

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

**September 10, 2015**

**Minutes**

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, September 10, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Eva Loreda, *Committee Chair*  
David B. Wilson, *Committee Member*  
Zeph Capo, *Alternate Committee Member*  
Carolyn Evans-Shabazz  
Robert Glaser

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Shantay Grays, Chief of Staff  
Ashley Smith, Acting General Counsel  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Irene Porcarello, Interim Vice Chancellor, Student Services  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Margaret Ford Fisher, President, Northeast College  
William Harmon, President, Central College  
Fena Garza, President, Southwest College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Rudy Soliz, Interim President, Southeast College  
Janet May, Chief Human Resources Officer  
Carme Williams, Executive Director, HCC Foundation

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Ms. Eva Loreda, Committee Chair, called the meeting to order at 3:05 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, Glaser, Loreda, and Wilson).*

**UPDATE ON STUDENT SUCCESS**

Dr. Cesar Maldonado noted this is a monthly report and this month the focus is 2015 Community College Student Survey of Engagement (CCSSE) findings.

*(Mr. Glaser stepped out at 3:07 p.m.)*

*(Mr. Capo stepped out at 3:08 p.m.)*

Dr. Kimberly Beatty informed that CCSSE presented an overview of the CCSSE to include:

- CCSSE Overview
- Student Responsibility Profile
- CCSSE Benchmarks

*(Mr. Glaser returned at 3:10 p.m.)*

- Strategies to Promote Learning that Matters

*(Mr. Capo returned at 3:14 p.m.)*

Ms. Loreda inquired of the benchmark scores comparison and asked the definition of extra-large colleges. Dr. Beatty estimated that extra-large institutions have thirty-five thousand or more students.

Mr. Wilson inquired about the process to determine the mean as it relates to integrate student support into learning experiences. Dr. Beatty apprised that she will provide the information.

Dr. Evans-Shabazz inquired if a mock student, similar to the secret shopper, experience has been considered. Dr. Maldonado apprised that this past semester two staff members visited campus to which included visiting with counseling and advising. He noted in the process of correcting areas of needing improvement.

Dr. Maldonado informed that in terms of the measurement scale and median, CCSSE measures year-to-year and that a good measure is to compare with the previous year. Dr. Beatty apprised that it is a process improvement tool.

**UPDATE ON ATHLETICS PROGRAM**

Dr. Maldonado noted that the athletics update will be moved to a quarterly report going forward. He informed that the presentation will provide an overview of the vision for improving student wellness.

Dr. Irene Porcarello apprised that the strategic initiative states to look at student leadership development, expanding opportunities for student learning and engagement, which is the focus

of the wellness pilot program. She noted the pilot will view information, data, projected growth and current enrollment in order to determine the need for a wellness program.

Ms. Loredo expressed appreciation for the addition of a wellness program.

#### **UPDATE ON INSTITUTIONAL TRANSFORMATION PLAN**

Dr. Maldonado informed that the transformation continues and noted that Dr. Herod would provide an update regarding organizational structure and strategic planning.

- Finance
  - Compensation Study Phase I
  - Procuring Instructional Equipment for Centers of Excellence
- Communications
  - New Brand Standards
  - Informational Programming Videos
- Student Services
  - Customer Service Task Force
- Current Events
  - Centers of Excellence Visioning retreat

Dr. Herod informed that in his tenure at HCC, this transformation is the most comprehensive transformation that he has witnessed. He apprised that it is a testament to the leaders of the institution, the commitment and willingness of faculty and staff to not only accept change, but to embrace it, that has allowed this transformation to be successful.

Dr. Herod noted that it is good to remember that while going through transformation, classes are being offered, teaching and learning is taking place and students' lives are fundamentally being transformed. He informed that the transformation is having an impact on the community.

Mr. Capo informed that roles may change, but the institution carries on and the work and the mission continue.

Ms. Loredo apprised that transformation is not easy; it takes a team. She noted that student success is the business of the college.

#### **ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 3:29 p.m.

*Minutes recorded, transcribed & submitted by:*  
Melinda Davila, Executive Secretary, Board Services

Minutes Approved as Submitted: \_\_\_\_\_