

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

**Board Room
Third Floor, Administration Building
Blinn College, 802 Green Street
Brenham, Texas**

Regular Meeting, Tuesday, August 14, 2007

The Board of Trustees convened at 7 p.m. in the Board Room with the following members present: Mr. Steve M. Westbrook, President, presiding; Mr. Atwood C. Kenjura, Vice President; Mr. Norwood Lange, Secretary; Dr. Henry J. Boehm, Jr., Mr. Don Jones, Mr. L.J. Lacina, Jr. and Mr. Leon Toubin.

Board members not present: None.

Members of the college staff in attendance were: Dr. Donald E. Voelter, President; Mr. John D. Barkman, Dr. John D. Harris, Dr. Daniel J. Holt, Dr. Debra R. LaCour and Dr. Barbara Pearson, vice presidents; Ms. Linda Bow, Mr. Tex Davis, Ms. Rebecca Garlick, Ms. Ashley Klausmeyer; Mr. Dennis Kocich, Ms. Margie Kovar, Ms. Tracy Lutkenhaus, Ms. Barbara Moore, Mr. Gus Mutscher, Mr. Joe Al Picone, Mr. Darrell Reimer, Mr. Guadalupe Reyes, Mr. Daniel Villanueva, Mr. Matthew Wehring, Ms. Stephanie Wehring, Ms. Ann Weir and Ms. Michel Zuch

Also registered as in attendance were: Mr. Brad Cutright, Cutright and Allen Architects; Ms. Kim Meloneck, Sealy Economic Development Corporation; Mr. David Sommer, Blinn College Foundation; Mr. C.H. Harvey, TFE Company; Mr. Charles Thielemann, Mr. Duane Olney, Ms. Pat Olney, Mr. James Lehrmann, Mr. Larry Sharp, Mr. Frank Wagner, KTTX-KWHI; and Mr. Gary Engel, *Brenham Banner-Press*.

ITEM 1. CALL MEETING TO ORDER, INVOCATION AND PLEDGE TO THE AMERICAN AND TEXAS FLAGS

The meeting was called to order by Mr. Westbrook. The pledges and prayer were led by Mr. Westbrook.

ITEM 2. PUBLIC COMMENT

Mr. Charles Thielemann commented on the gift of the tax rollback refunds to the Blinn Foundation; the \$52,168 in additional tax dollars that the college will receive as a result of new property added to the tax rolls; and his recommendation that the Board take steps to reduce the staff to faculty ratio.

Mr. C.H. Harvey commented on cost and value of higher education to the community. He commented on the shortsightedness of some of the people who voted for the tax rollback. He then presented tax rebate checks to the college and challenged everyone in the district to give the college a gift for scholarships equal to the amount of their tax rebate.

ITEM 3. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING JULY 31, 2007

Dr. Holt reviewed the financial statement and list of checks for the period ending July 31, 2007 (copies of the list of checks and the financial statement are attached and made a part of these *Minutes*). He then answered questions from the Board concerning an appropriate level of reserves.

ITEM 4. PUBLIC HEARING ON THE PROPOSED BUDGET FOR THE 2007-2008 SCHOOL YEAR

Mr. Westbrook opened the public hearing at 7:45 p.m. and called for public comment.

Mr. Charles Thielemann stated there was a need to reduce the ratio of staff to faculty. He recommended a ten percent cut in staff in each in the next two years.

The public hearing was closed at 7:48 p.m.

ITEM 5. REVIEW AND ACTION TO ADOPT BUDGET FOR THE 2007-2008 SCHOOL YEAR

Dr. Holt reviewed the proposed budget for the 2007-2008 school year. On a motion by Mr. Kenjura, seconded by Mr. Lacina, the Board voted to adopt the budget as presented (a copy is attached and made a part of these *Minutes*).

ITEM 6. REVIEW AND ACTION TO:

- (A) SET TAX RATE FOR 2007, OR
- (B) SET FUTURE DATES FOR PUBLIC HEARINGS AND ADOPTION OF THE TAX RATE FOR 2007

Dr. Voelter reviewed the tax rate options as published in the *Brenham Banner-Press*.

