

**MINUTES of the Regular Board Meeting**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**March 20, 2023**

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, Terri Kurtz, Dr. Edrel Stoneham, Cindy Buchholz, Matt Wiley, Donna Rodriguez, Darin Kazmir, Marty Deckard, Susie Jechow, Randy Marek, Kaleena Trevino, Brittany Mace, Rachel Nessel, Rachel Winkenwerder, Jacob Flores, Jerry Hamilton, Darla Strother, Betsy Crane and Babette Lowe.

The Victoria College Board of Trustees met for a regular board meeting on Monday, March 20, 2023, 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 4:14 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 Board Workshop held on February 13, 2023**

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

**2. CONSIDER Minutes of the Special Board Meeting held on February 13, 2023**

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

**3. CONSIDER Resolution of Support for the Texas Commission On Community College Finance Recommendation**

Dr. Jennifer Kent presented. This resolution came forth as a recommendation from the Community College Association of Texas Trustees (CCATT). It is a resolution in favor of the Texas Commission on Community College Finance (TXCCCCF) recommendations to publicly display unified supports from our diverse institutions for the 88<sup>th</sup> Legislative Session. Mr. Ron Walker moved to accept the resolution as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

4. **CONSIDER 2023 January Financial Statements**

Mr. Keith Blundell presented. He began with the Statement of Net Assets as compared to the same time last year, that total current assets are at about \$24.806 million compared to about \$24.447 million same time last year. Mr. Blundell also noted that current liabilities are favorably to prior year. Total net position is at \$33.888 million compared to \$29.192 million the same time last year in 2022. 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. He shared that Ad Valorem taxes are only at about 57.69%. He compared current year actual to 2022 actual and explained any differences. Tuition and fees for credit classes are at about 76.83% of budget. Non-credit is doing very well at about 46.55% of budget and we are only at about 41.6% of the year. He also noted that hours are currently flat but our rate is up. 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 \$33K decrease which compare favorably to the budget. 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 still shows a negative balance of \$44K due to a classroom project. There is an outside donor that has committed to funding this when the project is complete. Mr. Blundell moved on to page 20 and 21. He shared that currently we have around \$9.930 million in the master plan budget with about \$2.112MIL already expended leaving us at about \$7.818 million. He clarified that this total does not include pledges. Dr. Daniel Cano moved to accept the statements as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

5. **CONSIDER Second Quarter Investment Report 2022-2023**

Mr. Keith Blundell presented. He shared with the board that this is the required quarterly disclosure of our investments for the quarter ended 02-28-23. 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 \$200,395.40 for the quarter. Texpool Prime accounts earned an average of 4.535% for the quarter.

Mr. Luis Guerra moved to accept the report as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

6. **CONSIDER Purchase of Goods/Supplies**

Mr. Keith Blundell presented all three.

a. **General Contractor – Allied Health Building Renovation (*Weaver & Jacobs*)**

As part of the Allied Health Building Renovation Economic Development Administration (EDA) grant, a competitive sealed bid was issues on February 1, 2023 for a general contractor. A mandatory pre-bid conference was held on February 16, 2023 at 2:00 pm. Three contractors attended the conference with three bids being submitted. The award of the contract to Weaver & Jacobs Constructor, Inc. will be contingent upon approval of the EDA.

**Fiscal Impact:**

Base bid \$2,540,000

Deduct \$952,000 for removing roof from scope of work.

Add \$225,875 for alternates, allowances, and contingencies

Not to exceed amount \$1,813,875; partial funding from EDA Grant # 08-79-05516;

URI: 116464

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

**b. Air-Cooled Scroll Chiller – Allied Health Building (*Texas Award Products*)**

Recommend award to Texas Award Products.

The purchase of a Carrier air-cooled scroll chiller was an alternate in the general contractor bid for the Allied Health Building renovation project. However, it is economically less expensive for the Victoria College Physical Plant to install the chiller rather than include it in the general contractor's scope of work. Lead time for the chiller is estimated to be eight to ten months.

**Fiscal Impact:**

\$67,165 using Texas Air Products Carrier Buy Board Contract 631-20. This is funded through a generous donation from the M.G. and Lillie A. Johnson Foundation.

Mr. Ron Walker moved to accept the purchase as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

**c. Pre-Owned Freightliner Cascadia Tractor RFP**

A request for proposal has been advertised on October 21, 2022 through November 4, 2022 with only one proposal submitted from an out of state merchant. The request for proposal was bid out again on February 17, 2023 through March 3, 2023, to 8 companies with no proposals submitted.

