

**MINUTES of the Special Board Meeting**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**February 13, 2023**

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, Terri Kurtz, Matt Wiley, Jacob Flores, Betsy Crane, Babette Lowe, Jerry Hamilton, Amy Mundy, Darin Kazmir, Lillian Knezek, Kaleena Trevino, Maddie Tolliver, Elaine Everett-Hensley and Dr. Michael Hummel.

The Victoria College Board of Trustees met for a special board meeting on Monday, February 13, 2023, 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 4:06 p.m. and announced that a quorum of board members was present.

**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 CONSIDERAION:**

**1. CONSIDER Minutes of the Special Board Meeting held on December 12, 2022**

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

**2. CONSIDER 2023-24 and 2024-25 Academic Calendars**

Ms. Maddie Tolliver presented. Mrs. Catherine McHaney moved to accept the calendars as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

**3. CONSIDER Resolution Approving Investment Policy and List of Eligible Brokers**

Mr. Keith Blundell presented. He shared with the board that in accordance with the Public Funds Investment Act, they must annually review the investment policy and approve a list of eligible brokers. Attached is a recommendation with a few changes for the year to the investment policy. Mr. Blundell pointed out on page 7 that the primary change is in the Authorized Investment Instruments section which would allow more investments from the PFIA and make the descriptions more in line with the law's language. He shared that there were no new brokers added to the approved brokers list. However, Vining Sparks was purchased by Stifel.

Mr. Ron Walker moved to accept the resolution and list of eligible brokers as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

#### **4. CONSIDER 2022 September – December Financial Statements**

Mr. Keith Blundell presented. He shared with the board that since the financials are cumulative; he would review only the December financials in detail if everyone was in agreeance. He began with the Statement of Net Assets as compared to the same time last year, that total current assets are at about \$25.969 million compared to about \$26.179 million same time last year. Mr. Blundell also noted that current liabilities are favorably to prior year. Total net position is at \$27.235 million compared to \$24.236 million the same time last year in 2021. 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. State appropriations are coming in as scheduled. He shared that Ad Valorem taxes are only at about 11.37%, it is too soon in the year – taxes not in yet. He compared current year actual to 2021 actual and explained any differences. Tuition and fees for credit classes are at about 67.27% of budget. Non-credit is doing very well at about 42.7% of budget and we are only at about 33% of the year. He also noted that hours are currently flat but our rate is up. Mr. Blundell noted on page 12-14 revenues equal expenditures, that is exactly what we want to see. Mr. Blundell also noted on page 15 of 21 that Auxiliary is at about \$413K decrease compared to \$870K positive last year. That is due to bookstore purchases that still need to be adjusted. He moved on to page 18 of 21, pointed out that budget adjustments are at net \$0. He noted that on page 19, Gonzales Center still shows a negative balance of \$44K due to a classroom project. There is an outside donor that has committed to funding this when the project is complete. Mr. Blundell moved on to page 20 and 21. He shared that currently we have around \$9.977 million in the master plan budget with about \$2.150MIL already expended leaving us at about \$7.826 million. He clarified that this total does not include pledges. Mr. Ron Walker moved to accept the statements as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

#### **5. CONSIDER Purchase of Goods/Supplies**

##### **a. PURCHASE of Online Orientation Platform – CD Advantage, Inc. DBA Advantage Design Group**

Mr. Keith Blundell presented. He shared that this Online Orientation Platform will be used by all students in Victoria College to initially create a sense of welcome, familiarize students with available campus resources, introduce the students to our learning management system that will be used in their courses, and increase the students comfort level with technology. These functions align with our Support Services and Academic Services activities in the Title V grant. They contribute to the Title V outcomes of improved drop, ABC, persistence, graduation, and transfer rates.

Mr. Blundell noted that the Online Orientation Platform cost of \$116,475.00 will be funded by the Title V grant in one year. Since the purpose of the grant is to cover the developmental rather than operational costs, the institutional budget will pay the flat annual fee of \$6,000 in years two through five. Beginning in year six an annual expense due to inflation will be applied to the annual fee. Dr. Josie Rivera moved to accept the purchase as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

##### **b. PURCHASE Increase of General Contractor of Virginia Callen Welder Performance Annex Exterior**

Mr. Keith Blundell presented. He shared that as part of the Texas Historical Commission grant and the executed contract with A&A Constructors, change orders for items not part of the original plan have been requested. Local Government Code 271.060© allows up to 25% of the original contract price (\$)

for change orders which would total. There is no contingency for anticipated change orders. The difference between the already approved contract and maximum allowance is a total of \$91,750  
The current Base Bid is \$367,000

Not to Exceed \$367,000 partial funding from Texas Historical Commission Grant

We are Requesting increase of \$91,000. Mrs. Catherine McHaney moved to accept the purchase increase as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

