

**MINUTES of the REGULAR BOARD MEETING**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**January 25, 2021**

V. Bland Proctor, <i>Chair</i>	Luis A. Guerra, <i>Vice-Chair</i>	John Zacek, <i>Secretary</i>	Dr. Daniel Cano	Catherine McHaney	Dr. Josie Rivera	Ron Walker
√	√	√	√	√	√	√

**Also in attendance: *In Person:*** VC Staff: Dr. Jennifer Kent, Mary Ann Rodriguez, Keith Blundell, Terri Kurtz, Cindy Buchholz, Edrel Stoneham, Marty Deckard, Tracey Bergstrom, Matt Wiley, Amy Mundy, Rachel Winkenwerder, Darin Kazmir, Lydia Huber and Sue Prudhomme.

***The Board Meeting was also Livestreamed.***

The Victoria College Board of Trustees met for a regular board meeting on Monday, January 25, 2021 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 4:15 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. CONSIDER Minutes of the Joint Facilities and Finance & Resources Committee Open Meeting held on 11.16.20** Mr. John Zacek moved to accept the minutes as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

**2. CONSIDER Minutes of the Regular Board Meeting held on 11.16.20**

Mrs. Catherine McHaney moved to accept the minutes as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**3. CONSIDER First Quarter Investment Report 2020-2021**

Mr. Keith Blundell presented. He shared that this is the required quarterly disclosure of our investments for the quarter ended 11-30-20. Due to the current interest rate environment, the majority of the College's excess funds are deposited with the College's depository accounts at Prosperity Bank. The Endowment Fund, General Fund, Auxiliary Fund, Debt Service Fund and Construction Fund accounts are earned \$0.30 or 0.217% for the quarter.

Mr. Luis Guerra moved to accept the report as presented. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

#### **4. CONSIDER October 2020 – November 2020 Financial Statements**

Mr. Keith Blundell presented. He shared with the board that these were the same financials statements that were discussed in detail at the Joint Facilities Committee and Finance & Resources Committee Meeting just prior to the 4PM Board Meeting. As done in the committee meeting, he informed the board that the financials are cumulative; therefore, he would review only the November financials in detail. He 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 \$11.486 million compared to \$11.635 million to same time last year, that is about a decrease of \$148K. No changes in GASB or OPEB. Total net position is at \$9.3 million compared to \$11.7 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 in detail, asking if any clarification was needed as he proceeded. He compared current year actual to 2019 actual and explained any differences. Tuition and fees for credit classes are at about 58% of budget and non-credit is at about 37%. Non-credit is still low in comparison to this time last year due to COVID and not functioning at capacity. Mr. Blundell explained a transfer in the unrestricted general; \$442K, was transferred to the project fund. He also noted that on page 16 of 21 we have a net increase of \$105K that was received in taxes. Mr. Blundell noted on page 18 of 21, budget adjustments are at net \$0. We currently have around \$3.13 million in the master plan budget. Mr. Luis Guerra, Chair of the Finance & Resources Committee, made a motion from the committee to approve the 2020 October and November Financial Statements as presented, no second was needed. Motion carried unanimously.

#### **5. CONSIDER Resolution Approving Investment Policy & List of Eligible Brokers**

Mr. Keith Blundell presented. He shared that in accordance with the Public Funds Investment Act, the Board annually must review the investment policy and approve a list of eligible brokers. Attached is a recommendation of no changes, except for minor grammatical corrections, for the year to the investment policy. There were no new brokers added to the approved brokers list. Mr. Luis Guerra, Chair of the Finance & Resources Committee, made a motion from the committee to approve the resolution as presented, no second was needed. Motion carried unanimously.

#### **6. CONSIDER Memorandum of Understanding (MOU) between Victoria College and Friends of the Leo J. Welder Center for the Performing Arts**

Mr. Keith Blundell presented. He shared that an MOU between Victoria College and the Friends of the Leo J. Welder Center for the Performing Arts is required as per the Friends organization Bylaws, Article IV, Sec. 6, approved by the Victoria College Board of Trustees on August 10, 2020, and filed in the Office of the Secretary of State of Texas on September 15, 2020.

Mr. Blundell informed the board that at the December 1, 2020 meeting of the board of the Friends of the Leo J. Welder Center for the Performing Arts, members approved the MOU, and recommend the MOU to the Victoria College Board of Trustees for their approval. Ms. Catherine McHaney moved to accept the memorandum of understanding as presented. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

**7. CONSIDER Purchase Increase of General Contractor of Wood Building Renovation Contract Increase to Weaver & Jacobs Constructors, Inc. Contract**

Mr. Keith Blundell presented. He reminded the board that this was discussed in detail at the Joint Facilities & Finance Committee Meeting just prior to the 4PM Board Meeting. As part of the Wood Building Renovation Economic Development grant and the executed contract with Weaver & Jacobs, change orders for items not part of the original plan have been requested. Local Government Code 271.060(c) allows up to 25% of the original contract price (\$1,925,000) for change orders which would total \$401,250.00. Previous contingency for alternates and anticipated change orders was \$275,000. The difference between the already approved and the maximum allowance is a total of \$206,250.00. Mr. John Zacek, Chair of the Facilities Committee, made a motion from the committee to approve the resolution as presented, no second was needed. Motion carried unanimously.

**8. CONSIDER Texas Association of School Boards (TASB) Policy Update 40 (LOCAL)**

Ms. Terri Kurtz presented. She shared that administration had reviewed the suggested updates presented by TASB in Update 40. Administration moved to accept all suggested changes except the one on BE (LOCAL) page 2 of 2. They would like to keep "or designee" in the first paragraph. Currently the TASB Policy Manual is maintained by the Human Resources Executive Director per the Victoria College President. After more discussion, the board would like to change the word "shall" to "may" in BBE (LOCAL) page 1 of 2-second paragraph. Mr. Ron Walker moved to accept Update 40 (LOCAL) and to include the two exceptions as written above. Mr. John Zacek seconded the motion. Motion carried unanimously.

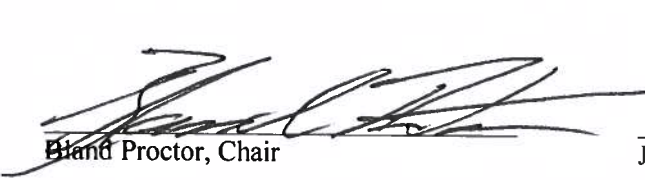
**D. Informational Items:**

1. **Personnel Updates:** Ms. Cindy Buchholz shared the hiring of Tracey Lowry, Full-Time VN Instructor.
2. **TASB Policy Update 40 (LEGAL)** Ms. Terri Kurtz shared the legal update 40. Because this falls under TASB Legal policy, it is just FYI, does not require board approval.

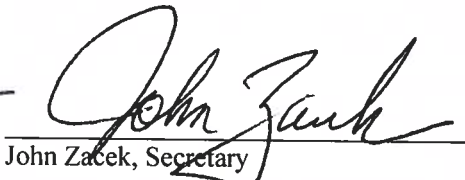
**9. EXECUTIVE SESSION:** The Executive Session is called under authority of the Texas Open Meetings Act, in accordance with Texas Government Code, Section 551.074, Personnel Matters: President's Mid-Year Review.

Mr. Bland Proctor called the meeting into closed session at 4:57 PM. Sharing with everyone that no action would be taken after closed session was over, the meeting would be adjourned.

The regular board meeting was called back into open session at 5:53 PM. There being no further business, the meeting was adjourned at 5:53 PM.



Bland Proctor, Chair



John Zacek, Secretary