

MINUTES of the REGULAR BOARD MEETING
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
November 16, 2020

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

STAFF

√ Dr. Jennifer Kent	√ Mary Ann Rodriguez
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MEDIA

√ Samantha Douty (VA)

Also in attendance: *InPerson:* Mr. Carlos Cascos, Mr. Amado Sanchez, Mr. Matt Wiley, Cindy Buchhoz, Dr. Edrel Stoneham, Darin Kazmir, Terri Kurtz, Keith Blundell, Amy Mundy, Marty Deckard, Sue Prudhomme, Lydia Huber and Kim Obsta.

The Board Meeting was also Livestreamed.

The Victoria College Board of Trustees met for a special board meeting on Monday, November 16, 2020 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 4:02 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 Consideration:

1. ADMINISTER Oath of Offices to Trustees Ms. Tracey Bergstrom administered the Officer Statement and the Oath of Office to Dr. Daniel Cano, V. Bland Proctor and Dr. Josie Rivera. Ron Walker was not present. His will be administered the oath at a later time prior to the January 25, 2021 Board Meeting.

2. CONSIDER Minutes of the Rescheduled Facilities Committee Meeting held on September 28, 2020.
Mrs. Catherine McHaney moved to accept the minutes as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

3. CONSIDER Minutes of the Rescheduled Regular Board Meeting held on September 28, 2020.
Mr. Luis Guerra moved to accept the minutes as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

4. CONSIDER Minutes of the Board Workshop held on October 12, 2020.
Mr. John Zacek noted that he was not present at the workshop as shown in minutes. That will be corrected. Mrs. Catherine McHaney moved to accept the minutes as presented, with correction of John Zacek not being present. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

5. CONSIDER 2020 August and September Financial Statements

Mr. Keith Blundell presented. He noted that the August financials were discussed in detail at the 2:30 pm publicly posted Finance & Resources Committee meeting. Mr. Blundell 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 \$10.75 million and restricted is at \$3.1 million. Total net position is \$8.7 million as compared to \$9.5 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. He compared current year actual to 2019 actual and explained any differences. Tuition and fees for credit classes are at approximately a little over 100% of budget and non-credit is at 78.49%. Non-credit ended low in comparison to this time last year due to COVID and not functioning at capacity. Mr. Blundell explained a transfer from the general fund in the state restricted statement; \$219,992 was transferred to fund TPEG. He also noted a transfer from the general fund to auxiliary on page 15 of 21 due to COVID. The salaries remained the same, but the revenue dropped. Total expenditures are at 99.28% of budget. Mr. Blundell noted on page 18 of 21, budget adjustments are at net \$0. We still have \$2.7 million in the master plan budget.

Mr. Blundell went on to discuss the September 2020 Statement of Net Assets as compared to the same time last year, noting that we are up about \$11 million compared to same time last year. Cash and cash equivalents are at \$7.5 million and restricted is at \$3.6 million. Total net position is \$10.4 million as compared to \$12.08 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. He compared current year actual to 2019 actual and explained any differences. Tuition and fees for credit classes are at approximately 39.77% of budget and non-credit is at 21.13%. This is low in comparison to same time last year. The thinking is that this is still due to COVID. Total expenditures are at 16.33% of budget. We have \$3.13 million in the master plan budget. Mr. Luis Guerra made a motion from the Finance & Resources Committee to approve the August 2020 and September 2020 financials as presented, no second was needed due to motion coming out of committee. Motion carried unanimously.

6. CONSIDER 2019-2020 Audited Financial Statements

Mr. Keith Blundell introduced Carlos Cascos, CPA and Principal of Cascos & Associates, PC to present the Annual Financial Report. Mr. Cascos noted that the intent of the audit is to issue an opinion on the fairness of the financials, while the College is responsible for financial statement preparation. The College again received an unmodified (clean) Opinion, which is the best opinion an entity can receive. No material weaknesses were identified in compliance, management or internal

controls and no finding or questioned costs in federal or state programs were found during the review and testing. He then reviewed the Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position noting variances from the prior year statements. All were comparable to the prior year. Mr. Cascos expressed his appreciation to the college staff for their work and assistance before and during the review, noting that a substantial amount of work is performed to assist the auditors in completing the schedules and perform testing. Mr. Blundell also expressed his appreciation to the staff, specifically Director of Finance Tracey Bergstrom. Mr. Luis Guerra also congratulated Keith Blundell and all of his staff for the fine work they do. Mr. Guerra went on and made a motion from the Finance & Resources Committee to approve the 2019-2020 Audited Financial Statements as presented, no second was needed. Motion carried unanimously.

7. CONSIDER Nomination of New Member to Advisory Board of the Museum of the Coastal Bend

Mr. Keith Blundell presented. The Advisory Board of the Museum of the Coastal Bend met on October 15, 2020 and voted to recommend Mr. O. C. Garza to a three-year term on the advisory board. His bio was shared in the board packet. Mrs. Catherine McHaney moved to accept the nomination as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

8. CONSIDER Purchases of Goods and/or Services:

a. Construction Manager-at-Risk, Comprehensive Student Center – Mr. Keith Blundell presented. He shared that this had been discussed with the Facilities Committee in great detail at the 230PM meeting just prior. He informed the board that as part of the Campus Master Plan, the Comprehensive Student Center project will consist of approximately 58,000 to 63,000 sq. ft. to be built as an addition to the existing Student Center. The project will also include improvements to the surrounding site parking, drives and other outdoor areas. In order to proceed the College has solicited proposals for a Construction Manager at Risk (CMaR), as authorized by the Board of Trustees on August 10, 2020. Eight proposals were received on September 17, 2020. The proposers were ranked according to the advertised selection criteria. Drymalla Construction Company of Columbus, TX received the first place ranking. The contract for consideration today establishes the scope of work and fees for CMaR services associated with the proposed Comprehensive Student center and related infrastructure projects.

Primarily this contract establishes three parameters:

1. a scope and fixed fee for preconstruction services (such as cost estimating, timeline consultation, and constructability review)
2. a monthly fixed fee for general conditions and construction management during the construction phase
3. a percentage markup of cost of work for construction

At this time, approval of this contract will commit the college only to the fixed fee for preconstruction services of \$60,000. Should the college proceed with construction, the fixed fee for general conditions is established at \$27,551.00 per month, subject to negotiation if the scope of work should materially change. The percentage markup of cost of work is established at 1.69%. Total benchmark budget is \$25,000,000, including CM@R fees and construction costs. At this point, we need good estimates. Mr. John Zacek made a motion from the Facilities Committee to approve the Construction Manager-at-Risk for the Comprehensive Student Center as presented; no second was needed due to motion coming out of committee. Motion carried unanimously.

b. Janitorial Supplies – Mr. Keith Blundell presented. It is recommended to approve the award to Ferguson Facilities Supply/Matera Division, Gulf Coast Paper, Performance Foodservice Victoria, Pyramid School and Unipak. Total estimate is \$94K+ for the FY 2020-2021. Mr. John Zacek moved to accept the purchase as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

D. Informational Items:

1. **SB212 CEO Report** was shared by Ms. Terri Kurtz. This report is now required to be presented to the board annually at the September Board Meeting for informational purposes. There were no incidents to report.
2. **2019-2020 End of Year Report** was presented by Mr. Matt Wiley. He had a hard-copy report for each board member. Mr. Wiley highlighted some of the key successes of the year at and asked the board to read the complete report at their leisure. The report is also located on the Victoria College Website.

There being no further business, the meeting was adjourned at 4:23 PM.



Bland Proctor, Chair



John Zacek, Secretary