

MINUTES of the Regular Board Meeting
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
March 18, 2024

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: VC Staff: Dr. Jennifer Kent, Mary Ann Rodriguez, Keith Blundell, Cindy Buchholz, Terri Kurtz, Matt Wiley, Amy Mundy, Darin Kazmir, Babette Lowe, Betsy Crane, Bobby Cubriel, Sabrina Romo, Donna Rodriguez, Darla Strother, Jerry Hamilton, Bradley Johnson, Jacob Flores, Rachel Nessel, Susie Jechow, and Sue Prudhomme. .

The Victoria College Board of Trustees met for a regular board meeting on Monday, March 18, 2024, at 4:00 PM in Corporate Training Room 101 in the Academic Building of Victoria College located at 2200 E. Red River, 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 4:10 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 Certification of Unopposed Candidates and Cancellation of General Election

Dr. Jennifer Kent presented. She shared with the board that the district 1 and district 2 board of trustee’s positions up for renewal went unopposed; therefore, we are requesting the cancellation of the general election scheduled for May 4, 2024. The current board members in these respective districts will receive their oath of office renewal at the May 20, 2024 regular board meeting. They are Dr. Josie Rivera, representing District 1 and Mr. Luis Guerra, representing District 2. Mr. Ron Walker moved to accept the cancellation of the general election and the certification of unopposed candidates as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

2. CONSIDER Minutes of the Board Workshop held on January 22, 2024

Mr. Luis Guerra moved to accept the minutes as presented. Dr. Daniel Cano and Mr. John Zacek seconded the motion. Motion carried unanimously.

3. CONSIDER Minutes of the Regular Board Meeting held on January 22, 2024

Ms. Catherine McHaney moved to accept the minutes as presented. Mr. Ron Walker seconded the motion. Motion carried unanimously.

4. CONSIDER 2023 December and 2024 January Financial Statements

Mr. Keith Blundell presented. He shared with the board that since the financials are cumulative, he would review only the January financials in detail if everyone was in agreeance. Mr. Blundell then began with the Statement of Net Position as compared to the same time last year, that total current cash and investments are at about \$34.894 million (which include project funds) compared to about \$24.790 million same time last year. We are up about \$10.1 million. He noted there were no changes in OPEB or Capital Assets since the last audit. Mr. Blundell also noted that current liabilities are favorably to prior year. Total net position is at \$36.060 million. 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. State appropriations are coming in as scheduled. Due to HB8, there are two equal payments this year. We have already received 50% of our state appropriations, the other half will be coming our way in the Spring. Ad-valorem is at 104% which is really good. He compared current year actual to 2023 actual and explained any differences. Tuition and fees for credit classes are at about 60.46% of budget. Credit hours are up. Non-credit is at about 36.76% of budget. Mr. Blundell also noted that expenditures are at 38.12% and we are at 41% of the year. He also noted that our net increase is at (\$452K) compared to (\$150K) last year. This is due to a project fund transfer of \$442K. Mr. Blundell noted on page 12-14 revenues equal expenditures, that is exactly what we want to see. Mr. Blundell also noted on page 15 of 21 that Auxiliary is at about \$99K in the red compared to about (\$35K) last year. Expenditures are at about 21.09% which puts us in good shape since we are about 25% of the year. He did make note that on page 16, Debt Service, is at about 97.91% which is good. He moved on to page 18 of 21, pointed out that budget adjustments are at net \$0. He noted that on page 19, Gonzales Center now shows a balance of \$868 in case any needed projects occur. Mr. Blundell moved on to page 20 and 21. He shared that currently we have around \$21.567 million in the master plan budget with about \$3.623MIL already expended leaving us at about \$17.944 million. He clarified that this total does not include pledges. Mr. Ron Walker moved to accept the statements as presented. Dr. Josie Rivera and Mr. Luis Guerra seconded the motion. Motion carried unanimously.

