

**MINUTES of the REGULAR BOARD MEETING**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**September 16, 2019**

√ V. Bland Proctor	√ Daniel Cano
√ Luis A. Guerra	√ Catherine McHaney
√ John Zacek	√ Dr. Josie Rivera
	√ Ron B. Walker

STAFF

√ Dr. David Hinds	√ Jennifer Yancey
Mary Ann Rodriguez	

MEDIA

√ Samantha Douty  
Victoria Advocate

**Also in attendance:** Keith Blundell, Cindy Buchholz, Dr. Edrel Stoneham, Terri Kurtz, Lydia Huber, Darla Strother, Tracey Bergstrom, Jerry Hamilton, Matt Wiley, Marty Deckard, Rachel Nessel, Amy Mundy, Sophia Kameitjo, Babette Lowe, Shari Gould, and Darin Kazmir

The Victoria College Board of Trustees met Monday, September 16, 2019 at 4:00 p.m. in the Corporate Training Room - 101 of the Academic Building.

**A. Call to Order:**

1. Mr. Bland Proctor called the meeting to order at 4:00 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. No members of the public spoke to the Board.

**C. Consider Board of Trustees Committee Reports**

N/A

**D. Items for Consideration:**

1. **CONSIDER Minutes of the Finance & Resources Committee held August 26, 2019**  
Mr. Ron Walker moved to accept the minutes as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.
2. **CONSIDER Minutes of the Special Board Meeting held August 26, 2019**  
Mrs. Catherine McHaney moved to accept the minutes as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**3. CONSIDER Minutes of the Finance & Resources Committee Meeting held September 3, 2019**

Dr. Daniel Cano moved to accept the minutes as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**4. CONSIDER Minutes of the Personnel & Policy Committee Meeting held September 11, 2019**

Dr. Daniel Cano moved to accept the minutes as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

**5. CONSIDER 2018-2019 Fourth Quarter Investment Report**

Mr. Keith Blundell presented the required quarterly disclosure of the investments for the quarter ended August 31, 2019. The report was reviewed in detail at the 3:30 pm publicly posted Finance & Resources Committee meeting. The majority of the investments remain in TexPool Prime. The accounts earned \$84,660.75 (2.46%) for the quarter. Mr. Blundell then presented the cumulative report covering all four quarters. For the year, the accounts earning \$312,448.50 (2.48%). Mr. Luis Guerra made a motion from the Finance & Resources Committee to approve the Investment Reports as presented, no second was needed. Motion carried unanimously.

**6. CONSIDER July 2019 Financial Statements**

Mr. Keith Blundell presented a summary of the July 2019 financials. He noted that the financials were discussed in detail at the 3:30 pm publicly posted Finance & Resources Committee meeting. Mr. Blundell discussed the Statement of Net Assets as compared to the same time last year, noting most balances are comparable. Cash and cash equivalents, both unrestricted and restricted, are combined into one account and are at \$4.7 million. Excess operating funds are invested in TexPool and are at \$11.4 million. There are no long-term investments.

Total net position is \$15.1 million as compared to \$47.6 million the same time last year. Mr. Blundell reminded members of the new reporting requirement for Optional Retirement Employee Benefits (OPEB for retirees) under GASB 75 that is similar to the existing requirement under GASB 68, which reports the State's liability for employee pensions in TRS. The combined effect on total net position is a negative \$32.3 million.

Mr. Blundell then reviewed the Statement of Revenues, Expenditures and Changes in Net Assets for the consolidated fund and the Gonzales and other projects funds. He compared current year actual to 2018 actual and explained any differences. State appropriations and ad valorem taxes are coming in as scheduled. Tuition and fees for credit classes are at approximately 89% of budget and non-credit is at 103%. Some fall credit course registrations are not yet included in the revenue. These will be reflected in the August financials. Total expenses in the consolidated funds are at 85% of budget, which is in line with July being 92% of the fiscal year.

Mr. Luis Guerra made a motion from the Finance & Resources Committee to approve the July financials as presented, no second was needed. Motion carried unanimously.

**7. CONSIDER College Tax Rate for 2109**

Mr. Keith Blundell provided a recap of the meeting dates, discussions and public hearings held to propose the 2019 tax rate. The Board voted to propose a tax rate of \$.2206 at its August 12<sup>th</sup> meeting. Because this rate was above the effective tax rate calculated by the Victoria County Tax Assessor Collector, two required public hearings were held on August 26<sup>th</sup> and September 3<sup>rd</sup>. The Board is required to adopt a rate within 3-14 days of the second public hearing.