Specifications state that freightliners are available to be tested driven preferably in Texas. We are accepting proposals with responsible dealers to furnish, in stock and /or readily available of four Pre-Owned Freightliner Cascadia Tractors. In order to obtain a full CDL licensee we must purchase freightliner tractors that are manual 10-speed. Manual tractors are harder to find and vendors could not bid based on our specifications of a 10-speed tractor. Once purchased 2 tractors will be in Gonzales and 2 in Victoria. We will be test driving and purchasing 4 tractors soon. The end date for this grant is August 31, 2023. The tractors must be in our possession and funds must be expended by end date.

**Fiscal Impact:**

TRUE Grant: \$515,200.00

Reserve \$6,000.00 Other Costs

Mr. John Zacek moved to accept the request for proposal as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

**7. CONSIDER Proposed 2023-2024 Academic Year Tuition and Fee Schedule**

Mr. Keith Blundell presented. He shared with the board that this was the tuition and fee schedule discussed in detail at the 330PM board workshop held prior to the board meeting. He summarized that two years ago, the college board approved a flat fee structure for dual credit students. Administration recommends a consistent increase in the fees to keep up with the decline and the cost of instruction for 2023-2024. The fee will increase \$ per course to \$235 per class for an in-district student. The fee will increase \$15 to \$365 per class for an out-of-district

student. The fee will increase \$10 per course to \$410 per class for a non-resident student. In the accounting of the flat fee a proportionate share will be recorded as tuition, out-of-district fee, general fee and technology fee. Administration further recommends that the differential tuition and lab fees be waived for these students, but course fees will charged.

The College is budgeting a 6.1% 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 \$3 per SCH each. We recommend increasing the general fee by \$2 per SCH, the technology fee by \$1 per SCH and the non-resident/foreign tuition rate by \$3 per SCH. 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 \$107,572 or 1.27%

The administration recommends the attached tuition and fee schedule. The total cost per SCH for in-district students will increase to \$119 SCH. The total cost per SCH for out-of-district students will increase to \$178 SCH and the total cost per SCH for out-of-state/non-resident students will increase to \$219 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 \$225 for in-district, \$350 for out-of-district and \$400 for non-resident.

**Fiscal Impact:**

This schedule would provide \$107,572 less revenue than the prior year budget.

Mr. Ron Walker moved to accept the 2023-2024 tuition and fee schedule as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**8. CONSIDER Proposed 2023-2024 Academic Year Instructional Fee Changes**

Betsy Crane, Rachel Nessel, Darla Strother and Susie Jechow shared the few changes that are being recommended for the 2023-2024 academic year.

a. Workforce & Continuing Ed Tuition and Fees

Dr. Daniel Cano moved to accept the Workforce and Continuing Ed Tuition and Fees for the 2023-24 Academic Year as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

b. Allied Health Fees

Dr. Daniel Cano moved to accept the Allied Health Fee Changes for the 2023-24 Academic Year as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

c. EMS Course Fees

Mrs. Catherine McHaney moved to accept the 2023-2024 EMS Course Fee changes as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

**9. CONSIDER Proposed 2023-2024 Academic Year Student Services Fee Changes**

a. Testing Center Fees

Ms. Donna Rodriguez presented at the board meeting. She shared that the fee increases were mainly to maintain the integrity and security of the test when administered. The College Board CLEP & ATI TEAS were increasing, therefore VC had to pass the fee increase on to the students.

Mr. Ron Walker moved to accept the 2023-2024 Testing fee changes as presented. Dr. Daniel Cano and Mr. John Zacek both seconded the motion. Motion carried unanimously.

**10. CONSIDER Board of Trustees TASB Policies Update 44 (Local) and Update EA (Local)**

Ms. Terri Kurtz presented. She shared the proposed changes to TASB Policies Update 44. She went over them individually. These were changes suggested to the college directly by TASB. Administration reviewed them and all were in agreeance with the proposed changes. They were all discussed in great detail at the 330PM Board Workshop held right before the board meeting.

Dr. Daniel Cano moved to accept the updates as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

**D. Informational Items:**

1. 2023-24 Tenured Faculty

Ms. Cindy Buchholz introduced the 2023-24 Tenured Faculty and asked them to stand if present. Jennifer Carrasco, Sherre Clegg, Calvin Hill and Lillian Knezek.

2. Progress Report

Cindy had a handout for the board. Went over it in detail and answered questions as needed.

3. President's Report

Dr. Kent shared legislative updates with the board. She also reminded board of the upcoming Lyceum guest speaker, Sean Astin on March 28, 2023 at the Victoria Fine Arts Center. She also had a handout for the board that gave an update on all current and upcoming grants.

There being no further business, the workshop was adjourned at 5:26 PM.

  
Bland Proctor, Chair

  
John Zacek, Secretary