

MINUTES of the REGULAR MEETING
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
held March 31, 2014

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| √ 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

- | | |
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| Carolina Astrain | Victoria Advocate |
| √ Jessica Priest | Victoria Advocate |

Guests: Dr. Larry Garrett, Keith Blundell, Dr. Bill Coons, Dr. Florinda Correa, Dr. Pat Vandervoort, Sherri Pall, Amy Mundy, Tracey Bergstrom, Cindy Buchholz, Babette Lowe, Lydia Huber, Jerry Hamilton, Darin Kazmir, Susan Prukop, Carl Voskamp, Larry Dunn, Sharon Hyak, Ed Byerly, Dr. Michael Hummel, Sammie Sue Hendrix (CMC), Denise DeBord (Regional Medical Laboratory), and Dr. Leilani Vales (local pathologist).

The Victoria College Board of Trustees met Monday, March 31, 2014, 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 4:05 p.m.
2. Dr. Tom Butler certified that the agenda had been properly posted per Texas statute.

B. Communication:

1. The Public was invited to address the board.
 - a. Dr. Leilani Valdes spoke on behalf of local pathology groups and healthcare facilities regarding the proposed deactivation of VC's Medical Laboratory Technology program. Dr. Valdes explained to the board that there is a national shortage of medical lab technicians and expressed the importance of timely and accurate lab reports and the role they play in medical treatment decisions. She informed the board that VC's MLT program has helped keep Victoria out of the MLT shortage crisis.
 - b. Ms. Sammie Sue Hendrix, Citizens Medical Center Lab Director also expressed concern of the possible deactivation of the MLT program. She informed the board that 80% of its MLT employees came from VC's program. She expressed that CMC would

be willing to assist in training for the 2nd year MLT students and offer its resources.

c. Denise DeBoard, Director of Regional Medical Laboratory addressed the board as well. Ms. DeBord informed the board that she is a former student of VC's MLT program. She also indicated that the last two MLT employees hired by her firm were from VC's program. She also expressed to the board that surrounding smaller areas depend on this program as well.

Mr. Ron Walker thanked the guests for their time and concern.

C. Consider Board of Trustees Committee Reports:

1. Facilities & Programs. Mr. Robby Burdge, Chair of the committee, reported that the committee met March 5, 2014 and informed the board that Keith Blundell walked through a schedule outlining infrastructure and deferred maintenance projects through 2020, as well as the Campus Safety and Security Plan, the new 60 credit hour degree mandate, credit and non-credit program/course changes. Dr. Larry Garrett discussed the construction/completion timeline and budget process; informing the committee that both are on target.

2. Finance & Resources. Mr. Luis Guerra, Chair of the committee, reported that the committee met on February 19th and March 31st and had reviewed the financial statements for December 2013-February 2014 and recommends approval of these reports. He also informed the board that Keith Blundell discussed the 2013-14 year-end financial projections at these meetings.

3. Student Success. Dr. Josie Rivera, Chair of the committee, informed the board that the committee met on January 27, 2014 to discuss the SEAL and CAPE, as well as new initiatives related to increasing student success in math courses, dual credit data and Success Point Funding calculation. Dr. Rivera expressed her gratitude to Dr. Vandervoort, Dr. Correa, Ms. Lowe and Ms. Yancey for their contributions to this meeting committee.

D. Items for Consideration:

1. CONSIDER Minutes of the regular Board Meeting held on January 13, 2014 and Board Workshop held on March 17, 2014. Mr. Robby Burdge moved to accept the minutes as presented. The motion was seconded by Mr. Luis Guerra. Motion carried unanimously.

2. CONSIDER Certification of Unopposed Candidates for Victoria County Junior College District. Dr. Butler informed the board that we are required to certify that there are no opposing candidates for the three board positions (Districts 3, 5 & 7) up for the election scheduled to be held on May 10, 2014. Mrs. Catherine McHaney moved to approve the Certification of Unopposed Candidates for Victoria County Junior College. The motion was seconded by Dr. Josie Rivera.