Mr. Kenjura made a motion to set the tax rate at \$.0548. His motion was seconded by Dr. Boehm. It was noted that the Board could not take action to set the tax rate at this meeting if the adopted rate was to exceed the effective tax rate. Dr. Boehm made a motion to withdraw his previous second and Mr. Kenjura agreed to withdraw his motion. Mr. Kenjura then offered a new motion to adopt a resolution announcing the intent of the Board to set the tax rate for 2007 at \$.0548 at a future meeting following required public hearings. On a record vote, the Board voted to adopt a resolution stating its intent to vote on the increased tax rate at a special meeting to be held on September 11, 2007. All Board members, except for Mr. Westbrook who did not vote, voted in favor of the resolution. A copy of the resolution is attached and made a part of these *Minutes*. It was tentatively agreed to set August 27 and September 4, 2007, as the dates for the public hearings.

ITEM 7. REVIEW AND ACTION TO APPROVE MINUTES FOR THE JULY 10, 2007, REGULAR MINUTES

On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to approve the *Minutes* of the July 10, 2007, meeting.

ITEM 8. REVIEW AND ACTION TO DESIGNATE AN UNRESTRICTED RESERVE FUND AND A RESTRICTED CAPITAL IMPROVEMENT FUND

Dr. Holt reviewed a proposal of the administration and the college's investments committee to designate an unrestricted reserve fund and a restricted capital improvement fund. On a motion by Mr. Toubin, seconded by Dr. Boehm, the Board voted to establish restricted capital and unrestricted reserve funds of \$1,000,000 each.

ITEM 9. REVIEW AND ACTION TO DEVELOP A PLAN TO USE COLLEGE SCHOLARSHIP FUNDS TO ATTRACT ACADEMICALLY SKILLED STUDENTS

Dr. Harris introduced Dr. Michel Zuch, Ms. Tracy Lutkenhaus and Ms. Ashley Klausmeyer who were given the task of developing a scholarship program using Hallstein Scholarship funds to attract students with strong academic abilities. Ms. Klausmeyer presented an overview of the proposal (a copy is attached and made a part of these *Minutes*). On a motion by Dr. Boehm, seconded by Mr. Jones, the Board voted to adopt the proposal with an amendment to raise the GPA requirements to 3.25. The program is to initially be limited to the Brenham campus and is to be effective with the fall 2008 semester.

ITEM 10. REVIEW AND ACTION TO APPROVE DEVELOPMENT OF A REVISED AGREEMENT WITH THE CITY OF BRYAN, TEXAS FOR THE CONSTRUCTION OF A REGIONAL STORMWATER DETENTION POND ON THE BRYAN CAMPUS OF BLINN COLLEGE

Dr. Holt reviewed the latest revision of the proposed Development Agreement with the City of Bryan for a detention pond on the Bryan campus. Dr. Pearson reviewed the process of working with the City of Bryan officials to make the agreement acceptable to the college. On a motion by Mr. Lange, seconded by Mr. Toubin, the Board voted to approve the agreement (a copy is attached and made a part of these *Minutes*).

ITEM 11. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK RFQ'S OR BIDS FOR:

- (A) DEVELOPMENT OF A CRISIS MANAGEMENT RESPONSE PLAN
- (B) PROPERTY AND LIABILITY INSURANCE UTILIZING THE SERVICES OF CONSULTANT

Dr. Holt asked for approval to seek RFQ's for (a) development of a crisis management response plan for the Brenham campus, and (b) property and liability insurance and utilization of a consultant to prepare bid documents and evaluate bids. On a motion by Dr. Boehm, seconded by Mr. Kenjura, the Board voted to approve both requests.

ITEM 12. REVIEW AND ACTION TO AWARD BIDS FOR:

- (A) PEST CONTROL SERVICES, BRYAN AND BRENHAM CAMPUSES (BID #556)
- (B) LAWN CARE, BRENHAM CAMPUS (BID #557)
- (C) SURVEILLANCE CAMERAS FOR ATKINSON AND LOCKETT RESIDENCE HALLS

Dr. Holt reviewed the bid tabulations for three items (copies are attached and made a part of these *Minutes*). On a motion by Mr. Lacina, seconded by Mr. Toubin, the Board voted to award bid #557 for pest control services to Pes Texas of Caldwell, Texas, in the amount of \$24,690; bid #557 for lawn care to Precision Lawn Management in the amount of \$69,966; and RFP #059 for surveillance camera systems to Texas Technical Service, Inc. in the amount of \$30,134.67.

