

MINUTES of the REGULAR BOARD MEETING
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
November 15, 2021

V. Bland Proctor, <i>Chair</i>	Luis A. Guerra, <i>Vice-Chair</i>	John Zacek, <i>Secretary</i>	Dr. Daniel Cano	Catherine McHaney	Dr. Josie Rivera	Ron Walker
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Also in attendance: VC Staff: Dr. Jennifer Kent, Mary Ann Rodriguez, Keith Blundell, Cindy Buchholz, Edrel Stoneham, Terri Kurtz, Marty Deckard, Darla Guajardo, Matt Wiley, Lydia Huber, Tracey Bergstrom, Jerry Hamilton, Babette Lowe, Betsy Crane, Jacob Flores, Amy Mundy, Dr. Michael Hummel, Mr. Carlos Cascos and Sophia Kameitjo.

The Victoria College Board of Trustees met for a regular board meeting on Monday, November 15, 2021, at 4:00 PM in Corporate Training Room 101 in the Academic Building of Victoria College located at 2200 E. Red River, Victoria, TX. Mr. Bland Proctor, Chair, presided over the meeting.

A. Call to Order:

1. Quorum Call:

Mr. Bland Proctor called the meeting to order at 4:01 p.m. and announced that a quorum of board members was present. He welcomed three VC students that were present to observe the board meeting as a requirement for one of their classes.

2. Certification of the Posting of the Notice of the Agenda

Dr. Jennifer Kent certified that the agenda had been properly posted per Texas statute also in accordance with the provisions of Sections 551.125 and 551.127 of the Texas Government Code.

B. Citizen Communication:

1. At this time, the public is invited to address the Board of Trustees.

No members of the public spoke to the Board

C. Items for Consideration:

1. CONSIDER Minutes of the Regular Board Meeting held on September 20, 2021

Mr. Luis Guerra moved to accept the minutes as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

2. CONSIDER 2021 August and September Financial Statements

Mr. Keith Blundell presented. He started with the August financials first, August ends our fiscal year. He discussed the Statement of Net Assets as compared to the same time last year, noting most balances are comparable. Cash and cash equivalents are at \$21.250 million. No changes in GASB or OPEB. He noted that current liabilities are favorably to prior year. A bond principal payment has been made that will reflect in the next statements. Total net position is at \$21.224 million compared to \$9.026 million the same time last year in 2020. Mr. Blundell then reviewed the Statement of Revenues, Expenditures and Changes in Net Assets for the consolidated fund and the Gonzales Center and other projects funds in detail, asking if any clarification was needed as he proceeded. He compared current year actual to 2020 actual and explained any differences, state appropriations are as expected at this time. Ad valorem taxes are at 101.60%, which is exactly where we need to be. Tuition and fees for credit classes are at about 88% of budget. Non-credit is at about 108% of budget. Mr. Blundell explained a transfer in the unrestricted general; \$442K, was transferred to the project fund. Currently, the net increase in net assets (Unrestricted – general) is at \$2.581 million compared to (\$560K) same time last year. Mr. Blundell also mentioned that VC posted about \$1.2 million in lost revenue due to

COVID last year. Mr. Blundell noted on page 13 of 21 there is a net of \$70K related to TPEG funds. He also noted that on page 15 of 21, there is new line item “other income” that is 100% HEERF Funds. Also noted on page 18 of 21, budget adjustments are at net \$0. We currently have around \$9.390 million in the master plan budget with about \$846K already expended leaving us at about \$8.544 million. He clarified that this total does not include pledges.

Mr. Blundell then moved on to the September 2021 financials. He discussed the Statement of Net Assets as compared to the same time last year, noting most balances are comparable. Cash and cash equivalents are at \$21.250 million. No changes in GASB or OPEB. He noted that current liabilities are favorably to prior year. A bond principal payment has been made that will reflect in the next statements. Total net position is at \$22.854 million compared to \$10.726 million the same time last year in 2020. Mr. Blundell then reviewed the Statement of Revenues, Expenditures and Changes in Net Assets for the consolidated fund and the Gonzales Center and other projects funds in detail, asking if any clarification was needed as he proceeded. He compared current year actual to 2020 actual and explained any differences, state appropriations are as expected at this time. Tuition and fees for credit classes are at about 40% of budget which is very good for this time. Non-credit is at about 25% of budget. Mr. Blundell also mentioned that VC posted about \$1.2 million in lost revenue due to COVID last year. Also noted on page 18 of 21, budget adjustments are at net \$0. We currently have around \$9.834 million in the master plan budget with about \$847K already expended leaving us at about \$8.987 million. He clarified that this total does not include pledges. Mr. Ron Walker moved to accept both the August and September financial statements as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

