

**MINUTES of the REGULAR MEETING**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**held July 21, 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

Victoria Advocate

**Guests:** Dr. Larry Garrett, Keith Blundell, Dr. Pat Vandervoort, Dr. Florinda Correa, Darin Kazmir, Susan Prukop, Sue Prudhomme, Victor Quiroga, Jr. (Frost Bank), and Clay Cain (Cullen, Carsner & Seerden).

The Victoria College Board of Trustees met Monday, July 21, 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. Finance & Resources.** Mr. Luis Guerra, Chair of the committee, reported that the committee met on July 21<sup>st</sup> to discuss May financials, financial advisory contracts, and the 2014 tax rate planning calendar. Keith Blundell walked through these items with the committee. Mr. Guerra informed the board that the committee recommends approval of the May 2014 financial statements, as well as the cancellation of the current financial advisory contract with Southwest Securities and entering into a new financial contract with Frost Bank, and the 2014 tax rate planning calendar.

**D. Items for Consideration:**

**1. CONSIDER Minutes of the regular Board Meeting held on May 19, 2014.** Mr. Robby Burdge moved to accept the minutes as presented. The motion was seconded by Mr. Bland Proctor. Motion carried unanimously.

**2. CONSIDER Financial Statements for April and May 2014.**

Keith Blundell presented the financials for April and May, 2014, discussing in detail the May statements, as they are cumulative and May 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. 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 will increase in August during the fall 2014 textbook sales. Credit tuition is below budget, but slightly up from the prior year due to a decrease in enrollment and an increase in tuition. Non-credit tuition has increased due to an increase of Skills Development Fund grants; industrial trades training. Expenditures are at 75% of the year as expected (mostly salaries). He also noted the increase in Net Assets and reminded the board that the second bond payment will be made in August. Mr. Blundell moved onto the Gonzales Center Expansion referring to the \$11,372 deficit due to electrical improvements and the addition of air conditioning to the main room. He informed the board that the center will be receiving additional grants/funding. He walked through the ETC resources, pointing out that we are at 50% of the project financially with a net resource of \$12,837,376.96 available. Ms. Catherine McHaney moved to approve the April and May 2014 financial statements as presented. The motion was seconded by Dr. Josie Rivera. Motion carried unanimously.

**3. CONSIDER Third Quarter Investment Report FY 2013-14.** Dr. Butler presented the Investment Report for the Third Quarter FY 2013-14 as required under the Public Funds Investment Act. He reported that the majority of the funds are in DDA accounts at the depository bank due to minimum interest rates higher than most investment rates. The remaining investments include a few Texpool accounts that are kept open in case the market turns around and the rates earned at Texpool become higher than our depository bank. He informed the board that as of May 31, 2014, VC securities (including Texpool accounts) had a book value of \$450 and a market value of \$450 and interest earned for the quarter was \$-0-. Mr. Bland Proctor moved that the Third Quarter Investment Report be accepted. Mr. Robby Burdge seconded the motion. Motion carried unanimously.

**4. CONSIDER Financial Advisory Contract.** Keith Blundell explained to the board that VC's primary representative with Southwest Securities has been Victor Quiroga, Jr. Mr. Quiroga and his staff recently moved to Frost Bank and have requested the board cancel its current contract with Southwest Securities and enter into a new contract with Frost Bank. Mr. Blundell also informed the board that it is common for representatives to move from one institution to another and that Mr. Quiroga and his staff left on excellent terms. The contract with Frost Bank has the identical terms as the contract with Southwest Securities and has a 30-day cancelation notice. Mr. Blundell informed the board that the representative not only provides assistance with bond issues, but prepares quarterly disclosures as well. Dr. Butler expressed his approval to the board. Mr. Luis Guerra moved to approve the cancelation of the current financial advisory contract with Southwest Securities. Dr. Josie Rivera seconded the motion. Motion carried unanimously. Mr. Luis Guerra moved to approve the financial advisory contract with Frost Bank. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

**5. CONSIDER a representative to perform the Effective Tax Rate and Rollback Calculations according to Section 26.04(c) of the Texas Property Code.** Dr. Butler reminded the board that before setting the tax rate, VC must designate someone to make the effective tax rate and rollback calculations. He recommended reappointment of Ms. Rena Scherer, the current Victoria County Tax Assessor-Collector. Mr. Robby Burdge moved to approve the reappointment of Ms. Rena Scherer, Victoria County Tax Assessor-Collector to make the effective tax rate and rollback calculations for VC. The motion was seconded by Mr. Bland Proctor. Motion carried unanimously.