**c. PURCHASE of HSI-STEM Grant Year 2 Supplies & Equipment**

Mr. Keith Blundell presented. He shared that the supplies and equipment are needed for educational purposes. The purchases are allowed within the terms of the Department of Education Hispanic Serving Institutions (HSI) -Science, Technology, Engineering or Mathematics (STEM) Grant. This grant is to (1) increase the number of Hispanic and other low-income students attain degrees in the fields of science, technology, engineering or mathematics and (2) to develop model transfer and articulation agreements between two-year and four-year institutions in such fields. Mr. Blundell stated that on November 30, 2022 through January 4, 2023 the College advertised re-bids for HSI-STEM Grant Supplies and Equipment. Notifications were sent to five vendors and the specifications were posted on the Purchasing website. The committee received and opened one bid for this requirement on Wednesday, January 4, 2023 at 12:00PM. The State of Texas allows eight reasons to award a proposal in addition to any other relevant factors the College may require for award. The propose the award go to Triebold Paleontology, Woodland Park, CO. Dr. Daniel Cano moved to accept the bid purchase as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**d. RATIFICATION of Microsoft 365 A5 Contract Effective December 2022**

Mr. Keith Blundell presented. He shared that these were extenuating circumstances. The previous Microsoft 365 A3 three-year contract expired December 31, 2022 which came to light right before Victoria College closed for their holiday break. Microsoft changed the formula used to calculate licenses required for an institution compared to the previous contract. Upgraded from Microsoft 365 A3 to A5 to reduce costs by eliminating other software. The Microsoft 365 A5 license agreement provides access to business applications including but not limited to word processing, spreadsheets, presentation, databases, e-mail, and anti-malware. The original budget was less than \$50k for Microsoft. The college had budgeted separately with another vendor for anti-virus protection. The new Microsoft agreement now includes their anti-virus protection for a total savings of \$3,430.

By upgrading the Microsoft 365 service level from A3 to A5:

- gained end-point anti-malware/anti-virus protection,
- reduced the third-party Microsoft 365 e-mail protection and backup requirements,
- gained access to a phone module that could be part of foundation to replace existing phone system.

Texas Risk and Authorization Management Program (TX-RAMP) compliance:

<https://dir.texas.gov/tx-ramp>

TX-RAMP ID: TX985490

Level: Level 2 Certification

Expires: 2/3/2025

The fiscal impact will be \$69,428.87 per year from December 2022 until December 2025 for Microsoft 365 A5. Texas DIR contract DIR-TSO-4092.

Mrs. Catherine McHaney moved to accept the ratification as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

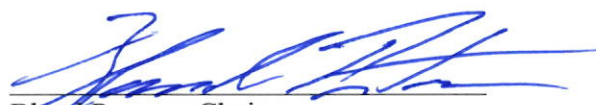
6. **CONSIDER Notice and Order of Bond Election**

Mr. Keith Blundell presented. He shared with the board that since 2018 the college has been planning for the construction of a new Student Success Center which includes the remodel of 30,444/sf of existing space in the current Student Center and constructing an additional 58,392/sf of new space that would include services for library, tutoring, testing, enrollment services (advising, counseling, financial aid and payments), wrap-around services and remodeled student life, food services and bookstore. The project will also include building a new road on the east side of the building connecting the Red River entrance to the road that travels along the north side of the campus. The project will include the relocation of several parking areas, allowing students to transition more safely across campus without walking through traffic. In addition, there would be additional parking located on the east side of the Health Sciences Center. The estimated cost of the project is currently \$36.5 million. The College has committed \$26.5 million (73% of total costs) through grants, gifts, and institutional funds. This leaves a remaining balance of \$10 million. The college recommends the issuance of up to \$10,000,000 in tax obligation bonds for the purpose of completing the final portion of this project. The last bond election was in 2012 for the construction of the Emerging Technology Complex. Mr. John Zacek, chair of the Facilities Committee, also shared with the board that the committee has been kept up-to-date every step of the way. They have had several committee meetings up to this point. He emphasized that inflation has been very impactful on this need. Mr. John Zacek moved to accept the notice and order of a bond election as presented. Mr. Ron Walker seconded the motion. He shared that they have worked closely with Administration and know this was not an easy decision. Motion carried unanimously.

President's Report:

Dr. Kent shared updates on HB458 that Senator Lois Kolkhorst is pushing. (Nursing Bill) She also shared that Ms. Darla Strother, Allied Health Dean, has been working diligently with her team on created an online nursing program to address the nursing shortage. All clinicals will be face-to-face. Dr. Kent also shared that she and Dr. Cano met with Level 1 & 2 nursing students at their orientation. It was a great experience; they were both happy to meet with them and encourage them on their journey.

There being no further business, the meeting was adjourned at 4:47 PM.

  
Bland Proctor, Chair

  
John Zacek, Secretary