

**MINUTES of the REGULAR MEETING**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**May 21, 2018**

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

STAFF

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

MEDIA

√ Victoria Advocate –  
Gabby Canales

**Guests:** Keith Blundell, Dr. Larry Garrett, Babette Lowe, Lydia Huber, Matt Wiley, Jerry Hamilton, Cindy Buchholz, Dr. Edrel Stoneham, Tracey Bergstrom, Lydia Huber, Dr. Helen Dvorak, Dr. Betsy Crane, Dr. Patricia Rehak, Terri Kurtz, Shari Gould, Darin Kazmir, Sharon Hyak and 4 VC students to observe the meeting for class project.

The Victoria College Board of Trustees met Monday, May 21, 2018 at 4:00 p.m. in the Corporate Training Room, Academic Building, Room 101.

**A. Call to Order:**

1. Mr. Ron Walker called the meeting to order at 4:01 p.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. The Public was invited to address the board. No public comments were heard during this time.

**C. Consider Board of Trustees Committee Reports:**

1. Facilities Committee – 04.13.18  
*This meeting was postponed, the committee will meet at a later date.*
2. Personnel & Policy Committee – 05.09.18  
*Mrs. McHaney reported that the committee will make their recommendations later in the meeting for board consideration.*

**D. Items for Consideration:**

**1. ADMINISTER Oath of Office to Trustees**

Ms. Jennifer Yancey administered the Officer Statement and the Oath of Office to Michelle Yates. Dr. Daniel Cano and Mr. Luis Guerra were not present, theirs will be administered at a later time.

**2. CONSIDER Minutes of the Regular Board Meeting held on March 19, 2018**

Mr. Bland Proctor moved to accept the minutes as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

**3. CONSIDER Board of Trustees Officer Positions**

Mr. Walker informed the members and the gallery that he will be stepping down as chair of the board, but will remain as a member. He thanked everyone for the opportunity to serve as a member since 1985 and as the board chair since 2008. He commended the board, administration, faculty and staff on the good work of providing quality instructional programs and services to the students of the region. He looks forward to continued service on the board.

Mrs. McHaney made the following officer slate recommendation from the Personnel & Policy Committee: Mr. Bland Proctor, Chair; Mr. Luis Guerra, Vice Chair; and Mr. John Zacek, Secretary, effective at the next meeting. This is a committee recommendation, therefore no second was required. Motion carried unanimously.

**4. CONSIDER 2018 February and March Financial Statements**

Mr. Keith Blundell presented financials for February and March 2018. As the financials are cumulative, he reviewed only the March statements in detail. He discussed the Statement of Net Assets as compared to the same time last year, noting most balances are comparable. He noted that the two line items, cash & cash equivalents and restricted cash & cash equivalents are actually consolidated into one account and at a positive \$1.4 million. The continued shift from cash to investments is a result of positive interest rates. Excess operating funds have been invested in TexPool. There are no long-term investments. Total net position is \$47.6 million as compared to \$45.8 million the same time last year.

Mr. Blundell then reviewed the Statement of Revenue, Expenses and Net Assets. He compared current year actual to 2017 actual and explained any differences. State appropriations are coming in on schedule and tuition and fees are in line with budget. Other income in 2018 includes approximately \$400,000 from the sale of the Crestwood property, while in 2017, it included the sale of land to UHV. Total revenue is 87% of budget and 99% compared to same time last year. This variance is due in part to timing of receipt of ad valorem taxes and to non-budgeted investment income. March is 58% of the academic year and expenses are right in line at 62%. Net increase in net assets is \$10,536,267. Mr. John Zacek (Mr. Luis Guerra was not present) informed the board that the Finance Committee met at 3:30 PM prior to the regular board meeting; the committee recommended to accept the financial statement as presented. All were in favor, committee recommendation passed unanimously.

**5. CONSIDER Records Management & Retention Order of Ordinance and Designation of Records Management Officer**

Dr. David Hinds presented. He informed the board that State law requires the governing body of local governments to adopt a records management and retention policy and to designate a person or position as the records management officer. The college is updating the designation of records management officer to the Vice President of College Advancement & External Affairs.

Mrs. McHaney informed the board that the Personnel & Policy Committee met prior to the regular board meeting; the committee recommended to accept the order of ordinance and designation of the records management officer as presented. All were in favor, committee recommendation passed unanimously.

**6. CONSIDER Faculty Request for Summer Professional Development Leave**

Mrs. Cindy Buchholz presented. She informed the board that Joyce Harper, Vocational Nursing Program Chair, is requesting 10 weeks of professional development leave this summer to complete her clinical practicum toward completion of her master's degree in nursing. The Professional Leave policy requires Board approval. This request has been approved by the Faculty Senate Professional Development Committee and the VPI. Dr. Hinds also recommends approval. The request is reasonable and benefits the college as well as the faculty member. Mrs. McHaney informed the board that the Personnel & Policy Committee met prior to the regular board meeting and the committee recommended to accept the request as presented. All were in favor, committee recommendation passed unanimously.

**7. CONSIDER Purchases of Goods and/or Services**

Mr. Keith Blundell presented the purchase of Welding Simulators from Airgas USA, LLC and classroom/office furniture from Coastal Office Solutions. The welding equipment purchase is grant funded. Ms. Michelle Yates moved to accept the purchases as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

There being no further business, the meeting adjourned at 4:47 p.m.

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Ron Walker, Chair

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Bland Proctor, Secretary