

MINUTES of the REGULAR BOARD MEETING
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
March 21, 2022

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
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Also in attendance: VC Staff: Dr. Jennifer Kent, Mary Ann Rodriguez, Keith Blundell, Cindy Buchholz, Terri Kurtz, Darla Guajardo, Matt Wiley, Jerry Hamilton, Babette Lowe, Betsy Crane, Jacob Flores, Darin Kazmir, Amy Mundy, Maddie Tolliver, Donna Rodriguez, Susie Jechow, Rachel Nessel, Leslie Poole, and Lydia Huber. Mr. Victor Quiroga (visitor)

The Victoria College Board of Trustees met for a regular board meeting on Monday, March 21, 2022, 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 4:02 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 Cancellation of General Election and Certification of Unopposed Candidates

Dr. Jennifer Kent presented. She shared with the board that the district 4 and district 6 board of trustee's positions up for renewal went unopposed; therefore, we are requesting the cancellation of the general election scheduled for May 7, 2022. The current board members in these respective districts will receive their oath of office renewal at the May 16, 2022 regular board meeting. Mr. Ron Walker moved to accept the cancellation of the general election and the certification of unopposed candidates as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

2. CONSIDER Minutes of the Regular Board Meeting held on January 24, 2022.

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

3. CONSIDER 2021 December and 2022 January Financial Statements

Mr. Keith Blundell presented. He shared with the board that the financials are cumulative; therefore, he would review only the January financials in detail. He discussed the Statement of Net Assets as compared to the same time last year, noting an increase of about \$2.1 million compared to last year.

Cash and cash equivalents are at about \$24,484 million. No changes in GASB or OPEB since the August audit. He noted that current liabilities are favorably to prior year. Total net position is at \$29.227 million compared to \$22.283 million the same time last year in 2021. 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 2021 actual and explained any differences, state appropriations are coming in as planned. Tuition and fees for credit classes are at about 75% of budget. Credit hours are flat. Non-credit is at about 64.8% of budget, which is very good since we are at about 41% of the year right now. Mr. Blundell also made note of "other income" which is HEERF funds of \$1.291 million, which normally would not be there. Currently, the net increase in net assets is at \$5.187 million compared to \$5.662 same time last year. Mr. Blundell noted on page 13 the TPEG transfer of \$160K that is noted as "state funded" but Victoria College pays this. Mr. Blundell also noted on page 15 of 21 that Auxiliary is at \$1.136 million increase compared to a deficit of \$293K same time last year. He moved on to page 18 of 21, pointed out that budget adjustments are at net \$0. We currently have around \$9.842 million in the master plan budget with about \$852K already expended leaving us at about \$8.990 million. He clarified that this total does not include pledges.

Ms. Catherine McHancy moved to accept the 2021 December and 2022 January financial statements as presented. Dr. Daniel Cano and Mr. Luis Guerra seconded the motion. Motion carried unanimously.

4. CONSIDER FY 2021-2022 Second Quarter Investment Report

Mr. Keith Blundell presented. He shared that this is the required quarterly disclosure of our investments for the quarter ended 02-28-22. 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 \$0.00 for the quarter due to balances being below the minimum for earnings. Texpool Prime accounts earned 0.102% for the quarter. Mr. John Zacek moved to accept the report as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

5. CONSIDER Tuition and Fee Schedule for 2022-2023

Mr. Keith Blundell presented. He shared that last year the board approved a new flat fee structure for dual credit students. Administration recommends keeping that structure and rate the same for 2022-2023. The fee will be \$225 per class for an in-district student, \$350 per class for an out-of-district student and \$400 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 be charged.

Mr. Blundell noted that the College is budgeting a 4.5% 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, administration recommends increasing the in-district tuition rate and the out of district fee \$3 per SCH each. Administration also recommends increasing the general fee by \$2 per SCH, the technology fee by \$1 per SCH and the non-resident/foreign tuition rate by \$7 per SCH. Finally, we recommend increasing the differential tuition rate for allied health programs by \$10 per SCH. Administration recommends

no changes to the differential tuition rate for industrial/workforce programs. These changes would result in an overall increase in the tuition and fee revenue of \$163,923 or 1.97%

Administration recommends the attached tuition and fee schedule. The total cost per SCH for in-district students will increase to \$113 SCH. The total cost per SCH for out-of-district students will increase to \$169 SCH and the total cost per SCH for out-of-state/non-resident students will increase to \$213 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 remain \$225 for in-district, \$350 for out-of-district and \$400 for non-resident. This schedule would provide \$163,923 more revenue than the prior year budget. Mr. Ron Walker moved to accept the fee schedule as presented. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