5. CONSIDER Second Quarter Investment Report 2023-2024

Mr. Keith Blundell presented. He shared that this is the required quarterly disclosure of our investments for the quarter ended 02-29-24. Due to the current interest rate environment, the college transferred the majority of its available funds to Texpool Prime. The Endowment Fund, General Fund, Auxiliary Fund, Debt Service Fund and Construction Fund accounts are earned \$420,971.30 for the quarter. Texpool Prime accounts earned an average of 5.546% for the quarter. Dr. Daniel Cano moved to accept the policy as presented. Dr. Josie Rivera and Mr. Ron Walker both seconded the motion. Motion carried unanimously.

6. CONSIDER Proposed 2024-2025 Academic Year Tuition and Fee Schedule

Mr. Keith Blundell presented. He shared with the board that it is the intention of the college to join the state's new Financial Aid for Swift Transfer (FAST) program for dual credit students next Fall. That program will separate Educationally Disadvantaged (ED), from non-ED students. ED Students are students on free or reduced lunch. In the FAST program the state will reimburse VC \$56.87 per SCH for the ED students and the college cannot charge the student for anything else, including materials. For the non-ED students, we are limited to the \$56.87 SCH for tuition, but we can charge them for fees and materials. Since we are currently charging dual credit students per course, we will need to move to a per SCH model. The recommended hourly fees are similar to the per course charges for a 3SCH course. Since the non-resident/foreign tuition rate would exceed the state maximum, we recommend charging a \$56 SCH tuition rate and then adding the out-of-district fee of \$43 SCH to these students. The ED students will receive a new state funding revenue. The recommended tuition and fees for dual credit under the FAST program are within \$1,648 of prior year

revenues. Administration further recommends the differential tuition be waived for these students, but lab fees and course fees be charged.

For non-dual credit students, the College is budgeting a 3.3% decline in semester credit hours (SCH) used to determine tuition and fee revenue for the year. Administration recommends a consistent increase in the fees to keep up with the decline and the cost of instruction. Therefore, we recommend increasing the in-district tuition rate and the out of district fee \$2 per SCH each. We recommend increasing the general fee by \$2 per SCH, the technology fee by \$1 per SCH and no change in the non-resident/foreign tuition rate. We recommend no changes to the differential tuition rate for allied health programs or industrial/workforce programs. These changes would result in an overall decrease in the tuition and fee revenue of \$8,180 or 0.10%

The administration recommends the attached tuition and fee schedule. The total cost per SCH for in-district students will increase to \$124 SCH. The total cost per SCH for out-of-district students will increase to \$185 SCH and the total cost per SCH for out-of-state/non-resident students will increase to \$222 SCH. Students in the programs listed will be subject to either a \$105 or \$40 per SCH differential tuition. Rates for dual credit students will increase to \$78 SCH for in-district, \$121 SCH for out-of-district and \$137 SCH for non-resident. Fiscal Impact: This schedule would provide \$8,180 less revenue than the prior year budget.

Dr. Josie Rivera moved to accept the tuition and fee schedule for 2024-2025 as presented. Mr. Ron Walker seconded the motion. Motion carried unanimously.

7. CONSIDER Proposed 2024-2025 Academic Year Instructional Fee Changes

a. Workforce & Continuing Ed Tuition and Fees – Rachel Nessel presented the following:

Victoria College Workforce & Continuing Education Tuition and Fee Changes

September 1, 2024 August 31, 2025

Tuition for contract courses varies according to business specifications and is not included on this report.

Unless otherwise indicated, all courses included on this report are fundable through the Texas Higher Education Coordinating Board.

In addition to approving these Tuition and Fees Charges for 2024-2025, the Victoria College Board of Trustees delegates interim authority to the Executive Vice President - Chief Academic Officer to amend or approve tuition and fees as necessary to meet the changing needs of the community and the College. Tuition and fees previously approved by the Board remain in effect.

