

**ADMINISTRATIVE COUNCIL
MINUTES**

February 26, 2018

3:00 p.m.

H-176 Bryan campus and Bullock-136 Brenham campus

1. Dr. Hensley, Chancellor of the Blinn College District, called the meeting to order at 3:00 p.m.
2. Minutes of the October 12, 2017 meeting (handout).

On a motion by Mr. Max Hibbs seconded by Dr. Marcelo Bussiki, the Minutes of the October 12, 2017 meeting were approved. (A copy of the Minutes are attached and made a part of these **Minutes**). Motion passed unanimously.

Distance Learning Advisory Committee Update

Dr. Diane Lovell updated the committee on Distance Education. The taskforce for academic integrity met to improve the quality of online classes. The problem recognized has been that it is very easy to cheat with an online class. The conclusion is to have one major exam proctored for each online class. Figuring out how to proctor all the exams poses an issue. The Learning Center is not large enough for everyone to use - not enough computers. Looking at the possibility of imposing a fee expense to the student to use ProctorU. Faculty would give the options: a) pay \$20 for one exam on ProctorU, b) Tegrity - the student would video himself or herself free, or, c) come into the Learning Center to take their exam. For students that are not on campus, the professor can require that they take their exam with ProctorU. The fee charged to proctor an online exam is required by state law to be published in the college catalog. The fee through ProctorU would be around \$20; with TCCTA, Blinn would receive a discount.

3. Facilities Update

Mr. Richard Cervantes updated the committee on 14 ongoing projects:

1. **RELLIS CAMPUS**

A. Blinn College Academic Building

The Blinn College Academic Building consists of 19 classrooms, 8 laboratories, deans suite, full-time and part-time faculty offices, student services suite, student lounges and collaborative study spaces, and library. The project is at 60% completion and will be available for furniture, lab equipment, audio visual, and IT equipment in early June with occupancy in August 2018.

B. TAMUS Academic Building

The TAMUS Academic Building will be the new location for the Blinn College Health Sciences Program. The project is at the 95% construction document phase with a groundbreaking scheduled for March 1, 2018.

The Health Sciences Programs will occupy approximately 16,350 sq. ft. of this space. Texas A&M System Schools using the balance. The project schedule is set to begin construction in March 2018 and will be available for occupancy for the fall 2019 semester.

C. Building 8004 "Red Brick Building"

Building 8004 at the RELLIS Campus is located adjacent to the Blinn College Academic Building. The building is approximately 5,000 sq. ft. and will be used for additional faculty offices at RELLIS. The college presently is negotiating a design services contract with Kirksey Architecture for the renovation of this space. The project is on schedule for occupancy for the fall 2019 semester.

2. P 3 Student Housing

A. Student Housing Facility

The College has entered a Private Public Partnership with NCCD Blinn College for the development of 464 student-housing beds at the Brenham Campus. NCCD Blinn College in turn has contracted with a developer (Servitas) and contractor (Moss Construction) for the management and construction of the project. The facility is comprised of a combination of two and four bedroom suites, student lounge amenities, management offices, and a 100 seat classroom for the engineering academy students. The project is at 60% completion and will be available for furniture deliveries in June with occupancy in August 2018.

B. P 3 Student Housing Parking Lot

The College recently awarded a construction contract to Collier Construction for the construction of a 280-vehicle parking lot for use by the students at the housing facility. The parking lot project actually consists of two lots with the lot immediately adjacent to the housing facility having an occupancy of 210 vehicles and the second lot for vehicles being located at the southern end of Willow Grove Street across the street from the Leroy Dreyer Baseball Field. The construction of these lots will begin in May with completion scheduled in July 2018.

3. Brenham Campus Projects Pending Award for Construction

A. Student Center Food Service Project

The College recently received bids for the renovation of the Student Center Dining Hall. The Facilities Department will recommend the award of a construction contract to

the low bidder at the March 6th Board of Trustees meeting. The project is a complete renovation of the existing dining facility which will combine the "Cove and Dining Hall" into one space adding additional seats, serving stations, kitchen equipment, and menu options. The project will start construction on April 1, 2018 and scheduled completion is August 15, 2018.

The existing dining facility will close on March 9, 2018 and will re-open on March 19, 2018 at the PE Building. The menu will be the same through the end of the spring semester. The first summer semester will have limited menu options (packaged food) available in the PE Building. The second summer semester will have modified menu options (portable kitchen) available in the PE Building.

