

## THE UNIVERSITY CENTER COUNCIL

June 7, 2007

8:30 a.m. Continental Breakfast, 9:00 a.m. Meeting

**Present:** SHSU-Richard Eglsaer, Jack Parker; PVAMU-Mary Lee Hodge, Michael McFrazier; TAMU-Paul Meyer, Dean Endler; TSU-Henry North, James Cunningham; UH-Marshall Schott; UHD-Molly Woods, David Bradley; NHMCCD-Steve Head; TUC-Penny Westerfeld, Debra Britton and Recorder-Sheila Davenport.

**1. Welcome**

Welcome and introductions were made by Penny Westerfeld. Meeting convened at 9:00 a.m. at The University Center, Room 106.

**2. Approval of March 8, 2007 Minutes**

Motion to adopt the minutes was made by Jack Parker, seconded by James Cunningham, and approved unanimously by the Council.

**3. Administrative Report**

Westerfeld presented the following documents:

*Summary of Bachelor's and Master's Degree Sections by University-Summer 2007* - TUC continues to have 70% evening and 30% daytime classes. There are 7% more classes offered in Summer 07 as compared to Summer 06.

*TUC's New Smoke-Free Policy* - TUC joined Montgomery College with adopting a new Smoke-Free campus policy effective on June 4. Possible challenges were discussed by the Council.

*TUC Letter to 1500 NHMCCD Graduates* - TUC mailed all NHMCCD May graduates a letter highlighting opportunities for them at TUC.

**4. Student Services**

The following documents and information were presented by Debra Britton:

*Student Handbook - 2007* – Britton reviewed the updated Summer 2007 Student Handbook.

*Student Services Monthly Traffic Log for March and April 2007*

*Summer 2007 Schedule for Advising at NHMCCD Colleges*

**5. Marketing Update**

Nineteen marketing pieces, which highlighted TUC, were presented. Westerfeld specifically noted The Woodlands board game and "101 Things to Do", Houston Chronicle.

Molly Woods inquired whether NHMCCD still sends students a postcard and if TUC was included on the card. Steve Head stated that NHMCCD always includes TUC in its marketing pieces. Westerfeld will bring examples of the mailed postcards to the next meeting. Dean Endler inquired about data on current advertising. Westerfeld reported that students complete a short survey entitled "How Did You Hear About TUC?". More information will be presented at the next meeting.

**6. Academic Committee**

Woods presented a proposal to add the following UHD degree programs at TUC: Bachelor of Arts in Humanities, Bachelor of Arts in Social Sciences, and Bachelor of Science in Social Sciences. Woods requested that the Academic Committee members review the proposal and email her within three weeks. The Committee members agreed. Woods further noted that the courses and degrees are already being offered at TUC. This approval would finalize the degrees at TUC.

**7. & 8. Technology and Finance Committee**

The rising cost of electricity was discussed. Measures to reduce usage include close monitoring of room utilization, raising temperatures in unused rooms, and raising the temperature in the entire building by one degree. TUC projections for electricity come from District Office resources. However, based on rising costs, TUC may expect \$15,000 shortfall by August 31, 2007 in the electricity budget account. Council members Hodge, Parker, North, Bradley and Endler all reported their university's strategy for managing utilities in the current market.

Head presented TUC 2008 Budget proposal. It included a 5% pay raise and a recommended increase in the Technology budget from \$150,000 to \$211,575. After discussion, the decision was to reduce the technology back to \$150,000. The motion to approve the 2008 Budget as discussed and revised was made by Parker, seconded by Woods, and unanimously approved.

Each university discussed their strategies for facing the budgeting challenges of their respective university.

Finance Committee members will address the following issues: rising utility costs; technology funding; establishing an appropriate reserve.

Westerfeld listed current emergency projects at TUC that NHMCCD is funding: repair and replacement of pressure valves on boilers; water traps at floor drains; air conditioning system chillers' motors; fans; couplings; sprinkler system; and fire panel.

**9. NHMCCD Update**

Head reported on the continued growth of NHMCCD. Challenges to address that growth include securing funding for many priorities: new building space, upgrading/renovating older facilities, increasing faculty positions, and starting up new college centers.

