

**MINUTES OF THE REGULAR MEETING  
DEL MAR COLLEGE DISTRICT**

October 3, 2023

The Regular Meeting of the Board of Regents of the Del Mar College District convened on Tuesday, October 3, 2023 at 1:00 p.m., at the Center for Economic Development, 3209 S. Staples, Room 106, Corpus Christi, Texas with the following present:

**From the Board:**

Ms. Carol Scott, Dr. Nicholas Adame, Ms. Libby Averyt, Mr. Carl Crull, Mr. Rudy Garza, Jr., Mr. Bill Kelly, and Mr. David Loeb.

Dr. Laurie Turner and Dr. Anantha Babbili were not present.

**From the College:**

Dr. Mark Escamilla, President and CEO; Ms. Lenora Keas, Executive Vice President and COO; Mr. Raul Garcia, Vice President and CFO; Mr. Ali Kolahdouz, Vice President and Chief Information Officer; Dr. Jonda Halcomb, Vice President and Chief Academic Officer; Ms. Tammy McDonald, Vice President of Administration and Human Resources; Ms. Patricia Benavides-Dominguez, Vice President for Student Affairs; Ms. Cheryl Sanders, Associate Vice President for Student Affairs; Mr. Augustin Rivera, Jr., General Counsel; Mr. John Strybos, Vice President and Chief Physical Facilities Officer; Ms. Mary McQueen, Vice President of Advancement and Government Relations; Ms. Delia Perez, Director of CEO Office and Board Relations, and other staff and faculty.

**CALL TO ORDER/QUORUM CALL**

Chair 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).

There were no public comments made for this meeting.

**RECOGNITIONS:**

- JJ Nelson, Assistant Professor of Geographic Information Systems, received the KRIS 6 Angels recognition for his contribution to music and the community  
.....Dr. Jonda Halcomb and Ms. Lenora Keas  
*(Goal 3: Academic Preparedness and Student Learning)*

Dr. Halcomb and Ms. Keas recognized J.J. Nelson, Assistant Professor of Geographic Information Systems, he received the KRIS-6 Angels recognition for his contribution to music and the community. Professor Nelson has served the College since 2007 and has been involved in College and community projects such as Unmanned Aircraft and Artificial

Intelligence, as well as the Cole Park Bay Jammin' Concert and Cinema series which is presented during the summer. Professor Nelson provided words of appreciation and stated he is hoping to present a music series in the fall and spring.

- Michael Jones, Professor of Speech, recipient of the 2023 Aileen Creighton Award for Teaching Excellence.....Dr. Jonda Halcomb  
(Goal 4: Learning Environments)

Dr. Halcomb introduced Mr. Michael Jones, Professor of Speech, recipient of the 2023 Aileen Creighton Award for Teaching Excellence. Professor Jones was nominated by his fellow faculty members, staff, and students. The Aileen Creighton Award for Teaching Excellence is the highest honor presented by Del Mar College to its faculty. Mr. Jones is the 21<sup>st</sup> recipient of the award and has served the College for over 24 years. He is the Director of Forensics and eLearning Coordinator. He has been at the forefront of the College's online course offerings and has also served on many committees as well as chairing those committees on commencement ceremonies. He maintains membership in the Texas Speech Communication Association, the Texas Computer Educators Association, and the Texas Distance Learning Association among others. Mr. Jones provided words of thanks for the support he has received throughout his career including his wife, Amy, children, College coworkers, and the Board.

**STUDENT SUCCESS REPORT.....Dr. Leonard Rivera**

- Continuing Education Health Care Programs  
(Goal 3: Academic Preparedness and Student Learning)

Dr. Rivera provided a succinct student success report regarding the College's healthcare programs offered through the Continuing Education program. Dr. Rivera stated there are new partnerships with Ben Bolt ISD and Mathis ISD which makes a total 24 partnerships with independent school districts. Dr. Rivera reviewed information regarding pinning ceremonies, parent information nights, and high school counselor informational sessions that are conducted each semester.

