

**MINUTES of the REGULAR BOARD MEETING**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**November 18, 2019**

√ V. Bland Proctor	√ Daniel Cano
√ Luis A. Guerra	√ Catherine McHaney
√ John Zacek	√ Dr. Josie Rivera
	√ Ron B. Walker

STAFF

√ Dr. David Hinds	√ Jennifer Yancey
√ Mary Ann Rodriguez	

MEDIA

Samantha Douty  
Victoria Advocate

**Also in attendance:** Keith Blundell, Cindy Buchholz, Dr. Edrel Stoneham, Terri Kurtz, Lydia Huber, Darla Strother, Tracey Bergstrom, Jerry Hamilton, Matt Wiley, Marty Deckard, Amy Mundy, Sophia Kameitjo, Babette Lowe, Shari Gould, Sue Prudhomme, and Darin Kazmir

The Victoria College Board of Trustees met Monday, November 18, 2019 at 4:00 p.m. in the Corporate Training Room - 101 of the Academic Building.

**A. Call to Order:**

1. Mr. Bland Proctor called the meeting to order at 4:02 p.m. and announced that a quorum of board members was present.
2. Dr. David Hinds certified that the agenda had been properly posted per Texas statute.

**B. Citizen Communication:**

1. No members of the public spoke to the Board.

**C. Consider Board of Trustees Committee Reports**

N/A

**D. Items for Consideration:**

1. **CONSIDER Minutes of the Finance & Resources Committee held September 16, 2019**  
Mr. Luis Guerra moved to accept the minutes as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously.
2. **CONSIDER Minutes of the Regular Board Meeting held September 16, 2019**  
Dr. Daniel Cano moved to accept the minutes as presented. Dr. Josie Rivera seconded the motion. Motion carried unanimously.

**3. CONSIDER Minutes of the Personnel & Policy Committee Meeting held on October 29, 2019**

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

**4. CONSIDER Minutes of the Facilities Committee Meeting held on November 12, 2019**

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

**5. CONSIDER August 31, 2019 Financial Statements**

Mr. Keith Blundell presented. He discussed the Statement of Net Assets as compared to the same time last year, noting most balances are comparable. He noted cash and investments are \$13.496 million, an increase of \$1.2 million over 2018. Excess cash continues to be invested in TexPool. There are no long-term investments. He pointed out that the final payment on the 2010 tuition revenue bonds was made in August. Additionally, he noted that there has been a change in the calculation for the Optional Retirement Employee Benefits (OPEB-GASB 75) calculation. Previously, only retirees' benefits were included. The State now requires the calculation to take active employees into consideration. This changes the impact on total net position. The combined effect from GASB 75 and GASB 68 is a negative \$33.767 million.

Mr. Blundell then reviewed the Statement of Revenue, Expenses and Net Assets for the consolidated fund and the Gonzales and other project funds. He compared current year actual to 2018 actual and explained any differences. State appropriations and ad valorem are at 100% and 102% of budget, respectively. Total revenue is at 96% of budget and 95% compared 2018. Total expenses ended at 100% of budget for the fiscal year. Net decrease in net assets is \$2,716,445. The majority of the decrease is the result of the recorded GASB expense of \$1.4 million and the \$2 million transfer of designated funds to the project fund.

Mr. Luis Guerra made a motion from the Finance & Resources Committee to approve the financial statements as presented, no second was needed. Motion carried unanimously.