**10. Meetings/New Business/Announcements**

TUC Council meeting dates for 2007-08 were presented—Thursdays, September 13, December 6, March 6, and June 5. James Cunningham made the motion to approve, Henry North seconded, and the Council unanimously approved the 2007-08 meeting dates.

Other documents presented and discussed included TUC Important Dates for 2007-2008; Academic Calendar for Partner Universities; TUC Membership List; and TUC Summer 2007 Schedule.

There was a motion to adjourn at 10:20 a.m. by Michael McFrazier and seconded by James Cunningham. All agreed; meeting adjourned.

Respectfully submitted,

Penny Westerfeld  
Associate Vice Chancellor

**THE UNIVERSITY CENTER COUNCIL**  
**September 13, 2007**  
**8:30 a.m. Continental Breakfast, 9:00 a.m. Meeting**

**Present:** SHSU-Richard Eglsaer, Jack Parker; PVAMU-Mary Lee Hodge, Michael McFrazier; TAMU-Paul Meyer, Dean Endler; UH-Marshall Schott, Tom Ehardt; UHD-Molly Woods, David Bradley; NHMCCD-Steve Head; TUC-Penny Westerfeld, Debra Britton and Recorder-Sheila Davenport

**1. Welcome**

The first quarterly meeting of TUC was convened at 9:00 a.m. by Penny Westerfeld. To note that TUC will celebrate its 10-year anniversary this academic year, Westerfeld presented a slide show of TUC highlights over the years.

**2. Approval of June 7, 2007 Minutes**

Motion to adopt the minutes was made by Mary Lee Hodge, seconded by Jack Parker, and approved unanimously by the Council.

**3. Administrative Report**

Westerfeld presented the following:

*Summary of Bachelor's and Master's Degree Sections by University*, Summer 2007, with 116 class sections and enrollments of 1,564.

*Annual Enrollments and Headcount* – TUC 2006-07 total enrollment is 9,325. Total headcount is 5,875.

*Annual Student Headcount History* – Presents a year-to-year comparison showing 4% increase in headcount from the previous year.

*FY 2007 Student Headcount by University* – Presents headcount by universities.

A discussion followed regarding the average dollar spent per student at each university, particularly in comparison to NHMCCD's average. Members will review and share this information.

*Faculty Celebration!* The faculty Open House celebration was held for four evenings, August 27-30. Seventy-four professors attended.

*Room Utilization* – TUC continues to experience high utilization of the building in the evenings with 99% of classrooms in use. With these facility constraints, several ideas for building enrollment were discussed including increasing daytime sections, adding more students to current number of sections, increasing building utilization in the summer, on Friday nights, and with more weekend classes.

*ITV Class Statistics* – These statistics demonstrate that ITV classes at TUC continue to increase. A discussion occurred regarding the rationalization and efficiency of holding small-sized ITV classes.

**4. Student Services**

The following documents and information were presented by Debra Britton:

*Student Services' May, June and July 2007 Traffic Logs; Fall 2007 Advising at NHMCCD Colleges including TACRAO events; Academic Calendar for Partner Universities; and Scholarship Application and Ceremony Information.*

TUC Scholarship Ceremony celebration will be held on October 30.

**5. Marketing**

*Thirty-seven marketing pieces*, which highlighted TUC, were presented.

The results of TUC's student survey "*How I Learned About TUC*" were also reviewed. 1,907 surveys were completed as part of TUC's first class session packet.

The *Marketing and Advertising Plan for The University Center 2007-2008* was distributed and discussed. It describes all of the free and paid advertising that TUC utilizes. Various advertising venues were discussed including cinema ads, mall video ads, and Google ads. NHMCCD Marketing Committee is interested in assisting and planning for TUC's 10-year anniversary celebration.

**6. Academic Committee**

Molly Woods reported that Dick Eglsaer and SHSU would like to offer a M.A. in Speech Communications at TUC. Prior to the next meeting, Woods will email the proposal for discussion on December 6.

**7. Technology**

The *2007-2008 Technology Plan* is reduced to \$150,000 as recommended at the meeting.