After reviewing the certification programs offered by the Continuing Education Department, Dr. Rivera stated they are going to increase offering the certifications to freshmen and sophomores in the future. Dr. Rivera spoke words of appreciation to the staff that oversee the day-to-day operations of the College's healthcare programs. The Continuing Education staff work with the students, parents, and school districts.

Dr. Rivera stated he was very proud with the passage rates of the high school students and reviewed the certifications achieved for the past three years. Enrollment in 2020-2021 grew from 120 to 350 in 2020-2023, and certifications grew from 743 in 2020-2021 to 1,381 in 2022-2023. He stated he was very proud of the work the students have done and thanked the Board, Ms. Keas, and the Continuing Education staff for helping make these accomplishments possible.

**COLLEGE PRESIDENT’S REPORT.....Dr. Mark Escamilla**

- September 19, 2023: Incident Management Training  
(Goal 4: Learning Environments)

Dr. Escamilla and College administration attended the Incident Management Training on September 19, 2023 which covered many important topics regarding the preparation of emergency situations. Dr. Escamilla thanked Chief of Security Lauren White for preparing the training with the Corpus Christi Police Department Deputy Chief Billy Breedlove. Dr. Escamilla also thanked Ms. Tammy McDonald, Vice President of Administration and Human Resources for coordinating the training.

- September 19, 2023: TACC Business Advisory Committee Meeting  
(Goal 5: Workforce Development, Community Partnerships, and Advocacy)

Dr. Escamilla stated he remains in close contact with the group that is integral to supporting the College, and having leaders from all over the state of Texas supporting community colleges was an integral piece that had been missing.

- September 21, 2023: Community College Leadership Meeting  
(Goal 5: Workforce Development, Community Partnerships, and Advocacy)

Dr. Escamilla stated he continues to maintain close ties with the Community College Leadership particularly in nurturing the relationship with the Commissioner of Higher Education Commissioner Harrison Keller.

- CEO Annual Report to the Board – Title IX/SB212  
(Goal 4: Learning Environments)

Dr. Escamilla stated an annual report must be produced for the Title IX and Senate Bill 212 regarding Texas Education Code 51.253(c) regarding administrative reporting requirements concerning sexual harassment, sexual assault, dating violence or stalking as it relates to criminal statistics. Dr. Escamilla stated a Summary Data Report has been provided to the Board of Regents and is posted on the Del Mar College website.

**REGENT’S REPORT**

- September 14-16, 2023: CCATT Annual Conference, Ft. Worth  
(Goal 5: Workforce Development, Community Partnerships, and Advocacy)

Chair Scott stated several Regents attended the CCATT Annual Conference in Fort Worth. Regents Loeb, Kelly, Garza, Adame, and Chair Scott discussed the innovative and informative sessions they attended.

- Discussion and Announcement related to the appointment of a representative to the Nueces County Appraisal District Board, including application process, qualifications, and deadline  
*(Goal 5: Workforce Development, Community Partnerships, and Advocacy)*

Chair Scott announced the opening for the appointment of a Del Mar College representative for the Nueces County Appraisal District Board and asked that all interested parties submit their information by the deadline, November 8, 2023.

- Discussion related to the San Patricio County Appraisal District Board of Directors' Election process  
*(Goal 5: Workforce Development, Community Partnerships, and Advocacy)*

Chair Scott discussed the San Patricio County Appraisal District Board of Directors' election process and the small number of shares the College must vote.

**STAFF REPORTS:**

- Statistical Profile 2022-2023.....Ms. Lenora Keas  
*(Goal 1: Completion)*

Ms. Keas stated the Statistical Profile 2022-2023 is an award-winning document that has been around for almost 30 years and is provided every year. The document was prepared by the College's Office of Institutional Research (IR). Ms. Keas introduced the entire team - Mr. Sushil Pallemo Director of the Office of Institutional Research; Research Associates; Jane Haas, Shane Stewart, Newman Wong, Julio Barraza; and Carolyn Sorrells, Administrative Assistant.