**6. CONSIDER 2018-2019 Audited Financial Statements**

Mr. Keith Blundell introduced Amado Sanchez, Account Manager and Carlos Arizpe, Lead Auditor with Cascos & Associates, PC to present the Annual Financial Report. Mr. Sanchez noted that the intent of the audit is to issue an opinion on the fairness of the financials, while the College is responsible for financial statement preparation. The College again received an Unmodified Opinion, which is the most favorable opinion that can be issued. No material weaknesses were identified in compliance, management or internal controls and no finding or questioned costs in federal or state programs were found during the review and testing. He then reviewed the Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position noting variances from the prior year statements. All were comparable to the prior year. Mr. Sanchez expressed his appreciation to the college staff for their work and assistance before and during the review, noting that a substantial amount of work is performed to assist the auditors in completing the schedules and perform testing. Mr. Blundell also expressed his appreciation to the

staff, specifically Director of Finance Tracey Bergstrom. Bland Proctor also thanked Mr. Sanchez, Keith and all of his staff for doing a remarkable job.

Mr. Luis Guerra made a motion from the Finance & Resources Committee to approve the 2018-2019 Audited Financial Statements as presented, no second was needed. Motion carried unanimously.

**7. CONSIDER Card Replacement Fee of \$5 per card**

Mr. Keith Blundell presented. He discussed a proposed new student fee for student ID replacement cards. Prior to moving to its new student center, UHV issued student ID cards to VC and UHV students, mainly as library cards. Now, the VC Payments Office and the Allied Health Division Office are issuing VC student ID cards to students enrolled in certain programs. The first card is issued free of charge. The proposed fee is for any replacement cards to offset the expense of reissuing. If approved, the \$5 fee would become effective August 1, 2020.

Mr. Luis Guerra made a motion from the Finance & Resources Committee to approve the Replacement Fee of \$5 per card as presented, no second was needed. Motion carried unanimously.

**8. CONSIDER the new Vocational Nursing Program**

Ms. Darla Strother presented. She shared with the board that the Vocational Nursing (VN) Program is proposing to implement a curriculum change for 2020. The rationale for the modification is to align with the Victoria Independent High School District (VISD) P-Tech programs and to increase overall enrollment by removing the prerequisite requirements. She noted that the Texas Board of Nursing approved the new curriculum on November 1, 2019. Additionally, the new curriculum was presented and approved by the Victoria College Curriculum Instructional Committee (CIC) on April 11, 2019 and with some additional changes on November 8, 2019.

Dr. Josie Rivera moved to accept the new VN Program as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

**9. CONSIDER Board Policies and Texas Association of School Board (TASB) Localization Project**

Ms. Jennifer Yancey presented. She shared with the board that this is a correction to two policies previously approved by the Board of Trustees on September 16, 2019. The proposed revised policies were reviewed by the Personnel & Policy Committee during a publicly posted meeting 10-29-2019

Dr. Daniel Cano made a motion from the Personnel & Policy Committee to approve the two policy corrections as presented, no second was needed. Motion carried unanimously.

**10. CONSIDER Purchases of Good and/or Services – Executive Search Firm – Association of Community College Trustees (ACCT)**

Ms. Jennifer Yancey presented. She shared with the board that the college used ACCT for our last Presidential Search and we were very satisfied with their services. She presented a spreadsheet outlining comparisons from the eleven firms who submitted proposals to perform the executive search services for the next college president. The

RFP was emailed to fourteen firms identified as specializing in related searches and it was posted on the College's website. Eight of those who were emailed directly and three others responded to the RFP. A predetermined rubric was used to evaluate the proposals. The evaluation rubric included 25% Experience, Reliability and Expertise, 25% Pricing and Cost Calculations, and 50% Operating Approach/Method. After a thorough discussion of each proposal, ACCT was identified as the highest ranked firm. Ms. Yancey is confident they will provide comprehensive recruitment, evaluation and interview facilitation services to assist the Board of Trustees in filling the position of the President of Victoria College.

Dr. Daniel Cano made a motion from the Personnel & Policy Committee, who met on October 29, 2019 and discussed spreadsheet in detail, to approve the proposed purchase as presented, no second was needed. Motion carried unanimously.

**10. CONSIDER Recommendation for Presidential Search Committee members**

Ms. Jennifer Yancey presented. She shared the following list with the board, which was also discussed thoroughly at the October 29, 2019 Personnel & Policy Committee meeting.

