

MINUTES of the REGULAR MEETING
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
held May 19, 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. Larry Garrett, Keith Blundell, Dr. Pat Vandervoort, Amy Mundy, Tracey Bergstrom, Lydia Huber, Jerry Hamilton, Dr. Ed Byerly, Dr. Michael Hummel, Terri Kurtz, Sue Prudhomme.

The Victoria College Board of Trustees met Monday, May 19, 2014, at 4:00 p.m. in the Corporate Training Room, Academic Building, Room 101. Mr. Ron Walker, Chair, presided over the meeting.

A. Call to Order:

1. Mr. Ron Walker called the meeting to order at 4:02 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. No public comments were heard.

C. Consider Board of Trustees Committee Reports:

1. Facilities & Programs. Mr. Robby Burdge, Chair of the committee, reported that the committee met April 4, 2014 to discuss the medical community concerns over the deactivation of the MLT program. After reviewing the history of this program and the low employment projections for MLT graduates in our region, this committee supports the deactivation of this program. Mr. Burdge asked Ms. Yancey to comment on the ETC tours. Ms. Yancey informed the board that VC provided 7 tours in the last couple of weeks with 30 attendees, including a repeat visit of a local industry. Ms. Yancey indicated that more tours will be scheduled.

2. Finance & Resources. Mr. Luis Guerra, Chair of the committee, reported that the committee met on March 31st to discuss February financials which were approved by the board on March 31, 2014, and on May 19, 2014 Keith Blundell walked the committee through the financial statements for March and April, 2014. Mr. Guerra informed the board that the committee recommends approval of

the March 2014 financial statement.

D. Items for Consideration:

1. ADMINISTER oath of office to newly elected Trustees. Ms. Yancey administered the Officer's Statement and Oath of Office to Ronald B. Walker and V. Bland Proctor.

2. CONSIDER Minutes of the regular Board Meeting held on March 31, 2014. Mr. Robby Burdge moved to accept the minutes as presented. The motion was seconded by Mr. Bland Proctor. Motion carried unanimously.

3. CONSIDER Financial Statements for March 2014.

Keith Blundell presented the financials for March 2014 and informed the board that the April financials will be presented at the next scheduled board meeting. 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 reminded the board that the drop in the Deferred Revenues is due to the transfer of the remaining Betsy Wright bequest to the VC Foundation to be endowed. Mr. Blundell walked through the Statement of Revenues, Expenditures and Changes in Net Assets, pointing out that the State appropriations are on schedule and 96% of the ad valorem taxes have been received. He reminded the board that the Auxiliary Enterprise reflected only spring textbook sales. The fall book sales will substantially increase this amount. Mr. Blundell explained that VC is on target for expenditures and will not exceed the current budget. He also pointed out the increase in net assets. Mr. Blundell moved onto the Gonzales Center Expansion indicating that the improvement phases are mostly complete with more to come and the net resources available stands at \$5,194.01. He walked through the ETC resources, pointing out the total resources in the amount of \$23,303,403.23, expenditures in the amount of \$7,236,945.36, with a net resource of \$16,066,457.87 available. Mr. Luis A. Guerra moved to approve the March 2014 financial statements as presented. The motion was seconded by Ms. Catherine McHaney. Motion carried unanimously.

4. CONSIDER resolution authorizing Delegation of Authority under Texas Government Code 2269.

Dr. Butler informed the board that the Delegation of Authority to him was required annually. Ms. Lydia Huber informed the board that this is typically done in August, but due to the amendment of the Texas Gov't Code, VC is required to update its current Delegation of Authority in order to be in compliance with Texas Gov't Code 2269.053. She indicated that the Delegation of Authority will be presented again in August for the new fiscal year. Mr. Robby Burdge moved that the resolution authorizing Delegation of Authority be approved. Mr. Luis A. Guerra seconded the motion. Motion carried unanimously.

5. CONSIDER resolution relating to Construction Best Method process.

Dr. Butler and Ms. Huber walked through this item with the board. This resolution is to update the Legislative reference from Texas Gov't Code 2267 to Texas Gov't Code 2269 and to add Competitive Sealed Proposal as a best value method of procurement. Ms. Catherine McHaney moved to approve the resolution relating to Construction Best Method process. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

6. CONSIDER resolution to adopt the National Incident Management System (NIMS) concept of emergency planning.

Dr. Butler informed the board that failure to adopt the NIIMS emergency management system may prevent reimbursement from FEMA for costs expended during and after a declared emergency or disaster. Mr. Blundell added that the emergency management plan will be

reviewed annually. He also pointed out that VC will begin training and communication relating to organization, emergency function and response efforts. Mr. Bland Proctor moved to approve the resolution to adopt the National Incident Management System (NIMS) concept of emergency planning. The motion was seconded by Mr. Robby Burdge. Motion carried unanimously.

7. CONSIDER Order Changing Precinct Lines to Conform to City Ordinance No. 2014-6. Dr. Butler informed the board that on March 18, 2014, the City of Victoria adopted an ordinance which annexed territory currently lying in Voting Precinct Nos. 11, 14 and 24 for the County of Victoria, Texas, which was unincorporated territory outside of the City of Victoria. This action resulted in the territory now being located within an incorporated city. Section 42.007 of the Texas Election Code requires that a voting precinct may not contain territory both inside a city and unincorporated territory outside of the city. The order presented will approve transfer of the territory from Voting Precinct Nos. 11, 14 and 24 to Voting Precinct Nos. 7, 21, 25 and 33. Mr. Bland Proctor moved to approve the Order Changing Precinct Lines to Conform to City Ordinance No. 2014-6. The motion was seconded by Dr. Josie Rivera. Motion carried unanimously.

