts put in place. She noted the goal is for HCC is to be less than 11% and apprised the national average default rate for community colleges was 18% in 2013.

Dr. Hansen inquired if \$5,500 is the total debt acquired while a student is attending HCC or per year. Ms. Soucier noted the figures represent per year. She added students borrow an average of \$19,000 while attending HCC. Dr. Hansen noted the figure is a wide margin compared to the cost of tuition. Ms. Soucier noted most students are borrowing for living expenses.

Mr. Capo inquired if loan amounts are tracked back if defaulted over 15-20 years. Ms. Soucier noted the default rate is calculated after three years when student went into repayment.

Mr. Glaser inquired if default rate means delinquent on the payment. Ms. Soucier noted it is when payment had not been made in 270 days.

Mr. Glaser inquired why the college is prohibited from limiting the amount students can borrow and why the push back. Ms. Soucier apprised that she testified before Congress in April and denoted the same concerns allowing more flexibility in terms of student debt education. She added that the federal government does not allow barriers and counseling is considered a barrier.

Dr. Evans-Shabazz expressed appreciation to the Chancellor and the administration for the efforts to lower student loan debt.

REPORT ON SURVEY OF ENTERING STUDENT ENGAGEMENT (SENSE) RESULTS

Dr. Maldonado noted an update would be provided by Dr. Beatty and Dr. Ewen on the annual findings received on SENSE.

Dr. Ewen noted the report is self-reported information and allows for improvements and better questions for first time entering students.

Dr. Beatty presented on the following:

- 2016 Benchmarks Results
 - Early Connections
 - High Expectations and Aspirations
 - Clear Academic Plan and Pathway
 - Effective Track to College Readiness
 - Engaged Learning
 - Academic and Social Support Network
- Benchmark Comparison 2015-2016

Mr. Wilson inquired about the effective track to college readiness. Dr. Beatty noted it is a series of questions asked whether a student perceives if there is a clear pathway for college readiness as they entered the college.

Mr. Wilson inquired if this happens in high school. Dr. Beatty noted it is a beginning point and continues when they enroll.

(Dr. Evans-Shabazz stepped out at 6:08 p.m.)

REPORT ON STUDENT AWARDS

Dr. Maldonado noted an overview on the student awards structure would be provided by Dr. Beatty.

Dr. Beatty recognized Dr. Amber Holloway for her research on what colleges are doing for president and chancellor awards regarding student engagement.

Dr. Beatty presented on the following:

- Chancellor's Awards
 - Frequency
 - Criteria
 - Selection Process
 - Formal
 - Award
- College Awards
 - Presidential
 - Student Life

- Programmatic

Mr. Oliver inquired why only two awards and is it due to budgetary reasons. Dr. Maldonado noted it is a total of twelve with two awarded at each college.

Ms. Loredo expressed appreciation to all the HCC family for their hard work and making it a great year.

ADJOURNED TO CLOSED SESSION

Ms. Loredo adjourned the meeting to Executive Session at 6:13 p.m. notice having previously been given and reiterated in accordance with Sections 551.071.551.072, and/or 551.074 of the Open Meetings Law. Ms. Loredo stated that any final action, vote or decision of any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Ms. Loredo reconvened the meeting in Open Session at 6:44 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Evans-Shabazz, Glaser, Loredo, Sane, Tamez, and Wilson)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 6:44 p.m.

Minutes submitted by Sharon R. Wright, Director, Board Services

Minutes Approved as Submitted: June 15, 2017