

MINUTES of the REGULAR BOARD MEETING
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
September 20, 2021

V. Bland Proctor, <i>Chair</i>	Luis A. Guerra, <i>Vice-Chair</i>	John Zacek, <i>Secretary</i>	Dr. Daniel Cano	Catherine McHaney	Dr. Josie Rivera	Ron Walker
√	√	√	√	√	√	√

Also in attendance: VC Staff: Dr. Jennifer Kent, Mary Ann Rodriguez, Keith Blundell, Cindy Buchholz, Edrel Stoneham, Terri Kurtz, Marty Deckard, Felix Appelt, Darla Guajardo, Matt Wiley, Lydia Huber, Tracey Bergstrom, Jerry Hamilton, Babette Lowe, Betsy Crane, Jacob Flores, Ceci Oldmixon, Darin Kazmir, Pam Neuman, Amy Mundy and Sophia Kameitjo. There were also three VC students present.

The Victoria College Board of Trustees met for a regular board meeting on Monday, September 20, 2021, at 4:00 PM in Corporate Training Room 101 in the Academic Building of Victoria College located at 2200 E. Red River, Victoria, TX. Mr. Bland Proctor, Chair, presided over the meeting.

A. Call to Order:

1. Quorum Call:

Mr. Bland Proctor called the meeting to order at 4:03 p.m. and announced that a quorum of board members was present. He welcomed three VC students that were present to observe the board meeting as a requirement for one of their classes.

2. Certification of the Posting of the Notice of the Agenda

Dr. Jennifer Kent certified that the agenda had been properly posted per Texas statute also in accordance with the provisions of Sections 551.125 and 551.127 of the Texas Government Code.

B. Citizen Communication:

1. At this time, the public is invited to address the Board of Trustees.

No members of the public spoke to the Board

C. Items for Consideration:

1. CONSIDER Minutes of the Special Board Meeting and Public Hearing held on August 16, 2021

Mr. Luis Guerra moved to accept the minutes as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

2. CONSIDER 2021 June and July Financial Statements

Mr. Keith Blundell presented. He shared with the board that the financials are cumulative; therefore, he would review only the July financials in detail. He discussed the Statement of Net Assets as compared to the same time last year, noting most balances are comparable. Cash and cash equivalents are at \$23.077 million. No changes in GASB or OPEB. He noted that current liabilities are favorably to prior year. A bond principal payment has been made that will reflect in the next statements. Total net position is at \$22.291 million compared to \$14.447 million the same time last year in 2020. Mr. Blundell then reviewed the Statement of Revenues, Expenditures and Changes in Net Assets for the consolidated fund and the Gonzales Center and

other projects funds in detail, asking if any clarification was needed as he proceeded. He compared current year actual to 2020 actual and explained any differences, state appropriations are as expected at this time. Ad valorem taxes are at 100.96%, which is exactly where we need to be. Tuition and fees for credit classes are at about 85% of budget. Non-credit is at about 95% of budget. Mr. Blundell explained a transfer in the unrestricted general; \$668K, was transferred to the project fund. Currently, the net increase in net assets is at \$4.752 million compared to \$3.249 same time last year. Mr. Blundell also mentioned that VC posted about \$1.2 million in lost revenue due to COVID last year. Mr. Blundell noted on page 15 of 21 that Auxiliary is at \$174K increase compared to a decrease of \$760K same time last year. Mr. Blundell also noted on page 18 of 21, budget adjustments are at net \$0. We currently have around \$9.997 million in the master plan budget with about \$978K already expended leaving us at about \$9.019 million. He clarified that this total does not include pledges. Dr. Daniel Cano moved to accept the financial statements as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

3. CONSIDER 2020-2021 Fourth Quarter Investment Report

Mr. Keith Blundell presented. He shared that the required quarterly disclosure of our investments for the quarter ended 08-31-21. Due to the current interest rate environment, the majority of the College's excess funds are deposited with the College's depository accounts at Prosperity Bank. The Endowment Fund, General Fund, Auxiliary Fund, Debt Service Fund and Construction Fund accounts are earned \$0.00 for the quarter due to balances being below the minimum for earnings. Texpool Prime accounts earned 0.066% for the quarter. Mrs. Catherine McHaney moved to accept the report as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

4. CONSIDER Purchases of Goods/Supplies

- a. **RATIFY** – Purchase of Commercial Property, General Liability, and Automobile Insurance
Property Casualty Alliance of Texas, Carlisle Insurance, Agent

Mr. Keith Blundell presented. He shared that Insurance renewals documents received in August showed an approximate 100% rate increase. A request for proposal was issued on August 17, 2021. Thirteen vendors were notified of the opportunity. Three replied with a "No Bid" response. One proposal was received from Property Casualty Alliance of Texas, Carlisle Insurance, Agent. In subsequent conversations with vendors that responded "No Bid", I was able to discover the current state of the insurance market. The pricing reflects the current market for property insurance with a total inventory value (TIV) of \$132,978,118.00 of property & contents. This pricing is \$0.004742 per TIV. The rate is guaranteed not to exceed \$0.0051 in the next three years. If it exceeds \$0.0051, VC is automatically opted out to the open market. The annual cost is \$713,458.

