

MINUTES of the REGULAR MEETING
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
March 16, 2015

√ Ronald B. Walker	√ Catherine McHaney
√ Luis A. Guerra	√ V. Bland Proctor
√ Robby Burdge	√ John A. Villafranca
	√ Michelle Yates

STAFF

√ Dr. Tom Butler
√ Jennifer Yancey
Debbie Rains

MEDIA

Carolina Astrain,
Victoria Advocate

Guests: Dr. Pat Vandervoort, Dr. Florinda Correa, Dr. Larry Garrett, Keith Blundell, Lydia Huber, Dr. Ed Byerly, Betsy Crane, Amy Mundy, Terri Kurtz, Babette Lowe, Patricia Rehak, Missy Klmitchek, Dr. Richard Sanchez, ACCT Search Consultant.

The Victoria College Board of Trustees met Monday, March 16, 2015 at 4:00 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 4:00 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 during this time. Upon re-convening in open session following the Executive Session (notes below), Dr. Robert Shook addressed the board. He shared his concerns over the recent lawsuit between the Museum of the Coastal Bend and Joe Cesta related to the ownership of artifacts and management of the facility. He also discussed the new presidential search process, stating the importance of educational qualifications and experience as an educator. Board members thanked him for his communication.

C. Consider Board of Trustees Committee Reports:

1. Finance Committee. Luis Guerra, Chair, noted that the committee met in a public meeting immediately prior to this meeting of the Board of Trustees. He stated that Keith Blundell updated members on the status of the PARS Separation Incentive Plan and provided the projected financial impact, as the deadline for enrollment has passed. Committee members will present the information and make a recommendation later in the meeting.

D. Items for Consideration:

1. Administer Oath of Office to District 1, VC Board of Trustee Appointment.

Jennifer Yancey administered the Officer's Statement and Oath of Office to Michelle Yates, the newly appointed Trustee to District 1. Ms. Yates replaces Dr. Josie Rivera who resigned in December 2014.

2. EXECUTIVE SESSION: Executive Session is called under authority of the Texas Open Meeting Act, and in accordance with the Texas Government Code, Section 551.074, to discuss personnel matters, and under Section 551.071; consultation with Victoria College's attorney on matters protected by the attorney/client privilege.

Ron Walker called the Trustees into Executive Session at 4:03 p.m. to discuss personnel matters. The session ended at 4:20 p.m. and the Board was called back into Open Session.

3. CONSIDER minutes of the special board meeting held February 23, 2015

Mr. Robby Burdge moved to accept the minutes of the special meeting held on February 23, 2015 as presented. The motion was seconded by Mr. Bland Proctor. Motion carried unanimously.

4. CONSIDER presidential position profile from search committee

Mr. Luis Guerra discussed the process utilized to develop the presidential profile. Input was gathered during six public forums with faculty, staff, students and external constituents. ACCT consultants then worked with the search committee to refine the profile that will be used to recruit candidates in the search which is anticipated to be completed early June. Mr. Guerra moved to approve the profile as presented. The motion was seconded by Mrs. Catherine McHaney. Motion carried unanimously.

5. CONSIDER Investment Report for Second Quarter FY 2014-2015

Dr. Butler presented the Investment Report for the Second Quarter FY 2014-2015 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 become higher than the depository bank. These account balances are below the minimum balance required to earn interest. Mr. Robby Burdge moved to accept the Second Quarter Investment Report. Mr. John Villafranca seconded the motion. Motion carried unanimously.

6. CONSIDER Tax Deferred Separation Incentive Plan

Mr. Luis Guerra provided information from the Finance Committee meeting held immediately prior to the board meeting. Five of the 28 eligible faculty (and none of the seven eligible administrators) enrolled in the plan. Because of the replacement pattern identified for those

five faculty, the revised projection is a five-year return of \$520,593. Mr. Guerra motioned to approve implementation of the plan. Mr. Robby Burdge seconded the motion. Motion carried unanimously.

7. CONSIDER approving extension of enrollment period for the Tax Deferred Separation Incentive Plan

Mr. Luis Guerra motioned to extend the enrollment period for the Tax Deferred Separation Incentive Plan for thirty days. Enrollment would only be offered to the previously approved group of employees eligible due to years of service and base salary minimum. College administration would determine the beginning date of the extension to allow for proper and timely mailing of materials. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

8. CONSIDER Tuition and Fee Schedule for Academic Year 2015-2016

Dr. Tom Butler presented a proposed change for the 2015-2016 academic year. The item was discussed extensively at a previous Finance Committee meeting. The State has recognized that some courses are more expensive to deliver and, in the past, has addressed this through higher appropriations for these courses. But, as appropriations continue to decline, these adjustments have not remained. After a thorough analysis and discussion, Dr. Butler recommended maintaining the same tuition and fee structure for the next academic year, but assessing a differential semester credit hour fee to most allied health (+\$70/sch) and industrial trade (+\$35/sch) courses. Mr. Robby Burdge motioned to approve the differential structure. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

9. CONSIDER Workforce & Continuing Education tuition and fee changes

Dr. Tom Butler presented a schedule of tuition changes for Workforce & Continuing Education classes. Most requests are for new courses. Two of the increases were recommended to cover an increase in costs, such as books or required physicals. Mrs. Catherine McHaney motioned to accept the tuition and fee changes. Mr. Bland Proctor seconded the motion. Motion carried unanimously.

