

**COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

February 14, 2024

Minutes

The Board of Trustees of Houston Community College held a Committee of the Whole on Wednesday, February 14, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Cynthia Lenton-Gary, Chair
Laolu Davies, Vice Chair
Dave Wilson, Secretary
Sean Cheben
Eva Loreda, (via videoconference)
Charlene Johnson, (via videoconference)
Adriana Tamez, (via videoconference)
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
Misha Turner for Aaron Henry, Staff Senate President
Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer
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

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Dr. Cynthia Lenton-Gary, Chair, called the meeting to order at 4:22 p.m. and declared the Board convened to consider matters of Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Davies, Johnson, Lenton-Gary, Loreda, VanDible Stallworth, and Wilson)

HEARING OF THE CITIZENS

No citizens requested to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

REPORT ON FY 2025 BUDGET DEVELOPMENT - BOARD BUDGET WORKSHOP #3: OVERVIEW OF BUDGET TOPICS AND PRELIMINARY FORECAST

Dr. Ford Fisher noted that Marshall Heins, Senior Vice Chancellor, Finance and Administration, and Chief Financial Officer would provide the overview of Budget Workshop #3 to include topics and preliminary forecast for the FY 2025 Budget.

Vice Chancellor Heins provided an overview of the following:

- Integrated Planning and Budget Development Timeline for BOT Review, Discussion, and Comments
- Tuition and Fees

Vice Chancellor Heins introduced Mr. Robert McCracken to provide a report on the Safety and Security Projects for HCC.

Mr. McCracken provided an overview of the following:

- Regulatory Requirements Regarding Safety and Security
- Evolving Standards
- Ongoing Budget Need/Four-Year Major Expenditure
- Priority Projects and Status

VC Heins provided an overview of the proposed Tuition and Fees and apprised the recommendation is to not increase Tuition and Fees for FY 2025.

Dr. Lenton-Gary inquired if there was unanimous consent to combine approval of items B through E. There were no objections.

Motion – Trustee Laolu Davies motioned, and Dr. Pretta VanDible Stallworth seconded to combine the approval of Items B through E.

Trustee Wilson requested a discussion on waivers for healthcare student tuition.

Vote –The motion passed with a vote of 7-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Loreda, and VanDible Stallworth in favor. The following items were approved:

- Approval of HCC's Schedule of Tuition and Fees Effective Fall 2024

- Approval to Continue to Waive All Tuition and Fees for All Early College High School (ECHS) and P-Tech Students Effective Fall 2024
- Approval to Continue Applying a Flat Rate and Waiver for Traditional Dual Credit Students Effective Fall 2024
- Approval of Optional Tuition and Fee Exemptions and Waivers Effective Fall 2024

MONTHLY INVESTMENT REPORT, FINANCIAL STATEMENT AND BUDGET REVIEW FOR DECEMBER 2023

Motion – Trustee Laolu Davies motioned, and Trustee Sean Cheben seconded.

(Dr. Tamez joined the meeting at 4:40 p.m. via videoconference)

Dr. Ford Fisher recommended approving the Monthly Investment Reports, Financial Statements, and Budget Reviews for December 2023. She noted that Marshall Heins, Senior Vice Chancellor, Finance and Administration, and Chief Financial Officer, would provide the overview of the monthly financial review.

Vice Chancellor Heins provided a report on the following:

- Tuition Enrollment
- Investment Earnings
- Ad Valorem Tax Revenue

(Trustee Cheben stepped out at 4:51 p.m.)

- HCAD Tax Base

(Trustee Cheben returned at 4:52 p.m.)

- Tuition and Fees Revenues
- Travel Moratorium
- Economic Update / HCCS Economic Environment Impact
- Unrestricted Revenues and Expenses

Vote – The motion passed with a vote of 8-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Lored, Tamez, and VanDible Stallworth in favor.

REPORT ON METRICS FOR STRATEGIC PLAN: EMBRACING HOUSTON'S FUTURE

Dr. Ford Fisher noted that the report provides an overview of the metrics for HCC's Strategic Plan: Embracing Houston's Future and apprised that Dr. Andrea Burrridge, Vice Chancellor, Strategic Planning Institutional Effectiveness would provide the report.

Dr. Burrridge reported on the following:

- Embracing Houston's Future: Strategic Priorities
- Proposed Metrics (Existing vs. Additions)

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- Primary Cohorts
- Student Success
- Personalized Learning
- Academic Rigor
- Community Investment
- College of Choice

Trustee Cheben noted that he would like a discussion on the metrics to track the success of students to include graduation from four-year institutions, encouraging Dual Credit students to enroll sooner, and tracking recruitment and marketing efforts to review the enrollment of 9th graders.

Trustee Wilson conveyed his gratitude to the administration for their efforts in producing the report.

ADJOURNMENT

The meeting adjourned at 5:11 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: April 17, 2024