Course #	Course Title	Contact Hours	Proposed Tuition	Increase/Decrease	Justification
OPEN ENROLLMENT, FUNDABLE COURSES					
BMGT 1091	Creative Decision Making	8	\$ 80.00	N/A	New Offering
CJLE 1006 & 1012	Basic Peace Officer I & II	300	\$1,825.00	\$125	State mandated increase in Basic Peace Officer training hours and related
CJLE1018, 1024 & 1029	Basic Peace Officer III, IV & V	450	\$1,825.00	\$125	State mandated increase in Basic Peace Officer training hours and related
CJLE 1033	Basic Telecommunicator Course	80	\$ 800.00	N/A	New Offering
CRPT 1045/1041	NCCER Carpentry, Level 2	211	\$ 2,700.00	N/A	New Offering
CSIR 1052	Fiber Optic Technician	20	\$ 1,100.00		Fiber Optic Certification course split into Technician & Specialist courses
CSIR 1091	Fiber Optic Specialist	20	\$ 2,000.00		
CVOP 1013/1040	Professional Truck Driver 1 & 2	200	\$ 4,750.00	N/A	New Offering
HART 1038	NCCER HVAC, Level 1	108	\$ 1,000.00	\$50	Increase in supply costs
PFPB 1023	NCCER Plumbing, Level 2	96	\$ 1,150.00	\$250	Increase in supply costs

OPEN ENROLLMENT, NON-FUNDABLE COURSES					
AGMG CE01	Introduction to Agriculture	11	\$ 85.00	N/A	New Offering at VC Gonzales Center
BMGT CE04	Active Listening	4.5	\$ 85.00	N/A	New Offering
BMGT CE12	Understanding Personality Styles	8	\$ 60.00	N/A	New Offering
CAMPYC01	Kids College, Junior Naturalist Camp	8	\$ 60.00	N/A	New Offering
CRPT CE01	Basic Woodworking	12	\$ 250.00	N/A	New Offering
HRPO CE01	Robert's Rules of Order	4.5	\$ 45.00	N/A	New Offering at VC Gonzales Center
PFPB CE01	Basic Household Plumbing	4	\$ 75.00	-8 hrs, -\$225	Reduced the number of contact hours, and thus the cost
PSYC CE01	Emotional Intelligence	18	\$ 110.00	N/A	New Offering at VC Gonzales Center
PSYC CE02	How to Raise an Adult	16.5	\$ 100.00	N/A	New Offering at VC Gonzales Center
WLDG CE01	Hobby Welding	12	\$ 200.00	-\$175	Plan to use scrap metal for practicing - this lowered the supply cost
ACADEMY OF LIFELONG LEARNING (ALL)					
	Annual Membership Dues		\$ 80.00	\$20.00	Second membership fee increase since ALL's inception in 2012. Growing membership has led to increase in course offerings/additional coordination

b. Allied Health Fees - Darla Strother presented the following:

CONSIDER the approval of cost increase on course NURA 1001 and approval to offer a new AHCE course NURA 1060- Certified Nurse Aide course

AHCE Course				
NURA 1001	Current Cost	Increase	Proposed Total	Justification
Course Cost	\$650	\$250	\$900	Cost increases regarding supplies, equipment, and instructor salaries

AHCE Course		
NURA 1060	Proposed Total	Justification
Course Cost	\$650	Beginning March 26, 2024, the DHHS will offer the class section for this course online for free. Colleges are expected to accept the students' certificates and provide the skills training.

Fiscal Impact:

The proposed NURA course increase is an additional \$250 per student

The proposed new NURA 1060 course cost is \$650 (lab/clinical course)

CONSIDER for approval the Allied Health Continuing Education (AHCE) course ECRD 1011.

AHCE		
ECRD 1011	Proposed Student Total	Justification
Course Fee All Inclusive	\$800	Hospitals have presented this need and requested that we offer this course.

Fiscal Impact:

The proposed course is predicted revenue is approximately \$198.00 per student.

The proposed course is expected to provide a 20% return on investment.

