

**MEETING OF THE  
STRATEGIC PLANNING COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**April 21, 2016**

**Minutes**

The Strategic Planning Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, April 21, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

John P. Hansen, *Committee Chair*  
Robert Glaser, *Committee Member*  
Dave Wilson, *Committee Member*  
Zeph Capo, *Alternate Committee Member*  
Carolyn Evans-Shabazz  
Neeta Sane  
Adriana Tamez

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Madeline Burillo, Interim President, Southwest College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Margaret Ford Fisher, President, Northeast College  
Phillip Nicotera, President, Coleman College/Interim Vice Chancellor, Student Services  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani  
David White, President, Faculty Senate  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Dr. Hansen, Committee Chair, called the meeting to order at 3:27 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

## **TOPICS FOR DISCUSSION AND/OR ACTION**

### **STRATEGIC PLAN UPDATE**

Dr. Hansen noted that the purpose of the meeting is to receive an overview of the comprehensive strategic plan developed by administration, and including the software installed to allow staff to track areas of the plan.

Dr. Maldonado noted that administration has been working to develop the action plan that feeds into the strategic plan adopted by the Board in December 2015. He noted the efforts were to develop a plan to inform the community on how the College would implement the strategic plan. Many stakeholders were engaged across the community, that included community groups, and partnering with schools and universities. He noted a communication plan emerged from these engagements.

(Mr. Capó joined the meeting at 2:40 p.m.)

Dr. Maldonado mentioned that various areas of the institution will be reorganized to fit the strategic plan. He noted IT, Communications and Student Services are the next areas that will undergo reorganization. Dr. Maldonado introduced Dr. Beatty, who provided an overview of the comprehensive strategic plan.

(Mr. Glaser and Dr. Evans-Shabazz joined the meeting at 2:44 p.m.)

Dr. Beatty provided an overview comprehensive strategic plan to include the following:

- Tasks undertaken to form the vision
- Alignment with 60 x 30TX Plan (THECB)
- Institutional Planning
- Highlights of Imagine HCC 2019
- Our Model for Success
- Strategic Goals and Initiatives
- Institutional KPIs
- Implementation of the Plan
- Comprehensive Components of the Plan
- Division Plans
- Division Plan Components
- Land Study
- Program Vitality Study
- Master Plan

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Dr. Carter provided an overview of the Tracdat software, which allows for the storing of information for the action items and tracking the status. He noted there will be standing reports as well as ad hoc reports. The system tracks the strategic plan action items submitted by the various units of the college. He noted the system provides the ability to run filters to produce a report.

Dr. Tamez noted data is tracked for management purposes, and inquired how the actions will be tracked. Dr. Maldonado noted the actions are tracked.

(Dr. Tamez stepped out at 3:37 p.m.)

Dr. Maldonado provided a copy of the HCC Comprehensive Plan and noted that the document is a living document, because it will be constantly changing. He introduced the following division leaders to provide an overview of their division plans to include strategic goal, strategic objective, and division goals:

- Instructions - Dr. Kimberly Beatty
- Finance and Administration - Teri Zamora
- General Counsel - E. Ashley Smith
- Communications - Fritz Guthrie
- Board Services - Dr. Melissa Gonzalez
- Innovation - Dr. Butch Herod
- HCC Foundation - Carme Williams

Dr. Beatty noted the other components of the comprehensive plan include the Land Study and the Master Plan. She provided contents regarding the strategic plan book and apprised that the book is in draft format.

(Ms. Loreda joined the meeting at 3:42 p.m.)

Dr. Beatty informed the unit plans will be posted online in May 2016. She provided an overview of the sections of the comprehensive plan book.

(Mrs. Sane joined the meeting at 3:44 p.m.)

Dr. Maldonado noted the plan is a ten-year view, based on what is available today. He noted the document does not seek approval, but to provide a concept to the Board.

(Dr. Tamez returned at 3:55 p.m.)

(Mr. Wilson joined the meeting at 3:55 p.m.)

Dr. Maldonado noted fingerprints of the entire institution are on the document. He apprised the plan provides input to the budget, and noted faculty will be welcomed to provide input.

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Dr. Tamez commended the Chancellor and staff on a job well done in putting the document together.

Dr. Hansen noted the first strategic planning meeting was held in February 2016, and apprised the comprehensive plan emerged since the first meeting.

Mr. Glaser inquired if the software used was developed by the College. Dr. Maldonado noted that it is commercial software and apprised the College revamped it.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 4:01 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: May 19, 2016