6. CONSIDER Resolution for Refinancing Plan – Tax Supported Bonds

Mr. Keith Blundell presented. He introduced Mr. Victor Quiroga, with Specialized Public Finance Inc. Mr. Quiroga addressed the board – he shared that the college has two outstanding general obligation bonds totaling \$17,855,000 in principal balances. The call date on the bonds is August 15, 2022. The college is allowed to refinance these bonds no sooner than 90 days prior to the call date, which is May 15, 2022. The college can refinance these bonds only if the Net Present Savings ratio is at least 3%. The current ratio is estimated to be between 3.06 and 3.1%. The total savings from this refinance is estimated to be \$640,243 or about \$58,000 per year. Mr. Quiroga recommends the college use a competitive bond sale instead of a negotiated bond sale. This resolution would authorize Dr. Kent to execute the documents to sale the new Limited Tax Refunding Bonds, Series 2022. Total saving of \$640,243 over the life of the bonds. Mr. Ron Walker moved to accept the resolution as presented. Dr. Josie Rivera and Mr. Luis Guerra seconded the motion. Motion carried unanimously.

7. CONSIDER Purchase of goods and/or services:

Mr. Keith Blundell presented.

a. Professional Consulting Services for VC Advising – *Inside Track*

Professional consulting services as VC advising transitions to a more intensive case management approach, including a Train-the-Trainer component. The ultimate goal of this transition is to encourage more of VC’s predominantly at-risk student population to utilize support services more frequently and to establish academic plans.

In October 2021, Victoria College began the first year of a 5-year Title V Developing Hispanic Serving Institutions grant. One of the major activities of the grant is to bring the case management approach to the current VC advising practices.

Fiscal Impact: \$94,000.00 year one; \$86,500.00 year two for a total commitment of \$180,500.00; Funded by Title V, year one and year two activities. Mrs. Catherine McHaney moved to accept the purchase as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

b. Integrated Document Management System – *Ellucian Company, L.P.*

This integrated document management system will be an Enterprise-wide implementation integrated with the existing on premise Ellucian Banner system. Implementation will focus on the Finance Department which does not currently utilize a document management system.

Fiscal Impact: \$86,247.00, year one funded by Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA); years two through five - \$22,314.00; funded by Institutional budget for a total purchase cost of \$108,561.00. Mr. Luis Guerra moved to accept the purchase as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

c. **Canvas Cloud Subscription.** Instructure Canvas is the cloud-based learning management system that Victoria College uses to deliver courses. All credit courses, regardless of the mode of delivery, taught at the college have a course shell for instructors to utilize for their courses. Canvas presented a demonstration on the VC Campus approximately 8 years ago. All instructors' sandboxes to explore. After exploration, the Faculty voted to choose Canvas over Blackboard. This is the next renewal on the contract. Fiscal Impact: Year One - \$27,167.16 Year Two - \$28,537.98 Year Three - \$29,950.34. Total cost over three year contract period - \$85,655.48; funded by Institutional budget.
Dr. Daniel Cano moved to accept the purchase as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

8. CONSIDER Proposed Instructional Fee Changes for Academic Year 2022-2023

Ms. Susie Jechow presented fee changes in EMSP. Mr. Ron Walker moved to accept the fee changes as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

Ms. Darla Strother presented fee changes in Nursing. Mr. John Zacek moved to accept the fee changes as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

Ms. Darla Strother presented fee changes in Medical Coding. Mr. Ron Walker moved to accept the changes as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

Ms. Darla Strother presented new course fees in AHCE curriculum. Dr. Daniel Cano moved to accept the new course fees as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

Ms. Darla Strother presented CE fee increases. Dr. Josie Rivera moved to accept the fees as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

Ms. Rachel Nessel presented Workforce and CE fee changes. Mr. Ron Walker moved to accept the fees as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

9. CONSIDER Proposed 2022-2023 Professor Emeritus Recommendations

Ms. Cindy Buchholz presented. She shared the nominations of Mr. Chris Kallus who has been in Director of Respiratory Care Program for 40 year and Ms. Mary Mayes, Kinesiology faculty who has been with VC for 26 years. Mr. Luis Guerra moved to accept the recommendations as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

10. CONSIDER Proposed Student Services Fee Changes for Academic Year 2022-2023

Ms. Donna Rodriguez presented the CLEP Exam fee increase by the CollegeBoard. Dr. Daniel Cano moved to accept the fee change as presented. Mr. Ron Walker seconded the motion. Motion carried unanimously.