3. CONSIDER 2020-2021 Audited Financial Statements

Mr. Keith Blundell presented. First, he gave kudos to Tracey Bergstrom for all of her hard work in preparing and assisting the firm with the annual audit. He shared that the Annual Financial Report was discussed in detail in the most recent Finance and Resource Committee meeting. The Independent Auditor’s opinion is an unmodified (clean) opinion, which is the best opinion an entity can receive. The Management’s Discussion and Analysis provides an overview of the District’s financial activities. The remaining notes and schedules that accompany the basic financial statements provide additional detail about those activities. Mr. Blundell introduced Mr. Carlos Cascos, the Principal at Cascos and Associates, PC. Mr. Cascos shared with the board how fortunate Victoria College is to have Keith Blundell and Tracey Bergstrom, he thanked them and their staff. Victoria College again received the most favorable opinion possible. Each board member received a copy of the audit, asked the board to take home and read at their leisure. He also thanked the board for their public service. Mrs. Catherine McHaney moved to accept the audit as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

4. CONSIDER Purchases of Goods/Supplies

Mr. Keith Blundell presented all purchases.

a. PURCHASE – HSI-STEM Grant Supplies & Equipment

Recommend approval to award Triebold Paleontology; VWR International and Skulls Unlimited. The supplies and equipment for educational purposes – Purchases allowed within the terms of the Department of Education Hispanic Serving Institutions (HSI) – Science, Technology, Engineering or Mathematics (STEM) Grant. This grant is to (1) increase the number of Hispanic and other low-income students attain degrees in the fields of science, technology, engineering or mathematics and (2) to develop model transfer and articulation agreements between two-year and four-year institutions in such fields. He also noted that there were no awards for packages 2, 3, and 5 at this time. They will be brought back to the next board meeting. Dr. Daniel Cano made a motion to accept the purchase as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

b. PURCHASE of Virtual Desktop Server Infrastructure Project

Mr. Keith Blundell presented. He shared that during the COVID-19 pandemic, utilizing the Virtual Desktop infrastructure was the principle method for students and employees to utilize Victoria College systems remotely. That same infrastructure provides services for the bulk of student lab computers at multiple sites.

The servers used at the Emerging Technology Complex site not only provide virtual desktop services for the student labs at that site, but can be reconfigured to function as a backup data center site if the primary site is out of commission for an extended period of time. This infrastructure is reaching end of vendor support in less than two years. This project will be funded by Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) grant. Mrs. Catherine McHaney made a motion to accept the purchase as presented. Mr. Ron Walker seconded the motion. Motion carried unanimously.

c. PURCHASE of KbPort SimCartRx

Mr. Keith Blundell presented. He shared that the medication training sim carts for training purposes – Equipment purchase allowed within the terms of the Jobs and Education for Texans (JET) Program Grant. This purchase includes 22 medication simulation carts including on-site installation, shipping and handling. This project will be funded by Jobs and Education for Texans (JET) Program Grant. Mr. John Zacek made a motion to accept the purchase as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

d. PURCHASE of Trauma Simulator Manikin

Mr. Keith Blundell presented. He shared that the trauma simulator manikin is for training purposes related to the ADN Dept. (Associate Degree – Nursing). The equipment will be purchased with the JET Program Grant. (Jobs and Education for Texans) Dr. Daniel Cano made a motion to accept the purchase as presented. Mr. Luis Guerra and Dr. Josie Rivera seconded the motion. Motion carried unanimously.

5. CONSIDER 2019-2025 Campus Planning Items

Mr. Keith Blundell presented. This agenda item was originally on the September 20, 2021 agenda but was tabled for the next board meeting. He shared that the Board has previously authorized the college to engage architects and engineers to develop the campus master plan and comprehensive student center as far as the schematic design stage. (11-26-2018)

The Board has also previously authorized the college to engage a construction manager at risk to assist in development of cost estimates for these projects. (7-20-2020)

The next step in this process is to authorize the architects and design team to enter the design development phase of this project, which will lead to a more specific design and more accurate cost estimates. The college currently has an approved contract with Rawley McCoy and Associates for this project which sets out in detail the components and fees for the above mentioned design phases. Mr. Blundell is asking that the board authorize president to engage designers for the next steps in developing the campus master plan, professional fees should not exceed \$600,000.00 for the design development phase. Mr. John Zacek stated that this had been discussed in detail at the last Facilities Committee Meeting and the motion coming out of the committee is to approve request as presented. Mr. Ron Walker seconded the motion. Motion carried unanimously.

6. CONSIDER Pipeline Easement with Citgo Products Pipeline Company

Mr. Keith Blundell presented. He shared that in September of 2020 the board approved an updated pipeline easement with Citgo Products Pipeline Company. The easement language had been agreed to by the Citgo real estate office. This new easement defined the pipeline's points across the campus including depth. It granted a fifty foot right-of-way which allows the college to better plan facilities without interfering with the pipeline. However, when we sent the approved easement to the company for signature their legal department did not accept our easement language and instead sent us an easement that was not beneficial to the college in any way. We decided to reject the new easement and instead allow the old easement to stand. We are asking the board to reject the previously approved easement to clarify our records regarding which easement is in place.

