

**MINUTES of the REGULAR MEETING**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**November 28, 2016**

X	Ronald B. Walker	X	Daniel Cano
√	Luis A. Guerra	√	Catherine McHaney
√	V. Bland Proctor	√	Michelle Yates
		√	John Zacek

STAFF

√	Dr. David Hinds	√	Jennifer Yancey
√	Mary Ann Rodriguez		

MEDIA

√	Victoria Advocate – Gabby Canales
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**Guests:** Keith Blundell, Babette Lowe, Lydia Huber, Matt Wiley, Jerry Hamilton, Cindy Buchholz, Dr. Ed Byerly, Tracey Bergstrom, Lydia Huber, Dr. Bill Coons, Dr. Florinda Correa, Pam Neuman, Dr. Helen Dvorak, Dr. Patricia Rehak, Terri Kurtz, 4 students from Dr. Helen Dvorak’s Class and Ms. Lyzeth Allafa, auditor with Pattillo, Brown & Hill, L.L.P.

The Victoria College Board of Trustees met Monday, November 28, 2016 at 4:00 p.m. in the Corporate Training Room, Academic Building, Room 101. Mr. Luis Guerra, Vice Chair, presided over the meeting.

**A. Call to Order:**

1. Mr. Luis Guerra called the meeting to order at 4:02 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. The Public was invited to address the board. No public comments were heard during this time.

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

**1. Facilities – 10.24.16**

This was a posted meeting and all Trustees were invited to participate. Mr. Bland Proctor, Chair, summarized the meeting. Dr. Hinds provided background on the development of the 10-year Master Plan and its relation to the 5-year Strategic Plan. Ms. Yancey discussed a list of projects that are remaining in the 2010-2020 Campus Master Plan and additional projects that have been identified during the Strategic Planning process and through departmental needs assessment discussions. The process of revising the formal Master Plan and extending it through 2025 has begun. A Capital

Improvement Input Team, chaired by Jona Anderson, has been formed. The team's charge includes providing input to the executive team on the scope of the projects, seeking best practices in the various project components, and serving as a focal point to solicit input from all stakeholders.

Dr. Garrett then discussed the current status of the Library. The building was constructed in 1975 specifically as a library. It is not conducive to other uses in its current state. Additionally, the building is inefficient and consumes 40% of the College's electricity usage. It is estimated that it would cost nearly \$5 million to fix the deficiencies and make the building functional for other operations.

**2. Student Success & Programs – 11.16.16**

Ms. Michelle Yates, chair, provided a summary of the meeting. Dr. Patricia Rehak provided the committee members with proposed student success indicators and reference materials. She briefly described the reference materials which included: a summary of the Texas Higher Education Coordinating Board's 60x30TX Plan; Institutional Obligations required by the Southern Association of Colleges and Schools, Commission on Colleges (accrediting body); and the Texas Higher Education Coordinating Board's Accountability System Proposed Measures. These materials were taken into consideration when determining which indicators could be included in the "Dash Board" which are aligned with the College's strategic plan and will be regularly reviewed by the Board of Trustees.

Patricia then discussed the proposed Student Success Indicators which may be categorized into: Enrollment, Learning, Completion and Employment. The members examined the Enrollment and Learning categories. Committee members provided feedback, sought clarification and made suggestions for changes/inclusions in the data. It was agreed that some student financial data (debt, affordability, etc.) will also be integrated into the measures. Another meeting will be held prior to the end of the year to discuss the remaining indicators. Once complete, the proposed "Dash Board" will be presented to the full board for consideration.

**3. Finance & Resources – 11.28.16**

Mr. Luis Guerra reported out that the committee had met earlier and there are several items that will be presented later on the agenda.

**D. Items for Consideration:**

**1. CONSIDER Minutes of the Regular Board Meeting held on September 12, 2016.**

Mr. Bland Proctor moved to accept the minutes as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

**2. CONSIDER June - Aug, 2016 Financial Statements and Sept – Oct, 2016 Financial Statements**

Mr. Keith Blundell discussed the consolidated financial statements for August. He reminded members that these were the unaudited financials and therefore did not contain year-end audit entries. Revenue came in at 99.06% of budget, while expenses came in at 97.03% of budget, resulting in the College ending the year with a net surplus of \$915,000. This positive position was due in part to debt services payments coming in slightly lower than estimated and a good control of expenses over the year by college employees.

Mr. Blundell also discussed the Statement of Net Position and the Statement of Revenue, Expenditures and Changes in Net Assets for October, as they are cumulative for the academic year. He explained any variances from the same time last year. No significant variances were noted. October is 16% of the year. While expenses are at 18% of budget, Mr. Blundell explained that many budgeted supplies and other material expenses are purchased at the beginning of the year, rather than throughout the year.

