

MINUTES of the BOARD WORKSHOP
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
July 20, 2020

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

STAFF

√ Dr. David Hinds	√ Mary Ann Rodriguez
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MEDIA

√ Samantha Douty (VA)

Also in attendance: In Person: Matt Wiley, Marty Deckard, Cindy Buchhoz, Darin Kazmir, Amy Mundy, Terri Kurtz, Keith Blundell, Lydia Huber. Via WebEx: Rachel Nessel, Jennifer Mann, Samantha Douty (VA), Dr. Edrel Stoneham

The Victoria College Board of Trustees met for a workshop on Monday, July 20, 2020 at 2:30 PM in the Meeting Hall 101 of the Emerging Technology Complex located at 7403 Lone Tree Rd, Victoria, TX. Mr. Bland Proctor, Chair, presided over the meeting.

A. Call to Order:

1. Mr. Bland Proctor called the meeting to order at 2:36 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 also in accordance with the provisions of Sections 551.125 and 551.127 of the Texas Government Code.

B. Citizen Communication:

1. No members of the public spoke to the Board.

C. Items for Discussion:

Personnel & Policy Committee Updates

- 1) **Board Policies and Texas Association of School Board (TASB) Localization Updates.**
Ms. Terri Kurtz presented. She shared with the board that TASB 38 Local Policy, TASB 38 Legal Policy and TASB 39 Legal Policy updates. There were very few changes made to TASB 38 Local, she highlighted the changes which included CAIC policy reorganization, policy was renamed and moved to CAIC. (AD VALOREM TAXES: EXEMPTIONS and PAYMENTS)
DGC (LOCAL) EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES Revisions were made to expand to use of college district grounds, not merely facilities. Due to the uniqueness of the college district's policy,

recommended revisions to this local policy do not address the SB 18 requirements related to requests to host speakers in college district facilities. The bill requires the college district to develop a student expression policy, approved by the college district's governing body, no later than August 1, 2020.

Provisions addressing employee solicitation have also not been added to this policy due to its uniqueness.

DIAA (LOCAL) FREEDOM FROM DISCRIMINATION, HARRASSMENT, AND RETALITATION. Recommended revisions to this local policy address the HB 1735 and Administrative de requirement to develop a policy addressing sexual harassment, assault, dating violence, and stalking by August 1, 2020. Other minor changes were made to FI, FLA, FLB, FLBE. *Details Attached.*

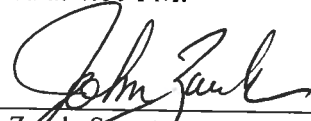
2. **Facilities Master Plan Projects Update** – Marty Deckard presented. He shared updates on the following: PTAC move to Industrial Training Complex, William Wood Building Renovation, Virginia Callan Welder Performance Annex Renovation, and the Museum of the Coastal Bend Expansion. PTAC move is scheduled to be complete by August 15, 2020. He came in under budget considerable by having our VC maintenance department lead it. Budgeted \$45K, actual cost was \$650. Phase 3 is scheduled to be complete by August 2021. This project too was budgeted at \$3M and came in at \$1.9M. Once board approval is received at the July 20, 2020 board meeting, VC will moved forward with designs and bids with construction expected to begin around January of 2022 and completion of April 2026. It is anticipated that the project will be completed much sooner. The Welder Annex is set to be complete by March 2022.
3. **Authorization for Architect Rawley McCoy & Associates to Proceed with Selection of a Construction Manager at Risk for the Comprehensive Student Center Project.** Keith Blundell presented. Over the past two years Victoria College has engaged in the schematic design phase of the Campus Master Plan, including schematic design of a Comprehensive Student Center. We are now at a point in design where we will need the input of a qualified construction manager to accurately estimate the cost of planned projects, and to align the scope of work with desired cost. We recommend engaging Rawley McCoy and Associates, under the existing Continuing Services Agreement, to prepare the necessary documents to procure a Construction Manager at Risk and to assist the College in managing the selection process. The board will be asked to approve the Authorization for Architect Rawley McCoy & Associates to Proceed with Selection of a Construction Manager at Risk for the Comprehensive Student Center Project at the 4PM Board Meeting.
4. **Spring Commencement Update.** Cindy Buchholz shared with the board that the Commencement Committee had met and decided to have a virtual spring commencement in August due to COVID-19. The graduates would also be honored with yard signs that would be displayed on our main campus and then the graduate would be able to come by and pick theirs up.
5. **Fall 2020 Semester Update.** Cindy Buchholz shared that her deans and faculty had been diligently working on the 2020 Fall schedule and happy to report that the students will have several instructional options, five to be exact: Real-time, Face-to-face, alternating, online, and hybrid. They are doing their best to make sure our students feel safe and have several options to ensure that while continuing their educational goals at Victoria College.