Ms. Keas stated the extensive data collected and prepared on student profiles can include a range of parameters including contact hours, full-time, demographics, headcount, students in need of financial aid, and gender. More in-depth data on graduates is also available such as awards by type, academic year, degrees and certificates by year, transfers to other institutions, and graduation rates.

Faculty and staff data are available along with student profiles. Data can be prepared by division, rank, education, full-time equivalent teaching staff by discipline, and highest degree earned for tenured/tenure-track faculty.

Ms. Keas and Dr. Escamilla responded to questions from the Board of Regents.

- Strategic Plan 2019-2024 Update and Strategic Plan 2024-2029 Process  
.....Dr. Natalie Villarreal  
*(All Goals: 1 – 6)*

Dr. Villarreal stated that the Strategic Planning Committee will be providing dual updates regarding the 2019-2024 Strategic Plan and the 2024-2029 Strategic Plan. Dr. Villarreal provided an overview of the 2019-2024 process and provided an update on Goal 1: Completion, which included the degrees and certificates awarded for 2022. Completion discussion included information regarding certificates awarded in Continuing Education programs, First-Time in College students, time, and semester credit hour to associate degrees, First-Time in College student transfer to four-year institutions, transfer to four-year institutions, and dual credit success.

Dr. Villarreal reviewed initiatives and strategies that support the 2019-2024 Strategic Plan and reviewed the upcoming timeline for the 2019-2024 and 2024-2029 Strategic Plans.

Dr. Villarreal, Mr. Sushil Pallemo, and Dr. Escamilla responded to questions from the Board of Regents.

- Overview of DMC Emergency Operations Plan.....Ms. Tammy McDonald  
(Goal 4: Learning Environments)

Ms. McDonald recognized the Emergency Managements Planning Team, Mr. John Strybos, Ms. Lauren White, Mr. Chris Tweddle, Mr. Alex Cahill, and Ms. Jessica Alaniz.

Ms. McDonald stated that per Texas Education Code 37.2071, an Emergency Operation Plan (EOP) is required to be submitted to the Texas School Safety Center. Ms. McDonald provided an overview of the College’s EOP and the timeline for preparation and submission.

Ms. McDonald provided the plan highlights which included the basis for emergency management, information to establish a framework, and roles and responsibilities for the Incident Management Team which establishes emergency communication flow.

Ms. McDonald reviewed EOP timeline, with the last step being submission to Texas School Safety Center by October 25, 2023.

Ms. McDonald responded to questions from the Board of Regents.

- Annual Safety and Security Report (Clery)  
.....Ms. Tammy McDonald and Ms. Lauren White  
(Goal 4: Learning Environments)

Ms. McDonald introduced Chief Lauren White. Ms. White provided a background and requirements regarding the Jeanne Clery Act. Ms. McDonald stated that the 2022 Annual Security and Safety Report is available online on the College’s website. Ms. White stated the majority of crimes reported do not involve our students, faculty, or staff. Ms. White stated the deadline requirement was met and Dean Rita Hernandez reported it to the Department of Education. Ms. White thanked the Clery Compliance Committee members for their assistance with the annual report.

**PENDING BUSINESS:**

Status Report on Requested Information

*(Goal 5: Workforce Development, Community Partnerships, and Advocacy)*

**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. Approval of Minutes:  
 Regular Board Meeting, August 8, 2023  
 Public Hearing, September 12, 2023  
*(Goal 5: Workforce Development, Community Partnerships, and Advocacy)*

Regent Garza made a motion to adopt the Consent Agenda. Regent Loeb seconded the motion. There was no further discussion from the Board. There were no public comments. A vote was taken by show of hands, and the motion carried unanimously 7-0, amongst Regents present, with Regents Scott, Adame, Averyt, Crull, Garza, Kelly, and Loeb, in favor.

**REGULAR AGENDA**

- 2. Discussion and possible action regarding Internal Audit Reports, Status, Fiscal Year 2023/2024 Proposed Plan, and Fiscal Year 2022/2023 Annual Internal Audit Report  
 .....Ms. Tammy McDonald  
*(Goal 4: Learning Environments)*

Ms. McDonald provided an overview of the information being presented by Daniel Graves and Brandon Tanous, partners with Weaver. Mr. Graves provided introductory comments and introduced Mr. Tanous.