Mr. Blundell then provided the Analysis of Net Position. Board Policy requires that the College's net position be equal to or greater than 20% of core expenditures, or 2.4 months of reserves. For academic year ending August 31, 2016, the College's net position was 23.88%, or 2.9 months of reserves. Mr. Bland Proctor moved to accept the financial statements as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

**3. CONSIDER 2015-2016 Audited Financial Statements**

Mr. Blundell commended Tracey Bergstrom, Director of Finance, for her hard work throughout the year and especially at year-end in preparation for the annual audit. He then introduced Ms. Lyzeth Allafa, auditor with Pattillo, Brown & Hill, L.L.P. Ms. Allafa presented the Annual Financial Report. Ms. Allafa referred members to the Summary of Findings and Questioned Costs (page 54). She noted that VC has received an Unmodified Opinion, the best that can be received, again this year. There were no material weaknesses identified in internal controls (financial reporting or major programs) and no findings or questioned costs in federal or state programs. Additionally, no management letter was issued. She then walked through the Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position noting any variances from the prior year statements. Ms. Allafa commended the Victoria College staff for their work throughout the year and their assistance and cooperation during the audit engagement. Mr. Bland Proctor moved to accept the audited financial statements as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

**4. CONSIDER Purchase of Goods or Services: Purchase of Paper for FY 16-17**

Dr. David Hinds presented the consideration, establishing pricing for paper needed throughout FY 2016-2017. Mr. John Zacek moved to accept the bid as presented. Mrs. Michelle Yates seconded the motion. Motion carried unanimously.

**5. CONSIDER nominations to 2016 Victoria College Foundation Board of Directors**

Dr. Hinds asked Jennifer Yancey to add any comments. At the September 12, 2016 regular meeting of the Victoria College Foundation Board of Directors, the Board of Directors approved the nominating committee's recommendations, as listed below, to be sent for consideration to the Victoria College Board of Trustees.

**Returning Members - Term 2016-2019**

Bruce Bauknight  
Keith Henke  
Steve Hipes  
Michael Hummel  
David McLarry  
LuAnn O'Connor  
Carole Oliphant  
Mike Rivet

**Trustee Representatives**

Luis Guerra  
John Zacek

Mr. Bland Proctor moved accept the nominations as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

6. **CONSIDER Board of Trustee Representative to the Museum of the Coastal Bend Advisory Board.** Mr. Luis Guerra presented, stating that an email had been sent out to all the VC Board of Trustees asking who was interested in serving on the MCB Advisory Board. Jennifer Yancey has since tabled this item and it will be moved to a future board meeting.
7. **CONSIDER Resolution Approving Land Sale to University of Houston – Victoria and Authorizing VC President to Execute Documents.**  
Dr. Hinds spoke to the item first, informing the board that UHV needs an actual resolution in addition to what had been discussed and approved at previous meetings. Mr. Keith Blundell then also addressed the board, reminding them that at previous meetings on 1-11-16 and 5-16-16, they had authorized Dr. Hinds to negotiate the sale of 2.37 acres to the University of Houston System, on behalf of UHV. The attached resolution will (1) approve the sale and (2) authorize Dr. Hinds to sign the commercial contract, deed and any other closing documents. The property is adjacent to UHV on the south side of the UHV Central building. Mrs. Catherine McHaney moved to accept the resolution as presented. Mr. Bland Proctor seconded the motion. Motion carried unanimously.
8. **EXECUTIVE SESSION: Executive Session is called under authority of the Texas Open Meetings Act, and in accordance with the Texas Government Code, under Section 551.074, to discuss College President’s Contract and Compensation package.**  
Mr. Luis Guerra called the Trustees into Executive Session at 4:29 p.m. The session ended at 4:49 p.m.
9. **CONSIDER College President’s Contract and Compensation Package**  
Mr. John Zacek presented. The board had met and discussed Dr. Hinds’ annual evaluation. A 9% salary increase was approved bringing Dr. Hinds’ annual salary to \$210K. His contract was renewed and extended to August 31, 2019.

**E. College Reports:**

- a. **End-of-Year/Strategic Plan Report Update – Year One**  
Dr. Patricia Rehak presented. She provided the board with hand-outs and went presented a PowerPoint of the highlights. Mr. John Zacek complimented everyone on the Strategic Planning committee and thanked them for their hard work.

There being no further business, the meeting adjourned at 5:05 p.m.

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Luis Guerra, Vice Chair

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V. Bland Proctor, Secretary