

**MINUTES of the REGULAR MEETING**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**September 15, 2014**

Ronald B. Walker	√	Catherine McHaney
√ Luis A. Guerra	√	V. Bland Proctor
√ Dr. Josie Rivera	√	John A. Villafranca
√ Robby Burdge		

STAFF

√ Dr. Tom Butler  
√ Jennifer Yancey  
√ Debbie Rains

MEDIA

√ Carolina Astrain                      Victoria Advocate

**Guests:** Dr. Pat Vandervoort, Dr. Larry Garrett, Keith Blundell, Lydia Huber, Tracey Bergstrom, Cindy Buchholz, Dr. Florinda Correa, Jerry Hamilton, Dr. Mike Hummel, Terri Kurtz, Ed Byerly, Sue Prudhomme, Amy Mundy, Clay Cain, Attorney for VC, John Swanson.

The Victoria College Board of Trustees met Monday, September 15, 2014, at 4:00 p.m. in the Corporate Training Room, Academic Building, Room 101. Mr. Luis A. Guerra, Vice Chair, presided over the meeting.

**A. Call to Order:**

1. Mr. Luis A. Guerra called the meeting to order at 4:00 p.m.
2. Dr. Tom Butler certified that the agenda had been properly posted per Texas statute.

**B. Communication:**

1. The Public was invited to address the board. Mr. John Swanson of 205 Cannon, Victoria, Texas addressed the Board regarding the College's tax rate increase of 7.5%. He explained to the Board that after visiting with Dr. Florinda Correa and Ms. Jennifer Yancey, he completely understood the reasoning for the increase (regarding the ETC) and agreed that it was appropriate. He congratulated the board and VC for the outstanding job that is being done at the College.

**C. Executive Session:** Members convened in Executive Session at 4:07 p.m. under authority of the Texas Open Meetings Act and in accordance with Texas Government Code, Section 551.071; Consultation with Victoria College's attorney on matters protected by the attorney/client privilege. Members ended the closed session at 4:22 p.m. No action was taken in the subsequent open session.

**D. Items for Consideration:**

**1. CONSIDER Minutes of the Budget Workshop held on August 13, 2014, Special meetings of August 14, August 25, and September 8, 2014.** Mr. Bland Proctor moved to accept the minutes of the Board Workshop held on August 13, 2014, Special meetings of August 14, August 25, and September 8, 2014 as presented. The motion was seconded by Mr. John A. Villafranca. Motion carried unanimously.

**2. CONSIDER Financial statements for June and July 2014.**

Keith Blundell presented the financials for June and July, 2014, discussing in detail the July statements, as they are cumulative and July is the most current. Mr. Blundell began his overview with the Statement of Net Assets reviewing the current and non-current assets as well as liabilities, pointing out the Cash and Cash Equivalents and total assets. He pointed out that the deferred revenues under 2014 were less because the 2013 total included the Betsy Wright funds and because of the tuition and fees timing. Mr. Blundell walked through the Statement of Revenues, Expenditures and Changes in Net Assets, noting that the State appropriations are on schedule and on budget. He reminded the board that the Auxiliary Enterprise is at 67% of the budget and will increase in August during the fall 2014 textbook sales. He mentioned that the M&O and Debt service are at 100% of the budget. Under Tuition, credit course fees are down 5-6%, but with the \$3.00 increase in tuition the budget balances out. The total revenue budget is at 97%. Expenditures are at 87.90% and are all coming in as expected (mostly salaries and systematic expenses). Mr. Blundell informed the board that the electrical upgrade and a/c projects at the Gonzales Center are complete. He also informed the board that the ETC has expended \$13,592,696.41 and has a current balance of \$9,731,273.41. The industrial training building is now complete with only minor finishes needed. Dr. Josie Rivera moved to approve the financial statements for June and July 2014 as presented. The motion was seconded by Ms. Catherine McHaney. Motion carried unanimously.

**3. Consider signature card updates for Prosperity Bank accounts to remove Roger F. Welder and add Luis A. Guerra.** Dr. Butler explained to the board that the Prosperity Bank signature cards required updating to reflect the current board of trustees and college officers. Mr. Robby Burdge moved to approve the update to the Prosperity Bank signature cards removing Roger F. Welder and adding Mr. Luis A. Guerra. Mr. John A. Villafranca seconded the motion. Motion carried unanimously.

**4. CONSIDER Resolution adopting the 2014 Victoria College Tax Rate.** Dr. Butler reminded the board that this item has been discussed in detail at the workshop and during special meetings. He reminded the board that they voted to propose a tax rate of \$0.1875 at the special meeting held on August 14, 2014, which is a 7.51% increase in the tax rate and that VC had met its obligation of holding two public hearings on the proposed tax rate. The board is now required to adopt the 2014 Victoria College tax rate. Mr. Bland Proctor moved that the property tax rate be increased by the adoption of a tax rate of \$0.1875, which is effectively a 7.51 percent increase in the tax rate. Mr. John A. Villafranca seconded the motion. Luis A. Guerra-aye, Dr. Josie Rivera-aye, Ms. Catherine McHaney-aye, Bland Proctor-aye, Robby Burdge-aye, John A. Villafranca-aye. Motion carried unanimously.