<b>Catherine McHaney</b>	Co-Chair	VC Board of Trustees
<b>Ron Walker</b>	Co-Chair	VC Board of Trustees
<b>Cindy Buchholz</b>	Member	VC Vice President of Instruction
<b>Andy Farris</b>	Member	Director of Technology Services
<b>Penni Gietz</b>	Member	VC Foundation Board President
<b>Dr. Bob Glenn</b>	Member	UHV President
<b>Jerry Hamilton</b>	Member	Dean of Science/Mathematics/PE
<b>Wes Heinlein</b>	Member	Site Leader, Dow Seadrift
<b>Jeff Hubbard</b>	Member	VC Government Professor
<b>Danielle Love</b>	Member	Student Government Association
<b>James Martinez</b>	Member	VC Dept Chair of Public Services
<b>Amy Mundy</b>	Member	Executive Director, Foundation
<b>Sabrina Romo</b>	Member	Director of Pre-College Programs
<b>Jo Anne Settles</b>	Member	VC Associate Degree Nursing Instructor
<b>Dr. Quintin Shepherd</b>	Member	VISD Superintendent
<b>Terri Kurtz</b>	Search Liaison	VC Executive Director of Human Resources
<b>Jennifer Yancey</b>	Search Liaison	VC Vice President of Advancement & External Affairs

Dr. Daniel Cano made a motion from the Personnel & Policy Committee, who met on October 29, 2019 and discussed the committee member recommendations in detail, to approve the proposed list as presented, no second was needed. Motion carried unanimously.

**11. CONSIDER Nominations of New Members to Advisory Board of the Museum of the Coastal Bend**

Ms. Sue Prudhomme presented. She shared with the board that the Advisory Board of the Museum of the Coastal Bend met on September 24, 2019 and voted to recommend Joel Novosad to a three-year term on the advisory board. His biography is as follows: Novosad earned a bachelor's degree from Texas A&M University-College Station in Recreation, Park and Tourism Sciences in 2010. He began his career with Victoria

Convention and Visitors Bureau as the Tourism Services Representative in 2012 and became CVB Manager in October 2016. The Convention and Visitors Bureau was reorganized to become a standalone department within the City of Victoria, TX municipal government in October 2019, and Novosad was named Director of the department. Additionally, he currently serves on the Victoria Main Street Program Board.

Mrs. Catherine McHaney moved to accept the nomination as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

12. **CONSIDER Ratifying amended contract with Rawley McCoy and Associates for architectural and engineering services on William Wood Building renovation.**  
Mr. Keith Blundell presented. He informed the board that the previously approved contract (September 2019 meeting) has been amended to reflect requirements of the granting agency that is providing funds for renovation of the William Wood Building. The primary modification is converting the fee from a percentage of construction cost to a fixed fee.


Mr. John Zacek made a motion from the Facilities Committee, who met on November 12, 2019 and discussed the ratification in detail, to approve the proposed amended contract as presented, no second was needed. Motion carried unanimously.

13. **CONSIDER Covenant of Purpose for William Wood Building Renovation**  
Mr. Keith Blundell presented. He shared with the board that as a condition of funding, the Economic Development Administration requires the college to execute a 15 year covenant of purpose, declaring that VC will use the building for the grant-approved purpose of increasing the job-training capacity of our instructional programs, primarily Instrumentation/Electronics and Welding. Mr. Bland Proctor asked for clarification if this was for Workforce only – Mr. Blundell stated that was correct, it cannot be repurposed.

Mr. John Zacek made a motion from the Facilities Committee, who met on November 12, 2019 and discussed the Covenant of Purpose in detail, to approve the proposed covenant as presented, no second was needed. Motion carried unanimously.

There being no further business, the meeting adjourned at 4:40 p.m.

  
V. Bland Proctor, Chair

  
John E. Zacek, Secretary