

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF REGENTS OF THE DEL MAR COLLEGE DISTRICT

June 13, 2017

The Regular 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 10:32 a.m. on Tuesday, June 13, 2017, with the following present:

From the Board:

Mr. Gabriel Rivas, First Vice Chair, Dr. Nicholas Adame, Ms. Elva Estrada, Ms. Susan Hutchinson, Ms. Sandra Messbarger, and Mr. Guy Watts.

From the College:

Dr. Mark Escamilla, President; Dr. Beth Lewis, Provost and Vice President for Academic Affairs; Ms. Lenora Keas, Vice President of Workforce Development and Strategic Initiatives; Dr. Rito Silva, Vice President for Student Affairs; Ms. Claudia Jackson, Executive Director of Strategic Communication and Government Relations; Ms. Tammy McDonald, Executive Director of Human Resources and Administration; Ms. Mary McQueen, Executive Director of Development; Dr. Catherine West, Interim Chief Financial Officer; Ms. Delia Perez, Board Liaison; and other staff and faculty.

Others:

William Christian, Graves, Dougherty, Hearon & Moody

CALL TO ORDER/QUORUM CALL/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE/MISSION STATEMENT

Mr. Rivas called the meeting to order with a quorum present. He requested a moment of silence followed by the Pledge of Allegiance and Mission Statement.

RECOGNITIONS:

**Faculty**.....Dr. Beth Lewis

- Dr. Ben Blanco, recognized by Leadership Corpus Christi as 2017 Alumnus of the Year (*Goal 3. Professional Initiatives: Provide Innovative, Relevant, and Meaningful Opportunities*)

Dr. Lewis reported that since its inception the Leadership Corpus Christi Alumni Association (LCCA) honors one graduate of the Leadership Corpus Christi Program (LCC), annually as Alumnus of the Year. The honor is bestowed upon a graduate who has excelled professionally, given back to the greater Corpus Christi Community and has served either the LCC Program and/or LCCA in some capacity. Dr. Lewis asked Dr. Ben Blanco to join her at the podium; she announced that the Leadership Corpus Christi Alumni Association named Dr. Blanco, Professor of Business, as their 2017 Alumnus of the Year. He is a graduate of LCC 30 and has dedicated countless hours to the organization, the community, and education. Dr. Lewis described the accomplishments and honors that have been bestowed on Dr. Blanco as a DMC faculty.

Dr. Blanco briefly addressed the Board and thanked Ms. Lenora Keas for her wisdom and mentorship.

STAFF REPORTS:

- THECB 60x30 Strategic Plan Update.....Ms. Lenora Keas  
(Goal 3. Professional Initiatives: Provide Innovative, Relevant, and Meaningful Opportunities)

Ms. Keas shared with the Board where the College is in relation to the 60x30 goal as set out by the Texas Higher Education Coordinating Board (THECB). The goal set by THECB is that by 2030, at least 60 percent of Texans ages 25-34 will have a postsecondary credential or degree. Ms. Keas will provide updates to the Board over the next several years to show where the College is in relation to the state and to benchmark against large colleges. The College takes this data and uses it to improve student outcomes; today's presentation begins this conversation. See included [60x30 TX Presentation](#).

Dr. Escamilla and Ms. Keas responded to questions from the Board throughout the presentation.

- 2016-17 Instructional Program Review Report.....Dr. Beth Lewis  
(Goal 1. Student Learning Success: Ensure Exceptional Educational Opportunities for All Students)

Dr. Lewis reported that she is impressed by the Instruction Program Review Process at the College because it has depth and reflection. She provided a description of Program Review and emphasized that it is a collaborative and systematic process. She provided a list of the Instructional Program Reviews by Division between 2015 - 2020 and provided details of the process in her presentation; see included Instructional Program Review Process.

Dr. Lewis responded to questions from the Board.

- Enrollment and Graduation Data Updates.....Dr. Rito Silva  
(Goal 2. Student Access and Support Services: Maximize Affordable Access and Excellence in Student Services)

Dr. Silva provided an update on enrollment and graduation data including:

- ✓ Summer I enrollment as of June 6, 2017, is at a 12% increase, this will change downward as students drop classes by tomorrow's deadline;
- ✓ Spring 2017 individual graduates has increased significantly, with a total of 717 graduates, a 31% increase; that number continues to increase as students complete paperwork; and
- ✓ Graduation credentials have also increased significantly, Spring 2017 totaled 875, a 38% increase.

