

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

February 9, 2017

Minutes

The Academic Affairs/Workforce Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, February 9, 2017 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, Committee Chair
Robert Glaser, Committee Member
John P. Hansen, Committee Member
Neeta Sane, Alternate Committee Member
Zeph Capo
Eva Loreda

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
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
Deborah Chambers, Interim Executive Director, HCC Foundation
Terrence Corrigan, Director, Internal Audit

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

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 2:02 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: Hansen, Loreda, and Tamez)

TOPICS FOR DISCUSSION AND/OR ACTION

HONORARY DEGREE FOR 2017

Motion: Dr. Hansen motioned and Dr. Tamez seconded.

(Mr. Glaser joins the meeting at 2:03 p.m.)

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 2:03 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. Dr. Tamez 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.

Dr. Tamez reconvened the meeting in Open Session at 2:31 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Glaser, Hansen, Loreda, and Tamez)

Dr. Tamez announced the following Honorary Degree nominees for consideration:

- Christina Morales
- Mary Ann Perez, State Representative District 144
- Grady Prestage, Fort Bend Commissioner District 2
- Michael Segal
- Sarah Winkler

Motion to Accept Nominees: Mr. Glaser motioned and Mr. Hansen seconded.

Vote: Motion passed with a vote of 3-0.

REPORT ON WORKFORCE PROGRAMS

Dr. Maldonado noted Dr. Beatty would provide an update on workforce programs. Dr. Beatty introduced Dr. Norma Perez, Associate Vice Chancellor for Curriculum and Instruction to provide the overview.

Dr. Perez provided a report to include the following:

- Overview of Workforce Education
- Enrollment Snapshot

(Mrs. Sane joined the meeting at 2:39 p.m.)

- Business Technology
- Petroleum Technology
- Completion

(Ms. Loreda stepped out at 2:40 p.m.)

Dr. Tamez inquired as to where does adult education fall in the reporting. Dr. Perez noted that the report did not contain this information. Dr. Tamez noted she would like to see a report regarding Adult Basic Education to include satellite sites and partnerships.

Mr. Glaser inquired about Continuing Education and noted he would like to see a report on that area.

REPORT ON TRANSFORMATION OUTCOMES: LIBRARY SERVICES

Dr. Maldonado noted Dr. Beatty would provide an update on the transformation outcomes for library services.

Dr. Beatty introduced Mr. Mike Stafford, Executive Director for Library Resources and Services to provide the update.

(Ms. Loreda returned at 2:43 p.m.)

Mr. Stafford provided the overview to include the following:

- Semester Gate Counts:
 - Saturday Gate Count: Total by Location/Week
 - Sunday Gate Count: Total by Location/Week
- Survey Results
 - Weekend Survey: Total Number of Respondents for Each Campus Library
- Affiliation with HCC
- Library Place to Get Assistance and Find Resources
- Library Place to Access Online Resources and Technology
- Library Place to Work and Create: Quiet Study Place and Access to Group Study Spaces
- Opportunities to Improve

Mr. Stafford entertained questions regarding the update.

Ms. Loreda thanked Mr. Stafford and Dr. Beatty for the study and reiterated the importance of having a study area for students on weekends and motivate students to help them be

successful. Ms. Loreda informed that the report solidifies the importance of having libraries opened on the weekend to benefit the students.

Dr. Tamez inquired of the approach regarding additional surveys. Mr. Stafford informed that the efforts are to conduct a broader online survey to include faculty. He noted the development of the survey would be in the near future.

Mr. Glaser suggested surveying other students since the survey completed was by students who utilized the library. He inquired about other approaches being considered regarding increase use of technology. Mr. Stafford apprised that other services would be reviewed to pair up with the library services.

Mr. Glaser inquired if there is information available to compare with best practices undertaken by other peer institutions. Mr. Stafford noted that benchmarks could be established using IPAD data.

Dr. Tamez inquired if work is needed in regards to technology. Dr. Maldonado noted the College has one of the largest bandwidths and apprised that resources are available for the students. He added that the College is very engaged in technology.

Dr. Tamez noted efforts should always be to identify ways to move forward and improve. She inquired of Mr. Stafford as to how he views HCC in comparison to other large institutions. Mr. Stafford noted that he is excited about the improved library services.

Mrs. Sane inquired of the E-textbooks status. Dr. Maldonado noted there was a presentation on the Z-Degree at the Student Success/Services Committee meeting and apprised that with the Z-Degree program, resources are at no cost. Dr. Beatty referenced slide 9 regarding online access facts and added there is vast access to e-books and technology.

(Mr. Capo joined the meeting at 3:01 p.m.)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:02 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: April 20, 2017