

MINUTES of the Regular Board Meeting
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
September 16, 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. Estella De Los Santos	Ron Walker
√	√	√	√	√	√	√

Also in attendance: VC Staff: Dr. Jennifer Kent, Mary Ann Rodriguez, Keith Blundell, Terri Kurtz, Dr. Marisa Pierce, Matt Wiley, Amy Mundy, Darin Kazmir, Cindy Buchholz, Jacob Flores, Lillian Knezek, Marty Deckard, and Darla Strother. Special Guests: Dr. Michael and Mrs. Cora Jo Hummel, John and Linda Bagwell, and Mr. Roy E. Goldman.

The Victoria College Board of Trustees met for a special board meeting on Monday, September 16, 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 4:00 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. ADMINISTER Oath of Office to Board of Trustee, District 1

Ms. Mary Ann Rodriguez, Board Liaison, administered the Officer Statement and the Oath of Office to Dr. Estella De Los Santos, Trustee District 1. Dr. De Los Santos is replacing Dr. Josie Rivera who resigned in July of 2024.

2. CONSIDER Minutes of the Board Workshop held on July 15, 2024

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

3. CONSIDER Minutes of the Board Workshop held on August 5, 2024

Mrs. Catherine McHaney moved to accept the minutes as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

4. CONSIDER Minutes of the Special Board Meeting held on August 5, 2024

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

5. CONSIDER Minutes of Public Hearing and Special Board Meeting held on August 12, 2024

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

6. CONSIDER 2024 June & July Financial Statements

Mr. Keith Blundell presented. He shared with the board that since the financials are cumulative, he would review only the July 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 \$31.615 million (which include project funds) compared to about \$26.807 million same time last year. We are up about \$4.8 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 \$28.911 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. Ad-valorem is at 101.87% 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 105.78% of budget. Credit hours and rates are up. Non-credit is at about 85.46% of budget and we are at 91% of the year so this is also very good. Mr. Blundell also noted that expenditures are at 90.19% and we are at 91% of the year. He also noted that our net increase is at \$4.254 MIL compared to \$4.507 MIL last year. 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 \$824K in the red compared to about (\$712K) last year. 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 \$22.094 million in the master plan budget with about \$7.906MIL already expended leaving us at about \$14.187 million. He clarified that this total does not include pledges. Mr. Luis Guerra moved to accept the statements as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

7. CONSIDER 2023-2024 Fourth Quarter Investment Report

Mr. Keith Blundell presented. He shared with the board that this is the required quarterly disclosure of our investments for the quarter ended 08-31-24. 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 earned \$441,274.11 for the quarter. Texpool Prime accounts earned an average of 5.454% for the quarter. Mr. John Zacek moved to accept the report as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

8. CONSIDER Purchase of Goods/Supplies

Mr. Keith Blundell presented each purchase separately.

a. PURCHASE of Janitorial Supplies for FY 2024-2025

Mr. Blundell shared with the board that on July 3 & July 7, 2024 the College advertised bids for Janitorial Supplies. Notifications were sent to vendors and the specifications were posted on the Purchasing website. The committee received and opened eleven bids for this requirement on Tuesday, July 23, 2024 at 3:00

p.m. The State of Texas allows eight reasons to award a proposal in addition to any other relevant factors the College may require for award.

The President is recommending award to Gulf Coast Paper; Matera DBA: Ferguson; Interboro Packaging; UNIPAK Corporation; Quill; Coastal Office Solutions and CC Distributors

Establish pricing for Janitorial Supplies for Fiscal Year 2024-2025

Fiscal Impact: Approximately \$69,700.00

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

b. PURCHASE of Ancillary Plumbing Services for FY 2024-25

Mr. Blundell shared with the board that on July 3 & July 7, 2024 the College advertised bids for Ancillary Plumbing Services. Notifications were sent to vendors and the specifications were posted on the Purchasing website. The committee received and opened one bid for this requirement on Tuesday, July 23, 2024 at 3:00 p.m. The State of Texas allows eight reasons to award a proposal in addition to any other relevant factors the College may require for award. The President is recommending award to G.W. Wheeler & Sons – Plumbers, LLC Establish pricing for Ancillary Plumbing Services for Fiscal Year 2024-2025 Fiscal Impact: Approximately \$70,000.00. Mr. Blundell shared that normally this purchase is around \$20K for the year but this bid purchase includes about \$48K in renovations to the Welder Center. Revenue will offset from fundraising efforts. Mrs. Catherine McHaney moved to accept the bid purchase as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

c. PURCHASE of HSI STEM Grant Year 3 Equipment (*The Exhibit Guys*)