8. CONSIDER ratifying purchase of Truck Driving Training Simulator. Dr. Butler presented this item to the board. The Truck Driving Training Simulator was approved for purchase through the Skills Development Fund Oil & Gas Initiative Award with a July 28, 2014 deadline to meet the terms and conditions of the grant. The simulator has an approximate 90-120 days manufacturing lead time. The truck driving simulator will provide hands-on truck driving training to potential, new and incumbent oil & gas industry employees and will add capacity and ability to train more drivers in a more compressed time at a reduced cost, and in a more controlled and safe environment. Mr. Luis A. Guerra made a motion to approve ratifying the purchase of the Truck Driving Training Simulator in the amount of \$170,900 to Simulator Systems International. The motion was seconded by Dr. Josie Rivera. Motion carried unanimously.

9. CONSIDER purchase of Classroom and Office Lockset Upgrade Phase 3. Dr. Butler informed the board that VC is upgrading classroom and office locksets as Phase 3 of the overall Campus Safety Plan. The bid includes materials and labor to replace cores, cylinders, and locksets on remaining classroom and office doors. Ms. Catherine McHaney made a motion to approve the purchase of the Classroom and Office Lockset Upgrade Phase 3 in the amount of \$88,000 to Texas Tool & Hardware, Inc. The motion was seconded by Mr. Luis Guerra. Motion carried unanimously.

10. CONSIDER purchase of Cinema Projector for the Leo J. Welder Center for the Performing Arts. Dr. Butler explained to the board that this item had been submitted previously, but pulled for further consideration and review. The projector being presented for consideration today has been reviewed thoroughly. The installation of the Christie projector is part of a facility enhancement funded partially by City of Victoria 2013/14 HOT funds. The remaining necessary funds will be contributed by the Victoria Independent Film Festival, Theatre Victoria from funds collected for this enhancement prior to VC acquisition of the Welder Center (VPAC/O'Connor Hewitt Foundation), and from the Welder Center operating budget (2013 Charity Concert Series). Ms. Prudhomme informed the board that the cinema projector is digital and has numerous film projection capabilities. Mr. Bland Proctor made a motion to approve the purchase of the Cinema Projector for the Leo J. Welder Center for the Performing Arts in the amount of \$66,445.00 to Office Systems Center. The motion was seconded by Mr. Robby Burdge. Motion carried unanimously.

11. CONSIDER purchase of the 2014 Victoria College Fiber Project. Dr. Butler reviewed this item with the board. He explained that the fiber optic cable will be installed from 4406 Lone Tree (City of Victoria Fire Station #3) to 7403 Lone Tree Road (VC ETC) allowing connectivity to the ETC from the VC main campus at 2200 E Red River, by utilizing existing fiber optic cabling previously installed by Victoria Area Network members (VISD and COV). Ms. Catherine McHaney made a motion to approve the purchase of the 2014 Victoria College Fiber Optic Project in the amount of \$137,442.00 to Infinity Communications Technologies. The motion was seconded by Dr. Josie Rivera. Motion carried unanimously.

12. CONSIDER Credit Course Fee for Academic Year 2014-15. Dr. Butler presented this item to the board. He explained that ESLR and ESLW are new developmental courses with a proposed fee of \$90 each. Mr. Robby Burdge made a motion to approve the Credit Course Fee for Academic Year 2014-15 as presented. The motion was seconded by Mr. Bland Proctor. Motion carried unanimously.

13. Consider Personnel Items:

a. Faculty resignation/retirement

Ms. Catherine McHaney moved to accept the resignation of Heather Carey, Associate Degree Nursing Assistant Professor and Gail A. Janecka, Instructor for the Academic Foundations Division. The motion was seconded by Dr. Josie Rivera. Motion carried unanimously.

E. President's Report:

a. Campus Projects. Dr. Larry Garrett updated the board on the Emerging Technology Complex project. He informed the board that the ETC is coming along very well. Drywall is currently being installed and painted in the Industrial Training facility, but still lacks windows. There is one wall left to complete in that area and then they will move onto the Conference Center. He assured the board that the project is completely on track and on budget.

b. Advancement Report. Ms. Jennifer Yancey informed the board that the Retiree luncheon was held on May 13th with 50 in attendance (approx. 30 retirees). Destiny Olson with Academy for Lifelong Learning presented the current available classes and encouraged retirees to participate in this educational program. Ms. Yancey also reminded the board that the Donor Breakfast is scheduled for May 21st at 7:30 a.m. in the VC Student Center and encouraged the board to attend. In closing, she informed the board that approximately \$350,000 in scholarships will be awarded for the upcoming year through the foundation.

c. Campus Events and Dates. Dr. Butler walked through the upcoming events with the board.

There being no further business, the meeting adjourned at 4:34 p.m.

Ron Walker, Chair

Dr. Josie Rivera, Secretary