

MINUTES of the REGULAR BOARD MEETING
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
March 22, 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: *In Person:* VC Staff: Dr. Jennifer Kent, Mary Ann Rodriguez, Keith Blundell, Terri Kurtz, Cindy Buchholz, Edrel Stoneham, Marty Deckard, Matt Wiley, Amy Mundy, Rachel Winkenwerder, Darin Kazmir, Lydia Huber, Darla Strother, and Babette Lowe.

The Victoria College Board of Trustees met for a regular board meeting on Monday, March 22, 2021 at 4:00 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. Quorum Call:

Mr. Bland Proctor called the meeting to order at 4:13 p.m. and announced that a quorum of board members was present. Mr. Proctor asked for a moment of silence for the passing of Victoria’s Mayor and Victoria College’s friend, Mr. Rawley McCoy. He passed away on March 5, 2021. Also, for the passing of Mr. Caleb Sawyer, Academic Advisor and Veteran Services Coordinator at Victoria College. Mr. Sawyer passed away on March 12, 2021.

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 Joint Facilities and Finance & Resources Committee Open Meeting held on 01.25.21 Mr. Luis Guerra moved to accept the minutes as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

2. CONSIDER Minutes of the Regular Board Meeting held on 01.25.21

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

3. CONSIDER Minutes of Regular Board Workshop held on 03.05.21

Dr. Daniel Cano moved to accept the minutes as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

4. CONSIDER 2020 December and 2021 January Financial Statements

Mr. Keith Blundell presented. He shared with the board that the financials are cumulative; therefore, he would review only the January 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 \$11.282 million compared to \$4.981 million to same time last year, the difference is due to a \$6 million gift in the project fund. No changes in GASB or OPEB. Total net position is at \$21.984 million compared to \$20.532 million the same time last year. 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. As of right now, VC is at about 13% decline in credit hours. Tuition and fees for credit classes are at about 76.76% of budget compared to 87.58% at this time last year. Non-credit is at about 55% of budget compared to 113% last year. Mr. Blundell explained a transfer in the unrestricted general; \$442K, was transferred to the project fund. He also noted that on page 15 of 21 we have a net decrease in auxiliary; this is due to a timing issue only. Mr. Blundell noted on page 18 of 21, budget adjustments are at net \$0. We currently have around \$9.11 million in the master plan budget. Mr. Luis Guerra, Chair of the Finance & Resources Committee, moved to accept the financial statements as presented. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

5. CONSIDER Second Quarter Investment Report 2020-2021

Mr. Keith Blundell presented. He shared that this is the required quarterly disclosure of our investments for the quarter ended 02-28-21. 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 or 0.1179% for the quarter. Ms. Catherine McHaney moved to accept the report as presented. Dr. Josie Rivera and Mr. John Zacek both seconded the motion. Motion carried unanimously.

6. CONSIDER Tuition and Fee Schedule for 2021-2022

Mr. Keith Blundell presented. He shared with the board that the administration recommends the attached tuition and fee schedule. The total cost per SCH for in-district students will increase to \$107 SCH. The total cost per SCH for out-of-district students will increase to \$160 SCH and the total cost per SCH for out-of-state/non-resident students will increase to \$203 SCH. Students in the programs listed will be subject to either a \$95 or \$40 per SCH differential tuition. Dual credit students will no longer be charged based on SCH. The new rates per class will be \$225 for in-district, \$350 for out-of-district and \$400 for non-resident.

Mr. Blundell stated that the college has seen a reduction in market share in its dual credit classes due to UT OnRamps which offers classes at a reduced rate. To offset this loss administration recommends changing the tuition and fees for dual credit to a reduced flat fee. The fee will be \$225 per class for an in-district student, \$350 per class for an out-of-district student and \$400 per class for a non-resident student. In the accounting of the flat fee a proportionate share will be recorded as tuition, out-of-district fee, general fee and technology fee. Administration further recommends that the differential tuition and lab fees be waived for these students, but course fees will charged.

Mr. Blundell went to explain that the College experienced an average 12.37% decrease in semester credit hours (SCH) during the 2020-2021 academic year mostly due to the pandemic. Administration believes that the semester credit hours for 2019-2020 would be a better projection of the 2021-2022 year. If we adopted the dual credit fee structure above and kept the SCH tuition and fee rates remained the same as PY this would generate a reduction in revenues of (\$161,762). Therefore we recommend increasing the in-district tuition rate and the out of district fee \$1 per SCH each. We recommend increasing the general fee by \$1 per SCH, the technology fee by \$1 per SCH and the non-resident/foreign tuition rate by \$5 per SCH. Finally, we recommend increasing the differential tuition rate for industrial/workforce programs by \$5 per SCH. We recommend no changes to the differential tuition rate for allied health programs. These changes, including the changes to the dual credit courses, would result in an overall increase in the tuition and fee revenue of \$49,505 or 0.60%. Mr. Blundell shared that all calculations were based on 2019, not 2020 due to that being COVID year. Mr. Luis Guerra, Chair of the Finance & Resources Committee moved to accept the 2021-2022 tuition and fee schedule as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