Mr. Tanous provided information regarding the internal audit follow-up procedures over Purchasing. The procedures focused on the remediation efforts taken by the College to address the findings included in the 2022 Internal Audit Report over Purchasing, and to validate that appropriate corrective action had been taken. Based on their evaluation, the College made significant efforts to remediate the three findings from 2022 including the development of new processes and procedures to address the areas identified.

Mr. Graves provided information regarding the internal audit of the Bursar's Office. The scope of the audit included daily receipts and deposits; credit card receipts and processing; cash handling oversight; student accounting; daily POS reconciliation; assessment of charges and discounts; funding and refunding; and accounts receivable and collections. Mr. Graves stated the audit procedures are complete and the report received a satisfactory rating.

Mr. Graves also provided information regarding the status of the advisory consultation over Safety and Security. The consultation has been rescheduled to FY 2024. A planning meeting with relevant College personnel was conducted and an initial document request list was distributed which included security compliance and reporting; emergency management and incident response; and Del Mar College Police Department. The plan is to begin the fieldwork during October 2023. The Construction Management Advisory standard operating procedures were updated with new procedures that address all previous findings from the FY 2022 internal audit. A review of the FY 2024 internal audit plan was provided along with planned dates.

Mr. Graves stated the Annual Internal Audit report is due to the State oversight agencies and posted on the College's website by November 1, 2023. The report format is prescribed by the State Auditor's Office and includes compliance with numerous sections which has been met.

Ms. McDonald, Mr. Graves and Mr. Tanous responded to questions from the Board of Regents.

At 2:55 p.m., the Chair announced that the Board was going into Closed Session pursuant to:

- A. **TEX. GOV'T CODE § 551.076**: (Deliberation regarding security devices or audits), regarding the deployment or specific occasions for implementation of security personnel or devices, or a security audit, with possible discussion and action in open session;
- B. **TEX. GOV'T CODE § 551.089**: (Deliberation regarding security devices or audits), regarding security assessments or deployments related to

information, resources, technology, IT, and network security information, or the deployment of specific occasions for implementation of security personnel, critical infrastructure, or security devices with possible discussion in open action in open session;

The Board of Regents reconvened in Open Session at 3:17 p.m. with the following action taken:

Regent Garza made a motion to approve internal auditor’s report and proposed plan for Fiscal Year 2024. Regent Adame seconded the motion. There was no further discussion from the Board. There were no public comments. A vote was taken by show of hands, and the motion carried unanimously 7-0, amongst Regents present, with Regents Scott, Adame, Averyt, Crull, Garza, Kelly, and Loeb, in favor.

3. Discussion and possible action related to approval of Bachelor of Applied Science (BAS) Degree in Organizational Management and Leadership.....Dr. Jonda Halcomb  
*(Goal 1: Completion)*

Dr. Halcomb began the presentation and introduced Dr. Sramek who provided a brief summary of the Bachelor of Applied Science Degree in Organizational Management and Leadership (BAS-OML). Dean Davis Merrell provided information regarding new information on mapping and illustrated the pathway for students beginning at the College seeking an associate degree and then progressing to the BAS-OML.

Dr. Halcomb discussed the projected budget, direct revenues, and expenditures for the BAS-OML courses over a five-year period. Surveys taken from students, administrators, and faculty helped determine the need to establish the BAS-OML degree. Dr. Halcomb recognized and thanked Deans Merrell and Sramek, and the Committee for their hard work and their preparation of the BAS-OML program.

Chair Scott congratulated the team for their hard work and elevating the College for our students and the community.

Regent Adame made a motion to approve the new Bachelor’s in Applied Science degree and Organizational Management and Leadership and to be effective the fall of 2024, including authorization to take the program to the Texas Higher Educating Coordination Board and SACSCOC for approval as presented. Regent Kelly seconded the motion. There was no further discussion from

the Board. There were no public comments. A vote was taken by show of hands, and the motion carried unanimously 7-0, amongst Regents present, with Regents Scott, Adame, Averyt, Crull, Garza, Kelly, and Loeb, in favor.

