

**MINUTES of the BOARD MEETING**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**May 18, 2020**

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

STAFF

√ Dr. David Hinds	√ Mary Ann Rodriguez
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MEDIA

√ Samantha Douty (VA)
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**Also in attendance:** Keith Blundell, Cindy Buchholz, Dr. Edrel Stoneham, Terri Kurtz, Darin Kazmir, Amy Mundy, Hank Pahmiyer, Amber Baker, Sue Prudhomme, Rachel Nessel, Kim Obsta, Darla Strother, Matt Wiley and Sophia Kameitjo.

The Victoria College Board of Trustees met on Monday, May 18, 2020 at 4PM in Meeting Room 101 of the Emerging Technology Complex, 7403 Lone Tree Rd., Victoria, TX. Mr. Bland Proctor, Chair, presided over the meeting.

**A. Call to Order:**

1. Mr. Bland Proctor called the meeting to order at 4:04 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 were heard.

**C. Consider Board of Trustees Committee Reports:**

1. JOINT Facilities Committee and Finance & Resources Committee Meeting 05.18.20

**D. Items for Consideration:**

**1. CONSIDER Minutes of the Regular Board Meeting held on March 23, 2020**

Mrs. Catherine McHaney moved to accept the minutes as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**2. CONSIDER Minutes of the Special Board Meeting held on April, 21, 2020**

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

### **3. CONSIDER 2020 February and March Financial Statements**

Mr. Keith Blundell presented. He shared with the board that these were the same financial statements that were discussed in detail at the Joint Facilities Committee and Finance & Resources Committee Meeting just prior to the 4PM Board Meeting. As done in the committee meeting, he informed the board that the financials are cumulative; therefore, he would review only the March financials in detail. He discussed the Statement of Net Assets as compared to the same time last year, noting most balances are comparable. He noted cash and investments are at \$23.110 million. Total net position is at \$19.698 million as compared to \$20.762 million the same time last year. Mr. Luis Guerra, chair of the Finance & Resources Committee, moved to accept the financial statements as presented. The motion came out of committee, therefore no second is required. Motion carried unanimously.

### **4. CONSIDER Engagement of Independent Auditors for 2019-2020 Fiscal Audit**

Mr. Keith Blundell presented. He shared that this is the second year of a five year proposal from Cascos & Associates, PC to conduct the audit for the fiscal year ending August 31, 2020. The fee will remain at \$32,900. This was also discussed in detail at the Joint Facilities Committee and Finance & Resources Committee Meeting just prior to the 4PM Board Meeting. Mr. Luis Guerra, chair of the Finance & Resources Committee, moved to accept the engagement as presented. The motion came out of committee, therefore no second is required. Motion carried unanimously.

### **5. CONSIDER Easement to UHV for Access to Maintenance Yard of UHV STEM Building**

Mr. Keith Blundell presented. He shared that the maintenance yard of the new UHV STEM building does not have any access for vehicular traffic. This easement will give UHV the right to build a driveway at the northeast corner of parking lot X (next the HSC building). This easement limits their right to traverse from the Red River Street entrance #9 and parking lot X. UHV will be responsible for maintaining the driveway. This was also discussed in detail at the Joint Facilities Committee and Finance & Resources Committee Meeting just prior to the 4PM Board Meeting. Mr. John Zacek, chair of the Facilities Committee, moved to accept the easement as presented and delegated authority to Dr. David Hinds to sign the easement agreement. The motion came out of committee, therefore no second is required. Motion carried unanimously.

### **6. CONSIDER Agreement Regarding Storm Water Retention and Drainage with UHV**

Mr. Keith Blundell presented. He shared that as part of VC granting access to UHV for storm water drainage across our property for their new STEM Building, UHV has agreed to size its required storm water and detention facilities to be able to accommodate both UHV's current needs (2.37 acres) and VC's future needs for the remaining acreage on the southeast corner of the property (3.15 acres). This agreement requires UHV to design and construct the facilities according to current codes. Mr. Blundell did clarify that this did not impede anything on the current Victoria College Master Plan. This was also discussed in detail at the Joint Facilities Committee and Finance & Resources Committee Meeting just prior to the 4PM Board Meeting. Mr. John Zacek, chair of the Facilities Committee, moved to accept the agreement as presented and delegated authority for Dr. David Hinds to sign agreement. The motion came out of committee, therefore no second is required. Motion carried unanimously.

### **7. CONSIDER Notice of Federal Interest for Museum of the Coastal Bend Expansion Project**

Mr. Keith Blundell presented. He shared that as a condition of funding, the National Endowment for the Humanities requires the college to approve a Notice of Federal Interest in lieu of a lien or a covenant related to the property at the Museum of the Coastal Bend. The notice includes the following conditions.

1. The property will only be used for the purposes consistent with the grant's goals and objectives.
2. The property cannot be mortgaged or used as collateral, sold or otherwise transferred without NEH permission.
3. The property cannot be subordinated, diminished, nullified or released through encumbrance of the property, transferred to another party or any other action the owner takes without NEH permission.

