

MINUTES of the REGULAR MEETING
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
March 19, 2018

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| √ 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

- | | |
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| √ Victoria Advocate –
Gabby Canales | |
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Guests: Keith Blundell, Dr. Larry Garrett, Babette Lowe, Lydia Huber, Matt Wiley, Jerry Hamilton, Cindy Buchholz, Dr. Edrel Stoneham, Tracey Bergstrom, Lydia Huber, Dr. Helen Dvorak, Dr. Betsy Crane, Dr. Patricia Rehak, Terri Kurtz, Shari Gould, Darin Kazmir, Sharon Hyak and 4 VC students to observe the meeting for class project.

The Victoria College Board of Trustees met Monday, March 19, 2018 at 4:00 p.m. in the Corporate Training Room, Academic Building, Room 101.

A. Call to Order:

1. Mr. Ron Walker 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 during this time.

C. Consider Board of Trustees Committee Reports:

N/A

D. Items for Consideration:

1. **CONSIDER Cancellation of General Election and Certification of Unopposed Candidates**
Ms. Jennifer Yancey presented. Mrs. Catherine McHaney moved to accept the certification as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously. Mr. Bland Proctor moved to accept the cancellation of the general election as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

2. **CONSIDER Minutes of the Regular Board Meeting held on January 29, 2018**
Mr. Luis Guerra moved to accept the minutes as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.
3. **CONSIDER Minutes of the Special Board Workshop held on March 2, 2018**
Mr. John Zacek moved to accept the minutes as presented. Mrs. Michelle Yates seconded the motion. Motion carried unanimously.
4. **CONSIDER CONSIDER 2018 January Financial Statements**
Mr. Keith Blundell presented financials for January 2018. He discussed the Statement of Net Assets as compared to the same time last year, noting most balances are comparable. The continued shift from cash to investments is a result of positive interest rates. Excess operating funds have been invested in TexPool. There are no long-term investments.

Mr. Blundell then reviewed the Statement of Revenue, Expenses and Net Assets for the unrestricted, federal/state/local, auxiliary and debt service funds, budget adjustments and the Gonzales and ETC construction funds. He compared current year actual to 2017 actual and explained any differences. Total revenue is 74% of budget and 106% compared to same time last year. This variance is due in part to timing of receipt of ad valorem taxes and to non-budgeted investment income. January is 42% of the academic year and expenses are right in line at 46%. Net increase in net assets is \$10,761,914. Mr. Mr. Luis Guerra informed the board that the Finance Committee met at 3:30 PM prior to the regular board meeting; the committee recommended to accept the financial statement as presented. All were in favor, committee recommendation passed unanimously.
5. **CONSIDER FY 2017-18 Second Quarter Investment Report**
Mr. Blundell presented. He discussed the required quarterly disclosure of investments for the quarter ended February 28th. The General Fund and the Construction Fund accounts are (approximately \$17.9 million) invested in TexPool Prime. For the quarter, the funds earned 1.503% or \$37,747. He informed board that we will continue to monitor the unrestricted fund balance and liquidity needs to determine viability of investing in these instruments. Mr. Luis Guerra informed the board that the Finance Committee met at 3:30 PM prior to the regular board meeting; the committee recommended to accept the investment report as presented. All were in favor, committee recommendation passed unanimously.
6. **CONSIDER Proposed Tuition & Fees for Academic Year 2018-2019**
Mr. Keith Blundell presented several documents for review, including a history of tuition and fees, an analysis of actual to budgeted income, differential tuition, comparisons to peer institutions and several increase scenarios. Tuition and fees have not changed since 2013-2014. Administration proposed an increase as follows:
 - \$2 – in-district tuition per semester credit hour (SCH)
 - \$2 – out-of-district fee per SCH
 - \$10 – non-resident/foreign tuition per SCH
 - \$2 – general fee per SCH

- \$1 – technology fee per SCH
- \$5 – differential tuition rate for allied health programs per SCH
- No increase in differential tuition for industrial/workforce development programs

With the increases, VC will remain in line with other institutions. The proposed changes would result in overall revenue increase of 4.43%.