11. CONSIDER Proposed Academic Calendar for Academic Year 2022-2023

Ms. Maddie Tolliver presented. Mrs. Catherine McHaney moved to accept the calendar as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

12. CONSIDER TASB 42 Policy Updates (Legal & Local)

Ms. Terri Kurtz presented. Mr. Ron Walker moved to accept the updates as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

13. CONSIDER TASB Internal Policy Changes to DC Local and EA Local

Ms. Terri Kurtz presented. Mrs. Catherine McHaney moved to accept the updates as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

14. CONSIDER William Wood Building Naming Considerations

Ms. Amy Mundy presented.

a. Formosa Plastics PLC Lab

Formosa Plastics made a donation of \$250,000. The gift amount is in line with the Victoria College Board of Trustees Philanthropy Naming and Sponsorship Policy for classrooms and labs. Dr. Josie Rivera moved to accept the naming consideration as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

b. ConocoPhillips Motor Control Lab

ConocoPhillips has been a generous supporter of Victoria College. The ConocoPhillips donation helped with the improvements to the Wood Building (which houses Instrumentation & Electronics [I&E] and Welding) and to acquire state-of-the-art training equipment that has enhanced curriculum aligned with the skillsets employers need. In addition to the \$25,100 for the ConocoPhillips Motor Control Lab an additional \$50,000 was donated to support I&E and Process Technology students through scholarships. Dr. Daniel Cano moved to accept the naming consideration as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

c. Cloyde and Ethel Lee Tracy Foundation Welding Fabrication Lab

Cloyde and Ethel Lee Tracy Foundation has been a generous supporter of Victoria College. The Cloyde and Ethel Lee Tracy Foundation donation helped with the improvements to the Wood Building (which houses Instrumentation & Electronics [I&E] and Welding) and to acquire state-of-the-art training equipment that has enhanced curriculum aligned with the skillsets employers need. Mrs. Catherine McHaney moved to accept the naming consideration as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

d. Marsha Shanklin Foundation Welding Lab

The Marsha Shanklin Foundation made a donation of \$97,000. The gift amount is in line with the Victoria College Board of Trustees Philanthropy Naming and Sponsorship Policy for classrooms and labs. The Marsha Shanklin Foundation has been a generous supporter of Victoria College. The Marsha Shanklin Foundation Welding Lab donation helped with the improvements to the Wood Building (which houses Instrumentation & Electronics [I&E] and Welding) and to acquire state-of-the-art training equipment that has enhanced curriculum aligned with the skillsets employers need. Mr. John Zacek moved to accept the naming consideration presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

15. CONSIDER Student Center Naming Considerations

Ms. Amy Mundy presented.

a. James and Catherine McHaney Family Courtyard

Consider naming the **James and Catherine McHaney Family Courtyard** at the Comprehensive Student Center. Upon completion of construction, the James and Catherine McHaney Family Courtyard will appear prominently in or near the courtyard at the newly constructed Comprehensive Student Center.

Catherine McHancy made a generous gift to support the Victoria College Master Plan and name the new courtyard. The gift amount is in line with the Victoria College Board of Trustees Philanthropy Naming and Sponsorship Policy.


Catherine McHancy has been a generous supporter of Victoria College and has served on the Victoria College Board of Trustees for 37 years. The funds will support the construction of the Comprehensive Student Center project which will bring all elements of Learning Services (learning commons, library, tutoring and testing center), Student Services (financial aid, advising, counseling, recruiting, admissions and records, counseling and wrap-around services), and Student Life (food services, bookstore, student activities and campus events) into one central location. Consolidation of the services will provide a more seamless experience for students.


Mr. Ron Walker moved to accept the naming consideration as presented. Mr. John Zacek seconded the motion. Mrs. Catherine McHancy abstained. Motion carried unanimously.

D. Informational Items:

1. 2022 Spring Progress Report – C. Buchholz shared handout and went over slides.
2. 2022-23 Faculty Tenure Approvals – C. Buchholz presented. She shared with the board that Dr. Kent had approved the following faculty for tenure: Deborah Pedraza, Lesley Poole and Jason Valdez.
3. President's Report –

There being no further business, the meeting was adjourned at 5:37 PM.


Bland Proctor, Chair


John Zacek, Secretary