The notice will be in effect until five years from the period of the performance end date. The period of performance of our NEH Challenge Grant is May 1, 2020 through April 30, 2026. Therefore our Notice of Financial Interest expires on April 30, 2026. This was also discussed in detail at the Joint Facilities Committee and Finance & Resources Committee Meeting just prior to the 4PM Board Meeting. Mr. Luis Guerra, chair of the Finance & Resources Committee, moved to accept the notice as presented. The motion came out of committee, therefore no second is required. Motion carried unanimously.

#### **8. CONSIDER Amendment to College President's Contract Term**

Ms. Terri Kurtz presented. She shared that due to TRS regulations, Dr. David Hinds' contract needed to be amended to reflect his last day of employment as August 31, 2020 and not September 1, 2020 as previously thought. Mr. Ron Walker moved to accept the amendment as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

#### **9. CONSIDER Event Venue Rental Structure and Rates**

Dr. Edrel Stoneham presented. He shared with the board that the last increase in Sports Center rental fees had been in 2015. The Sports Center increase would be as follows: Full Gym \$75 per hour, Half Gym \$50 per hour and Aerobics Room \$50 per hour. The rental rates are competitive with local and regional rental prices. Dr. Josie Rivera moved to accept the rental increases as presented. Mr. Ron Walker seconded the motion. Motion carried unanimously.

#### **10. CONSIDER Allied Health Simulation Lab Policies and Procedure's Manual**

Ms. Darla Strother presented. She shared that the Allied Health Simulation Lab Policies and Procedures Manual provides guidelines to all Victoria College Allied Health staff, students, and external operators utilizing the simulation lab for activities. The manual will be continually updated with the latest evidence-based practice methodology. This is a brand new manual to the program. Due to our current situation with COVID-19, we do see our simulation labs increasing. Mr. John Zacek moved to accept the manual as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

#### **11. CONSIDER Allied Health Programs American's Disability Act (ADA) Student Policies (Nursing, PTA, RT)**

Ms. Darla Strother presented. She shared that the Victoria College Allied Health (AH) Divisions strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. The programs have experienced a significant increase in students' requiring ADA accommodations. Therefore, it is necessary to provide prospective and currently enrolled students with written guidelines pertaining to reasonable modifications. Each student requiring an accommodation must be considered as an individual with their unique needs in mind. It is necessary to inform students of the Core Performance Standards (CPS) and minimal physical requirements for their role as an allied health care professional. She included each programs' ADA policy for their review. They have all gone through legal review and have been

approved. Mrs. Catherine McHaney moved to accept the policies as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**12. CONSIDER 2020-2021 Nursing Faculty Handbook Modifications**

Ms. Darla Strother presented. She shared the most significant changes to the handbook as always done annually. There were some title changes and clarifications that needed to be made. They were outlined in the packet. This too, went through legal review and was approved. Mrs. Catherine McHaney moved to accept the handbook modifications as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**13. CONSIDER 2020-2021 Nursing Student Handbook Modifications**

Ms. Darla Strother presented. She shared the most significant changes to the handbook as always done annually. There were some modifications that needed to be made mainly regarding tardiness and absences. This too, went through legal review and was approved. Mr. Ron Walker moved to accept the handbook modifications as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

**14. CONSIDER Fall 2020 Respiratory Care Program Curriculum Amendment**

Ms. Darla Strother presented. She shared that the Respiratory Care Program would like to implement a minor curriculum change beginning fall 2020. The director and faculty want to omit ENGL 1301 Composition from the program and exchange it with ENGL 2311 Technical & Business Writing. The rationale for the modification is to improve the students' writing and communication skills. There has been thoughtful consideration to this modification. Additionally, the request was presented and approved by the Victoria College Curriculum Instructional Counsel (CIC) on February 14, 2020. Mr. Ron Walker moved to accept the amendment as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**15. CONSIDER 2020-2021 Reappointment of Tenure-Track Faculty Member**


Ms. Cindy Buchholz presented. She shared that this faculty member had inadvertently been omitted from the list presented at the March 2020 Board meeting. She asked to board to please approve Ms. Deedra Lahodny as a tenure-track faculty member for the 2020-21 Academic year. Mrs. Catherine McHaney moved to accept the reappointment t as presented. Mr. Ron Walker seconded the motion. Motion carried unanimously.

**16. EXECUTIVE SESSION**

An Executive Session was called at 5:20 p.m. under authority of the Texas Open Meetings Act, in accordance with Texas Government Code, Section 551.074, to discuss personnel matters regarding the Presidential Search. Mr. Bland Proctor asked Ms. Terri Kurtz and Ms. Mary Ann Rodriguez to attend the session. The meeting was called back into open session at 6:30 p.m. No action was taken upon reconvening in open session.

There being no further business, the meeting was adjourned at 6:31 PM.

  
Bland Proctor, Chair

  
John Zacek, Secretary