**5. CONSIDER nominations to the Victoria College Foundation Board of Directors.** Dr. Butler reminded the board that this is visited annually. He noted that the nominees are returning members: Bill Blackwell, Penni Gietz, Beatriz Gonzales, Kathy Hunt, Elgin Janssen, David Murphy, Dr. Peter Rojas and James Ryan. Mr. Robby Burdge moved to approve the nominations of Bill Blackwell, Penni Gietz, Beatriz Gonzales, Kathy Hunt, Elgin Janssen, David Murphy, Dr. Peter Rojas and James Ryan to the VC Foundation Board of Directors. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

**6. CONSIDER Memorandum of Understanding between Victoria College and Victoria College Foundation.** Dr. Butler walked through the MOU with the board and recommended the changes. Ms. Yancey informed the board that these changes note the College will work in conjunction with the Foundation to provide an operating budget sufficient to support the printing, marketing and development activities for the Foundation's fundraising efforts. Ms. Catherine McHaney moved to approve the changes to the Memorandum of Understanding between Victoria College and Victoria College Foundation as provided. Mr. Bland Proctor seconded the motion. Motion carried unanimously.

**7. CONSIDER Purchase of Goods or Services:**

**a. Purchase of Printing Services for FY 2014-15.** Dr. Butler presented this item to the board. Four bids were received and FJ Business Forms, Marfield Corporate Stationary and Grunwald Printing Co. were selected by the committee based on purchase price, reputation, quality of goods and services, and past working relationship. Ms. Catherine McHaney made a motion to accept the bids of FJ Business Forms, Marfield Corporate Stationary and Grunwald Printing, Co. in the total amount of \$58,413.17 for Printing Services for FY 2014-15. The motion was seconded by Dr. Josie Rivera. Motion carried unanimously.

**8. CONSIDER Personnel Items:**

**a. New faculty employees.** Dr. Butler walked through the list of the proposed new faculty hires, recommending approval of Ms. Susan Juckett, Business Management Curriculum Coordinator/Instructor and Ms. Rachel Walker, Student Success Instructor. Mr. Bland Proctor moved to approve the faculty new hires, Ms. Susan Juckett and Ms. Rachel Walker. Mr. Robby Burdge seconded the motion. Motion carried unanimously.

**E. Vice Presidents' Report:**

1. Fall 2014 Enrollment Report. Dr. Pat Vandervoort, VP of Instruction, presented the Fall 2014 enrollment report to the board, informing the board that this is the official report, including late start classes. She walked through the report provided to the board, noting that most areas involved decreases except for the 3.5% increase in Development English and Reading. She indicated that this was most likely due to the new TSI test being administered regarding college readiness. Dr. Vandervoort referred to the 5.5% decrease in total head count (4,158 enrolled), informing the board that enrollment in community colleges across the state of Texas is down, with university enrollment up .5% statewide. She reminded the board that the employment situation in south Texas continues to slight VC's enrollment, with a 8.5% (-66,208) decrease in total contact hours. Dr. Vandervoort also mentioned that Workforce/Continuing Education had an enrollment of 359 with 36,627.5 contact hours based on a term of only 11 days (the previous enrollment and contact hours were based on 3 full months). Dr. Vandervoort also informed the board that beginning Fall 2015, the State is requiring that 2-year degree programs be no more than 60 hours. She is concerned

about the Physical Therapist Assistant and Respiratory Care Programs and will submit a request to the State to leave them at the higher credit hour amount. They currently require at least 70-72 credit hours.

**F. President's Report:**

**a. Campus Projects.** Dr. Larry Garrett informed the board that the Gonzales Center project is finally at a stopping point; the end of Phase I. The instrumentation and electrical instruction areas are complete, as well as the installation of the air conditioning system, which was a cost share with the City. There will be a new fundraising campaign for additional projects beginning soon. He reiterated on the status of the ETC project, indicating that the industrial training building is complete with only minor paint touch up in some areas, installation of the elevator, furniture is being ordered, and equipment from the Liberty building will be moved to ETC. He also noted that the other ETC building is on schedule and on budget. They are currently painting the 2<sup>nd</sup> & 3<sup>rd</sup> floors and hanging sheet rock on the first floor.

Ms. Yancey informed the board that she and Dr. Butler, as well as Amy Mundy continue to meet with local businesses and foundations seeking donations for ETC equipment and other items. She also noted that the 2014 Pirate Cup and Annual Giving Campaign is scheduled to kick off next month.

Dr. Butler walked through the upcoming events with the board.

There being no further business, the meeting adjourned at 4:50 p.m.

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Luis A. Guerra, Vice Chair

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Dr. Josie Rivera, Secretary