The proposed course tuition is all-inclusive with textbooks \$800 per student

CONSIDER for request to increase laboratory fees

Respiratory Lab Fees				
Course Name	Current Lab Fee	Increase	Proposed Lab Fee Total	Justification
RSPT 1240, 1410, 1411, 2135, 2139, 2147, and 2310	\$24	\$31	\$55	increasing costs of consumable supplies to facilitate these courses.
RSPT 1137, 2231, 2414, 2258, 2453, and 2325	\$48	\$7	\$55	increasing costs of consumable supplies to facilitate these courses.

Fiscal Impact:

The proposed cost increase per student/course lab fee is \$55

The proposed new total program cost per student is \$715

The proposed total program cost increase difference would be \$259 per student per year.

c. EMS Course Fees – Susie Jechow presented she shared the following.

CONSIDER the approval of cost increase on EMSP 2444 and EMSP 2243 courses.

Respiratory Lab Fees				
Course Name	Current Cost	Increase	Proposed Total	Justification
EMSP 2444 (Fall Course)	\$126	\$40	\$166	Implementation of Critical Care Skills Lab- Cadaver Lab provides real life anatomy. Increase to student is split in two, across Academic year.
EMSP 2243 (Spring Course)	\$124	\$40	\$164	Implementation of Critical Care Skills Lab- Cadaver Lab provides real life anatomy. Increase to student is split in two, across Academic year.

Dr. Daniel Cano moved to accept all the instructional course fee changes for 2024-2025 as presented. Dr. Josie Rivera and Mr. John Zacek seconded the motion. Motion carried unanimously.

8. CONSIDER Proposed 2024-2025 Academic Year Student Services Fee Changes

Ms. Donna Rodriguez presented the following:

CONSIDER for request to approve testing fee increases for: College Board CLEP

College Board CLEP				
CLEP	Current Cost	Increase	Proposed Total	Justification
Exam Registration Fee	\$93	\$2	\$95	Annual Registration fee increase

CONSIDER for request to decrease the new fees associated with moving ATI TEAS registration from the current online registration option to the bulk pay option (with registration through Day Smart Scheduling System).

ATI TEAS				
ATI TEAS	Current Student Cost	Decrease	Proposed Student Total	Justification
Exam Registration Fee	\$97	\$22	\$75	Bulk pay option

Fiscal Impact:

The proposed bulk pay option would result in a decrease of the exam fee by \$22

The proposed new total ATI TEAS exam cost per student is \$75

Dr. Daniel Cano moved to accept all the student services fee changes for 2024-2025 as presented. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

9. CONSIDER Rate Changes for Emerging Technology Complex (ETC) and Museum of the Coastal Bend (MCB)

Mr. Keith Bludell introduced Ms. Sue Prudhomme who presented the following.

Each Spring, Cultural Affairs staff gathers rates from similar venues for comparative analysis.

- We are proposing an increase to weekend room rates only for ETC in order to bring those rates in line with comparable Victoria venues. Other proposed ETC changes reflect room availability changes.

- MCB rate proposal includes fees for the new exhibit hall and increases across the board to bring the fees in line with similar venues. Financial impact to be determined. ETC’s current weekend rentals are mostly by VC

departments and receive 100% room rate discount. The museum rarely rents to external organizations due to the heavy internal schedule of activities.