- Legislative Update.....Ms. Claudia Jackson  
*(Goal 5. Advocacy: Advance the College Mission Through Effective Governance and Positioning)*

Ms. Jackson provided a handout of bill status over the past 72 hours. She reported that Governor Abbott signed Senate Bill 1, the Appropriations Bill that provides Del Mar College approximately \$15.9M per year for the 2018-2019 biennium, approximately \$1.3M per year increase from current funding. The list of signed bills includes one of the College's priorities, HB 2994 that ensures state reimbursement for workforce credential and continuing education courses for 16 and 17 year old students. She provided a highlight of additional bills that did come to pass in the 85<sup>th</sup> Legislative Session.

COLLEGE PRESIDENT'S REPORT.....Dr. Mark Escamilla

- May 17, 2017: TACC/TWC Meeting, Austin  
*(Goal 6. Partnerships: Expand Opportunities for Mutually-Beneficial Alliances)*

Dr. Escamilla reported that he and Ms. Keas attended a meeting on May 17<sup>th</sup> at the Texas Workforce Commission led by Chairman Andres Alcantar. The meeting related to completion and inventory of credentials of students. It is a venture that Chairman Alcantar has included the College in, along with Austin Community College, and Texas State Technical College. They are the three volunteers from the community college sector who have joined in on this effort to create an electronic application that inventories student completers with their electronic credentials.

- June 2 -3, 2017: CCATT Annual Conference, San Antonio  
*(Goal 5. Advocacy: Advance the College Mission Through Effective Governance and Positioning)*

On June 2<sup>nd</sup> and 3<sup>rd</sup> Dr. Escamilla attended the Community College Association of Texas Trustee's annual conference in San Antonio. Dr. Lewis presented on SACSCOC and the implications of accreditation; she did a great job. It was valuable time to spend with Regents from around the state.

REGENTS REPORT:

- CCATT Annual Conference  
*(Goal 5. Advocacy: Advance the College Mission Through Effective Governance and Positioning)*

Regents Rivas, Estrada, Adame and Messbarger provided reports from their attendance and work at CCATT's Annual Conference.

Mr. Rivas reminded everyone that one of the board members of CCATT is Regent Carol Scott and she does a good job and represents Del Mar College very well.

PENDING BUSINESS:

Status Report on Requested Information

*(Goal 5. Advocacy: Advance the College Mission Through Effective Governance and Positioning)*

CONSENT AGENDA

Notice to the Public

*The following items are of a routine or administrative nature. The Board of Regents has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Board member or a citizen, in which event the item(s) will immediately be withdrawn for individual consideration in their normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.*

CONSENT MOTIONS:

*(At this point the Board will vote on all motions not removed for individual consideration.)*

ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

1. Acceptance of Investments for May 2017  
*(Goal 7. Resources: Ensure Strong Financial and Operational Capacity)*
2. Acceptance of Financial Statement for April 2017  
*(Goal 7. Resources: Ensure Strong Financial and Operational Capacity)*

Ms. Estrada made a motion to approve the consent agenda items. Ms. Messbarger seconded the motion. There was no further discussion from the Board. There were no public comments. A voice vote was taken and the motion carried unanimously, 6-0, with Regents Adame, Estrada, Hutchinson, Messbarger, Rivas and Watts in favor.

REGULAR AGENDA

3. Discussion and possible action related to the reports for audit plan status, completed internal audits for Purchasing and Human Resources, and audit activities in-progress, presented by Ms. Alyssa Martin and Mr. Daniel Graves of Weaver and Tidwell, L.L.P.  
.....Ms. Tammy McDonald  
*(Goal 7. Resources: Ensure strong financial and operational capacity)*

Ms. McDonald stated that in the College's continued effort to bring efficiency and improvement to its processes, they will present internal audit reports today. She introduced

Ms. Alyssa Martin and Mr. Daniel Graves with Weaver, the College's internal audit partners, presenting the Internal Audit Plan Status, Completed Internal Audits for Purchasing and Human Resources and audit activities currently in their process.

Ms. Martin stated that they will go over the activity from the 2017 Internal Audit Plan, two completed reports, and some follow-up procedures. They approved two full internal audits that came out of the risk assessment, Purchasing and Human Resources. They will also follow-up on Internal Audit Findings from the prior audit period. Ms. Martin provided an overview of the audit process and its benefits.

