

**MINUTES of the Regular Board Meeting**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
May 15, 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
√	√	X	√	√	√	√

**Also in attendance:** VC Staff: Dr. Jennifer Kent, Mary Ann Rodriguez, Keith Blundell, Terri Kurtz, Cindy Buchholz, Matt Wiley, Darin Kazmir, Kaleena Trevino, Jacob Flores, Jerry Hamilton, Darla Strother, Betsy Crane, Babette Lowe, Margetta Hill (Elections Officer), and Victor Quiroga (Specialized Public Finance Inc.)

The Victoria College Board of Trustees met for a regular board meeting on Monday, May 15, 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 4:03 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 March 20, 2023**

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

**2. CONSIDER Minutes of the Regular Board Meeting held on March 20, 2023**

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

**3. CONSIDER Resolution Canvassing the Returns and Declaring the Results of the May 6, 2023 Bond Election**

Ms. Margetta Hill, Victoria County Elections Administrator, presented and certified the results. Ms. Hill read this statement "I, Margetta Hill, Victoria County Elections Administrator, do hereby certify that the above is true and correct summary of the votes cast May 6, 2023 Joint General Election for Victoria Jr. College Bond, and the accompanying pages represent the votes cast in each precinct within the district. Given under my hand and seal of office this 12<sup>th</sup> day of May, 2023." FOR: 2,462 (54.05%) AGAINST: 2,093 (45.95%)  
PROPOSITION A in the Resolution reads "THE ISSUANCE of \$10,000,000 OF BONDS BY THE VICTORIA COUNTY JUNIOR COLLEGE DISTRICT, ALSO KNOWN AS VICTORIA COLLEGE, FOR A STUDENT SUCCESS CENTER AND THE LEVYING OF A TAX IN PAYMENT THEREOF.

Mr. Luis Guerra moved to adopt the resolution canvassing the returns and declaring the results of a bond election as presented. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

**4. CONSIDER Finance Plan for the Issuance of Limited Tax Bonds, Series 2023**

Mr. Keith Blundell presented and introduced Mr. Victor Quiroga. Mr. Quiroga reviewed the Financing Plan with the board allowing time for any questions and/or clarifications. He shared that the purpose of the Financing Plan is to present to the Board the par amount and terms of the Limited Tax Bonds, Series 2023. The Series 2023 bond sale is a product of the voter authorization the College received on May 6, 2023 for the construction of the Student Success Center, including campus infrastructure. It is recommended that the Board consider and approve a Financing Plan so that we may begin the financial and legal document preparation necessary for the bond sale scheduled to occur on July 17, 2023. Additionally, we recommend that a Financing Plan be approved so that the Board is aware of the amount of bonds will be sold and in the method those bonds are to be sold. The action taken on May 15<sup>th</sup> will not lock-in an interest rate, but simply gives us direction from the Board to move forward with a July 17, 2023 bond sale. The interest rate will be locked-in on the bond sale date. A July 17, 2023 bond sale will allow for the delivery of bond proceeds to the College's construction fund in mid-August 2023. The payment on the Series 2023 bonds will begin in February 2024 thereby impact the I&S tax rate during the 2023-2024 fiscal year. Ms. Catherine McHaney moved to accept the financing plan as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

**5. CONSIDER Engagement of Independent Auditors for 2022-2023 Fiscal Audit**

Mr. Keith Blundell presented. He shared with the board that this is the fifth year of a five-year proposal from Cascos & Associates, PC to conduct the audit for the fiscal year ending August 31, 2023. The fee will remain at \$32,900. Mr. Ron Walker moved to accept the audit engagement letter as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**6. CONSIDER 2023 February and March Financial Statements**

Mr. Keith Blundell presented. He shared with the board that the financials are cumulative; therefore, he would review only the March financials in detail if everyone was in agreeance. He began with the Statement of Net Assets as compared to the same time last year, that total current cash and investments are at about \$28.767 million compared to about \$29.645 million same time last year. Mr. Blundell also noted that current liabilities are favorably to prior year. Total net position is at \$35.823 million compared to \$33.377 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 97.86% which is great for March. He compared current year actual to 2022 actual and explained any differences. Tuition and fees for credit classes are at about 78% of budget. Non-credit is doing very well at about 54% of budget. He also noted that hours are currently flat but our rates are up about 4-5%. 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 \$399K decrease which is in line with 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 and it has been received. This should go away in April/May. Mr. Blundell moved on to page 20 and 21. He shared that currently we have around \$9.991 million in the master plan budget with about \$2.323MIL already expended leaving us at about \$7.667 million. He clarified that this total does not include pledges. Dr. Daniel Cano moved to accept the statements as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

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

Mr. Keith Blundell presented.

**a. Student Engagement System RFP – Element451**

Mr. Blundell shared that in support of VC's strategic goals aimed at becoming a student-centered college, the CRM Task Force (formed in Nov. '21) established the need to purchase a comprehensive student engagement or enterprise CRM system that consolidates multiple stand-alone engagement systems into one system, gives a more complete picture of students' needs, and offers a more seamless experience for students and employees. The Texas Higher Education Coordinating Board awarded VC a Student Success Acceleration Program (SSAP) Implementation Grant in the amount of \$179,030 (Nov. '22), allowing VC to purchase and begin a phased implementation approach using grant funds. Mr. Blundell informed the board that a subcommittee reviewed proposals, selected two systems to demo, assigned scores for each system, and recommended Element451 to the full task force. The task force adopted the subcommittee's recommendation as the solution that best meets VC's needs. Fiscal Impact: Base bid \$70,000.00. Dr. Daniel Cano moved to accept the purchase as presented. Mr. Ron Walker seconded the motion. Motion carried unanimously.

**b. Contractor for Allied Health Building Partial Roof Replacement (Rain Seal Roofing and Sheet Metal Inc.)**

Mr. Blundell shared that as part of the Allied Health Building renovation a partial roof replacement is needed to replace wet sections of roofing material over the newly renovated rooms. A competitive sealed bid was issued on April 14, 2023 for a roofing contractor. A mandatory pre-bid conference was held on April 25, 2023 at 10:00 am. Five contractors attended the conference with four bids being submitted. Rain Seal Master Roofing and Sheet Metal Inc. met all the qualifications and provided a price most beneficial to the College. He informed the board of the following:

Fiscal Impact: Base bid \$193,500

Add \$100,00 for alternates, allowances, and contingencies

Not to exceed amount \$293,500; funded with 2022-2023 Major R& R funds.

Mr. Ron Walker moved to accept the purchase as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

**D. Informational Items:**

1. Nursing Update – *Darla Strother*

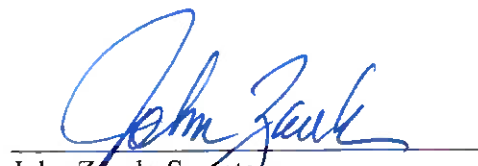
Ms. Strother shared with the board the new VC Hybrid 2-year program offering. All lectures will be on-line. VC and UHV will also begin to offer a concurrent BSN program. Right now, the timeframe is to begin the first cohort Fall of 2024.

2. President's Report

Dr. Kent shared that Spring Commencement celebrated 706 students which included about 150 nurses. It was a very exciting Saturday. She thanked Mrs. McHaney for attending and representing the board.

There being no further business, the meeting was adjourned at 5:03 PM.

  
Bland Proctor, Chair

  
John Zacek, Secretary