**8. Finance Committee**

Head noted that NHMCCD's, including TUC, 2006-07 Budget has not closed and will not likely close with final figures until later in the fall of 2007. Head distributed the *TUC Budget 2008 (Approved at 6-7-07 meeting)* with final salary information. After discussion and review, all agreed to the final university partner expenses of \$1,281,350, with quarterly billing to begin soon.

**9. NHMCCD Update**

Head reported on NHMCCD's growth and priorities including district-wide coordination, higher district profile, marketing, data-driven decisions, space challenges, and distance learning expansion among many other initiatives, as well as a district name change in the immediate future.

**10. Membership/Meetings/New Business/Announcements/Important Dates**

*TUC Council Meeting Dates; Important Dates 2008; Events 2008; TUC Membership List and TUC Fall 07 Schedule* were discussed. Westerfeld also presented the *NHMCCD Report to the Community for 2006* noting that Debra Britton was one of those chosen to be highlighted. Westerfeld thanked TUC Council members for their continued leadership and support.

There was a motion to adjourn at 10:55 a.m. by Michael McFrazier and seconded by Paul Meyer. All agreed; meeting adjourned.

Respectfully submitted,

Penny Westerfeld  
Associate Vice Chancellor

**THE UNIVERSITY CENTER COUNCIL**  
**December 6, 2007**  
**8:30 a.m. Continental Breakfast, 9:00 a.m. Meeting**

**Present:** SHSU-Richard Eglsaer; TAMU-Dean Endler, Loraine Phillips; TSU-Henry North; UH-Tom Ehardt, Nancy Herron; UHD-Molly Woods, David Bradley; NHMCCD-Steve Head; TUC-Penny Westerfeld, Debra Britton and Recorder-Sheila Davenport

**1. Welcome**

The second quarterly meeting of TUC was convened at 9:00 am by Penny Westerfeld. Guests, Loraine Phillips from Texas A&M and Nancy Herron from University of Houston, were welcomed.

**2. Approval of September 13, 2007 Minutes**

Motion to adopt the minutes was made by Dick Eglsaer, seconded by Molly Woods, and approved unanimously by the Council.

**3. Administrative Report**

Westerfeld presented the following:

*Annual Enrollments and Headcount* – TUC Fall 2007 total enrollment is 4,070. Total headcount is 2,387.

*Fall Headcount (Students Served)* – Chart showing headcount of students served during the Fall semesters of 2002 – 2007.

*Summary of Bachelor's and Master's Degree Sections by University, Fall 2007* – There are 228 class sections.

*Summary Room Utilization, Spring 2008* – 44 classrooms are filled to capacity Monday – Thursday evenings from 5:00 – 10:00 pm with increased offerings at Montgomery College. Classroom utilization for courses delivered via ITV was discussed by UHD.

**4. Student Services**

The following documents and information were presented by Debra Britton:

*August, September & October 2007 Student Services Monthly Traffic Logs; Spring 2008 Schedule for Advising; Academic Calendar for Partner Universities; and Scholarship Awards' Ceremony Program*

**5. Marketing**

*Twenty-five marketing pieces*, which highlighted TUC, were presented. Various modes of marketing were discussed including cinema ads and mall video ads.

**6. Academic Committee**

Molly Woods reported that SHSU's proposal to offer a Masters of Art in Speech Communications at TUC had received no objections. A motion to accept this proposal was made by Henry North, seconded by Dick Eglsaer, and unanimously approved. This new degree will start in Summer or Fall 2008.

7. **Technology**

*TUC Technology Plan 2007-2008 Status Report* was presented.

8. **Finance Committee**

*TUC Operations Statement as of 8/31/07 and TUC Operations Statement Year-to-Date as of 12/3/07 Preclose* were presented and discussed. Items of discussion included the End-of-Year 2007, rising electricity costs, chargebacks for telephone, proctoring, and copy charges, and District R & R funds.

9. **NHMCCD Update**

Steve Head reported on the new name – Lone Star College System; administrative changes at the System Office; new initiatives including distance learning and contract training; possible bond referendum; and new marketing strategies including the new logo and branding for the college system.