The internal audit over Purchasing was conducted in the Fall of 2016 with the team on site. They went over findings with management and the procurement department and issued a report for their review in March. The scope of this audit was to look at all the purchasing and business department's responsibilities for procurement and that cycle. She described the eight parts of the cycle. The report contains an executive summary; this summary takes the four objectives and provides the College with a rating. This report received a satisfactory rating. Three of the objectives: Design of Internal Controls, Effectiveness of Internal Controls, and Purchasing Testing received satisfactory ratings. System Access received an unsatisfactory rating, they understand from last year's IT Audit that what they can do in the system it is not centrally managed, so when they looked at how security was across the function, it had a similar rating. It is consistent on what they would have expected based on their audit last year; it has more to do with the people and what they can do across the cycle. Mr. Graves and Ms. Martin reviewed the information on the 13 findings. They discussed recommendations to these findings, 5 findings were high and 8 were moderate.

Dr. Catherine West and Mr. David Davila discussed management's response to Purchasing findings. All except two of the findings are expected to be completed by the end of the fiscal year and the additional two by December 2017.

Dr. Escamilla thanked the College staff for moving quickly on rectifying findings, he also thanked the Weaver team. The audits are a self-imposed process for the College to get better and he is very pleased up to this point. He has been apprised all along the way.

Ms. Martin reported that the second audit in their plan was an internal audit over the Human Resources process, and they looked at all of HR administration, the entire cycle. The draft report was issued April 24, 2017 and the final report was issued May 30, 2017, and received an overall satisfactory rating. Ms. Martin described the scope of the audit, which included an evaluation of risks and internal controls in place related to the College's HR policies and HR Department procedures in place for appropriate risk coverage, compliance with State and Federal regulations, appropriate use of College resources, and the timely completion of employee requests. She described the procedures performed. There were four audit

objectives: Policy and Procedure Evaluation was strong, two were satisfactory: Design of Internal Controls and Effectiveness of Internal Controls, System Access was unsatisfactory. Mr. Graves and Ms. Martin described the nine findings identified and recommendations to those findings, with 5 moderate and 4 low.

Ms. Tammy McDonald and Mr. Jerry Henry discussed management's response to Human Resources findings. Many of the actions to address the findings have already been implemented; the other two actions will be implemented in September and October 2017.

Ms. Martin described the following 2017 internal audit activities in progress:

- ✓ Follow-up audit for Admissions and Registrar;
- ✓ Follow-up audit for Financial Aid;
- ✓ Follow-up audit for Information Technology

They will be providing follow-up procedures for all of these areas. After they have completed several audits, they will provide a tracking schedule. In August they will update the College's Internal Audit Risk Assessment and in November they will complete the Fiscal Year 2017 Annual Audit Report.

Ms. Martin and Mr. Graves responded to questions from the Board throughout their presentation.

Dr. Escamilla stated that there are five audits on the table now and staff has to do quite a bit of work in response to these audits. This is proving to help in other areas and they didn't set out with the expectations that it would help in these areas, the state was doing state-wide auditing, random samplings throughout the state of community colleges, and when they found out the College had taken on the responsibility of conducting its own audits with an independent auditor and they found out it was Weaver, they were very amenable to working with them and accepting the findings from this audit to satisfy some of their questions and thoughts, so it was very helpful. They are also generating a lot of data, not only are they making improvements but the documentation will benefit them with regards to the College's accreditation cycle. This is data and evidence that the College has improved and they have documented and fully vetted processes for improvement. He thanked Tammy McDonald and her team for taking on this enormous task on an ongoing basis.

Ms. Hutchinson made a motion to approve this agenda item.

Ms. Messbarger seconded the motion. There was no further discussion from the Board. There were no public comments. A voice vote was taken and the motion carried unanimously, among Regents present, 6-0, with Regents Adame, Estrada, Hutchinson, Messbarger, Rivas, and Watts in favor.

GENERAL PUBLIC COMMENTS (Non-Agenda Items) – 3-minute time limit

Mr. Jack Gordy made a public comment regarding complaints against Guy Watts, he indicated that these were not made in written form and recommended the policies be changed to ensure all complaints are in written form.

Mr. Omar Salinas made a public comment regarding the benefits of athletics on campuses.

4. CLOSED SESSION pursuant to:

- A. **TEX. GOV'T. CODE § 551.071**: (Consultation with legal counsel), regarding pending or contemplated litigation, or a settlement offer, with possible discussion and action in open session; and, the seeking of legal advice from counsel on pending legal or contemplated matters or claims, with possible discussion and action in open session.

The Board did not go into Closed Session.

ADJOURNMENT: The meeting was adjourned at 3:15 p.m.

MINUTES REVIEWED BY GC: /s/AR