

**MINUTES OF THE WORKSHOP  
OF THE BOARD OF REGENTS OF THE DEL MAR COLLEGE DISTRICT**

October 13, 2020

The Workshop Meeting of the Board of Regents of the Del Mar College District convened in the Isensee Board Room, Del Mar College, Corpus Christi, Texas at 9:00 a.m. on Monday, October 13, 2020, by video and/or teleconference.

Due to health and safety concerns related to the Coronavirus Pandemic Crisis, this meeting was conducted by video and/or teleconference and was conducted in accordance with guidance from the Texas Governor's Office and the Texas Attorney General's Office. Provisions were made for the public to participate in this meeting with public comments via livestream and/or telephonically.

The following were present:

**From the Board:**

Ms. Carol Scott, Dr. Nicholas Adame, Mr. Ed Bennett, Ms. Susan Hutchinson, Mr. Hector Salinas, and Dr. Mary Sherwood.

Ms. Libby Averyt joined the meeting in progress.

**From the College:**

Dr. Mark Escamilla, President and CEO; Mr. Raul Garcia, Vice President and CFO; Ms. Lenora Keas, Executive Vice President and COO; Ms. Tammy McDonald, Vice President of Administration and Human Resources; Mr. August Alfonso, Vice President and Chief Information Officer; Dr. Rito Silva, Vice President of Student Affairs; Mr. Augustin Rivera, Jr., General Counsel; Mr. John Strybos, Vice President and Chief Physical Facilities Officer; Ms. Lorette Williams, Executive Director of Strategic Communication and Government Relations; Dr. Natalie Villarreal, Director of External & Board Relations; Mary McQueen, Executive Director, Development; Delia Perez, Executive Administrative Assistant to the President & Board Liaison, and other staff and faculty.

**CALL TO ORDER QUORUM CALL/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE/VISION STATEMENT**

Ms. Scott called the meeting to order with a quorum present. She requested a moment of silence followed by the Pledge of Allegiance and Del Mar College Vision Statement.

**GENERAL PUBLIC COMMENTS** – The public was given the opportunity to provide public comments (both general and specific to any agenda item) by calling a toll-free phone line prior to the Board meeting and registering with their name and subject of public comment.

There were no public comments made for this meeting.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

1. Discussion related to FY 2021 Policy Project.....Ms. Tammy McDonald  
(*Supports all 6 Goals of 2019-2024 Strategic Plan: Aspire. Engage. Achieve*)

Dr. Escamilla provided opening remarks. Ms. McDonald introduced Mr. Dan Graves and Mr. Adam Jones with Weaver. Mr. Graves proceeded with his presentation and stated that the scope of today’s discussion included review and evaluation of Del Mar Board policies (“B” policies) and focus of the review and evaluation for compliance with federal, state, and accreditation standards as well as best practices within Texas Community Colleges. The objectives are to evaluate and recommend changes to policies to align with compliance requirements, recommend updates to policies for best practices, provide input on Board Policy priorities, recommend assignment of policy owners, provide a schedule to review and update policies, evaluate and recommend changes to structure and presentation of Board policies, and recommend policy for the Board’s role in policy review.

Mr. Graves provided SACSCOC’s (Southern Association of Colleges and Schools Commission on Colleges) definitions of a Board as well as Board Policy and Administrative Procedure. Mr. Graves explained that their responsibility for this project is to take the College’s Board Policies and evaluate and map them for compliance with state, federal and SACSCOC regulations. Mr. Graves reviewed the size of Colleges and totals that prescribe to the TASB policies versus those that prefer to create their own policies.

Mr. Graves continued his discussion regarding the following Board policy priorities and recommendations:

Ethical Considerations: Board members should consult with the Board Chair to evaluate any ethical considerations or concerns that relate to Board business. If considerations directly involve the Board Chair, the Vice Chair should be consulted.

