

MINUTES of the REGULAR MEETING
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
November 17, 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

- √ Laura Garcia Victoria Advocate

Guests: Dr. Pat Vandervoort, Dr. Larry Garrett, Keith Blundell, Lydia Huber, Tracey Bergstrom, Dr. Mike Hummel, Terri Kurtz, Ed Byerly, Sue Prudhomme, Betsy Crane, Clay Cain, Attorney for VC, Robert Shook.

The Victoria College Board of Trustees met Monday, November 17, 2014, at 3:30 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 3:39 p.m.
2. Dr. Tom Butler 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. Executive Session: Members convened in Executive Session at 3:40 p.m. under authority of the Texas Open Meetings Act and in accordance with Texas Government Code, Section 551.074; Discuss personnel matters and consider employment and annual evaluation of the College President. The members approved a one-year extension to the employment contract, resulting in a new three-year contract and a 2% salary increase was approved; retroactive September 1, 2014. There was no action taken and nothing to report under Section 551.071; Consultation with Victoria College's attorney on matters protected by the attorney/client privilege. Members ended the closed session at 4:43 p.m. and reconvened in open session.

Board members, Catherine McHaney, Robby Burdge and John A. Villafranca left immediately after the Executive Session closed at 4:43 p.m. and were not present when open session reconvened at 4:43 p.m.

D. Consider Board of Trustees Committee Reports:

1. **Finance & Resources.** Mr. Luis Guerra, Chair of the committee, reported that the committee met on September 15, 2014 to discuss June and July financials. Mr. Blundell provided both sets of financials, but discussed, in detail, the July statements. He walked through the cash & cash equivalents, deferred revenues and covered the Statement of Revenue, Expenses and Net Assets; pointing out the cash flow of each fund. The financials were approved by the board on September 15, 2014. Mr. Guerra also reported that Mr. Blundell presented the August financials to the committee on November 17, 2014, and that the committee recommends approval of the August financials as presented by Mr. Blundell.

2. **Student Success.** Dr. Josie Rivera, Chair of the committee, reported to the board that the committee met on October 14, 2014 to discuss TexPrep Summer Program, dual credit enrollment demographics, CARS Centers at the area high schools, and the Academic Café. She informed the board that the TexPrep pre-freshman engineering program began in 2007 with 7 students and had 75 students participate in the summer of 2014; pointing out the success of the program. Dr. Florinda Correa presented to the committee that dual enrollment is down by 6% and discussed various strategies to encourage increased attendance. Dr. Correa also updated the members on the status of CARS Centers (College Access Readiness Services) and the loss of the Title V grant funding for this program, currently located on both VISD campuses as the result of a partnership with VISD to pay ½ of the salary of each of the two on-site counselors; VC paying the remaining ½ plus benefits (employees remain employees of the college). Dr. Rivera also informed the board that Babette Lowe provided background information that led to the development and implementation of the Academic Café on the VC campus. This center allows foundational students to accelerate their progression through the developmental courses requirements well before the end of a traditional semester. Students are given flexibility in the times they attend. This is a self-paced, flexible entry/exit program. The Café is staffed by faculty and open sixty hours per week.

E. Items for Consideration:

1. **CONSIDER Minutes of the regular meeting held on September 15, 2014 and special meeting of October 14, 2014.** Mr. Luis Guerra moved to accept the minutes of the regular meeting held on September 15, 2014 and special meeting of October 14, 2014 as presented. The motion was seconded by Dr. Josie Rivera. Motion carried unanimously.

2. **CONSIDER Financial statements for August 2014.**

Keith Blundell presented the financials for August, 2014. In opening, he informed the board that the FY 2013-14 Audited Financials are not currently complete. Mr. Blundell began his overview with the Statement of Net Assets, comparing the cash and cash equivalents, assets and liabilities totals for 2014 to 2013; pointing out that the total net assets are very near last year's total. Moving onto the Statement of Revenues, Expenditures and Changes in Net Assets, as well as deferred revenues, Mr. Blundell noted that revenues came in at a 100% of budget. Mr. Blundell closed with the Emerging Technology Complex financial status, showing a net resource of \$7,668,222.61 available as of August 31, 2014. Mr. Luis Guerra moved to approve the financial statements for August 2014 as presented. The motion was seconded by Dr. Josie Rivera. Motion carried unanimously.

