

MINUTES of the SPECIAL MEETING
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
February 23, 2015

√ Ronald B. Walker √ Catherine McHaney
√ Luis A. Guerra √ V. Bland Proctor
√ Robby Burdge John A. Villafranca

STAFF

√ Dr. Tom Butler
√ Jennifer Yancey
√ Debbie Rains

MEDIA

Guests: Dr. Pat Vandervoort, Dr. Florinda Correa, Dr. Larry Garrett, Keith Blundell, Lydia Huber, Tracey Bergstrom, Ed Byerly, Betsy Crane, Amy Mundy, Sherri Pall, Jerry Hamilton, Darin Kazmir, Dr. Bill Coons, Dr. Mike Hummel, Dr. Richard Sanchez, ACCT Search Consultant.

The Victoria College Board of Trustees met Monday, February 23, 2015 at 4:00 p.m. in the Corporate Training Room, Academic Building, Room 101. Mr. Ron Walker, Chair, presided over the meeting.

A. Call to Order:

1. Mr. Ron Walker called the meeting to order at 4:00 p.m.
2. Dr. Tom Butler certified that the agenda had been properly posted per Texas statute.

B. Citizen Communication:

1. The Public was invited to address the board. No public comments were heard.

C. Consider Board of Trustees Committee Reports:

1. **Finance Committee.** Luis Guerra, Chair of the committee, noted that the committee met in open session immediately prior to this meeting of the Board of Trustees. He stated that Keith Blundell reviewed the December 2014 and January 2015 financials in detail with the committee as well as review of the Tuition & Fees and an update provided by PARS concerning the separation incentive plan.

D. Items for Consideration:

1. **CONSIDER Minutes of the regular meeting held on January 26 and the workshop held on February 2, 2015.** Mr. Robby Burdge moved to accept the minutes of the regular meeting held on January 26, 2015 and workshop of February 2, 2015 as presented. The motion was seconded

by Mrs. Catherine McHaney. Motion carried unanimously.

2. CONSIDER Financial statements for December 2014 and January 2015. Keith Blundell presented the financials for December 2014 and January 2015 to the Finance & Resources committee just prior to this meeting. Mr. Luis Guerra informed the board that the Finance & Resources Committee recommends approval of the financial statements as presented and made a motion for approval by the board. The motion was seconded by Mr. Robby Burdge. Motion carried unanimously.

3. CONSIDER Resolution approving prevailing wage rate survey per Texas Government Code, Section 2258.022(a), Subsection (1). The board agreed to refer this item to the Facilities Committee for further discussion. No action was taken.

4. CONSIDER Resolution approving authorization to request legislative approval of an amendment to the Texas Education Code to remove the portion of Gonzales County (Nixon-Smiley ISD) that is currently in the service area of Austin Community College District and place it within the service area of Victoria College. Dr. Butler presented this item to the board. He reminded them it was discussed at length during the Board Workshop held on February 2, 2015. Dr. Butler recommended that this resolution for authorization be approved and submitted to the legislators for approval of the service area amendment. Mrs. Catherine McHaney moved to approve the resolution. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

5. CONSIDER Resolution relating to participation in the National Cooperative Purchasing Alliance (NCPA) Dr. Butler reminded the board that VC is a member of several purchasing networks and upon approval will be entering into an agreement with NCPA for future purchases for the ETC. Mr. Robby Burdge moved to approve the resolution relating to participation in the National Cooperative Purchasing Alliance (NCPA). Mr. Bland Proctor seconded the motion. Motion carried unanimously.