4. Discussion and possible action on approval of the Second Amendment to the Interlocal Contract between Del Mar College and the City of Corpus Christi to construct the City’s Police Training Academy on Del Mar College property for the construction of a City Corpus Christi Police Substation.....Mr. John Strybos  
*(Goal 5: Workforce Development, Community Partnerships, and Advocacy)*

Mr. Strybos provided background information regarding the Bond Proposition which approved \$2,000,000 of bonds for public safety projects. This included \$1.25 million for the design of a new Police Training Academy complex. Del Mar College approved the Interlocal contract between the College and the City of Corpus Christi to construct the City’s Police Training Academy on Del Mar College property. The first amendment was approved on April 11, 2022, and the Police Training Academy is now under construction. The proposed Second Amendment to the Interlocal contract between the College and the City of Corpus Christi is to increase the size of the land leased to the City of Corpus Christi by an additional 5 acres to allow for construction of the Far South Police Substation. The expansion would not conflict with the Oso Creek campus future developments. The City of Corpus Christi would grant a long-term lease to the College of the 1.1995-acre corner parcel at the intersection of Yorktown Blvd. and Rodd Field Road for consideration. The term of the lease is 50 years with a right to extend the lease for an additional 50 years.

Mr. Strybos responded to questions from the Board of Regents.

Regent Loeb made a motion to approve the amendment to the Interlocal Agreement as presented. Regent Crull seconded the motion. There was no further discussion from the Board. There were no public comments. A vote was taken by show of hands, and the motion carried unanimously 7-0, amongst Regents present, with Regents Scott, Adame, Averyt, Crull, Garza, Kelly, and Loeb, in favor.

5. Discussion and possible action on Annexation – 10.817 Acres at the northeast end of London Pirate Road (formerly County Road 33) south of Oso Creek.....Mr. John Strybos  
*(Goal 6: Financial Effectiveness and Affordability)*

Mr. Strybos stated that in cooperation with the City of Corpus Christi's annexation of 10.187 acres at the northeast end of London Pirate Road (formerly County Road 33), south of Oso Creek and in accordance with Texas Education Code 130.066, Automatic Annexation of Certain Territory the City of Corpus Christi property, then the College may also annex the property. Mr. Strybos stated it is the recommendation of staff to annex the property as annexed by the City of Corpus Christi.

Mr. Strybos, Mr. Augustin Rivera, Jr., and Dr. Escamilla responded to questions from the Board of Regents.

Regent Loeb made a motion to approve the annexation of the property described as presented. Regent Crull seconded the motion. There was no further discussion from the Board. There were no public comments. A vote was taken by show of hands, and the motion carried unanimously 7-0, amongst Regents present, with Regents Scott, Adame, Averyt, Crull, Garza, Kelly, and Loeb, in favor.

6. Discussion and possible action related to the College's Quarterly Financial Statement for the period ending August 31, 2023.....Mr. Raul Garcia  
(Goal 6: *Financial Effectiveness and Affordability*)

Mr. Garcia stated the College is on track with ending the year in accordance with the Fiscal Year 2023 plan budget. The reported state funding revenues valued at \$23.7 million is slightly above the plan budget of \$23.5 million. The reported other revenues valued at \$91.1 million is slightly below the planned budget of \$91.2 million. The College's operating expenses for salaries and benefits valued at \$82 million is below the planned budget of \$85.4 million.

The reported non-salary expense category valued at 26.9 million is below the plan budget of 27.6 million. This reduced spending for this category valued at \$700,000 is driven by reduced spending in supplies, equipment offset by computer software, and insurance expense Contingency has a planned budget of \$1.7 million of which \$1.22 million was used for the one-time payment to employees.

The College's liability obligation as of August, 2023 valued at \$117.3 million improved significantly relative to the previous year's obligations valued at \$131.5 million.

Mr. Garcia stated the College remains on solid footing to weather most business interruptions with a cash and investment position of \$58.7 million which is sufficient to pay the College's estimated current obligations.

