

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

**November 10, 2016**

**Minutes**

The Academic Affairs/Workforce Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, November 10, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

John P. Hansen, Committee Member  
Carolyn Evans-Shabazz, Alternate Committee Member  
Robert Glaser  
Neeta Sane  
Dave Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Vice Chancellor/Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Athos Brewer, Vice Chancellor, Student Services  
William Carter, Vice Chancellor, Information Technology  
Madeline Burillo, President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer  
Deborah Chambers, Interim Executive Director, HCC Foundation  
Terrence Corrigan, Director, Internal Audit

**OTHERS PRESENT**

Melissa Mihalick, Board Counsel, Bracewell LLP  
Melissa Miller-Waters, President, Faculty Senate  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Dr. Carolyn Evans-Shabazz, Alternate Committee Member, called the meeting to order at 12:00 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: Evans-Shabazz, Glaser, Hansen, Sane, and Wilson)*

**TOPICS FOR DISCUSSION AND/OR ACTION**

**ASSOCIATE OF APPLIED SCIENCE IN HEATING, AIR CONDITIONING AND REFRIGERATION**

Motion: Dr. Hansen motioned and Mr. Wilson seconded.

*(Mrs. Sane stepped out at 12:01 p.m.)*

Mr. Wilson inquired if the item requires 60 hours to include English and History. Dr. Maldonado noted that Dr. Norma Perez would provide details regarding the item.

Dr. Perez noted that every Associate of Applied Science degree requires 15 hours of general education courses. She noted the general education items are not specific but lists the areas that must be included. Dr. Maldonado noted that the student could select the course.

Mr. Glaser inquired of the community demand for an AAS degree as opposed to a certificate. Dr. Perez noted two certificates are currently offered. She added the degree would better prepare students for supervisory positions.

*(Mrs. Sane returned at 12:03 p.m.)*

Mr. Glaser inquired if there was discussion to consider this with the work force industry groups. Dr. Perez noted that an advisory committee is required for every workforce program, and noted that before any new curriculum implementation, the advisory committee must approve.

Mr. Glaser requested that tracking be implemented to see how students are doing in these programs, how they are received in industry, job placement rate, and to see the return on the investment. Dr. Perez noted that tracking is in place and that the most recent placement rate for this area is 96%. Mr. Glaser noted he would like to see how the program develops once implemented.

Mr. Wilson inquired if San Jacinto has this program and what are their graduation numbers. Dr. Perez noted the information could be obtained.

Mr. Wilson inquired what additional staff would be needed to implement the program. Dr. Perez noted the current staff/faculty is sufficient. He also noted he would like to see the demand for the program and determine if the program is cost effective.

Dr. Evans-Shabazz noted the preparation and credentials for the students need to be provided to make HCC and the students marketable.

Dr. Hansen inquired of the basis for the recommendation to offer the program. Dr. Perez noted that it is an added value to the students to progress within the industry and move upward.

Dr. Evans-Shabazz noted the fiscal impact is minimal since the staff and certificates are already in place.

Vote: Motioned passed with a vote of 3-0.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 12:09 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: December 15, 2016