B. Student Center Exterior Wall Rehabilitation Project

The College recently received bids for the rehabilitation of the exterior walls of the student center. The Facilities Department will be recommending the award of a construction contract to the low bidder at the March 6th Board of Trustees meeting. The project will include pressure washing the building, replacing all exterior sealants, window and doorframe sealants, and the skylight expansion joint sealant. The project will start construction on April 1, 2018 and scheduled completion is June 30, 2018.

C. W.L. Moody Jr. Library Roof Replacement Project

The College recently received bids for the roof replacement at the W.L. Moody Jr. Library. The Facilities Department will be recommending the award of a construction contract to the low bidder at the March 6, 2018 Board of Trustees meeting. The project will start construction on April 1, 2018 and scheduled completion is June 30, 2018.

D. Old Main Window Replacement Project

The College has awarded a professional services agreement with Killis Almond Architects for the design of window replacements at Old Main. The project is in the early design phase with the architect performing the investigations of existing window conditions. Once this phase is complete, the architect will present a design including window materials options for the college to consider, while maintaining the historical designation of the building. The project construction schedule has not been determined at this time.

4. Bryan Campus Projects Pending Award for Construction

A. Bryan Campus Landscaping Phase III

The phase III landscaping project at the Bryan Campus is an extension of the previous landscaping projects completed over the last two fiscal years. The phase III project will provide improvements in the courtyard area adjacent to the library and will include similar landscaping, lighting, and outdoor furniture amenities. The project is scheduled for bid in March, awarded in April, construction set to begin in mid-May, and completing mid- August.

5. Brenham Campus Planned for Completion in Fiscal Year 2019

A. W.L. Moody Library Interior Renovations

The design consultant for this project will be determined by March 2, 2018. After negotiating a professional services agreement, the facilities department will begin the programming and schematic design phase, which will include working with the design team and end users in developing the scope of the project. The preliminary schedule for design and construction for this project is set to complete the design in the early fall, bid in late fall, construction planned to begin in early 2019, and completion set for August 2019.

B. Student Housing Renovation (Existing Facility)

The design consultant for this project will be determined in March. After negotiating a professional services agreement, the facilities department will begin the programming and schematic design phase which will include working with the design team and end users in developing the scope of the project. The preliminary schedule for design and construction for this project is set to complete the design in the early fall, bid in late fall, construction planned to begin in early 2019, and completion set for August 2019.

C. Rankin Ag Complex Expansion

The design consultant for this project will be determined by March 2, 2018. After negotiating a professional services agreement, the facilities department will begin the programming and schematic design phase which will include working with the design team and end users in developing the scope of the project. The preliminary schedule for design and construction for this project is set to complete the design in the early fall, bid in late fall, construction planned to begin in early 2019, and completion set for August 2019.

D. Campus Signage and Monument Signage

The design consultant for this project will be determined by March 2, 2018. After negotiating a professional services agreement, the facilities department will begin the programming and schematic design phase which will include working with the design team and end users in developing the scope of the project. The preliminary schedule for design and construction for this project is set to complete the design in the early fall, bid in late fall, construction planned to begin in early 2019, and completion set for August 2019.

4. Discussion of pay for contingent faculty

Mr. Mark Bernier, President of Faculty Senate – The resolution from last year, faculty had asked it to be brought to the board and Administrative Council. Part-time faculty do not have longevity stipend attached to their pay as with the full-time faculty. Dr. Hensley mentioned that she has

had Marie Kirby, Human Resources, research all full-time and part-time faculty pay schedules.

Dr. Hensley adjourned the meeting at 3:36pm.

Members present: Mr. Bryn Behnke, Mr. Mark Bernier, Ms. Karen Buck, Dr. Marcelo Bussiki, Dr. Jimmy Byrd, Ms. Lisa Caton, Mr. Richard Cervantes, Ms. Laurie Clark, Dr. Dennis Crowson, Ms. Danielle Duncan, Ms. Becky Garlick, Dr. Mary Hensley, Mr. Max Hibbs, Dr. Crystal Lee, Ms. Caroline Pritchard, Ms. Kristi Reddoch, and Ms. Deborah Vavra

Guests: Dr. Diana Lovell and Dr. John Turner

Members absent: Mr. Ted Hajovsky and Mr. Richard Bray