The original pipeline easement was executed in 1945 and it was amended since then to clarify for the actual pipeline location and when the pipeline was moved to accommodate the Fine Arts Auditorium. Mr. John Zacek made a motion to approve the rejection of the September 2020 approval on pipeline easement as stated above. Mr. Ron Walker seconded the motion. Motion carried unanimously.

7. CONSIDER Public Access and Public Utility Easement for City of Victoria

Mr. Keith Blundell presented. He shared that as part of the City of Victoria's Ben Wilson Street Project the City is improving the corridor by widening the sidewalk and improving utilities. Victoria College owns property on that corridor at the northwest corner of Ben Wilson St. and Red River St. This easement gives the City access for the sidewalk and the utilities above and below the future sidewalk. Mr. John Zacek stated that this too had been discussed in detail at the last Facilities Committee Meeting and the motion coming out of the committee is to approve request as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

8. CONSIDER Street and Public Utility Easement for City of Victoria

Mr. Keith Blundell presented. He shared that as part of the City of Victoria's Ben Wilson Street Project the City is improving the corridor by widening the sidewalk and improving utilities. Victoria College owns the road that runs east/west through the VC and UHV property. The road terminates on the east side the campus at Ben Wilson St. This easement gives the City access for the public street and the utilities above and below the future corridor. Mr. John Zacek stated that this too had been discussed in detail at the last Facilities Committee Meeting and the motion coming out of the committee is to approve request as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

9. CONSIDER Easement for the Virginia Callen Welder Performance Annex

Mr. Keith Blundell presented. He shared that as a condition of funding, the Texas Historical Commission requires the college to enter into a 10 year grant of easement with the State of Texas. Originally it was a 20 year easement but was negotiated down to 10 years. The college will grant and convey to the Texas Historical Commission an interest and Easement in the property for the conservation and preservation of historic, architectural, archeological, or cultural values of the nature. The board requested that Victoria College review this annually. Mr. John Zacek stated that this easement too had been discussed in detail at the last Facilities Committee Meeting and the motion coming out of the committee is to approve request as presented. Mr. Ron Walker seconded the motion. Motion carried unanimously.

10. CONSIDER Covenant of Purpose for the Allied Health Building Renovation

Mr. Keith Blundell presented. He shared that as a condition of funding, the Economic Development Administration requires the college to execute a 20 year covenant of purpose, declaring that VC will use the building for the grant approved purpose of enhancing allied health and public service training programs. Mr. John Zacek stated that this easement too had been discussed in detail at the last Facilities Committee Meeting and the motion coming out of the committee is to approve request as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

11. CONSIDER Engaging A & A Constructors, Inc. as a General Contractor for the Museum of the Coastal Bend

Mr. Keith Blundell shared this agenda item was being tabled at this time.

12. CONSIDER Nominations for the Victoria College Foundation Board of Directors

Ms. Amy Mundy presented. She shared that at the November 8, 2021 regular meeting of the Victoria College Foundation Board of Directors, the Board of Directors approved the nominating committee's recommendations, as listed below, to be sent for consideration to the Victoria College Board of Trustees.

Returning Members - Term 2021-2024

Charla Borchers Leon, Jake Srp, Dr. Ruth Constant, Blaine Warzecha, Ben Galvan

Retiring member: Terrell Mullins

Trustee Representatives: Luis Guerra, Dr. Josie Rivera and John Zacek.

Ms. Mundy also acknowledged and thanked Dr. Michael Hummel for being in attendance and for his hard work and dedication to the foundation serving as a current board member.

Ms. Catherine McHaney moved to accept the nominations as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

Mr. Bland Proctor moved to Informational Items at this time. He shared with those in attendance that no action would be taken during closed session so they were welcome to leave at the end of the informational items.

D1. President's Report.


Dr. Kent commended everyone who assisted in any way for their audit efforts. She also commended everyone who has assisted in any way working on all the grants that Victoria College has been able to use to purchase what is needed in order to better serve our students. She shared updates on the Pathways Initiative, CCATT Conference, and Strategic Plan. Mr. Ron Walker and Dr. Josie Rivera also shared their thoughts after attending the CCATT Conference with Dr. Kent.


13. EXECUTIVE SESSION: The Executive Session is called under authority of the Texas Open Meetings Act, in accordance with *Texas Government Code, Section 551.074*, to discuss the board self-assessment process and instrument.

Mr. Bland Proctor called the meeting into closed session at 518PM.

Mr. Bland Proctor called the board meeting back into open session at 532PM.

There being no further business, the meeting was adjourned at 532 PM.


Bland Proctor, Chair


John Zacck, Secretary