

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

June 18, 2013

Minutes

The Board Governance Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, June 18, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

COMMITTEE MEMBERS PRESENT

Neeta Sane, Committee Chair
Leila Feldman, *Committee Member*
Yolanda Navarro Flores, *Committee Member*
Eva Loreda, *Alternate Committee Member*
Bruce A. Austin
Sandie Mullins
Herlinda Garcia
Carroll G. Robinson

ADMINISTRATION

Renee Byas, Acting Chancellor
Art Tyler, Deputy Chancellor/COO
Destinee Waiters, Acting General Counsel
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Instruction
Diana Pino, Vice Chancellor, Student Success
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, Executive Director, Government Relations & Sustainability
Karen Edwards, Interim Chief Human Resources Officer

OTHERS PRESENT

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

CALL TO ORDER

Mrs. Sane, Chair called the meeting to order at 3:25 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

STRATEGIC ENGAGEMENT PRACTICE

Mrs. Sane provided an overview of the Strategic Engagement Practice and informed that the item is a report to underline the business model as a guideline for delivering strategic governance for institution and student success.

(Mrs. Feldman joined the meeting at 3:27 p.m.)

Mrs. Sane informed that the item is an avenue for the Board to assist in monitoring. She recommended a periodic review of the institution's business model regarding balancing workforce programs, service offerings, instructional models, performance measures, resource allocations, finances, and institutional productivity to make certain the institution is operating at capacity.

Mrs. Flores provided comments regarding the mechanics of the strategic engagement practices. She apprised that if there is going to be a review of the strategic plan, it should include everything. She informed that there needs to be a discussion with the presidents.

Mrs. Flores requested that a follow up meeting is held with students, faculty and the community. She informed that there needs to be discussions regarding student success as well as the courses offered. She noted that the efforts need to move to the next level to include input from the librarians and counselors.

Mrs. Sane recommended possibly holding a joint meeting with the presidents.

Mr. Austin referenced the book by Peter Ewell and apprised that his discussion was regarding the efforts of strategic analysis through review with the Academic Affairs/Student Services committee to hold a more engaging conversation to review the status and direction the college wants to go. He noted that when the Association of Governing Boards (AGB) provided the statement on the responsibility of the Board, it referenced monitoring and reporting.

Mr. Austin emphasized that HCC is a comprehensive community college dealing with academics, workforce, contract training, continuing education, and development courses. He informed that the report was great timing because it reviews the educational quality.

Mrs. Feldman also expressed appreciation for Mrs. Sane bringing the report forward to cause a review of not only academically but from a governance point as well.

Mr. Robinson inquired of the biology web address. Dr. Cook apprised that it does not have its own address. Mr. Robinson referenced the Chancellor Innovation Program and noted that there is an innovation grant in biology; however, students who come unprepared are stuck in developmental education courses. He informed that if millions will be spent on retention and graduation rate, then courses such as the biology course should be integrated in the efforts.

Mr. Robinson recommended that a report be provided to the Board so that there is a comprehensive discussion regarding retention data.

Mr. Austin recommended bringing data to the Board because time is the enemy. He referenced the Career Coach concept which assists students in figuring out what they want to major in.

Mr. Robinson noted that he is looking forward to the day when there is a conversation regarding program elimination and revamping the funding to other programs.

Mrs. Flores informed that a sunset review should be done in conjunction with the budget process. Dr. Cook apprised that a program viability report is due which is a five year review of a program. He noted that listing of the sunset programs are provided in the report and noted that efforts are to work with the colleges to revamp the funding.

Ms. Mullins informed that she would be interested in reviewing the number of students starting in the programs and the completion number.

BOARD EXPENDITURE REPORT FOR FISCAL YEAR 2012-2013

Mr. Hollingsworth informed that the report is required according to the bylaws, which indicates Board expenditures for travel and community activities.

Ms. Mullins inquired of the section that covers the expenditure report. Mr. Hollingsworth referenced Article H, Section 3. Ms. Mullins inquired of the amount of funding for the community account and asked Counsel to elaborate on the allowable spending areas. Mr. Hollingsworth apprised that the areas are specified in the bylaws and noted that the expenditure should make certain that public purposes are met and it benefits the college. He informed that the Board Chair signs off on the expenditure requests. Mr. Hollingsworth apprised that the programs should be educational and enhance enrollment or academic advancement for workforce. He noted that the events underwritten by a religion affiliated organization, promotes local businesses or campaign related are not allowable.

Mrs. Flores inquired as to how should Trustees do business promotions such as a forum on how to do business with HCC. Mr. Hollingsworth informed that business development organizations activities are not proper use of public funds.

Mr. Austin inquired if there is a subpart of the Internal Revenue Service (IRS) 501 (c) (3) code that allows for business development as a social usage. Mr. Hollingsworth apprised that this references using public funds to support private economic development. He noted that it could not be solely driven for an area or sole support of a business. He informed that general premises is that if it supports the mission of the institution, enhances the reputation of the college, supports recruitment/retention of faculty/students, and benefits the college, it is a proper use of public funds . Mr. Hollingsworth apprised that if support goes to the economic benefit to a particular business or area it is considered a private use and would be a violation.

ADJOURNMENT

With no further business, the meeting adjourned at 3:53 p.m.

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

Minutes Approved: August 15, 2013