Emergency and Crisis Policies:

- ▶ Expand polices to include criteria to designate an emergency situation
- ▶ Update policies to explicitly provide the CEO the authority to make purchasing and operations decisions in declared emergencies with reporting back to the Board
- ▶ The College’s policies should be reorganized and expanded to include a broader range of emergency considerations

Digital Policies and Communications: Regents should exclusively use Del Mar College provided emails for communications related to College business.  
Considerations for digital policy and communications:

- ▶ Security Standards
  - » College-provided devices
  - » Accessing DMC email on personal devices
- ▶ College security awareness training and Administrative Procedures

Board Committee Structure: Current Board bylaws provide the Chair or the Board of Regents the authority to establish committees, as needed. The Board Chair appoints the committee members, the committee chair, and sets the terms of each committee. The Board may consider updating existing policies to:

- » Adopt a resolution for committee composition in even-numbered years
- » Allow Board members to propose a resolution to establish and/or dissolve committees of the Board Policy. Updates would require an update to the Board bylaws.

Board Information Requests: The existing policy (B2.1.3) follows best practices for information requests, including: submitting requests through the office of the CEO; and distributing all reports and documents to all Board members. The recommendation is to update existing policy to include provisions regarding the preparation of reports that will, in the opinion of the CEO, require excessive staff time or expense to be authorized by the Board. Considerations for updates include:

- » Establishing thresholds for time and expense
- » Estimating costs consistent with Attorney General rules

Mr. Graves stated that policy enhancement evaluations of current “B” policies are in progress and to date, they have not identified any instances where policies do not align with federal, state or accreditation requirements. Also, they have identified other opportunities to enhance policies for clarity and to align with best practices which include board training, conflicts of interest, and additional disaster/emergency policies. Mr. Graves also provided recommendations for the current draft Policy B3.16 which establishes policy guidelines, owners and review schedule. As part of Phase II, Weaver will work with College Administration to:

- ▶ Establish Policy Responsibility
  - » Assign policy owners based on duties and expertise
  - » Owners should review policies within their purview every 2 years to certify:
    - No known changes to College operations require policy change
    - No legislative changes enacted that required policy change
- ▶ Formal Review Schedule
  - » Every 5 years, the policy owner should review the policy in- depth and present policy to the Board for re-approval (even if no changes are required).
  - » The 5-year review cycle should be staggered, unless required by statute to be reviewed more frequently
- ▶ Re-organize policies
- ▶ Restructure the policy manual

- ▶ Remove redundancies
- ▶ Improve user experience
- ▶ Add authoritative references

Mr. Graves stated that Weaver will prepare for the following next steps and reviewed the following including their timeline:

- Provide sample policy revisions based on today's discussion of Board Priorities
- Complete compliance evaluation
- Provide detailed policy recommendations
- Recommended changes to policy structure and format
- Next Steps anticipated to be presented at
- November Board Workshop
- Final Presentation in December

Ms. McDonald, Mr. Graves, Mr. Jones, and Dr. Escamilla responded to questions from the Board of Regents.

At 10:17 a.m., the Chair announced the Board was going into Closed Session pursuant to:

2. CLOSED SESSION pursuant to:

- A. TEX. GOV'T CODE § 551.071: (Consultation with legal counsel), regarding pending or contemplated litigation or legal claims, or a settlement offer, with possible discussion and action in open session; and, the seeking of legal advice from counsel, on pending or contemplated legal matters or claims, with possible discussion and action in open session; and,
- B. TEX. GOV'T CODE § 551.087: (Economic Development), regarding discussion or deliberation of information received from a business prospect with which the College is conducting economic development negotiations and/or the deliberation of an offer of a financial or other incentive to a business prospect, with possible discussion and action in open session; and,
- C. TEX. GOV'T CODE § 551.072: (Deliberation Regarding Real Property), regarding the deliberation of the purchase, exchange, lease, or value of real property; with possible discussion and action in open session.

The Board reconvened in Open Session at 11:55 a.m.

There was no action taken in Closed Session.

ADJOURNMENT: The meeting was adjourned at 11:56 a.m.

MINUTES REVIEWED BY GC: /s/ARjr