3. CONSIDER Financial Statements for December 2013, January and February 2014.

Keith Blundell presented the financials for December 2013, January and February, 2014, discussing in detail the February statements, as they are cumulative and February is the most current. Mr. Blundell began his overview with the Statement of Net Assets reviewing the current and non-current assets as well as liabilities, indicating that the Cash and Cash Equivalents are at the highest point for the year due to tuition and tax revenue. He informed the board that the drop in the amount of funds Held for Others under Liabilities was due to transferring donation funds that had been held for the Museum of the Coastal Bend and the Deferred Revenues difference was due to the transfer of the remaining Betsy Wright bequest to the Foundation to be endowed.

Mr. Blundell walked through the Statement of Revenues, Expenditures and Changes in Net Assets, pointing out that the State appropriations are on target and there is a slight increase in Ad Valorem Taxes. He reminded the board that tuition and fees had been previously discussed at the workshop held on March 17, 2014. Mr. Blundell moved onto the Gonzales Center Expansion indicating that the current net resource is \$8,636.59 and more resources are expected. He explained that \$5,576,883.19 has been expended on the ETC project with net resources in the amount of \$17,720,356.04 currently available. Ms. Catherine McHaney moved to approve the December, 2013, January and February 2014 financial statements as presented. The motion was seconded by Mr. Luis Guerra. Motion carried unanimously.

4. CONSIDER Second Quarter Investment Report. Dr. Butler presented the Investment Report for the Second 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 February 28, 2014, VC securities (including Texpool accounts) had a book value of \$2,361 and a market value of \$2,361 and interest earned for the quarter was \$-0-. Mr. Luis Guerra moved that the Second Quarter Investment Report be accepted. Mr. Robby Burdge seconded the motion. Motion carried unanimously.

5. CONSIDER Tuition & Fee Schedule for Academic Year 2014-15. Dr. Butler walked through this item with the board, reminding them that this issue was discussed at the workshop held on March 17, 2014. He explained that during the budget process the fees have to be addressed early because of VIP registration offered for Fall 2014. The administration recommends that the board approve a \$5 per semester credit hour increase in the General Fee in order to help offset the 4.86% decrease in SCH during the 2013-14 FY. The new General Fee will be \$27 SCH. This increase will generate an additional \$394,908. Dr. Josie Rivera moved to approve the Tuition & Fee Schedule for Academic Year 2014-15. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

6. CONSIDER Order Changing Precinct Lines to Conform to City Ordinance No. 2013-24. Dr. Butler informed the board that on December 3, 2013, the City of Victoria adopted an ordinance which annexed territory currently lying in Voting Precinct No. 24 for the County of Victoria, Texas, which was unincorporated territory outside of the City of Victoria. This action resulted in the territory now being located within an incorporated city. Section 42.007 of the Texas Election Code requires that a voting precinct may not contain territory both inside a city and unincorporated territory outside of the city. The order presented will approve transfer of the territory from Voting Precinct No. 24 to Voting Precinct No. 21. Mr. Bland Proctor moved to approve the Order Changing Precinct Lines to Conform to City Ordinance No. 2013-24. The motion was seconded by Mr. Robby Burdge. Motion carried unanimously.

7. CONSIDER Workforce & Continuing Education Tuition and Fee changes for Academic Year 2014-15. Ms. Jennifer Yancey walked through this item with the board. She explained that the increases are in the healthcare programs in order to cover expenses and align with the market. She referred to the reduction in the Millwright certification program course fee being due to a decrease in course contact hours. Ms. Yancey also mentioned that four new CE courses had been added. Mr. Robby Burdge moved to approve the Workforce & Continuing

Education Tuition and Fee changes for Academic Year 2014-15. The motion was seconded by Mr. Luis Guerra. Motion carried unanimously.

