

**MINUTES of the REGULAR MEETING**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**July 18, 2016**

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

STAFF

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

MEDIA

√ Victoria Advocate – Gabby Canales	
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**Guests:** Dr. Larry Garrett, Dr. Ed Byerly, Dr. Betsy Crane, Cindy Buchholz, Keith Blundell, Tracey Bergstrom, Babette Lowe, Lydia Huber, Darin Kazmir, and Amy Mundy.

The Victoria College Board of Trustees met Monday, July 18, 2016 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 4:01 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. Finance & Resources – 7.18.16

**D. Items for Consideration:**

1. **CONSIDER Minutes of the Regular Board meeting held on May 16, 2016 and Board Workshop held on June 8, 2016.**

Mrs. Catherine McHaney moved to accept the minutes as presented. Mr. Bland Proctor seconded the motion. Motion carried unanimously.

2. **CONSIDER April 2016 and May 2016 Financial Statements**

Keith Blundell presented. Because the statements are cumulative, Mr. Blundell only presented financial statements for May 31, 2016 in detail. April statements were provided in the packet.

Mr. Blundell discussed the Statement of Net Assets as compared to the same time last year, noting most assets and liabilities items are comparable. Account receivable is slightly higher than last year, but it was noted that this mainly consists of student receivable for fall 2016 tuition and fees. The due from construction fund will be closed out by fiscal year end. As noted in previous meetings, there are three new line items on the financials: Deferred Outflows Related to Pension; Net Pension Liability; and Deferred Inflows Related to Pensions. These are a result of GASB 68, representing the State's liability for employee pensions, and are for reporting purposes only. This is the first year for this required reporting, therefore there are no prior year comparisons.

Mr. Blundell then reviewed the Statement of Revenue, Expenses and Net Assets, Budget Adjustments and the Gonzales and ETC Construction Funds. He compared current year actual to 2015 actual and explained any differences. No substantial items were noted. State appropriations are coming in as scheduled. The credit tuition increase over last year is directly related to the implementation of differential tuition for certain courses. The credit fee decrease is reflective of true contact hour variances. The decrease in non-credit tuition is due to State training grants that were active in 2015, but not in 2016. Several contract and open enrollment courses are planned for the summer and should bring the revenue back in line with 2015. Other variances in revenue are mainly due to timing. Mr. Blundell noted May is 75% of the academic year and year-to-date expenses are right in line at 72.39% of budget. Mr. Bland Proctor moved to accept the financial statements as presented. Mr. John Villafranca seconded the motion. Motion carried unanimously.

**3. CONSIDER Third Quarter Investment Report 2015.2016**

Mr. Blundell reviewed the Third Quarter Investment Report, as required under the Public Funds Investment Act, noting the portfolio is in compliance with the act and the investment policy and strategies adopted by the Board of Trustees. Mr. Bland Proctor moved to accept the investment report as presented. Mrs. Catherine McHaney and Mr. John Villafranca seconded the motion. Motion carried unanimously.

**4. CONSIDER 2016 Tax Calendar**

Dr. David Hinds presented the calendar dates. The tax calendar is prepared in accordance with requirements under section 26.04 (c) of the Texas Property Tax Code. No Board action required – information only.

**5. CONSIDER A Representative to perform the Effective Tax Rate and Rollback Calculations in Accordance with Section 26.04 (c) of the Texas Property Tax Code.**

Mr. Keith Blundell presented. Dr. Hinds recommended reappointment of Ms. Rena Scherer, Victoria County Tax Assessor-Collector to prepare the Effective Tax Rate and Rollback calculations. Mrs. Catherine McHaney moved to accept the recommendation. Mr. Bland Proctor seconded the motion. Motion carried unanimously.

**6. CONSIDER Nursing Programs 2016-17 Student Handbook Update:**

Dr. Hinds presented the following changes and updates:

1. The following mission statement was written for the programs: **MISSION - The Victoria College Nursing Programs are committed to creating lifelong learners as health care professionals while improving the holistic health, well-being and betterment of the community and its citizens.**

- This is not mandatory; however, The Faculty believed the nursing programs should have a mission statement in addition to the program purpose. (pg. 7)
2. Core Performance Standards were added to assist perspective students as well as enrolled students with an understanding of the physical, emotional, and intellectual requirements for nursing. (pg. 8)
  3. Associate Degree Nursing Conceptual framework needed to be updated to included new Nursing standards. (pg. 13)
  4. Curriculum Definitions were updated utilizing the QSEN Competencies (page 14-16)
  5. Grading Formula changed to a 74% passing rate instead of a 70%. This is in keeping with many Schools of Nursing. (pg. 27)
  6. The students' grade will be determined by the Scantron only. We have had this policy in the nursing program for a while. However, it was only listed in the course syllabi. We utilize the Scantrons as the official grades not the paper test. (pg. 29)
  7. The link for the VC appeal form and process was added for convenience. (pg. 32)
  8. Changes to the uniform requirements. ADN uniform color will be gray. Students like to change the uniform colors. Faculty change the uniform colors every five years. (pg. 36).
- Mrs. Michelle Yates moved to accept the handbook update as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

7. **CONSIDER PURCHASE/RATIFICATION of goods or services:**

Mr. Keith Blundell presented.

**a. Purchase of Internal and External Security Cameras**

The purchase of interior and exterior cameras and the software license to manage the surveillance video management system is part of the overall Campus Safety Project. This component of the project is to improve the camera coverage inside buildings and to add exterior cameras to cover building entry/exit locations as well as some parts of parking and grounds for main campus and at the Leo J. Welder Center for the Performing Arts.

**b. Purchase Constituent Relationship Management System**

Victoria College plans to implement a Constituent Relationship Management (CRM) system to engage prospective and current students with relevant content throughout the entire student lifecycle, creating a seamless path from inquiring about college to becoming a successful graduate or realizing one's academic goals. The CRM system will allow Victoria College to automate messages targeting specific student populations at pivotal points in the student lifecycle – eliminating key communication gaps – through various modes of communication such as direct mail, text messages, emails, phone messages and social media. The CRM system must include the ability to create invitation lists, communicate event details, manage event registrations, track event attendance, and track communication efforts.

**c. Ratify purchase of Core ITV Equipment Upgrade**

The manufacturer is no longer supporting Victoria College's video conferencing equipment, which is considered to be at the end-of-life. The core equipment allows multiple sites to be in the same video conference call that is used for interactive video classes.

Mr. Bland Proctor moved to accept the proposals as presented, Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

**8. CONSIDER Personnel Items: Faculty Resignations/New Hires:**

Mrs. Marji Price-Seeger presented the resignation of Jenise Svetlik, ADN Instructor and faculty new hires of Susan Foester – Developmental Math Instructor, Phyllis Heintshal – Integrated Reading and Writing Instructor, Douglas Johnson – Mathematics Instructor, and Cory Lewis – Sociology Instructor. Mrs. Catherine McHaney moved to accept the resignation and new hires as presented, Mr. Bland Proctor seconded the motion. Motion carried unanimously.

**9. EXECUTIVE SESSION: Executive Session is called under authority of the Texas Open Meetings Act, and in accordance with the Texas Government Code, under Section 551.072 to deliberate the purchase, exchange, lease or value of real property.**

Ron Walker stated there was no need for executive session at this time.

**E. College Reports:**

- a. Vice President of Instruction Update
- b. Advancement Report
- c. Campus Events and Dates

There being no further business, the meeting adjourned at 4:38 p.m.

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Ron Walker, Chair

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V. Bland Proctor, Secretary