3. Consider Fourth Quarter Investment Report FY 2013-14. Dr. Butler presented the Investment Report for the Fourth 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 August 31, 2014, VC securities (including Texpool accounts) had a book value of \$450 and a market value of \$450. No interest was earned for the quarter. Mr. Bland Proctor moved that the Fourth Quarter Investment Report be accepted. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

4. CONSIDER Purchase of Goods or Services:

a. Purchase of Office supplies for FY14-15, FY15-16 and FY16-17. Dr. Butler presented this item to the board. Eight bids were received and Coastal Office Solutions, Inc. was selected by the committee based on purchase price, reputation, quality of goods and services, past working relationship, and total long-term cost to the district. Mr. Bland Proctor made a motion to accept the bid of Coastal Office Solutions, Inc. in the approximate amount of \$72,500 annually for the next three years. The motion was seconded by Mr. Luis Guerra. Motion carried unanimously.

b. Purchase of cubicle furniture for the Emerging Technology Complex. Dr. Butler reviewed this item with the board. A selection committee consisting of Larry Garrett, Jennifer Yancey, Sherri Pall, Betsy Crane and Lydia Huber reviewed all proposals submitted for this project. The committee ranked Coastal Office Solutions in AIS product as providing the best value to the college. The total proposal price is \$82,048.27 which is within the project budget and a good value to the college. Price is based on TXMAS contract. Due to the complex nature of this product and its installation, the committee recommends authorizing an additional contingency of approximately \$4,000 (5%) for a total award of \$86,000. Mr. Luis Guerra made a motion to accept the bid of Coastal Office Solutions, Inc. in the amount of \$82,048.27, plus the contingency in the amount of \$4,000. The motion was seconded by Dr. Josie Rivera. Motion carried unanimously.

c. Ratify purchase of Carrier Chillers for the Museum of the Coastal Bend and Johnson Hall. Dr. Butler presented this item requesting it be ratified to comply with deadlines, explaining that according to the VC Infrastructure Deferred Maintenance projects list, the Museum of the Coastal Bend and Johnson Hall chillers are scheduled to be replaced during FY 2015. Johnson Hall unit was installed in 1994. It has been determined that a “like-for-like” replacement of the Carrier Corporation chillers is the most cost effective and the best value for VC in the amount of \$83,000. Dr. Josie Rivera made a motion to approve ratifying the purchase of the Carrier Chillers for the Museum of the Coastal Bend and Johnson Hall from Carrier Corporation in the amount of \$83,000. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

d. Ratify purchase of Storage Area Network (SAN) device. Dr. Butler walked through this item with the board, explaining that this is a hardware purchase. The 2014-15 Technology Plan calls for the replacement of our current Storage Area Network (SAN) device that goes end of life December 2015. The current SAN stores 90% of all data used at VC, including Banner, Exchange (email), and other core services. The Nimble CS500 Array server is the best solution and value for VC. Its integration with Cisco UCS is seamless and well supported. The Administrative Purchasing committee recommends purchasing the Nimble server from CDW-G in the amount of \$68,000. Mr. Luis Guerra made a motion to approve ratifying the purchase of the Storage Area Network (SAN) device from CDW-G in the amount of \$68,000. Mr. Bland Proctor seconded the motion. Motion carried unanimously.

5. CONSIDER Order Adopting Re-Alignment of Political Boundaries for Election Precincts 4 and 5, and resulting changes in Commissioners Court and Justice Precincts 1 and 3.