7. CONSIDER Engaging Architectural and Engineering Firm for the Allied Health Building Renovation

Mr. Keith Blundell presented. He shared that this is an 80/20 grant, very similar to the museum grant that the board approved back in August of 2020. Mr. Blundell stated that as a component of the Victoria College (VC) campus facilities master plan, VC proposes to renovate the Allied Health Building to better accommodate the instructional needs of VC's Allied Health and Public Service programs, specifically nursing, respiratory care, and emergency medical services. The renovation will also include lighting and accessibility upgrades to the Johnson Symposium, a 3,900 square foot auditorium housed in the Allied Health Building. Ms. Catherine McHaney moved to accept the recommendation as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

8. CONSIDER Purchase of Indoor Centralized Weld Fume Extraction System for William Wood Building

Mr. Keith Blundell presented. He shared with the board that is EDA grant funded. As part of the current remodeling project for the William Wood Building, two indoor centralized weld fume extraction systems for room 150 and 155 are required. This part of the overall grant project is not part of the general contractor responsibilities. With this new purchase, the welding space will be doubled. Mr. John Zacek, Chair of the Facilities Committee, moved to accept the purchase as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

9. CONSIDER Proposed 2021-22 Victoria Catalog Updates

a. Academic Calendar – Dr. Edrel Stoneham presented. Ms. Catherine McHaney moved to accept the calendar as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

b. Student Services Fee Changes – Dr. Edrel Stoneham presented. This included an increase in testing fee for the nursing program that was mandated by ATI (Assessment Technology Institute) Dr. Josie Rivera moved to accept the fee changes as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

c. Instructional Allied Health Fee Changes – Ms. Darla Strother presented. She shared that most fee increases, though minimal, were mandated by ATI as well. Dr. Daniel Cano moved to accept the fee changes as presented. Dr. Josie Rivera and Ms. Catherine McHaney both seconded the motion. Motion carried unanimously.

d. Instructional Workforce and CE Tuition Fee Changes - Ms. Cindy Buchholz presented. She shared that majority of the fee increases were mandated by NCCER (National Center for Construction Education and Research). Dr. Daniel Cano moved to accept the fee changes as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

e. Course Changes – Ms. Cindy Buchholz presented. She pointed out that a couple of the changes were due to course change at UHV, for our transfer students. The math course change was to support our engineering pipeline as we are hoping to partner with TAMUK in the very near future. Dr. Josie Rivera moved to accept the course changes as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

** A motion was needed to accept the 2021-22 Victoria Catalog as a whole. Mr. John Zacek moved to accept the catalog as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

10. CONSIDER Proposed 2021-22 ADN-VN Nursing Student Handbook Updates

Ms. Darla Strother presented. She pointed out the following modifications to the board:

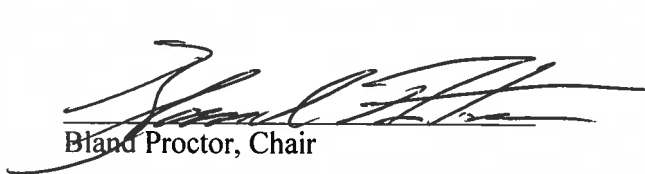
- Page 6* The updated Organizational Chart
- Page 8* Removed outdated table and reference page 45 for ADA stipulations
- Page 27* Update Grading formula.
- Page 28* Update Testing guidelines for testing.
- Page 29* Testing Administration guidelines are changed due to computerized testing replacing paper based testing.
- Page 33* Update policy for sign in sheet in the classroom.
- Page 37* Clinical setting policy clarification "must be free from odors."

Ms. Catherine McHaney moved to accept the updates as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

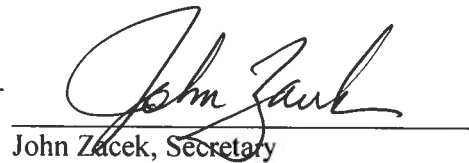
D. Informational Items:

1. **2021 Spring Progress Report:** Ms. Cindy Buchholz shared a PowerPoint with the board highlighting our tutoring center and retention task force.
2. **2021-22 Faculty Tenure Approvals** Ms. Cindy Buchholz announced the following faculty that were granted tenure by Dr. Jennifer Kent for the 2021-22 academic year: Ms. Susan Foester, Math Faculty; Ms. Deedra Lahodny, Nursing Faculty; Mr. James Martinez, Director of Public Services; Ms. Sharon Stevens, Nursing Faculty; and Mr. Lawrence Wick, Process Technology Faculty who was present at the board meeting.
3. **President's Report** – Dr. Jennifer Kent shared the following with the board:
 - Strategic Plan Town Hall Meetings (15) Matt. Wiley is leading this effort.
 - Dual Credit Bill update – things are going well so far, it is moving along
 - VC will be receiving third round of CRRSA Funds. (Coronavirus Response and Relief Supplemental Appropriations)

There being no further business, the meeting was adjourned at 5:12 PM.



James C. Bland
Bland Proctor, Chair



John Zacek
John Zacek, Secretary