10. CONSIDER Credit Course and Laboratory Fee changes for Academic Year 2015-2016

Dr. Tom Butler presented a schedule of proposed laboratory and course fees. Lab fees must be tied to specific direct costs. Some increases are requested for new courses, and some for increased costs such as assessments. Mr. Bland Proctor motioned to approve the fee changes as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

11. CONSIDER implementation of a \$5.00 fee for electronic transcripts

Dr. Tom Butler presented a request for approval of a new \$5.00 fee for electronic transcripts. This new fee will allow implementation of Parchment, a transcript exchange system, allowing the College to expand and improve transcript services to students. Not all Texas institutions participate in the exchange system currently used by VC. The new service will provide capability to issue official transcripts via a secure email environment. Mrs. Catherine McHaney motioned to approve the new fee. Mr. John Villafranca seconded the motion. Motion carried unanimously.

12. CONSIDER new Industrial Maintenance Mechanic Program – AAS

Dr. Tom Butler presented a new associate degree program in Industrial Maintenance for approval. Board approval is required for consideration by the Texas Higher Education Coordinating Board. The new program is in direct response to business and industry workforce needs and will be delivered at the new Emerging Technology Complex. Mrs. Catherine McHaney motioned to approve the new degree program. Mr. Robby Burdge seconded the motion. Motion carried unanimously.

13. CONSIDER new Machining Technology Program – AAS

Dr. Tom Butler presented a new associate degree program in Machining for approval. Board approval is required for consideration by the Texas Higher Education Coordinating Board. The new program is in direct response to business and industry workforce needs and will be delivered at the new Emerging Technology Complex. Mrs. Catherine McHaney motioned to approve the new degree program. Mr. Robby Burdge seconded the motion. Motion carried unanimously.

14. CONSIDER revision to Victoria College’s Alcohol Policy

Dr. Tom Butler presented a revision to the Board approved policy related to the service of alcohol on College property by internal and external constituents. He recommended adding the Emerging Technology Complex to the list of approved locations. In addition to beer and wine, as allowed at other locations, he recommended allowing the service of hard liquor at the Complex, noting that the facility is a conference center and renters may request this flexibility. He reminded the members that alcohol must be served by a licensed provider and trained servers. He also reminded them that he has final approval for each event. Mr. Robby Burdge motioned to approve the revisions to the policy. Mr. Bland Proctor seconded the motion. Motion carried unanimously.

15. CONSIDER Purchase of Goods and Services:

a. Purchase of Amatrol Learning System for the Industrial Maintenance Mechanic program

Dr. Butler presented this purchase for consideration. Tech Labs is the sole provider in Texas for Amatrol training systems. The college has other learning systems by Amatrol for use in other programs. He reminded the members that a grant from the M.G. and Lillie A. Johnson Foundation is providing funds for the purchase. Mr. Robby Burdge motioned to approve the purchase. Mr. John Villafranca seconded the motion. Motion carried unanimously.

16. CONSIDER Personnel Items:

a. Tenure Recommendations

Dr. Tom Butler presented a slate of three faculty for tenure approval. He reminded members of the process for eligibility and recommendation. Mr. Bland Proctor motioned to approve tenure for the proposed faculty. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

b. Reappointment of Tenure and Non-tenured track faculty members for academic year 2015-2016

Dr. Tom Butler presented a list of faculty for reappointment for the 2015-2016

academic year. Mrs. Catherine McHaney motioned to approve the reappointment of tenure and non-tenured track faculty as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

E. Vice President's Report:

a. Spring Enrollment

Dr. Patricia Vandervoort presented spring enrollment for credit and non-credit courses. Credit enrollment is down from last spring by 9% head count and 8.2% contact hours. She noted similar declines across the state. Historically, enrollment is cyclical and related to the economy. In times of low unemployment, community colleges experience declines. Non-credit enrollment is down by 11% head count, but up 5.3% in contact hours for the first and second quarters.

F. President's Report:

a. Campus Projects

Dr. Larry Garrett provided an update on the Emerging Technology Complex, noting status of construction, purchases of furniture and equipment and scheduled training.

b. Events and Dates

Dr. Butler discussed upcoming events including the Liberty Academy Early College Center Banquet on March 30th and the final Lyceum Lecture for the academic year on April 14th.

There being no further business, the meeting adjourned at 5:03 p.m.

Ron Walker, Chair

V. Bland Proctor, Secretary