8. Consider Credit Course and Laboratory Fee changes for Academic Year 2014-2015.

Dr. Vandervoort presented this item to the board for consideration referring to the \$5 increase to the EMSP courses to offset rising cost of materials and supplies throughout the program. Regarding the ARTS courses, she explained that VC currently has a lab fee of \$20 for ARTS 2346 and 2347 and \$24 for the remaining ARTS courses. Dr. Vandervoort informed the board that ARTS 2348, 2349, 2356 and 2357 are coming out of the catalog and will therefore no longer be taught. We propose eliminating the lab fees and instituting the proposed course fees for 2014-15. The increase will include the General fee and Technology fee. Dr. Vandervoort further requested that testing fees as listed be increased to cover a system of assessment and remediation that has increased student success on the NCLEX-RN licensing exam. The system is web-based and is updated every year to reflect current practice. The company has now increased these fees to cover a slight increase in costs. These fees are eligible to be covered by Pell grants or WIA (Workforce Investment Act) funds. Mr. Bland Proctor made a motion to approve the Credit Course and Laboratory Fee changes for Academic Year 2014-15. The motion was seconded by Ms. Catherine McHaney. The motion carried unanimously.

9. CONSIDER Personnel Items:

a. New faculty employees. Dr. Butler informed the Board that a thorough review was conducted and noted that all of the faculty listed were deserving of the award. Those listed are: Melissa Chadd, Laura Crandall, Don McLain, Barbara Sanderson, Bridgette Marshall, Ralph Beeman, Sharon Hyak and Rachel Winkenwerder. Ms. Catherine McHaney made a motion to approve the tenure awards to the eligible faculty members presented. The motion was seconded by Dr. Josie Rivera. Motion carried unanimously.

b. Reappointment of Tenure Track & Non-Tenured Track Faculty Members for Academic Year 2014-15. Dr. Butler recommended that the list of Tenure Track and Non-Tenure Track faculty provided be re-elected for the 2014-15 Academic Year. Ms. Catherine McHaney made a motion to approve the Reappointment of Tenure Track & Non-Tenure Track Faculty Members for Academic Year 2014-15. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

c. Faculty resignation/retirement. Ms. Catherine McHaney moved to accept the resignation of Mrs. Catherine Heath, English Assistant Professor and Dr. Trudi Zaplac, Psychology Assistant Professor, as well as the resignation/retirement of Mr. Dave Ticen, VC Librarian. Mr. Ticen is retiring with 18 years as a member of the VC faculty. Ms. Catherine McHaney recommended approval of the resignations and retirement as presented. Dr. Josie Rivera seconded the motion. Motion passed unanimously.

E. Vice President's Report:

1. Spring 2014 Enrollment Report. Dr. Pat Vandervoort, VP of Instruction, presented the enrollment report to the board. Dr. Vandervoort noted the 2.6% decrease in total head court and 11.0% decrease in total contact hours due to decrease in enrollment. She credited the decrease in the developmental enrollments due to better preparedness. Dr. Vandervoort pointed out the increase in Dual Credit/Early Admission Enrollment and Online courses. She also mentioned that Workforce & Continuing Education had an enrollment variance decrease of 2.6% and a 7.6% increase in contact hour variance.

F. President's Report:

a. Campus Projects. Dr. Larry Garrett updated the board on the Gonzales Center Expansion project. He informed the board that the construction and assembly of the welding instruction area is now complete. He also informed the board that there are enough funds for completion of the instrumentation/electrical classrooms.

b. Advancement Report. Ms. Jennifer Yancey informed the board that \$200K was raised in the 2013 Annual Giving Campaign. She also announced that the 2014 Faculty/Staff Grant competition opened on March 3, 2014 and will run through April 21, 2014. She also referred to the Skills Development grant incentive program award in the amount of \$500K to be utilized by the Gonzales Center and the Emerging Technology Complex, as well as \$30K in funds to the Workforce and Continuing Education programs, to benefit the welding, electrical, and truck driving programs.

c. Campus Events and Dates. Dr. Butler walked through the upcoming events with the board.

There being no further business, the meeting adjourned at 4:51 p.m.

Ron Walker, Chair

Dr. Josie Rivera, Secretary