Mr. Luis Guerra moved “that the property tax rate be increased by the adoption of a tax rate of \$.2206, which is effectively a 4.95% increase in the tax rate”. Dr. Josie Rivera seconded the motion. The adoption of the Resolution requires a record vote. Mr. Bland Proctor asked that those in favor signify by a raise of hands. All members voted in favor of adopting the Resolution.

**8. CONSIDER Board Policies and Texas Association of School Board (TASB) Localization Project**

Ms. Jennifer Yancey presented. She reminded members that the College has been collaborating with the Texas Association of School Boards and its Policy Online services to redesign Victoria College’s Policy Manual through a “localization” project. The project is designed to assist the College in refining its policies, develop a system for timely statutorily required updates and provide a transparent means of hosting both legally required policies and local, unique policies.

The seven policies submitted with this agenda are the last in the project. Ms. Yancey reminded members that the College will receive revisions to legal references and updated local policy recommendations twice per year moving forward. The proposed policies were reviewed by the Personnel & Policy Committee during a publicly posted meeting on September 11<sup>th</sup>. Dr. Daniel Cano made a motion from the Personnel & Policy Committee to accept the policies as presented, no second was needed. Motion passed unanimously.

**9. CONSIDER Purchases of Good and/or Services  
Architectural & Engineering for the Wood Building Remodel  
Rawley McCoy & Associates, PLLC Victoria, Texas**

Mr. Keith Blundell presented. As part of the Facilities Master Plan, a remodel has been planned for the Wood Building. The process technology lab will be relocated to the Emerging Technology Complex. The existing facility will be remodeled to improve instructional effectiveness and increase capacity for the instrumentation, electronics and welding programs. In anticipation of this project and a possible grant through the Economic Development Administration, the College issued a RFQ for architectural and engineering services. Notifications were sent to twelve firms and six responded. The evaluation team used a predetermined rubric to assess the submissions and is recommending engaging Rawley McCoy & Associates. Mr. Ron Walker moved to engage Rawley McCoy & Associates for architectural and engineering services for the Wood Building remodel project. Mr. Luis Guerra seconded the motion. Motion passed unanimously.

**10. CONSIDER Contract with Rawley McCoy & Associates, PLLC for Architectural and Engineering Services for the Wood Building Renovation Project, contingent on an award from the U.S. Economic Development Administration**

Mr. Keith Blundell presented. He noted the College is awaiting notification of a \$3.9 million grant submitted to EDA. Should the grant be awarded prior to the next Board meeting, and in order to expedite project completion and meet the proposed grant timeline, administration requests that a contract with Rawley McCoy & Associates, not to exceed \$375,000 in payment and contingent upon the grant award, be approved. Ms. Catherin McHaney moved to approve the contract and terms as presented. Dr. Josie Rivera seconded the motion. Motion passed unanimously.

**11. Executive Session**

An Executive Session was called at 4:25 p.m. under authority of the Texas Open Meetings Act, in accordance with Texas Government Code, Section 551.074, Personnel Matters, to hear a complaint or a charge against an officer or employee. Mr. Bland Proctor asked Dr. David Hinds to attend the session. The meeting was called back into open session at 4:37 p.m. No action was taken upon reconvening in open session.

**E. Informational Items:**

**1. Faculty Resignation**

Ms. Cindy Buchholz presented. Katie Olsen, nursing instructor, has received her master's degree and will be going into practice as a nurse practitioner.

**2. Fall 2019 Progress Report**

Ms. Cindy Buchholz presented. She provided data and information on enrollment, dual credit participation, and student support and wrap-around services. The College continues to focus on expanding and enhancing its programs and services aimed at improving student retention.

**3. College Recognition**

Dr. David Hinds announced that, for the third year, Victoria College has earned recognition in the "Great Colleges to Work For" survey by The Chronicle of Higher Education. Additionally, the College was named to The Chronicle's "Honor Roll" for the second year in a row for being of the top four school in its two-year institution category nationally.

The College was recognized in seven of the ten eligible categories: 1) Job Satisfaction, 2) Respect and Appreciation, 3) Supervisor/Department Chair Relationship, 4) Collaborative Governance, 5) Confidence in Senior Leadership, 6) Teaching Environment (faculty only), and 7) Work/life Balance. No other college in VC's cohort was recognized in more for 2019. Dr. Hinds noted that these results reaffirm the dedication and satisfaction of the employees and that job satisfaction ultimately translates to student success.

There being no further business, the meeting adjourned at 5:15 p.m.