MEETING OF THE COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE SYSTEM

June 21, 2007

Minutes

The Board of Trustees of the Houston Community College System met as a Committee of the Whole on Thursday, June 21, 2007, at the System Administration Building, Seminar Room A, Second Floor, 3100 Main, Houston, Texas.

BOARD MEMBERS PRESENT
Christopher Oliver – Chair
Yolanda Navarro Flores, Vice Chair
Diane Olmos Guzman, Secretary
Bruce A. Austin
Richard Schechter
Dr. Michael P. Williams

ADMINISTRATION
Mary Spangler, Chancellor
Doretha Eason, Executive Assistant to the Chancellor
Miles LeBlanc, General Counsel
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor for Instruction
Irene Porcarello, Vice Chancellor, Student Success
Gloria Walker, Vice Chancellor, Finance & Administration
Winston Dahse, Interim President, Southwest College
Margaret Ford, President, Northeast College
Fena Garza, President, Southeast College
William Harmon, President, Central College
Maya Durnovo for Zachary Hodges, President, Northwest College
Marsal Stoll, President, Coleman College
Daniel Seymour, Associate Vice Chancellor, CT/CE

OTHERS PRESENT
Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani
David Ross, President, Faculty Senate
Dwight Boykins, Consultant, dBoykins
Other administrators, citizens, and representatives of the news media
CALL TO ORDER
Mr. Oliver, Board Chair called the meeting to order at 3:36 p.m. and declared the Board convened to consider matters pertaining to the Houston Community College System as listed on the duly posted meeting notice.

ACADEMIC AFFAIRS/STUDENT SUCCESS
Mr. Austin called the Academic Affairs/Student Success Committee to order at 3:36 p.m.

ADULT EDUCATION GRANT FUNDED SUBCONTRACTS FOR FISCAL YEAR 2007-2008
Recommendation – Approve the subcontracts between HCCS and designated community partners of the Houston Literacy Consortium to provide adult education services to eligible clients through the Federal, State, and TANF Adult Education programs.

Mr. Austin mentioned the concept of how to effectively teach adult students as opposed to children. Dr. Cook noted that there is an initiative to increase the adult education programs for the college and there is currently space assessment for each campus to house adult education classes.

Mrs. Guzman asked if there is a tracking mechanism to review the success of the program and determine how students are progressing. Dr. Cook noted that the State has a tracking program and noted that the success of adult education program determines the funding draw down. Mr. Schechter also inquired on the measurement and asked if the tracking includes the student’s success once the course is completed. Dr. Cook noted that retention and grades are included in the model.

Mr. Oliver asked how long the program has been operating at HCC. Dr. Ford noted that HCC assumed the responsibility upon the separation from HISD.

Mrs. Guzman inquired on the transition tracking mechanism. Dr. Cook noted that this discussion flows into the report on Contract Tracking and Continuing Education.

Mr. Austin suggested discussion with Judge Thomas on implementing a correlation with Harris County and the Jail Program.

Motion – Dr. Williams and Mr. Oliver seconded. The motion passed with a vote of 5-0.

CONTRACT TRAINING AND CONTINUING EDUCATION (CT/CE) STATUS REPORT
Dr. Daniel Seymour presented a report on the CTCE Reorganization which included the charge, the programs affected by the reorganization, change management, situation analysis, executive team presentation, and a review of the current relationship and future relationship.

Mrs. Guzman asked if the small business program falls under the small business director and referenced the revised small business policy approved by the Board. Dr. Seymour
informed that the program does not fall under the Director referenced. Mrs. Guzman also requested a report status as to where the small business program will be housed.

The Board entered a discussion on the small business program versus small business development program.

Dr. Seymour apprised that business development under corporation training is a sales function as opposed to the small business participating from vendor participation.

Dr. Williams asked if the presentation to the CET was available for the Board to review. Dr. Spangler noted that the presentation was based on Dr. Seymour’s assessment of the department. Dr. Williams asked for a report on the assessment that depicts the program status, revenues, etc. Dr. Seymour noted that he presented from notes to the Executive Team and apprised that he would provide the requested information.

Dr. Williams requested a timeline on the implementation of the CTCE reorganization efforts and a copy of the assessment presented to the Executive Team.

Mrs. Guzman requested clarification on where the small business program will be housed.

Dr. Seymour noted that the goal is to devise business plans by September 1, 2007.

**COLLEGE AND CAREER TRANSITIONS INITIATIVE (CCTI) STATUS REPORT**

Dr. Cook provided an update on the College and Career Transition Initiative. He apprised that there is a link on the HCC website with the various sixteen clusters. He also presented a sample of a career plan for high school students.

The Board commended the efforts as it relates to College and Career Transition Initiatives.

*(Mrs. Flores arrived at 4:42 p.m.)*

Mr. Austin asked how to assure an upgrade of pilots at all the colleges. Dr. Cook noted that the colleges are working collaboratively to make certain the information is shared.

Mr. Schechter asked if there is an aggressive plan to get the plan into the high schools. Dr. Cook noted that there is discussion with HISD to get the plans implemented and noted that the Title V grant funds will be used for training of the high school counselors.

The Academic Affairs/Student Success Committee adjourned at 4:46 p.m.

**ADJOURN TO CLOSED/EXECUTIVE SESSION**

Mr. Oliver adjourned the meeting to Executive Session at 4:47 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. Mr. Oliver stated that any final action, vote or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Mr. Oliver reconvened the meeting in Open Session at 6:06 p.m. and entertained motions on pending matters.

(Present: Trustees Austin, Flores, Guzman, Oliver, Schechter, and Dr. Williams)

Motion – Dr. Williams motioned to approve the settlement of Wikoff vs. HCC, Civic Action No. H-06-3915, in the U.S. District Court for the Southern District of Texas pursuant to the terms discussed in closed session. Mrs. Flores seconded the motioned. Motion passed 6-0.

(Mrs. Flores left at 6:07 p.m.)

Motion – Mr. Austin motioned to waive the Board bylaws requirements and allow the motion to stand as final approval of the Board. Dr. Williams seconded the motion. The motion passed with a vote of 5-0.

ADJOURNMENT
With no further actions coming before the Board, the meeting adjourned at 6:08 p.m.

Minutes recorded, transcribed, & submitted by:
Sharon Wright, Executive Administrative Assistant, Board Services

Minutes Approved as Submitted: August 23, 2007