

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

February 14, 2024

Minutes

The Academic and Student Affairs Committee of Houston Community College Board of Trustees met on Wednesday, February 14, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Sean Cheben, Committee Chair
Charlene Johnson, Committee Member (via videoconference)
Dave Wilson, Committee Member
Eva Loreda, Alternate Member (via videoconference)
Cynthia Lenton-Gary
Pretta VanDible Stallworth

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Izzy Anderson, Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Andrea Burrige, Interim Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, Interim President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, Interim Vice Chancellor, Student Services/President, Southeast College
Daejan Grigsby, Faculty Senate President
Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer
Misha Turner for Aaron Henry, Staff Senate President
Zachary Hodges, President, Northwest College
Madeline Burillo-Hopkins, Vice Chancellor for Workforce/President, Southwest College
Phillip Nicotera, President, Coleman College
Norma Perez, Interim Senior Vice Chancellor, Instructional Services and Student Services and Chief Academic Officer
Fheryl Prestage, Chief Information Officer, Information Technology
Karen Schmidt, Executive Director, HCC Foundation
Ashley Smith, General Counsel
Remmele Young, Vice Chancellor, Public Information Communication and External Affairs/Interim Chief of Staff

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Sean Cheben, Committee Chair, called the meeting to order at 3:01 p.m. and declared the Board convened to consider matters about Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Johnson, and Lenton-Gary)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

(Trustee Wilson joined the meeting at 3:02 p.m.)

APPROVED HONORARY DEGREES FOR 2024

Motion – Dr. Cynthia Lenton-Gary motioned, and Trustee Sean Cheben seconded.

Dr. Ford Fisher apprised that the item is to approve the Honorary Degree Recipients for the 2024 Spring Commencement and noted that Dr. Norma Perez, Interim Senior Vice Chancellor, Instructional Services and Student Services and Chief Academic Officer would provide the overview.

Dr. Perez noted four nominations were submitted to include:

- District I - Sheriff Ed Gonzalez
- District II - Janice Weaver
- District IV - Brad "Scarface" Jordan
- District IX - Beverly Mitchell Jackson

(Trustee Loreda joined the meeting at 3:07 p.m.)

Vote – The motion passed with a vote of 2-0-1 with Trustees Cheben and Johnson in favor; Trustee Wilson abstaining.

OPERATIONAL AND STUDENT EXPERIENCE IMPROVEMENTS TO SIMPLIFY STUDENT ENROLLMENT PROCESSES

Dr. Ford Fisher noted that the presentation provides an update on the Operational and Student Experience improvements to simplify student enrollment and apprised that Dr. Frances Villagran-Glover, Interim Vice Chancellor, Student Services/President, Southeast College would provide the overview.

Dr. Villagran-Glover noted that the enrollment process has been reviewed to enhance communications to eliminate pain points for students. She apprised that the cross-functional effort is to improve guidance for the students with strategic enrollment at no cost to the college.

Dr. Villagran-Glover noted that the HCC website has been revised to provide a more streamlined enrollment process for the students. She apprised that Dr. Betty Fortune, Interim Associate Vice Chancellor, Enrollment Management & Success would present on the efforts undertaken to simplify the enrollment process.

Dr. Fortune provided a report on the following:

- Executive Summary
- Enrollment Redesign
- Operational Processes
- Increase Automated Services
- Positive Student Experience
- Appointment Based Advising
- Professional Development
- Enrollment Webpage Redesign

Dr. Fortune introduced Stephen Lestarjette, Interim Associate Vice Chancellor, Communications and Marketing to provide an overview of the website redesign prototype.

(Dr. VanDible Stallworth joined the meeting at 3:27 p.m.)

UPDATE ON APPRENTICESHIPS AND WORK-BASED LEARNING

Dr. Ford Fisher noted that Dr. Norma Perez and Dr. Madeline Burillo-Hopkins, Vice Chancellor for Workforce and President, Southwest College would provide an overview of the Annual Apprenticeship Update.

Dr. Burillo-Hopkins acknowledged Dr. Christina Robinson, Executive Director of Workbased Learning and Industry Partnership, and the other team members. She noted that the apprenticeship program represents an opportunity for the student to gain education and a stipend in the process. She provided a historical overview of HCC's apprenticeship program and noted that Dr. Michael Webster, Associate Vice Chancellor, Workforce Instruction would provide a summary of the apprenticeship program.

Dr. Webster provided a report on the following:

- HCC Gulf Coast Region Apprenticeship Hub
- Apprenticeship Program Sample Timeline for Employers
- New Apprenticeships
- New Clients
- ATAT Student Enrollment (Year-on-Year)
- 2nd Annual Gulf Coast Apprenticeship Summit held November 13-15, 2023

Trustee Cheben inquired about barriers in terms of the budget. Dr. Burillo-Hopkins noted that the department will work directly with the Chancellor to assess the need for additional resources.

Houston Community College
Academic and Student Affairs Committee Meeting – February 14, 2024 – Page 4

Dr. VanDible Stallworth inquired about other organizations in terms of what is offered and programs that have not transitioned into the stackable. Dr. Webster noted that healthcare positions have a national progression and apprised that the non-traditional fields are being implemented. Dr. Burillo-Hopkins apprised that the College is working with faith-based organizations and employers that provide long-term careers.

Dr. VanDible Stallworth inquired if high school students could participate. Dr. Burillo-Hopkins noted that there are some labor age restrictions and apprised that the college can engage in apprenticeship pathways.

Dr. VanDible Stallworth inquired about matriculation into the taxing region as it relates to dual credit students and about a plan to grow that portion of the program. Dr. Ford Fisher noted that a meeting was held with HISD Superintendent, Mike Miles, regarding apprenticeship programs. She apprised that the Greater Houston Partnership is beginning to focus on apprenticeship opportunities throughout the area, which will promote student enrollment.

Dr. Robinson provided an overview of the efforts regarding dual credit. She noted that the college is working with HISD to build the apprenticeship program and apprised that the college has visited various ISDs.

Dr. VanDible Stallworth noted that she would like a listing of apprenticeship programs offered for high school students.

REPORTING SCHEDULE FOR ACADEMIC AND STUDENT AFFAIRS COMMITTEE FOR 2024

Dr. Ford Fisher noted that the item reports on feedback from Trustee Cheben regarding the alignment of agenda topics for the Academic and Student Affairs Committee with the Strategic Priorities. She noted that Dr. Perez and Dr. Andrea Burrige Interim Vice Chancellor for Strategy, Planning, and Institutional Effectiveness will present the overview.

Dr. Perez noted that the listing provides an overview of proposed topics that will be presented to the Committee based on feedback from the Committee Chair. She apprised that the item was being presented for discussion and feedback.

Trustee Cheben noted that the intent is to receive feedback from the committee members.

Dr. VanDible Stallworth inquired if the reporting would be tied to the Enterprise Risk Management (ERM) Register for tracking purposes. Dr. Ford Fisher noted that a discussion will be held regarding the alignment with the risk register.

ADJOURNMENT

The meeting adjourned at 3:57 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: April 17, 2024