EMERGING TECHNOLOGY COMPLEX PROPOSED CHANGES, 3/18/2024					
Increase room rental fees for WEEKEND rentals due to the disproportionate demand on resources needed to manage those events. Weekend events running would also incur the Extended Hours fees as appropriate. WEEKEND = Friday at 5pm through Monday 6am.					
Update Wedding Package pricing to reflect current market pricing for event needs.					
PROPOSED WEEKEND RENTAL RATE INCREASES					
SPACE	CURRENT HALF DAY RATE	PROPOSED WEEKEND HALF DAY RATE	CURRENT FULL DAY RATE	PROPOSED WEEKEND FULL DAY RATE	OTHER PROPOSED CHANGES
Meeting Hall 101A-D	900	1000	1600	1800	
1 Hall Section	300	350	500	550	
2 Hall Sections (+ ITC bays)	600	675	900	1000	Remove ITC bays from pricing
3 Hall Sections	850	950	1400	1600	
Meeting Rooms 102 & 103 (+ Computer Labs 303, 305, 207 and Skills Labs 310, 311, & 313)	275	325	440	500	Remove 3rd floor spaces from pricing
Meeting Room 104 (+ Classrooms 304 & 306)	325	375	475	550	Remove 3rd floor spaces from pricing
Meeting Rooms 107 & 108	55	75	110	125	
Meeting Room 201	375	425	575	650	
Meeting Room 202	330	375	550	625	
Tiered Meeting Room 203 (+ Suite 314)	375	425	575	650	Remove 3rd floor space from pricing
Meeting Rooms 206, 207, & 208 (+ Classrooms 302 & 208)	165	200	275	350	Remove 3rd floor spaces from pricing
Reception Areas	190	225	330	375	
Registration Desk	55	75	110	125	
Catering Kitchen	25/hour	50/hour	25/hour	50/hour	Increase due to the number of staff hours needed to return the kitchen to normal after an event.
Parking Lot (Per Section blocked off for client use)	250	275	250	275	

PROPOSED ETC WEEKEND RENTAL RATES COMPARISON

Rental Information	Comparable Venue Pricing	ETC Proposed Weekend Pricing
Political Party Convention (One room with AV for 120 people, full day)	\$895	ECEC 203 - \$650
Museum Archaeological Conference (General Session & Breakout Spaces with AV for 350 people, Auction Space, Display Space) ECEC 101, 102, 103, 104, 105, 201, 202, 203	\$2,228	ECEC 101, 102, 103, 104, 105 (plus extended day rate) - \$3,425 (Comp venue does not have similar AV capabilities and rooms comparable to ECEC 201, 202, 203)
Non-Profit Org Private Christmas Party with AV for 350 people (Saturday, full day) ECEC 100, 101, 105	2300	ECEC 101 \$2,270 (Comp venue does not have AV capabilities have rooms comparable to ECEC 100, 105)

Museum of the Coastal Bend Facility Rental

Rental Rate Group	Borchers Leon Exhibit Hall		Entire Museum	
	8 a.m.-4 p.m.	After 4 p.m.	Available after 4 p.m. only	
Level 1 Victoria College	Free	Free	<i>Considered on a case-by-case basis.</i>	
Level 2 UHV Student Events	Free	\$100 4 hour minimum		
Extra: Museum Presentation as Main Program	Free	Free/45-minute program		
Level 3* Public schools, non-profit, governmental or service organizations	\$200/4 hour minimum \$50 each additional hour	\$300/4 hour minimum \$70 each additional hour	Groups of less than 60	\$400/4 hour minimum \$100 each additional hour
			Groups of 60 or more	\$600/4 hour minimum \$150 each additional hour
Extra: Museum Presentation as Main Program	\$50/45-minute program	\$100/45-minute program	\$100/45-minute program	
Level 4* Private, for-profit organizations	\$400/4 hour minimum \$100 each additional hour	\$600/4 hour minimum \$150 each additional hour	Groups of less than 60	\$800/4 hour minimum \$200 each additional hour
			Groups of 60 or more	\$1200/4 hour minimum \$300 each additional hour
Extra: Museum Presentation as Main Program	\$75/45-minute program	\$150/45-minute program	\$150/45-minute program	

**Guided tours extra: \$60 for every 20 tour participants*

Effective 3/18/2024

Mr. Ron Walker moved to accept the rate changes for ETC and MCB as presented. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

Ms. Cindy Buchholz reviewed her Instructional Progress Report power point presentation. Dr. Jennifer Kent followed with a couple of updates.

There being no further business, the meeting was adjourned at 5:31 PM.

Bland Proctor, Chair

John Zacek, Secretary