

**MINUTES of the Regular Board Meeting**  
of the BOARD OF TRUSTEES of VICTORIA COLLEGE  
**May 20, 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. Josie Rivera	Ron Walker
√	√	√	√	√	<b>X</b>	<b>X</b> <b>(on phone only)</b>

**Also in attendance:** VC Staff: Dr. Jennifer Kent, Mary Ann Rodriguez, Keith Blundell, Cindy Buchholz, Terri Kurtz, Dr. Marisa Pierce, Matt Wiley, Darin Kazmir, Babette Lowe, Darla Strother, Jerry Hamilton, Michael Croissant, Susie Jechow, Marty Deckard and Rachel Winkenwerder

The Victoria College Board of Trustees met for a regular board meeting on Monday, May 20, 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 4:01 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 Trustees, District 1 and District 2.**

Ms. Mary Ann Rodriguez, Board Liaison, administered the Officer Statement and the Oath of Office to Mr. Luis A. Guerra, Trustee District 2. Dr. Josie Rivera - Trustee District 1, was not able to attend meeting – her oath will be administered at a later time.

**2. CONSIDER Minutes of the Board Workshop held on March 18, 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 Regular Board Meeting held on March 18, 2024**

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

#### **4. CONSIDER 2024 February and March Financial Statements**

Mr. Keith Blundell presented. He shared with the board that since the financials are cumulative, he would review only the March financials in detail if everyone was in agreement. 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 \$40.812 million (which include project funds) compared to about \$28.768 million same time last year. We are up about \$12 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 \$40.268 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. Due to HB8, there are two equal payments this year. Ad-valorem is at 98% 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 80.87% of budget. Credit hours are up. Non-credit is at about 63.82% of budget and we are at 58% of the year so this is also very good. Mr. Blundell also noted that expenditures are at 60.95% and we are at 58.3% of the year. He also noted that our net increase is at \$8.509 MIL compared to \$6.654 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 \$467K in the red compared to about (\$389K) last year. He did make note that on page 16, Debt Service, is at about 98.21% which is good. 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 \$21.746 million in the master plan budget with about \$3.946MIL already expended leaving us at about \$17.799 million. He clarified that this total does not include pledges. Mr. Luis Guerra moved to accept the statements as presented. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

#### **5. CONSIDER Purchase of goods and/or services:**

**Keith Blundell presented.**

##### **a. FY 2024-2025 Independent Audit Proposals (*Cascos & Associates, PC*)**

The College has completed a five-year audit cycle with PBH and sent out requests for proposal to all local audit firms and many regional audit firms. Four firms submitted complete proposals. All of the firms submitted proposals with fees higher than our current fee of \$32,900. All of the firms had experience auditing community colleges and had clean peer review reports. Cascos & Associates, PC has audited the Texas Southmost College, Coastal Bend Community College and Victoria College. Therefore, I recommend the board accept Cascos & Associates, PC as its independent auditor for the fiscal year 2024-2025. The proposed fee will increase to \$37,500 if the firm writes and produces the report and \$36,000 if VC writes and produces the report. Mr. Luis Guerra moved to accept the proposal as presented. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

##### **b. Contractor for Student Success Center Test and Balancing (*PHI Service Agency*)**

The installation of new HV AC systems in the Student Success Center will require the services of a Testing, Adjusting, and Balancing (TAB) Specialist to ensure they are functioning effectively and efficiently. A competitive sealed bid was issued on April 17, 2024 for a TAB Contractor to conduct testing, adjusting, and balancing on the new SSC HV AC systems. Bids from 2 of contractors were opened on May 1, 2024. Base Bid: TAB is outside of Drymalla's scope of construction. Therefore, funding will come from master plan projects funds made available by the Board on January 22, 2024. Ms. Catherine McHaney moved to accept the purchase as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously.

**c. HSI-Stem Grant A/V Equipment (*CDW-G and Howard Technology Solutions*)**

As part of the HSI-Stem Grant that was issued on November 9, 2021. The A/V equipment is for classroom updates to HSC rooms. This equipment will enable new instructional computing capabilities in STEM courses improve in- and out-of-class learning and study opportunities for students, and install cabling and digitally secure the STEM equipment being purchased to upgrade our systems at VC, so students have access to current technological opportunities. These updates and installs will occur in the Science Lecture and Lab Rooms and Math Lecture rooms in HSC.