6. **Marketing Campaign Update.** Darin Kazmir shared the power point presentation of the new marketing campaign. He informed the board that the new marketing campaign was a result of the brainstorming session of a team Dr. Hinds brought together at the end of spring. Because of the quick turnaround time needed, Victoria College partnered with “Freed Advertising” out of Houston to get this off the ground and running. Several concepts were presented and Victoria College selected “Your Future is Worth It”. The digital campaign was launched on June 22, 2020. As of today we have had nearly 4,000 page views on the campaign landing page, 220 applications processed (comparable to the same time period last year), 120+ students have completed an inquiry form and the campaign has generated 1,600+ new users on the VC website (45 users per day).
7. **2020 April and May Financial Statements.** Keith Blundell presented. He informed the board that the financials are cumulative; therefore, he would review only the May financials in detail. He discussed the Statement of Net Assets as compared to the same time last year, noting most balances are comparable. He noted cash and investments are at \$22.599 million. Total net position is at \$17.973 million as compared to \$18.953 million the same time last year. Net increase in net assets is at \$6.2 million compared to \$3.4 million at this time last year. That was due to \$2.57 million being transferred to the project fund. He stated that the financials would be presented at the 4PM board meeting for approval.
8. **2019-2020 Third Quarter Investment Report.** Keith Blundell shared that this is the required quarterly disclosure of our investments for the quarter ended 05-31-20. The majority of the College’s excess funds are in Texpool Prime accounts. The Endowment Fund, General Fund, Auxiliary Fund, Debt Service Fund and Construction Fund accounts are active and earned \$45,143.58 or 1.078% for the quarter. He stated that the financials would be presented at the 4PM board meeting for approval.
9. **Appointment of a representative to perform the calculations of the No-New-Revenue Tax Rate, Voter-Approval Tax Rate and No-New-Revenue Maintenance & Operations (M&O) Rate in accordance with Section 26.04 (c) of the Texas Property Tax Code.** Keith Blundell shared that Board of Trustees must designate annually a person to make the No-New-Revenue Tax Rate, Voter-Approval Tax Rate and No-New-Revenue Maintenance & Operations (M&O) Rate calculations. Dr. Hinds will be recommending the reappointment of Ms. Rena Scherer, Victoria County Tax Assessor-Collector to make the No-New-Revenue Tax Rate, Voter-Approval Tax Rate and No-New-Revenue Maintenance & Operations (M&O) Rate calculations at the 4PM Board meeting.
10. **2020 Tax Planning Calendar.** Keith Blundell presented the board with the 2020 Tax Planning Calendar as provided from the State Comptrollers office. He noted a couple of significant differences from years past. The Effective Rate is now known as the No-New Revenue Rate and the Rollback Rate is now known as the Voter-Approval Tax Rate. Also, one public hearing must be held no matter what the board proposes. . He stated that the calendar would be presented at the 4PM board meeting for approval.

11. **2020-2021 Operating Budget.** Keith Blundell presented. Members reviewed a reconciliation of the proposed budget to the last fiscal year budget with supporting schedules for each category. The draft budget for 2020-2021 is \$33,620,734 a decrease of only \$15,678 from 2019-2020. Ad valorem taxes were estimated as we are awaiting valuations.

There being no further business, the meeting was adjourned at 4:01 PM.


Bland Proctor, Chair


John Zacek, Secretary