Jennifer Yancey presented this item to the board reminding them that VC follows the same political boundaries as Victoria County, explaining that on November 18, 2013, the County of Victoria approved an Order Adopting Re-Alignment of Political Boundaries to insure that the offices of the Justice of the Peace Precinct 1 are physically located within the boundaries of the Justice of the Peace Precinct 1. This change affects no change in the population of any political entity, including Election Precincts, and the larger Commissioners Court and Justice of the Peace Precincts. Mr. Luis Guerra made a motion to approve the Order Adopting Re-Alignment of Political Boundaries for Election Precincts 4 and 5, and Resulting Changes in Commissioners Court and Justice Precincts 1 and 3. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

6. CONSIDER revisions to the Board of Trustees Policy Manual.

Dr. Butler walked through this item with the board, recommending to move the “Program” component of the Facilities & Program Committee to the Student Success Committee, noting that the discussions and recommendations of instructional program development are much more aligned with the Student Success Committee’s purpose of counseling the President of the College on matters related to student participation, completion and success than the Facilities Committee. In 2013, changes were made to board committee membership and a new committee, Student Success was added. Ex-officio membership was not addressed at that time, so it is recommended that ex-officio membership on Board committees include only the College President and not the Chair of the Board, as the Chair may be a member of a standing committee(s). Mr. Bland Proctor moved to approve the revisions to the Board of Trustees Policy Manual as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

7. CONSIDER VC Board of Trustee Officers.

The VC Board of Trustees Policy Manual requires that officers of the Board of Trustees be elected at the first regular meeting of the Board following the regular election of Board members in even-numbered years. Mr. Luis Guerra (Personnel & Policy Committee), recommended that the current officers remain; Ron Walker, Chair, Luis Guerra, Vice Chair, Dr. Josie Rivera, Secretary. Motion carried unanimously.

8. CONSIDER VC Board of Trustees Conflict of Interest Statement.

Dr. Butler explained that it is required by law under Local Government Code 171 and 176 and Board Policy Regulation 005, that VC Board of Trustees file a Conflict of Interest Statement. He also noted that as part of the Compliance Report for SACS reaffirmation, it is recommended that members of the College’s governing board also annually sign a Conflict of Interest Statement. Dr. Josie Rivera made a motion to approve the Conflict of Interest Statement. The motion was seconded by Mr. Bland Proctor. Motion passed unanimously.

9. CONSIDER recommendation by the Advisory Board of the Museum of the Coastal Bend for new board members.

Sue Prudhomme announced that the Advisory Board of the Museum of the Coastal Bend met on September 23, 2014, voted and recommend the following individuals as new board members: John Foester, Matthew Gaskin, Jennifer Ortiz-Garza and Lidia Serrata-Ledesma. Dr. Mike Hummel chaired the committee. Mr. Luis Guerra moved that John Foester, Matthew Gaskin, Jennifer Ortiz-Garza and Lidia Serrata-Ledesma be appointed to the Advisory Board of the Museum of the Coastal Bend. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

10. CONSIDER recommendation by the Advisory Board of The Leo J. Welder Center for the Performing Arts for new board members. Sue Prudhomme announced to the board that the Advisory Board of The Leo J. Welder Center for the Performing Arts met on September 4, 2014, and voted to recommend the following individuals as new board members: Mary Helen Barrick, Kate Garcia, John Gilley and Tim Hornback. Lynn Knaupp chaired the committee. Mr. Luis Guerra moved that Mary Helen Barrick, Kate Garcia, John Gilley and Tim Hornbeck be appointed to The Leo J. Welder Center for the Performing Arts. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

11. Executive Session: Members convened in Executive Session at 5:13 p.m. under authority of the Texas Open Meetings Act and in accordance with Texas Government Code, Section 551.072; Deliberate the purchase, exchange, lease or value of real property. There was no action taken and nothing to report under § 551.072. Members ended the closed session at 5:34 p.m. and reconvened in open session.

F. Items for Discussion:

1. VC Board of Trustees Committee membership. Ron Walker asked the board members if they would like to serve on a board committee other than the committees they currently serve. It was agreed that the four standing committees remain the same.

G. President's Report:

There were no Campus Project updates or Advancement Reports made.
Dr. Butler walked through the upcoming events with the board.

There being no further business, the meeting adjourned at 5:40 p.m.

Ron Walker, Chair

Dr. Josie Rivera, Secretary