ITEM 13. REVIEW AND ACTION TO EMPLOY CUTRIGHT AND ALLEN ARCHITECTS TO DEVELOP PLANS FOR RENOVATIONS TO THE C.F. SCHMIDT BUILDING ON THE BRENHAM CAMPUS FOR USE AS CLASSROOMS FOR THE DIVISION OF FINE ARTS AND TO AUTHORIZE NECESSARY EXPENDITURES FOR AN ENVIRONMENTAL ASSESSMENT OF THE BUILDING

Dr. Holt reviewed proposed uses of the Schmidt Building for the arts and choral programs and to employ Cutright and Allen Architects to develop the plans. He noted that Cutright and Allen was the only responders to the RFP. On a motion by Dr. Boehm, seconded by Mr. Kenjura, the Board voted to

employ Cutright and Allen Architects. On a motion by Mr. Toubin, seconded by Dr. Boehm, the Board voted to authorize the necessary expenditures for environmental assessments of the Schmidt Building.

ITEM 14. REPORTS:

- (A) PRELIMINARY ENROLLMENT AND HOUSING OCCUPANCY FOR THE FALL SEMESTER 2007
- (B) SUMMER CAMPS
- (C) BUILDING AND GROUNDS
- (D) GOVERNOR'S VETO OF HEALTH INSURANCE BENEFITS APPROPRIATIONS

Dr. Harris gave a preliminary enrollment report and projection for fall enrollment (a copy of his report is attached and made a part of these *Minutes*). He also reported on fall housing occupancy and the 2007 summer camps.

Dr. Holt reported on the painting and repairs to various buildings on the Brenham campus and the major repairs to the roofs.

ITEM 15. ADMINISTRATIVE ANNOUNCEMENTS

Dr. Voelter reported on the following:

- a. The college is optimistic that the community colleges will receive the vetoed state appropriations for employee health benefits for the 2007-2008 and 2008-2009 school years;
- b. The college has received a grant of \$1,900,000 to provide workforce training for power plant employees;
- c. The Ollie Finke estate left the college \$50,000 for capital improvements;
- d. The Washington County Fair Parade will be held on September 15, 2007;
- e. The Brenham ISD banquet is set for September 7, 2007, at 11:30 a.m. in the banquet room at the Student Center;
- f. A planning meeting has been scheduled for September 15, 2007, with the college's financial advisor from First Southwest Company;
- g. The first home football game of the season will be on August 25 at 3 p.m. against Coffeerville Kansas.
- h. Updated attendance policy changes including new course drop limitations established by the state. Dr. LaCour reviewed the report and an outline of the intended changes (a copy is attached and made a part of these *Minutes*).
- i. The parking area improvements on the Bryan campus have been completed

Mr. Westbrook recognized visitor Ms. Kim Melonek from the Sealy Economic Development Corporation.

The Board recessed at 9:09 until 9:23 p.m. for a break.

ITEM 16. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The public session was recessed at 9:23 p.m.

ITEM 17. CLOSED SESSION

- (A) EVALUATION AND EMPLOYMENT OF PERSONNEL (*GOV'T. CODE, SEC. 551.074*)
- (B) DISCUSSION OF POSSIBLE PURCHASE, EXCHANGE OR LEASE OF REAL PROPERTY IN BRENHAM, BRYAN AND SCHULENBURG (*GOV'T. CODE, SEC. 551.072*)

ITEM 18. RECONVENE PUBLIC SESSION

The public session was reconvened at 9:47 p.m.

ITEM 19. ACTION ON CLOSED SESSION ITEMS

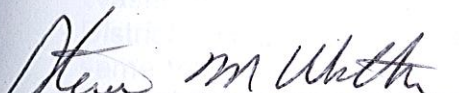
- (A) REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS
- (B) REVIEW AND ACTION TO PURCHASE, EXCHANGE OR LEASE REAL PROPERTY IN BRENHAM, BRYAN AND SCHULENBURG

On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to accept the resignations of Mr. Andria Cox, transcript analyst, Bryan campus, effective August 15, 2007; Mr. Michael Gaiser, telecommunications assistant, Bryan campus, effective August 8, 2007; and the retirement of Dr. Donald Cole, Biology instructor, Bryan campus, effective August 31, 2007.

On a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to employ faculty for Summer Session II, and to employ new faculty and professional staff on one-year contracts for the remainder of the current school year and for the 2007-2008 school year (a copy of the list of persons employed is attached and made a part of these *Minutes*).

ITEM 20. ADJOURNMENT

On a motion by Mr. Jones, seconded by Mr. Lacina, the meeting was adjourned at 9:49 p.m.



Mr. Steve M. Westbrook
President



Mr. Norwood Lange
Secretary