Mr. Blundell shared that on July 3 & July 7, 2024 the College advertised bids for HSI STEM Grant Year 3 Equipment - STEM Demonstrations. Notifications were sent to three vendors and the specifications were posted on the Purchasing website. The committee received and opened one bid for this requirement on Tuesday, July 23, 2024 at 3:00 p.m. The State of Texas allows eight reasons to award a proposal in addition to any other relevant factors the College may require for award. The President is recommending award to The Exhibit Guys. Year 3 Equipment for educational purposes – Purchases allowed within the terms of the Department of Education Hispanic Serving Institutions (HSI) – Science, Technology, Engineering or Mathematics (STEM) Grant. This grant is to (1) increase the number of Hispanic and other low-income students attain degrees in the fields of science, technology, engineering or mathematics and (2) to develop model transfer and articulation agreements between two-year and four-year institutions in such fields. Fiscal Impact: \$182500. Mr. Ron Walker moved to accept the bid purchase as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.

9. CONSIDER Offers to Purchase Tax Sale Properties

Dr. Jennifer Kent presented. She shared with the board that Linebarger, Goggan, Blair & Sampson, LLP has provided VC with offer to purchase one (1) tax sale property owned in trust by the Victoria County taxing authorities as a result of the property's failure to sell at a tax sale on the courthouse steps for the entire amount of delinquent taxes and costs owed. Upon approval of the Board, the properties will be sold and added back to the tax rolls.

Property details: Suit No. 23-06-17586; Victoria County vs United Most Worshipful Boaz Lodge 261 et al Legal Description: Lot 3, Block 194, Original Townsite to the City of Victoria Physical Address: 1004 S. Navarro. Bidder: Victoria Housing Finance Corporation. Amount Due \$1624.66. Amount Received \$801.62. Mrs. Catherine McHaney moved to accept the purchase of property as presented. Mr. Luis Guerra seconded the motion. Mr. Ron Walker abstained from vote. Motion carried unanimously.

10. CONSIDER VC Board of Trustee Conflict of Interest Statement

Dr. Jennifer Kent presented. She shared with the board She shared that the Policy Manual for the Victoria College Board of Trustees, Regulation 005 II B and II C, outlines the legal requirements board members must follow to file a Substantial Interest Affidavit, abstain from voting and/or file a Conflict of Interest Statement for College activities related to contracting with vendors, business entities or in real property transactions with which the board member or family member has a substantial interest. This policy does not specifically address other areas of potential conflict of interest, such as community organizations, other non-profit organization relationships, etc... Non-profit boards have such statements and annually review their Conflict of Interest Policy and acknowledge in writing that they are aware of the organization's disclosure requirements. It is recommended that members of the College's governing board also annually sign a Conflict of Interest Statement. This does not need board approval, but she did ask all board members to please sign and date the included statement and leave in folder. We will have it in their file. It is also part of TASB BBFA Legal Policy.

11. CONSIDER Donor Designated Naming Recommendations Below:

Ms. Amy Mundy presented.

- **Student Success Center – Enrollment Office Room 104M**

Dr. Michael & Cora Jo Hummel (In Memory of Dr. J.D. Moore, VC President 1948-1975)

The Hummels were present at meeting. Dr. Michael and Cora Jo Hummel made a generous gift to support the Victoria College Master Plan. The gift amount is in line with the Victoria College Board of Trustees Philanthropy Naming and Sponsorship Policy.

Dr. J.D. Moore was named the first president of Victoria College in 1948. He led the College's transition from the Victoria Public School District to the newly created Victoria County Junior College District and also oversaw the construction of a separate permanent campus for the College. Moore served as president until 1975.

The gift will support the construction of the Student Success 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.

- **Student Success Center – Group Counseling Room**

Kim Hinds (In Memory of Dr. David Hinds, VC President 2015-2020)

Dr. David and Kim Hinds made a generous gift to support the Victoria College

Master Plan. The gift amount is in line with the Victoria College Board of Trustees Philanthropy Naming and Sponsorship Policy.

Dr. David Hinds served as VC President from 2015 to 2020. The initial planning for the current Facilities Master Plan started during his tenure. He is remembered as a passionate leader who guided Victoria College through uncharted waters, including the aftermath of Hurricane Harvey and the beginning of the COVID-19 pandemic.

The gift will support the construction of the Student Success 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.

- **Student Success Center – Advising and Enrollment Room 104**
Cindy & Bob Buchholz (In Honor of Roy E. Goldman)

Mr. Roy Goldman was present at meeting.

Cindy and Bob Buchholz made a generous gift to support the Victoria College

Master Plan. The gift amount is in line with the Victoria College Board of Trustees Philanthropy Naming and Sponsorship Policy.

