

MINUTES of the SPECIAL MEETING
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
July 24, 2017

√ Ronald B. Walker	√ Daniel Cano
√ Luis A. Guerra	√ Catherine McHaney
√ V. Bland Proctor	√ Michelle Yates
	√ John Zacek

STAFF

√ Dr. David Hinds	√ Jennifer Yancey
√ Mary Ann Rodriguez	

MEDIA

X Victoria Advocate –
Gabriela Canales

Guests: Keith Blundell, Lydia Huber, Jerry Hamilton, Cindy Buchholz, Tracey Bergstrom, Matt Wiley, Amy Mundy, Dr. Betsy Crane, Dr. Larry Garrett, Darla Guajardo, Terri Kurtz, Jackie Mikesh, and Shari Gould.

The Victoria College Board of Trustees met Monday, July 24, 2017 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. 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 were heard during this time.

C. Consider Board of Trustees Committee Reports:

1. **Finance & Resources Committee: 6.14.17**
2. **Facilities Committee Meeting: 6.14.17**
3. **Board Budget Workshop: 7.11.17**

D. Items for Consideration:

1. CONSIDER Minutes of the Regular Board Meeting held on 5.15.17

Mr. Bland Proctor moved to accept the report as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

2. CONSIDER Minutes of the Special Board Meeting held on 6.19.17

Mrs. Catherine McHaney moved to accept the report as presented. Mr. Bland Proctor seconded the motion. Motion carried unanimously.

3. CONSIDER Minutes of the Board Workshop held on 7.11.17

Mr. Luis Guerra moved to accept the report as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

4. CONSIDER April, May, and June 2017 Financial Statements

Mr. Keith Blundell presented. As the financials are cumulative, he reviewed only the June statements in detail. He referred members to the Statement of Net Position. The slight increase in cash and total current assets in 2017 is due to the sale of land to UHV. Other current and non-current assets are comparable to prior year. The net position at June 30th \$42,305,913.

Mr. Blundell reviewed the Statement of Revenues, Expenditures & Change in Net Assets. Income and expenses are occurring as budgeted and are comparable to last year. He noted that there are still some summer classes and registration will impact tuition and fees in both credit and non-credit. He noted that timing plays a large role in the balances of the Auxiliary Enterprises fund based on purchase of inventory and sales of materials and services, such as in the bookstore and facilities rentals. June is 83% of the academic year, and expenses are at 82% of budget. Members reviewed the budget adjustments. All adjustments are simply moves between accounts/categories resulting in a net zero dollar change. He reviewed the restricted funds and explained that they are revenue/expense neutral as they are pass-through accounts. Members reviewed the two construction funds. There is approximately \$8,400 in the Gonzales Center Expansion project fund. Staff are working with the City of Gonzales and GVEC on additional capacity projects at the Center. The Master Plan construction fund is nearing completion. The remaining project is the Campus Safety Plan. Upon completion of that project, we anticipate a remaining balance of \$1.1 million.

Dr. Daniel Cano moved to accept the financial statements as presented. Mrs. Michelle Yates seconded the motion. Motion carried unanimously.

5. CONSIDER A Representative to perform the Effective Tax Rate and Rollback Calculations in Accordance with Section 26.04 (c) of the Texas Property Tax Code.

Mr. Keith Blundell presented. Dr. Hinds recommends reappointment of Ms. Rena Scherer, Victoria County Tax Assessor-Collector to make the Effective Tax Rate and Rollback calculations. Mr. Luis Guerra moved to accept the report as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

6. CONSIDER 2017 Tax Calendar

Mr. Keith Blundell reported. He noted all set dates. The tax planning calendar and associated public hearings and postings would be required should the board vote to adopt a rate higher than the effective tax rate. The 2017-2018 Operating Budget must be adopted before the tax rate is set. The vote for the tax rate is scheduled for September 11th. The budget will be presented for consideration at one of the public hearings in August. Mrs. Catherine McHaney moved to accept the tax calendar as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously

7. CONSIDER Nursing Programs 2017-18 Student Handbook Update

Ms. Darla Guarjardo reported. She went through all 8 updates in detail. Mrs. Catherine McHaney moved to accept the tax calendar as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously

8. CONSIDER Nominations to 2017-18 Victoria College Foundation Board of Directors

Mrs. Amy Mundy reported. She informed the board that at the July 10, 2017 regular meeting of the Victoria College Foundation Board of Directors, the Board of Directors approved the nominating committee's recommendations, as were listed, to be sent for consideration to the Victoria College Board of Trustees. Mr. Bland Proctor moved to accept the nominations as presented. Mrs. Michelle Yates seconded the motion. Motion carried unanimously. Mrs. Mundy also recognized the 2017-18 Officers, which are not required to be approved by the VC Board of Trustees.

9. CONSIDER Purchase of Goods or Services:

a. Bank Depository Services

Mr. Blundell presented. A Request for Proposals was sent to thirteen financial institutions. Three "no bids" and one bid were received. Prosperity Bank submitted a proposal for services that included limited fees (only on pass through services) and floor interest rates of .65% and .80% on checking and money market accounts, respectively. This is an increase from .35% and .45%. Based on the College's average annual balance, earnings are estimated at \$195,000. The proposal will be presented to the full board for consideration at a future meeting.

10. CONSIDER Personnel Items:

a. Faculty/Employee Resignations

Cindy Buchholz, Interim Vice President of Instruction presented. Jonathan Anderson, Music Instructor, submitted his resignation effective August 31, 2017 and Cathleen Gordon, Art Instructor, submitted her resignation effective August 9, 2017. Dr. Hinds presented the resignation of Marji Price-Seeger effective May 24, 2017. Mr. Bland Proctor moved to accept the resignations as presented. Mrs. Catherine McHaney and Mr. Luis Guerra seconded the motion. Motion carried unanimously.

b. Faculty/Employee New Hires

Cindy Buchholz presented. Stephanie Roddy, Cuero LVN Instructor and Whitney Pohler, Victoria LVN Instructor were both hired effective June 2017. Mrs. Catherine McHaney moved to accept the new hires as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

11. CONSIDER committee charge for the new Special Board Committee – Capital Planning Committee.

Ms. Jennifer Yancey presented.

Mr. Bland Proctor moved to accept the charge as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

12. EXECUTIVE SESSION: Executive Session is called under authority of the Texas Open Meetings Act, and in accordance with the Texas Government Code, Section 551.072, to deliberate the purchase, exchange, lease or value of real property.

The board went into executive session at 4:39 PM. The board returned to regular board meeting at 4:51 PM.

There being no further business, the meeting adjourned at 4:52 p.m.

Ron Walker, Chair

Bland Proctor, Secretary