10. **Membership/Meetings/New Business/Announcements/Important Dates**

*TUC Council Meeting Dates; Important Dates 2007-2008; TUC Membership List and TUC Spring 08 Schedule* were discussed. Congressman Brady Military Academy Interviews at TUC were announced. Westerfeld thanked each member for their contributions to TUC.

There was a motion to adjourn at 10:50 am by Nancy Herron and seconded by Dean Endler. All agreed; meeting adjourned.

Respectfully submitted,

Penny Westerfeld

# LSC-UNIVERSITY CENTER COUNCIL

March 6, 2008

8:30 a.m. Continental Breakfast, 9:00 a.m. Meeting

**Present:** SHSU-Richard Eglsaer; PVAMU-Michael McFrazier; TAMU-Dean Endler, Loraine Phillips; TSU-James Cunningham; UH-Tom Ehardt, Nancy Herron; UHD-David Bradley; LSC-UC-Penny Westerfeld, Debra Britton and Recorder-Sheila Davenport

**1. Welcome**

The third quarterly meeting of Lone Star College-University Center was convened at 9:00 am by Penny Westerfeld. Members and guests, Loraine Phillips from Texas A&M and Nancy Herron from University of Houston, were welcomed.

**2. Approval of December 6, 2007 Minutes**

Motion to adopt the minutes was made by Dick Eglsaer, seconded by Nancy Herron, and approved unanimously by the Council.

**3. Administrative Report**

Westerfeld presented the following:

*Annual Enrollments and Headcount* – LSC-UC Spring 2008 total enrollment is 3,970. Total headcount is 2,378.

*Spring Semester Student Headcount History, 2000-2008* – Of the 2,378 students, 30% are graduate and 70% are undergraduate.

*Spring 2008 Student Headcount by University*

*Summary of Bachelor's and Master's Degree Sections by University, Spring 2008*  
Enrollment is divided among 228 sections of Face to Face, ITV, and Hybrid Classes.

**4. Student Services**

The following documents and information were presented by Debra Britton:

*Student Services 2007 Comprehensive Annual Traffic Log; January 2008 Student Services Monthly Traffic Log; and 2008 Schedule for Advising.*

**5. Marketing**

*Ten marketing pieces*, which highlighted LSC-UC, were presented. The Sci://Tech Expo 08 and 2008 LSC-UC Summer Schedule were also included in the packet.

6. **Academic Committee**

Loraine Phillips reported that TAMU, Bush School of Government and Public Service, is presenting a proposal to offer a Certificate in Nonprofit Management. This is a twelve-credit hour graduate-level certificate. David Bradley, acting on behalf of Molly Woods, presented a copy of the proposal and asked for e-mail feedback and/or any objections to Molly Woods by March 28. TAMU would like to begin this program in the summer or fall semester.

Eglsaer requested that since most universities use Statistical Processes for Social Sciences (SPSS) software, would each university check on its licensing information to determine if its software licensing would apply at LSC-UC.

7. **Technology**

*TUC Technology Plan 2007-2008 Status Report* was presented.

Most priorities for the year have been met. LSCS Chief Information Officer Shah Ardalan will meet with university IT representatives to plan and determine future needs.

8. **Finance Committee**

*LSC-UC Operations Statement Year to Date as of 2/29/08* was reviewed. 2008 expenses are comparable to 2007 for same time period.

9. **LSC System Update**

Westerfeld reported on the name, new logo, and branding for the college system; the college system reorganization; and the proposed bond referendum.

10. **Membership/Meetings/New Business/Announcements/Important Dates**

*LSC-University Center 10-Year Anniversary Celebration flyer* – The celebration will be on April 17, 2008. Invitations will be mailed.

Other items presented include: *LSC-UC Council Meeting Dates; Important Dates 2008; Events 2008; Academic Calendar for Partner Universities; and LSC-UC Membership List.*

There was a motion to adjourn at 10:00 am by Michael McFrazier and seconded by James Cunningham. All agreed; meeting adjourned.

Respectfully submitted,

Penny Westerfeld