**6. CONSIDER 2014 Tax Calendar as drafted.** Dr. Butler reviewed the tax planning calendar presented to the board and informed them that the calendar met all legal requirements in accordance with Section 26.04(c) of the Property Tax Code. Mr. Robby Burdge moved to approve the 2014 Tax Calendar as drafted. The motion was seconded by Ms. Catherine McHaney. Motion carried unanimously.

**7. CONSIDER Personnel Items:**

**a. New faculty employees:** Dr. Butler walked through the list of proposed new faculty hires, recommending approval of Ms. Melissa Bamba, Interim Sociology Instructor, Ms. Lisa Elsik, Psychology Instructor, and Mr. Juan Mata, ADN Instructor. Mr. Bland Proctor recommended approval of the new faculty hires as listed. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**b. Faculty resignation/retirement:** Mr. Bland Proctor moved to accept the resignation of Ms. Melissa Chadd, Curriculum Coordinator/Business Mgmt. Instructor and the retirement Mr. Carl Voskamp, Public Service Programs-EMS Coordinator. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**8. CONSIDER Allied Health 2014-2015 Student Handbooks:**

- a. Associate Degree Nursing and Vocational Nursing
- b. Physical Therapist Assistant
- c. Respiratory Care

Dr. Butler walked through the curriculum changes to the nursing program as presented and the minor changes made to the PTA and RC student handbooks, including the requirement of criminal background checks. Mr. Robby Burdge made a motion to approve the 2014-15 Student Handbooks for the ADN/VN, PTA and RC programs as presented. The motion was seconded by Mr. Luis Guerra. Motion carried unanimously.

**9. CONSIDER offers to purchase tax sale property.** Dr. Butler walked through this item with the board. Linebarger, Goggan, Blair & Sampson, LLP has provided VC with offers to purchase nine (9) tax sale properties owned in trust by the Victoria County taxing authorities as a result of the property's failure to sell at a tax sale on the courthouse steps for the entire amount of delinquent taxes and costs owed. Upon approval of the Board, the properties will be sold and added back to the tax rolls. Mr. Ron Walker abstained from voting due to a potential conflict of interest. Dr. Josie Rivera made a motion to approve the sale of the properties as presented. Mr. Robby Burdge seconded the motion. Motion carried unanimously.

**10. Executive Session:** Members convened in Executive Session at 4:28 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 5:09 p.m. No action was taken in the subsequent open session.

**E. President's Report:**

a. **Campus Events and Dates.** Dr. Butler walked through the letter received last week from SACSCOC reaffirming accreditation with no additional reports requested. VC's next reaffirmation will take place in 2024 unless otherwise notified.

Dr. Butler informed the board that VC and UHV will have a signing ceremony tomorrow (7/22/14) regarding the nursing programs to help alleviate the uncertainty within the community. VC hired LeAnn Wagner (retired director of VC Nursing Programs) to draft a new partnership agreement between VC and UHV. These programs were previously referred to as bridge programs. Dual enrollment allows students to complete their associate degree at VC and continue at UHV to complete degree work for a BA. The partnership agreement with UHV is for one year. The UH System approved the agreement with the transfer from UHV to UH at the end of the 1 year term. Dr. Butler said that VC will consider this, but the bridge is still an option.

Dr. Butler walked through the upcoming events.

b. **Advancement Report.** Ms. Jennifer Yancey informed the board that they attended a meeting with Pioneer Natural Resources on July 17<sup>th</sup> and walked through the plans for the ETC with VPs from Eagle Ford Shale attending the meeting. Pioneer made a \$25,000 donation to the Gonzales Center for training programs/projects. Ms. Yancey also informed the board that she met with board members of the Johnson Foundation on July 18, 2014 regarding its intention of establishing a \$250,000 endowment in honor of Munson Smith's service on the Johnson Foundation Board.

c. **Campus Projects.** Dr. Larry Garrett informed the board that the Gonzales Project is ending its 7 year period. All classrooms are ready for fall 2014 classes with more contributions coming in for future projects. He also noted that the ETC project is on schedule and on budget. The industrial training area will be up and ready for fall classes.

There being no further business, the meeting adjourned at 5:22 p.m.

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Ron Walker, Chair

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Dr. Josie Rivera, Secretary