Mr. Garcia responded to questions from the Board of Regents.

Regent Garza made a motion to accept the College's Quarterly Financial Statement for the period ending August 31, 2023. Regent Averyt seconded the motion. There was no further discussion from the Board. There were no public comments. A vote was taken by show of hands, and the motion carried unanimously 7-0, amongst Regents present, with Regents Scott, Adame, Averyt, Crull, Garza, Kelly, and Loeb, in favor.

7. Discussion and possible action regarding Aransas County's proposal to assign and transfer a U.S. Department of Commerce Economic Development Administration grant and to transfer the Workforce Development Center property and other funds to Del Mar College.....Ms. Lenora Keas  
*(Goal 2: Recruitment and Persistence)*

Ms. Keas provided a summary regarding the College's engagement with Aransas County to bring the Workforce Development Center to the region pursuant to U.S. Department of Commerce Economic Development Administration Grant (EDA). This effort was part of the College's Strategic Goal 2 to expand and promote educational opportunities throughout the College's service area and seek to recruit both traditional and non-traditional students. The grant was for \$1.7 million, and donations received totaled over \$438,000 plus \$60,000 in architectural plans which totaled \$2.138 million for the project.

The EDA grant was awarded to Aransas County on January 19, 2021. Del Mar College entered into an MOU with Aransas County to provide programs and operate the facility. The College also received SACSCOC approval to provide programs and courses to support credit and continuing education programs for the community.

Ms. Keas reviewed the location and population statistics and stated the budget was the same as previously presented and that \$622,000 could be generated with tuition, fees, and state reimbursement from this location. Ms. Keas also reviewed future projections for revenue, expenses, personnel and operational expenses, and projected enrollment over the next five years.

Ms. Keas reviewed the Aransas County Partnership for Economic Development Corporation's proposal which includes the transfer of ownership of the building and acreage to Del Mar College, the EDA to assign the grant to the College with \$700,000 remaining in funding for completing the project. Vice President Chief Physical Facilities Officer anticipates completion of remodeling by August, 2024.

Ms. Keas recognized the representatives from Aransas County present and stated the next steps required would be for the College and our General Counsel to begin work with Aransas County to finalize documentation.

Ms. Keas responded to questions from the Board of Regents.

At 3:56 p.m., the Chair announced that the Board was going into Closed Session pursuant to:

- C. **TEX. GOV'T CODE § 551.071**: (Consultation with legal counsel), regarding pending or contemplated litigation, or a settlement offer, and the seeking of legal advice from counsel, with possible discussion and action in open session;
- D. **TEX. GOV'T CODE § 551.072**: (Real Property Deliberation), regarding the potential purchase, exchange, lease, or value of real property with possible discussion and action in open session; and,
- E. **TEX. GOV'T CODE § 551.074(a)(1)**: (Personnel Matters), regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, with possible discussion and action in open session

The Board of Regents reconvened in Open Session at 4:52 p.m. with the following action taken:

Regent Crull made a motion to authorize College Administration and the office of General Counsel to proceed with all steps necessary to finalize the agreement with Aransas County including the preparation and execution of mutually agreeable documentation covering A.) the transfer of ownership of the property and improvements known as the Workforce Development Center and any remaining funds to the College; B.) the transfer and assignment of the U.S. Department of Commerce Economic Development Administration grant to the College; and C.) any other agreements deemed necessary by the parties to support that agreement and administration would be authorized to enter into final agreements with the EDA necessary for the transfer of the grant and related funds. Regent Loeb seconded the motion. There was no further discussion from the Board. There were no public comments. A vote was taken by show of hands, and the motion carried unanimously

7-0, amongst Regents present, with Regents Scott, Adame, Averyt, Crull, Garza, Kelly, and Loeb, in favor.

Chair Scott thanked the Aransas County representatives for their partnership and work on this project as well as Ms. Keas for her work to bring the project to its current status.

**CALENDAR:** Discussion and possible action related to calendaring dates.

**ADJOURNMENT:** The meeting was adjourned at 4:55 p.m.