6. CONSIDER Purchase of Goods or Services:

a. Purchase of Commercial Realtor services. Dr. Butler reminded the board that this item was also discussed in the workshop on February 2, 2015. He explained that this would allow VC to move forward with getting the Crestwood property on the market. Relocation of the Continuing Education department to the ETC will leave space available on campus for Adult Ed and allow us to sell the Crestwood property. He also informed the board that Coldwell Banker Ron Brown Company was the only real estate company to submit a quote. Coldwell Banker requests a commission fee of 6% of the sales price. Other services include, reviewing contracts and HUD statements, coordinating and supervising inspections and due diligence, and final transfer of ownership. Mr. Robby Burdge moved to approve the Commercial Realtor services agreement with Coldwell Banker Ron Brown Company. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

b. Purchase of Executive Search services. Dr. Butler explained that this item was also discussed at the workshop held on February 2, 2015. After reference checks were performed on several firms, it is recommended that ACCT be selected to conduct the presidential search for VC. Dr. Butler introduced Dr. Richard "Dick" Sanchez as the ACCT Search Consultant to the board. Dr. Sanchez walked through the steps of the search process with the board. He also informed the board that all applications will be reviewed in the ACCT Washington office. Mr. Robby Burdge

moved to award the executive search services to ACCT in the amount of \$30,000. Mr. Bland Proctor seconded the motion. Motion carried unanimously.

c. Consider ratifying purchase of Telephone Equipment for the Emerging Technology Complex's Conference and Education Center and the Industrial Training Center. Dr. Butler informed the board that in order to meet the timeline in the completion of the ETC, he is asking to ratify this purchase in the amount of \$54,467.60 to DataVox, Inc. He also pointed out that utilizing the State of Texas Department of Information Resources (DIR) is the most cost effective and best value for VC. Mr. Robby Burdge moved to approve ratifying the purchase of Telephone Equipment for the Emerging Technology Complex's Conference and Education Center and the Industrial Training Center to DataVox, Inc. in the amount of \$54,467.60. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

d. Consider purchase of Emerging Technology Complex's Lobby furniture. Dr. Butler walked through this item with the board recommending approval of the purchase of lobby furniture for the ETC, utilizing Coastal Office Solutions as a dealer for TxMAS vendors, Bernhardt, ERG International, First Office Tables and Arcadia in the total amount of \$50,731.42. Coastal Office Solutions will coordinate all receiving, delivery, assembly and installation. Mr. Bland Proctor moved to approve the purchase of Emerging Technology Complex's Lobby furniture from Coastal Office Solutions, Bernhardt, ERG International, First Office Tables and Arcadia in the total amount of \$50,731.42. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

e. Consider purchase of furniture for the Emerging Technology Complex Conference and Education Center's Executive Board Room. Dr. Butler explained to the board that this is specialized furniture for these specific rooms. The Purchasing Committee believes that utilizing the National Cooperative Purchasing Alliance to purchase the NuCraft Reveal wall unit, Agility tables with accessories, custom credenza and high tech lectern is the best value and fit for the Executive Conference Room. Dr. Butler is recommending approval of the purchase of this furniture from GoStephens in the amount of \$50,501.94. Mrs. Catherine McHaney made a motion to approve the purchase of the furniture for the Emerging Technology Complex Conference and Education Center's Executive Board Room from GoStephens in the amount of \$50,501.94. Mr. Robby Burdge seconded the motion. Motion carried unanimously.

Executive Session: Members convened in Executive Session at 4:23 p.m. under authority of the Texas Open Meetings Act and in accordance with Texas Government Code, Section 551.074, to discuss personnel matters. Members ended the closed session at 5:39 p.m. and reconvened into open session.

7. CONSIDER recommendation for District 1 Victoria College Board of Trustees appointment. Mrs. Catherine McHaney made a motion to appoint Michelle Yates as District 1 Victoria College Board of Trustee. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

8. CONSIDER recommendation for Presidential Search Committee members. Mr. Ron Walker informed the board that he and Jennifer Yancey, VP of College Advancement & External Affairs will establish a list of possible committee members. Mr. Walker will appoint the committee members.

E. President's Report:

- a. **Campus Events and Dates** - Dr. Butler walked through the upcoming events reminding the board of the upcoming Lyceum Lecture as well as Victoria Day at the Capitol on March 2, 2015.

There being no further business, the meeting adjourned at 5:42 p.m.

Ron Walker, Chair

V. Bland Proctor, Secretary