

MINUTES of the PERSONNEL & POLICY COMMITTEE
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
October 29, 2019

√ V. Bland Proctor	√ Dr. Daniel Cano
√ Luis A. Guerra	√ Catherine McHaney
√ John Zacek	Dr. Josie Rivera
	√ Ron Walker

STAFF

√ Dr. David Hinds	√ Jennifer Yancey
Mary Ann Rodriguez	

MEDIA

Guests: Terri Kurtz, Lydia Huber and Jeffrey Hubbard

The Personnel & Policy Committee of the Victoria College Board of Trustees met Tuesday, October 29, 2019 at 3:00 p.m. in Johnson Hall Room 105 (relocated from original location in the Academic Building Room 102).

A. Call to Order:

1. Mr. Luis Guerra called the meeting to order at 3:04 p.m. and announced that a quorum of board members was present
2. Dr. David Hinds certified that the agenda had been properly posted per Texas statute.

B. Citizen Communication:

1. The Public was invited to address the board. No public comments at this time.

C. Items for Discussion:

1. Executive Search Firm Bid Proposals

Jennifer Yancey presented a spreadsheet outlining comparisons from the eleven firms who submitted proposals to perform the executive search services for the next college president. The RFP was emailed to fourteen firms identified as specializing in related searches and it was posted on the College's website. Eight of those who were emailed directly and three others responded to the RFP. A predetermined rubric was used to evaluate the proposals. The evaluation rubric included 25% Experience, Reliability and Expertise, 25% Pricing and Cost Calculations, and 50% Operating Approach/Method. After a thorough discussion of each proposal, ACCT was identified as the highest ranked firm. Board members requested ACCT be contacted to reaffirm the proposal contents and determine that the Board's expectations on timeframe and process could be met. Ms. Yancey will make that inquiry. A recommendation from the Personnel & Policy Committee will be made at the November 18th board meeting for approval.

2. Presidential Search Committee

Ms. Yancey presented a slate of individuals for consideration to serve as the search committee for the presidential search process. The individuals represent administration, faculty, staff, students and community members. The fifteen member committee will work directly with the selected executive search firm to develop the position profile, review all applications, select a slate of semi-finalists and conduct face-to-face interviews. The committee will ultimately be charged with recommending slate of 3-5 applicants to the Board of Trustees for the final phase of the process. A recommendation from the Personnel & Policy Committee will be made at the November 18th board meeting for approval.

3. Board Policies and Texas Association of School Board (TASB) Localization Project

Ms. Yancey presented two local policies, previously adopted by the Board, which need minor revisions. The policy related to Board self-evaluation (BCG) previously stated the process would be conducted annually. The actual cycle is “at least every two years”. When the policy related to student discipline and penalties (FM) was approved, a penalty for dismissal was added, but the word “dismissal” was inadvertently left out of a couple of the paragraphs. The revised policy simply corrects that omission. A recommendation from the Personnel & Policy Committee will be made at the November 18th board meeting for approval.

There being no further business, the meeting adjourned at 4:25 p.m.

V. Bland Proctor, Chair

John Zacek, Secretary