

**MEETING OF THE
DIVERSITY COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

May 9, 2013

Minutes

The Diversity Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, May 9, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

COMMITTEE MEMBERS PRESENT

Yolanda Navarro Flores, *Committee Chair*
Herlinda Garcia, *Committee Member*
Neeta Sane, *Committee Member*
Bruce Austin
Carroll G. Robinson

ADMINISTRATION

Renee Byas, Acting Chancellor
Art Tyler, Deputy Chancellor/COO
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Instruction
Diana Pino, Vice Chancellor, Student Success
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Betty Young, President, Coleman College
Karen Edwards., Interim Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
Tod Bisch, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mrs. Flores, Chair called the meeting to order at 1:39 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

UPDATE ON HCC'S AFFIRMATIVE ACTION AND DIVERSITY PLANNING

David Cross with the Office of Institutional Equity provided an update regarding HCC's Affirmative Action and Diversity Plan and informed of the purpose of the plan.

(Mrs. Garcia joined the meeting at 1:41 p.m.)

Mr. Cross informed that the District Diversity and Inclusion Plan was charged in 2010 by the Chancellor to identify a diversity and inclusion plan.

(Mr. Austin joined the meeting at 1:42 p.m.)

Mr. Cross introduced Ms. Linda Comte to review the goals of the Diversity and Inclusion Plan (D&I). Ms. Comte informed that the proposed goals for the plan are as follows:

- HCC will promote the exploration and understanding of culture, diversity and inclusion by providing in-depth training and experiences that promote skills development resulting in cultural competency
- HCC will support a process for the development of Diversity Resource Groups (DRGs) that engage all stakeholders and affirm the goals of the HCC D&I District Plan
- HCC will be a Champion of accessibility by establishing standards that adhere to both the spirit and the letter of the Americans with Disabilities Act (ADA)
- HCC will promote a learning culture that insures teamwork, communication, appreciation and accountability.
- HCC will have a diverse, skilled workforce that strives to reflect the diversity of the community that it serves and will provide opportunity and pathways for all employees to grow and advance in their professions

Ms. Comte informed that the timeline regarding the goals are as follows:

- Spring 2013: Identify college and district objectives to support D&I Goals and establish Diversity and Inclusion Scorecards
- Summer/Fall 2013: Roll out Plan, Support and monitor D&I activities
- February 2014: Report progress to Administration and Board of Trustees
- Spring 2014: Identify college and district objectives to support D&I Goals and establish Diversity and Inclusion Scorecards
- Fall 2015: Update D&I Assessment

Mr. Cross apprised that the plan is a compliance action. He reviewed the Executive Summary of the Utilization Analysis and informed that the affirmative action that the 2000 Census data is being utilized because the 2010 data has not been released for affirmative action planning or usage at the moment.

Mr. Robinson inquired as to when the 2010 data will be available. Mr. Cross noted that the data should be made available by the summer of 2013.

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Mr. Cross informed that the focus has been on institutionalization of the affirmative action planning process working with Human Resources (HR) and Information Technology (IT) to correctly populate data and standardize employee data reports.

Mrs. Sane inquired of the negative percentage regarding the -2.70 % for Senior Level Executives. Dr. Tyler apprised that Trustee Sane is correct in her analysis and noted that the report reflects that there is a need to hire eight-four Asians. Mrs. Sane informed that there is a need to increase the pool of applicants.

Mrs. Garcia apprised that unless there is a plan, the same numbers will be yielded. She noted that the utilization numbers increase with certain groups and decrease with others. She informed that unless all areas are working together the numbers yielded will not reflect equity. She apprised that the report reflects that entry level jobs are very well filled; however, when it comes to higher level positions, there is a need for improvement.

Mrs. Garcia apprised that the effort should be to go beyond standard requirements and to work collaboratively. She noted that the enrollment should also be reviewed to see the representation of the students.

Mrs. Garcia informed that the HR procedures regarding advertisement for positions and position postings need to be reviewed. Mr. Cross apprised that the issues raised could be addressed.

Mrs. Byas noted that timetables have to be set and apprised that Mr. Cross' area is working to develop a plan.

Mr. Robinson made an observation regarding the report and apprised that he has no idea of the number people who applied and therefore, there is no benchmark. He informed that there is no certainty that the advertisement used by the college is effective. He apprised that there may be a need to increase outreach efforts for applicants.

Mrs. Byas noted that in addition to advertising in the various papers, talent specialists are being hired. She informed that the college is unable to directly request race ethnicity when recruiting but it is possible for the applicants to self-identify.

Mrs. Sane apprised that something different needs to be done to make certain all employees feel included in the environment. Mr. Cross informed that part of the efforts for the Council setting goals would be to continue the emerging process to intertwine into everything that HCC does.

Mrs. Garcia noted that when planning there needs to be collaboration with the Chancellor, HR, and the Committee. She informed that the group needs to work together and go beyond the requirements. She apprised that a committee could be organized from the Board to work with the Public Relations (PR) firm.

Mrs. Flores noted that would be an excellent idea to allow for outreach efforts to be discussed with the PR, Chancellor, HR, and Diversity Committee.

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Mr. Austin informed that some agencies create professional development programs that assist individuals who do not have the opportunity to receive certain experiences.

Mrs. Flores associated with Mr. Austin and noted that there should be a review of HR for opportunities for upward mobility. Mr. Cross apprised that there are various areas that could be reviewed such as development of diverse part-time faculty,

Dr. Harmon noted that one area of possible expansion is the intern program that would allow individuals to gain a level of experience.

Mrs. Garcia informed that the ideas are great and noted that the desire is to see a change in the numbers by the next committee meeting.

Mrs. Flores noted that she would like to meet with the PR representatives first.

Mrs. Sane inquired if there should be a meeting to allow the PR representatives to first present what efforts are being done. She informed that there needs to be a strategic direction for diversity and inclusion.

Mr. Robinson apprised that the assumption is that a regular order will be followed. He noted that every time two or more members of a committee meet, it needs to be properly posted.

Mr. Robinson informed that he does not know the number of available positions and turnover rate; however, it is imperative to review that information.

(Mr. Robinson stepped out at 2:19 p.m.)

Mrs. Sane apprised that the diversity must include all areas. Mrs. Byas informed that trends are tracked because the information is part of the data provided in the affirmative action report. She noted that a plan and procedure is being developed and she apprised that Mr. Cross is reviewing the procedures utilized by other non-minority institutions.

Mrs. Sane inquired if the Faculty Senate is involved in the development process. Ms. Comte informed that the Faculty Senate is involved and noted that the efforts of the Council is to make certain everyone is included.

Mrs. Byas apprised that the race and ethnicity are not the only factors reviewed.

ADJOURNMENT

The meeting adjourned at 2:23 p.m.

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

Minutes Approved: _____

