

MINUTES OF THE POLICY REVIEW COMMITTEE MEETING
OF THE BOARD OF REGENTS OF THE DEL MAR COLLEGE DISTRICT
June 10, 2003

The Policy Review Committee meeting of the Board of Regents of the Del Mar College District opened in the Isensee Board Room, Harvin Center, Del Mar College East Campus, Baldwin and Ayers, Corpus Christi, Texas, at 11:50 p.m. on Tuesday, June 10, 2003, with the following present:

From the Committee:

Mrs. Olga Gonzales, Chairperson; Mrs. Dorothy Spann, and Ms. Beverly Winters.

From the Board:

Mrs. Chris Adler, Mrs. Minnie Arriaga, Dr. Haysam Dawod, and Mr. Gabe Rivas.

From the College:

Dr. Gustavo Valadez Ortiz, President; Ms. Ruth Cude for Mr. José Alaniz, Vice President of Business and Finance; Mr. José Rivera, Interim Vice President of Learning and Academic Affairs and Vice President of Student Development and Community Learning; Ms. Claudia Jackson, Assistant to the President for Community Relations; Mrs. Vickie Natale, Dean of Administrative Services; Ms. Barbara Riley, Executive Administrative Assistant to Vice President of Business and Finance; and other administrators and staff.

From the Attorney's Office:

Mr. Stephen Hilmy.

Others:

Other interested citizens.

Mrs. Olga Gonzales, chairperson of the Committee, presided and called the meeting to order. With a quorum present, she requested a moment of silence.

The first item on the agenda was related to the approval of minutes.

Mrs. Dorothy Spann made a motion, seconded by Ms. Beverly Winters, to approve the minutes of the Policy Review Committee, April 8, 2003. The motion carried by unanimous vote.

Mrs. Gonzales reported that the Board had previously discussed the issue of adopting a Historically Underutilized Business (HUB) policy and had agreed on the wording, which was being presented at today's meeting.

Mrs. Spann made a motion to adopt Board Policy B4.9.1; B4.9.1.1, with the second line reading "...shall include a **goal** of 20% for all architectural/engineering projects..."; B4.9.1.2, with the second line reading "...shall include a **goal** of 26% of all general construction projects..."; B4.9.1.3, with the second line reading "...shall include a **goal** of 11% of all heavy construction projects..." Mr. Hilmy clarified that the Committee would be recommending that the Board adopt the policy as presented. The motion carried by unanimous vote.

Mrs. Gonzales announced that guidelines were being presented for consideration to aid in the development of the Board agenda. (Mr. Rivas arrived at the meeting.) During discussion, several Board members made comments regarding the proposed schedule: deliver Board packets by Wednesday, no later than Thursday; some requested items are omitted from the agenda; a draft agenda should be faxed to all Board members by 12 noon on Wednesday; and, to report any changes to the agenda by 9:30 a.m. Thursday. Dr. Valadez stated that he would have the guidelines revised to address the concerns noted by the Committee.

Mrs. Spann made a motion, seconded by Ms. Winters, to adopt the guidelines with the changes requested, and to make a recommendation to the Board for approval. The motion carried by unanimous vote.

Pertaining to the next item, Dr. Valadez informed the Committee that he had provided them with a copy of the Bylaws referencing agenda items for meetings, Section IV.(D.) Mrs. Spann read a letter she provided that stated "Board members requesting an item for inclusion on any committee agenda or regular meeting agenda mails or delivers or faxes the signed written item to the administration office at 698-1559. Any second may be by telephone or fax." Mrs. Spann also requested that another fax number be supplied. (Mrs. Arriaga arrived at the meeting.) Dr. Valadez expressed his agreement with her request. After further discussion, Mrs. Spann restated that she would like Section IV. (D.) of the Bylaws to reflect the language that agenda items may be accepted by written request of *a* member of the Board, and ***any second shall be made by fax, telephone, e-mail, or in writing to the College president.*** Mrs. Gonzales asked that administration provide the language in policy format so that the Committee could review it at their next meeting on June 17th.

Mrs. Gonzales reviewed a memo that outlined procedures for dispersing information requested by Regents which had been followed in the past. The Committee discussed several of the items.

Dr. Valadez suggested that the first item read “All Board members should have the same information *faxed or sent from the President’s office.*” Mrs. Arriaga questioned the need for the addition, and Mr. Hilmy noted the possible conflict it will have with another item that states that staff will provide the information to the Board member and copy to the College president. There was a lengthy discussion on what was considered open records requests versus information the Board may need in performing their duties. Mrs. Natale was requested to provide language in policy format for the Committee’s review at their next meeting.

With no further business, the meeting adjourned at 12:35 p.m.