Fiscal Impact: CDW-G: \$159,514.02

Howard Technology Solutions: \$163,993.00

Total: \$323,507.02

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

**d. EMS Driving Simulator (*Doron Precision Systems*)**

All EMS, EMTs and Paramedics, start with an EMT course. When certified as an EMT, they continue on to Paramedic at Victoria College while working as an EMT for an area EMS Provider. As an EMT, their main function is to operate an emergency vehicle yet we provide zero training for that very important task. Amy Munday was able to obtain funding from the Johnson Foundation for a EMS driving simulator. We researched the available products and concluded that the Daron driving simulator offered us the best variety of options: poor visibility, poor weather conditions including ice, unexpected obstacles like deer and pot holes, with the seat moving when a student hits a pot hole or curb. We are excited to offer this within our EMT and other courses to best prepare our graduates for all functions of their job as EMTs and Paramedics.

Fiscal Impact: Base Bid \$158,860.00.

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

**e. Ratification of Purchase – Air-Cooled Scroll Chiller for Technology Center (*Texas Air Products*)**

The existing Technology Center chiller is on the deferred maintenance list to be replaced in the 24-25 academic year due to being at end of useful life. Lead time for chiller delivery is estimated to be 35 weeks. We need to order the chiller in order to install it in the January 2025 timeframe.

Fiscal Impact: \$159,868 using Texas Air Products Carrier Buy Board Contract 720-23. Equipment is funded through Major R&R. Physical Plant will handle the installation of the new chiller.

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

**6. CONSIDER Facility Rental Fees**

Darin Kazmir presented. He shared with the board that the recently approved GD-Local policy indicate “The Board shall adopt a fee schedule...”

The proposed rates and discounts are in line with comparable Victoria venues, including VC’s Emerging Technology Complex. Facility rates for the Emerging Technology Complex, Welder Center, Museum, and Sports Center were approved separately.

**Facility Rental Fees**

The following fee schedule is proposed for the use of designated facilities (pending board approval).

Facility	During Business Hours		Outside Business Hours	
	Half Day	Full Day	Half Day	Full Day
<b>Classroom/Meeting Room</b> <i>(capacity - 12-30)</i>	\$280	\$560	\$340	\$800
<b>Lecture Hall</b> <i>(capacity - 80)</i>	\$380	\$760	\$500	\$1,000

**Nonprofit Discount** - 40% discount off above listed price

**VC Plus Discount** – 50% discount off above listed price for nonprofit organizations that have a VC employee serving on the governing board

The following standard charges may also be applied, particularly for events held outside business hours, and will be determined on an individual basis.

<b>Coordinator</b> <i>(on-site supervision)</i>	\$30/hr
<b>Event Custodial</b>	\$30/hr
<b>Event Security</b>	\$30/hr

Mr. John Zacek moved to accept the rental fees as presented. Ms. Catherine McHaney seconded the motion. Motion carried unanimously.

**7. CONSIDER TASB Update 46 (LOCAL) Policies and Review Update 46 (LEGAL) Policies**


Ms. Terri Kurtz presented. She shared with the board that all changes being presented were due to TASB 46 LEGAL Updates. They were discussed in detail at the 3PM Personnel and Policy Committee Meeting held prior to this meeting. They are all recommendations from TASB and have been reviewed by VC Administration. Ms. Kurtz went through each policy update one by one as listed in the explanatory notes provided by TASB, answered questions that the board had. After some discussion, Ms. Catherine McHaney, chair of the Personnel and Policy Committee, moved to accept all local policy updates as presented. No second was required since this came out of committee. Motion carried unanimously.

**D. Informational Items:**

1. **Strategic Plan Update** – Mr. Matt Wiley shared power point update with the board. Discussed the Journey Mapping Process, Faculty Senate attendance process, HB8 funding, Active MOUs, Caring Campus, Employee Goal Setting.
2. **2024-25 Tenured Faculty** – Ms. Cindy Buchholz introduced Michael Croissant, Chemistry Instructor, to the board.
3. **2025-25 Professor Emeriti** – Ms. Cindy Buchholz introduced Mr. Jerry Hamilton, who will be retiring after 40 years and Mr. Dave Swickheimer, who is retiring after 28 years with Victoria College.
4. **SB 212 CEO Report and President’s Updates** – Dr. Kent shared that the SB212 report had zero to report. She highlighted Commencement and shared some highlights from her VEDC Semi Annual meeting. She also introduced the new Vice President of Student Services, Dr. Marisa Pierce, who began on May 13, 2024.

There being no further business, the meeting was adjourned at 5:01 PM.

  
Bland Proctor, Chair

  
John Zacek, Secretary