

**MINUTES of a BOARD WORKSHOP**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**March 27, 2017**

√ Ronald B. Walker	√ Daniel Cano
√ Luis A. Guerra	X Catherine McHaney
√ V. Bland Proctor	√ Michelle Yates
	√ John Zacek

STAFF

√ Dr. David Hinds	√ Jennifer Yancey
√ Mary Ann Rodriguez	

MEDIA

**Also in attendance:** Keith Blundell, Jackie Mikesh, Dr. Patricia Rehak, and Jonathan Anderson

The Victoria College Board of Trustees met Monday, March 27, 2017 at 8:00 a.m. in Room 201 of the Emerging Technology Complex. Mr. Ron Walker, Chair, presided over the meeting.

**A. Call to Order:**

1. Mr. Ron Walker called the meeting to order at 8:10 a.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.

**B. Citizen Communication:**

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

**C. Workshop Discussions:**

**1. Student Success**

**a. Proposed Student Success Indicators**

Patricia Rehak and Michelle Yates discussed the Student Success Committee's work thus far on identifying key indicators that will be regularly reviewed by the Board of Trustees. Members reviewed the draft categories, data points and graphical representation prepared by college staff. Members had a few suggestions for clarification and inclusion of additional items. The Committee will meet again prior to the May board meeting to finalize their recommendation.

**b. Best Practices**

Marji Price-Seeger presented an Instructional Update. Administration, faculty and staff are analyzing data and trends to assess the challenges many students experience in “gateway” courses, such as College Algebra, Chemistry, Biology and Public Speaking. Several initiatives to increase retention and success for first-time-in-college students are being implemented. Twelve “best practices” are being shared with all faculty and student services staff. Full implementation is planned for the 2017-2018 academic year.

**2. Personnel & Policy**

**a. Policy Change – Long-Term Professional Leave**

Marji Price-Seeger presented a new policy for the provision of granting professional leave for faculty and staff. This new policy would take the place of an existing policy. The proposed policy includes a requirement that the nominee be recommended to the Board of Trustees for approval at the discretion of the President. This policy will be presented at the next Board meeting for consideration.

**3. Facilities & Resources**

**a. Capital Improvement Input Team Update**

Jona Anderson provided an update on the work of the Capital Improvement Input Team. This team, consisting of faculty, staff and administration has worked the past several months identifying needs of the campus that should be included in the 2016-2025 Facilities Master Plan. The team has surveyed internal and external constituents, analyzed data and best practices and taken into consideration the future building plans of University of Houston Victoria as it relates to their proposed Student Center and Library. They have recommended which projects are top priority and which could be held until later in the plan, all contingent on funding. Board members commended the committee on the work. The new Facilities Master Plan will be presented to the Board at a later date for consideration.

**4. Finance**

**a. 2017 January Financials**

Keith Blundell discussed the financial statements for January 2017 in detail. He referred members to the Statement of Net Position. Total current and non-current assets are comparable to prior year. The net position at January 31<sup>st</sup> was \$44,175,270.

Mr. Blundell reviewed the Statement of Revenues, Expenditures & Change in Net Assets of each individual fund. In the General Fund, income and expenses are coming in as expected and are comparable to last year. December is 42% of the academic year, and expenses are at 43% of budget. He noted that timing plays a large role in the balances of the Auxiliary Enterprises fund based on purchase of inventory and sales of materials and services. He reviewed the restricted funds and explained that they are revenue/expense neutral as they are pass-through accounts. Members reviewed the two construction funds. There is approximately \$15,700 in the Gonzales Center Expansion project fund. Staff are working with the City of Gonzales and GVEC on additional capacity projects at the Center. The Master Plan construction fund is nearing completion. The remaining project is the Campus Safety Plan. Upon completion of that project, we anticipate a remaining balance of \$2 million. The financials will be presented to the Board at the next meeting for consideration.

**b. 2016-2017 Second Quarter Investment Report**

Keith Blundell presented the required quarterly disclosure of our investments for the quarter ended 02-28-17. The majority of the College's funds are in DDA accounts at the depository bank due to minimum interest rates higher than most investment rates. Those accounts are not considered investments since they are liquid. The remaining investments include a few Texpool accounts that remain open in case the market turns around and the rates earned at Texpool become higher than the bank rate. The Texpool account balances are below the minimum balance required to earn interest. This item will be presented to the Board at the next meeting for consideration.

**c. 2017-2018 Preliminary Operating Budget**

Keith Blundell presented several documents that are being analyzed to estimate revenue for the next fiscal year. Departments campus-wide are in the process of developing their budgets. Members reviewed historical data on State appropriations, college enrollment and contact hour trends, tuition and fees, and an analysis of program costs per semester credit hour. In addition, members reviewed a comparison of similar rates across the 50 community college districts. Additional Board budget workshops will be held during the summer as more information from the State and the local taxing district become available.

**d. 2017-2018 Proposed Tuition and Fees**

Marji Price-Seeger presented three test fee changes for nursing program courses. These changes are due to increased costs for the review courses and assessments administered to the students.

Jennifer Yancey presented course fee changes for Workforce and Continuing Education and for Allied Health Continuing Education. Most changes are due to increased costs in expenses to offer the course and to better align the college with the market. Several new courses will be added to the schedule in the fall including advanced levels of NCCER industrial programs, a new Power Line Worker certification, and new management/leadership courses. In addition, many of the Allied Health CE courses will now come as a "package" to include the course, course materials, a review class and the recognized certification exam.

**e. Legislative Updates**

Dr. Hinds and Jennifer Yancey updated the Board on some of the bills proposed in the current session and the College's and TACC's work to inform our representatives of the impact on VC. We will continue to watch the discussions on appropriations and other bills that have a potential to impact community colleges.

There being no further business, the meeting adjourned at 10:50 p.m.