Ms. Cindy Buchholz discussed proposed changes to course, program and lab fees. Increases are attributable to an increase cost by the provider and are simply a pass through to the student. Additionally, fees were proposed for new courses and elimination of fees were presented for courses no longer offered.

Mr. Luis Guerra informed the board that the Finance Committee met at 3:30 PM prior to the regular board meeting; the committee recommended to accept the proposed tuition & fees as presented. All were in favor, committee recommendation passed unanimously.

7. **CONSIDER Workforce & Continuing Education Tuition & Fee Schedule for Academic Year 2018-19.** Ms. Jennifer Yancey presented changes in Workforce and Continuing Education courses. Several new courses are recommended for the 2018-2019 year. The development of the courses are in response to area business and industry needs. In addition, an increase in some courses are due to “packaging” tuition along with textbooks and supplies.

Mr. Luis Guerra informed the board that the Finance Committee met at 3:30 PM prior to the regular board meeting; the committee recommended to accept the proposed Workforce & CE tuition & fees as presented. All were in favor, committee recommendation passed unanimously.

8. **CONSIDER Inclusive Access Fee**

Mr. Blundell presented a proposal to partner with VitalSource to provide digital materials for some courses (piloted in 2108-2019) and include the fee for the materials in the cost of the courses. Students would benefit from having their course materials available to them the first day of class. As required by the US Department of Education, the materials will be below market value and the students will have the option to “opt out” if they prefer to obtain their materials elsewhere, and be issued a refund. The fee for the digital material will be negotiated and set by the bookstore. Administration recommended the board approve the initiative, but not the specific cost per material. Mr. Luis Guerra informed the board that the Finance Committee met at 3:30 PM prior to the regular board meeting; the committee recommended to accept the proposed inclusive access fee as presented. All were in favor, committee recommendation passed unanimously.

9. CONSIDER Substantive Change Policy

Dr. Patricia Rehak presented. She recommended approving the Substantive Change Policy for Victoria College. Our regional accreditor, The Southern Association of Colleges and Schools Commission on Colleges, requires member institutions have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion. Mrs. Catherine McHaney informed the board that the Personnel & Policy Committee had met and the committee recommended approval of the policy as presented. All were in favor, committee recommendation passed unanimously.

10. CONSIDER Revision to Victoria College’s Mission Statement

Ms. Cindy Buchholz presented. She informed the board that currently, VC’s mission statement provides the following information: “Academic Foundations—Compensatory education courses consistent with open-admission policies designed to prepare students effectively for success in college-level studies.” The term “Academic Foundations” refers to an instructional division that included faculty who teach developmental education courses in math, English, and reading. However, developmental math faculty are now part of the Science, Math, and P.E. division and developmental English/reading in the Arts, Humanities, and Social Sciences division. We no longer have an Academic Foundation division, so the term in the mission has no basis.

The recommendation is to change the wording as follows: “Developmental Education—Compensatory education courses consistent with open-admission policies . . .” This wording more clearly refers to the work being done in this area. Mr. Bland Proctor moved to accept the revision as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

11. CONSIDER Purchases of Goods and/or Services

Mr. Keith Blundell presented the purchase of the Leo J. Welder Center for the Performing Arts - Annex Building re-roofing work. The work will replace/repair the roof damaged during Hurricane Harvey. Total not to exceed - \$230,000.00. Victoria College will be submitting property insurance and FEMA reimbursement requests to recoup some of the expense. Mr. John Zacek moved to accept the purchase as presented. Mr. Bland Proctor seconded the motion. Motion carried unanimously.

12. CONSIDER Personnel Items:

a. 2018-19 Tenure Recommendations

b. 2018-19 Reappointment of Tenure & Non-Tenured Track Faculty Members

Mrs. Cindy Buchholz presented. Mrs. Michelle Yates moved to accept the tenure recommendations as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously. Mrs. Catherine McHaney moved to accept the faculty reappointments as presented. Mr. Bland Proctor seconded the motion. Motion carried unanimously.

There being no further business, the meeting adjourned at 4:48 p.m.

Ron Walker, Chair

Bland Proctor, Secretary