Dr. Daniel made a motion to accept the ratification as presented. Mr. Ron Walker seconded the motion. Motion carried unanimously.

- b. **PURCHASE** of Janitorial Supplies for FY 2021-2022

Mr. Keith Blundell presented. He shared that bids were sent out to 40 vendors, 9 of them replied, 5 of were approved. There are several packages so that anytime a supply order is made, we will be sure that one of the five vendors can accommodate our order. Approval was recommended for Ferguson Facilities Supply/Matera Division, Gulf Coast Paper, Travis Association for the Blind, RightGift and Unipak for an

estimated annual cost of \$80K. Mr. John Zacek made a motion to accept the purchase as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

5. CONSIDER 2019-2025 Campus Planning Items

This agenda item was tabled until the next regular board meeting which will be held on November 15, 2021

6. CONSIDER Board of Trustees TASB Update 41 (LEGAL and LOCAL)

Ms. Terri Kurtz presented. She shared that Update 41 Legal was for informational only. Legal updates do not have to be approved by the board. They go into effect automatically. Ms. Kurtz then went into detail regarding Update 41 Local. She shared with the board that it was discussed in great detail at the Personnel & Policy Committee meeting held on September 15, 2021. After some discussion, Ms. Catherine McHaney, chair of the Personnel & Policy Committee, made a motion out of committee to accept the TASB Updates 41 Local as presented. Since the motion came out of committee, no second was required. All members present were in favor, motion carried unanimously.

**7. CONSIDER Board of Trustees TASB Local Policy DIAB
(Statement of Nondiscrimination)**

Ms. Terri Kurtz presented. She shared with the board that the Victoria College non-discrimination statement was to be used on all publications except when space is limited due to size of the communication piece. This came about after the OCR (Office of Civil Rights) Audit that was held January of 2020. It was also discussed at the Personnel and Policy Committee meeting held on September 15, 2021. After much review at that meeting, two notations were made: replace “The College District” with “The Victoria College District” and correct the misspelling of Ms. Terri Kurtz’s email address on page 2 of 4 as the ADA/Section 504 Victoria College contact person. Upon these two corrections being made, Ms. Catherine McHaney, chair of the Personnel & Policy Committee, made a motion out of committee to accept the TASB Local Policy DIAB. Since the motion came out of committee, no second was required. All members present were in favor, motion carried unanimously.

8. CONSIDER VC Board of Trustees Conflict of Interest Statement

Dr. Jennifer Kent presented. This is signed annually by all active board members. She shared that the Policy Manual for the Victoria College Board of Trustees, Regulation 005 II B and II C, outlines the legal requirements board members must follow to file a Substantial Interest Affidavit, abstain from voting and/or file a Conflict of Interest Statement for College activities related to contracting with vendors, business entities or in real property transactions with which the board member or family member has a substantial interest.

This policy does not specifically address other areas of potential conflict of interest, such as community organizations, other non-profit organization relationships, etc... Non-profit boards have such statements and annually review their Conflict of Interest Policy and acknowledge in writing that they are aware of the organization’s disclosure requirements. It is recommended that members of the College’s governing board also annually sign a Conflict of Interest Statement. The policy did not change, therefore, no approval was needed. All board members just needed to sign and date the statement. It will be placed in their files.

Mr. Bland Proctor moved to **D. Informational Items at this time.**

Ms. Cindy Buchholz presented the board with a handout outlining the Fall 2021 Progress Report, followed by Dr. Jennifer Kent who reported out on the current grants in progress, giving kudos to Ms. Sophia Kameitjo our Grants Director, for all her time, commitment and hard work.

9. EXECUTIVE SESSION: The Executive Session is called under authority of the Texas Open Meetings Act, in accordance with *Texas Government Code, Section 551.076*, to discuss deliberations regarding security devices or security audits and *Texas Government Code, Section 551.074*, to discuss personnel matters, contract of employment for the College President, 2021-22 goal settings for the President and the board self-assessment process.

Mr. Bland Proctor called the meeting into closed session at 534PM.

Mr. Bland Proctor called the board meeting back into open session at 639PM.

10. CONSIDER College President's Contract and Compensation Package

Mr. John Zacek made the motion to extend Dr. Jennifer Kent's contract an additional 2 years extending her contract to August 31, 2024, with a 3% salary increase and an additional \$6K business related expense increase bringing her annual total salary to \$228,300. Mr. Ron Walker seconded the motion. Motion carried unanimously.

There being no further business, the meeting was adjourned at 6:40 PM.


Bland Proctor, Chair


John Zacek, Secretary