

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

**August 14, 2014**

**Minutes**

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, August 14, 2014, at the HCC Administration Building, 2<sup>nd</sup> Floor, 3100 Main in Seminar Room B, Houston, Texas.

**MEMBERS PRESENT**

Adriana Tamez, *Committee Chair*  
Zeph Capo, *Committee Member*  
Sandie Mullins, *Committee Member*  
Robert Glaser  
Eva Loreda  
Carroll G. Robinson  
David B. Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
E. Ashley Smith, Acting General Counsel  
Shantay Grays, Chief of Staff  
William Carter, Vice Chancellor, Information Technology  
Thomas Estes, Vice Chancellor, Special Projects and Bond Program  
Zachary Hodges, Acting Vice Chancellor, Academic Affairs  
Diana Pino, Vice Chancellor, Student Services  
Teri Zamora, Vice Chancellor, Finance and Planning  
Fred Zeidman, Vice Chancellor, Institutional Advancement  
Margaret Ford Fisher, President, Northeast College  
Fena Garza, President, Southwest College  
William Harmon, President, Central College  
Butch Herod, Acting President, Northwest College  
Irene Porcarello, President, Southeast College  
Betty Young, President, Coleman College  
Janet May, Chief Human Resources Officer  
Remmele Young, Associate Vice Chancellor, Governmental and External Relations

**OTHERS PRESENT**

Derrick Mitchell, Board Counsel, Bracewell & Giuliani  
Ava Cosey, President, COPA  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 3:08 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: Capó, Glaser, Loredó, Mullins, Robinson, Tamez and Wilson)*

**PLACEMENT TEST**

Motion – Mr. Capó motioned and Ms. Mullins seconded.

Dr. Cesar Maldonado noted that this is a state required assessment tool used to determine the students' level of performance.

Vote – The motion passed with a vote of 3-0.

**NURSING PROGRAM ELSEVIER INSTRUCTIONAL TESTING SERVICES**

Motion – Mr. Capó motioned and Ms. Mullins seconded.

Dr. Maldonado informed that the request is to provide Coleman College students with study materials for licensure tests.

Vote – The motion passed with a vote of 3-0.

**UPDATE ON ATHLETICS PROGRAM**

Dr. Diana Pino provided an update on the athletics program to include:

- 2013-2014 Participation
- 2013-2014 Revenue and Expenses
- Club Sports Participation

*(Mr. Robinson stepped out at 3:13 p.m.)*

Mr. Capó inquired of plan for excess funds in the account and how often are students surveyed as to the programs of interest to increase participation rates.

Dr. Pino apprised that some colleges have hired recreational sports specialists, who will interact with students to get a sense of student desires in terms of programming.

Mr. Capó noted that Northeast College had the highest percentage participation rate and inquired of efforts of Northeast.

*(Mr. Robinson returned at 3:18 p.m.)*

Ms. Loredó recommended surveying students regarding the use of student activity fees for additional library hours. Dr. Pino informed that the student activity and sports fees have to go directly to those activities. She apprised that she would research the options for providing other services with the students' approval.

Dr. Maldonado noted that no money is lost, if there is a balance; the Board has the authority to move the funds with disclosure to the students. He informed that library fees should only be collected with full disclosure to the students.

Dr. Tamez inquired if there is a plan in place to address excess funds in student fee accounts. Dr. Maldonado apprised that when an accumulation of funds is recognized, a recommendation will be presented to the Board. He noted that administration will meet to set priorities so that when funds become available there is a plan as to where that money should go.

Mr. Capo informed that recreation and wellness fees could be used for book clubs and chess clubs which could help meet the need for additional library hours. Dr. Maldonado apprised that designated fees could have a broader scope of use as opposed to the narrow defined fees or clearly define the fee usage and still be student related.

Ms. Mullins inquired if recreation staff are funded from the student fees. Dr. Maldonado noted that he will provide the Teacher Retirement System of Texas (TRS) rules regarding if benefits are paid from Maintenance and Operations (M&O) revenue.

Mr. Robinson informed that he supports that staff hired from a specific fund be compensated fully to include benefits from the fund.

#### **ADJOURNMENT**

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

*Minutes recorded, transcribed & submitted by:*  
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: September 18, 2014