

**MINUTES of a BOARD WORKSHOP**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**March 2, 2018**

|                    |                     |
|--------------------|---------------------|
| √ 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<br>Rodriguez |                   |

MEDIA

**Also in attendance:** Keith Blundell, Dr. Larry Garrett, Cindy Buchholz, Dr. Patricia Rehak, Terri Kurtz, and Dr. Edrel Stoneham.

The Victoria College Board of Trustees met Monday, March 2, 2018 at 11:00 a.m. in Room 201 of the Emerging Technology Complex. Mr. Ron Walker, Chair, presided over the meeting.

**A. Call to Order:**

1. Mr. Ron Walker called the meeting to order at 11:03 a.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. No members of the public spoke to the Board.

**C. Workshop Discussions:**

**1. Personnel & Policy**

**a. Personnel Processes -**

Mrs. Terri Kurtz presented. The employment policy in the College's Employee Handbook states that all faculty positions go before the board for their approval. In researching this process in statute, it is been confirmed that the board only needs this for informational purposes. The Board delegates the hiring of employees to the president. The VC Board of Trustees duty is to approve only contracted position of the college. The president is the only employee with a contract.

**b. Substantive Change Policy**

Dr. Patricia Rehak presented this to the board, to be approved at the regular March 19<sup>th</sup> Board Meeting. She will be recommending approving the Substantive Change Policy for

Victoria College. Our regional accreditor, The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires member institutions have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion. It reads as follows: It is the policy of Victoria College to adhere to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change Policy. Dr. Rehak presented the detailed procedures for identifying changes requiring notification and approval, as well as the responsible parties. The policy will be submitted to the board for consideration at the March 19<sup>th</sup> meeting.

### **c. Community College Policy Reference Manual**

Jennifer Yancey presented to the board. Victoria College is a member of the Texas Association of School Boards (TASB) and subscribes to the Community College Policy Resource Manual. This manual outlines all of the responsibilities and requirements directed by statute, law, code and the Texas Higher Education Coordinating Board. In the past, the college has used this manual to draft local policy and procedures. Many colleges (32 of the 50) have contracted with TASB to draft local policy that is in compliance with law, but that also incorporates institutional policies and procedures. Contracting with TASB ensures that all college policies are in compliance and updated in a timely, efficient manner. Ms. Yancey discussed the cost and benefit of an extended contract with TASB. College administration is in favor of moving forward with an agreement with TASB.

## **2. Facilities and Resources**

### **a. 2016-2025 Facilities Master Plan Update**

Dr. Larry Garrett presented the update. He shared the following goals for development of the plan:

- Ensures that VC meets the educational, economic development, and workforce demands of the community
- Creates an environment that is welcoming, easy to navigate, and safe
  - Logically organizes the resources that major constituencies are seeking when coming to the campus
  - Promotes student communities and interaction
  - Provides connections, convenience, comfort and consistency for student success and retention
  - Provides space where students from across disciplines can connect and collaborate
  - Creates an environment that is accessible, taking into consideration all aspects students need to be successful
  - Uniquely defines the VC campus
  - Creates a central focal point for the campus community
  - Makes use of modern technologies and ensures efficient operations

Dr. Garrett shared an estimated timeline for the plan development as well as deliverables from the architect. Once complete, the proposed plan will be presented to the board for consideration.

### **3. Finance:**

#### **a. 2018 January Financials**

Mr. Keith Blundell presented the January 2018 financials. He discussed the Statement of Net Assets as compared to the same time last year, noting most balances are comparable. Current assets are up from 2016 due in part to the sale of land to UHV. A 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 2016 actual and explained any differences. Revenue is coming in as expected. January is 42% of the academic year and expenses are right in line at 43%. The Finance & Resources Committee will present the financials to the full board for consideration at its March 19<sup>th</sup> meeting.

#### **b. 2017-2018 Second Quarter Investment Report**

Mr. Keith Blundell stated that the second quarter report was not finalized for this workshop but it would be ready and presented at the March 19<sup>th</sup> Regular Board Meeting.

#### **c. 2018-2019 Preliminary Operating Budget**

Mr. Blundell presented preliminary revenue estimates for the 2018-2019 academic year. This is the second year in the biennium, therefore State appropriations will remain flat. The revenue estimates reflect a slight increase in enrollment. Ad valorem tax information will not be available until later summer. Administration, faculty and staff are in the process of developing operating budgets.

#### **d. 2018-2019 Proposed Tuition & Fees**

Mr. Keith Blundell presented to the board. He informed them that the College experienced an average 0.13% increase in semester credit hours (SCH) during the 2017-2018 academic year. If the tuition and fee rates remained the same as PY this would generate a reduction in revenues of \$63,366. The last year that there were any changes in tuition and fees was 2013-2014. Since then the average inflation over five years was approximately 6%. Therefore administration recommended increasing the in-district tuition rate, out of district fee and the general fee \$2 per SCH each. He presented a recommendation to increase the technology fee by \$1 per SCH and the non-resident/foreign tuition rate by \$10 per SCH. Additionally, he presented a recommendation to increase the differential tuition rate for allied health programs by \$5 per SCH. No changes were recommended to the differential tuition rate for industrial/workforce development programs. These changes would result in an overall increase in the tuition and fee revenue of 4.43%. The total cost per SCH for in-district students will increase to \$93 SCH. The total cost per SCH for out-of-district students will increase to \$142 SCH and the total cost per SCH for out-of-state/non-resident students will increase to \$168 SCH. Students in certain programs will be subject to either a \$75 or \$35 per SCH differential tuition. The fiscal impact on the college, at current enrollment levels, would provide \$351,791 more revenue than the prior year budget.

**e. Inclusive Access Fee**

Mr. Blundell presented an update on the College's review and implementation plan for the use of electronic textbooks. VC faculty have requested the ability to charge students for course materials as part of the registration process. This would ensure all students have the required materials on the first day of class. A thorough review of options resulted in the determination that electronic materials would work best. In accordance with Department of Education rules, the college must provide students with an "opt out" ability and ensure the cost of the materials is significantly below market value. The actual cost of each resource will be negotiated by the college bookstore. The Finance & Resources Committee will present the proposal to the full board for consideration at its March 19<sup>th</sup> meeting.

**4. Student Success**

**a. Student Success Data**

Dr. Patricia Rehak presented. The board was given a quick final preview of their new dashboard. All student enrollment information will be shared here and updated as needed. She informed the board that Jennifer Yancey would share the link with them very soon, along with instructions on how to sign in.

There being no further business, the meeting adjourned at 2:35 p.m.

---

Ron Walker, Chair

---

Bland Proctor, Secretary