Having many years in public education, Mr. Goldman spent the last ten years of his career as a counselor at Victoria College. He believed strongly in helping students find their right path and considered his time at VC the most impactful and meaningful of his career. The gift will support the construction of the Student Success 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.

- **Student Success Center – Student Life Suite – Arron & Amy Mundy (In Honor of John & Linda Bagwell)** *Mr. & Mrs. Bagwell were present at meeting.*

Arron and Amy Mundy made a generous gift to support the Victoria College Master Plan. The gift amount is in line with the Victoria College Board of Trustees Philanthropy Naming and Sponsorship Policy.

John and Linda Bagwell instilled in their children the importance of being part of something larger than oneself. All four of their children actively engaged in campus life throughout their education. Their legacy continues to shape the lives of their grandchildren, who carry on the family tradition of active participation.

The gift will support the construction of the Student Success 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.

- **Student Success Center – Payment Office Room 106B – Keith & Lisa Blundell**

Keith and Lisa Blundell made a generous gift to support the Victoria College Master Plan. The gift amount is in line with the Victoria College Board of Trustees Philanthropy Naming and Sponsorship Policy.

Keith and Lisa Blundell are lifelong advocates for education in Victoria. Keith has dedicated his career to Victoria College, while Lisa specializes in K-12 education. Both began their academic journeys at Victoria College before transferring to the University of Houston-Victoria. Their success stories exemplify the opportunities available to local residents seeking higher education.

The gift will support the construction of the Student Success 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.

- **Student Success Center - Career Center Interview Room 203C – Terri Kurtz and Family**

Terri Kurtz made a generous gift to support the Victoria College Master Plan. The gift amount is in line with the Victoria College Board of Trustees Philanthropy Naming and Sponsorship Policy.

Terri Kurtz has a passion for people and has worked in human resource at Victoria College for many years. She is known for fostering a positive work environment, improving employee morale, and driving organizational success.

The gift will support the construction of the Student Success 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.

- **Museum of the Coastal Bend – Where Texas Ranching Began – Vaquero Exhibit**

Dr. Jennifer and Mr. Douglas Kent (In Memory of Mr. Eddie Vasquez Sr.)

Mary Ann Rodrigues, daughter of Mr. Eddie Vasquez Sr., was present at meeting.

Dr. Jennifer and Mr. Douglas Kent made a generous gift to support the Victoria College Master Plan. The gift amount is in line with the Victoria College Board of Trustees Philanthropy Naming and Sponsorship Policy.

*Mr. Eddie Vasquez Sr. was a true man of the land, devoting over two decades to ranching at the Welder Ranch. His unwavering dedication to his craft, combined with his love for the outdoors and his commitment to family, left a lasting legacy on his five children. *Where Texas Ranching Began: Vaquero* captures the daily life of the Spanish missionaries and soldiers in the Coastal Bend. They taught Indian converts ranching techniques for the wild cattle and horses near Mission Espiritu Santo. The first cowboys, longhorns, and mustangs were all present in the Coastal Bend of Texas. This component of *Where Texas Ranching Began* opens in April 2025.*

Mr. Ron Walker moved to accept the donor-designated naming recommendations as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

Before moving into **executive** session, Mr. Bland Proctor, Board Chair, shared that they would move to Informational Items first.

D. Informational Items:

1. Fall 2024 Progress Report – Cindy Buchholz

Cindy had a power point presentation that she shared with the board.

2. SB 212 CEO Report/President’s Updates – Dr. Kent

Dr. Kent had a hand out that she shared and went over with the board.

At this time, Mr. Bland Proctor called the board meeting into closed executive session at 512PM. Dr. Jennifer Kent and Mr. Keith Blundell were both called into executive for the first part. Dr. Kent and Mr. Blundell came out of closed session at 528PM. The board remained in closed session continued until 612PM.

12. EXECUTIVE SESSION: The Executive Session is called under authority of the Texas Open Meetings Act, in accordance with *Texas Government Code, Section 551.076* to discuss deliberations regarding security devices or security audits and *Texas Government Code, Section 551.074*, to discuss personnel matters, contract of employment for the College President, 2023 goal settings for the President and the board self-assessment process and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

The board came out of closed executive session at 612PM.


13. CONSIDER College President's Contract and Compensation Package-


Dr. Daniel Cano made the following motion regarding Dr. Kent's contract and compensation package that the board agreed was in line with other colleges:

- 1-year contract extension – the term of new contract is from September 1, 2024 through August 31, 2027.
- A 9.5% increase in base salary bringing it from \$243,035 to \$266,123
- A \$20K bonus.
- New total compensation/annual salary is \$301,123.

Mr. Ron Walker seconded the motion. Motion passed unanimously.

There being no further business, the meeting was adjourned at 6:14 PM.


Bland Proctor, Chair


John Zacek, Secretary