

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Tuesday, May 20, 2008

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. Norwood Lange, Secretary; Dr. Henry J. Boehm, Jr., Mr. Don Jones, Mr. L.J. Lacina, Jr. and Mr. Leon Toubin.

Board members not present: Mr. Atwood C. Kenjura, Vice President.

Members of the college staff in attendance were: Dr. Donald E. Voelter, President; Dr. John D. Harris, Dr. Daniel J. Holt, Dr. Debra R. LaCour and Dr. Barbara L. Pearson, vice presidents; Ms. Cathy Boeker, Dr. Bob Brick, Mr. Tex Davis, Mr. Brian Goyner, Mr. Ted Hajovsky, Mr. Bobby Henrichsen, Mr. Kris Kapchinski, Mr. Charlie Kelm, Mr. Dennis Kocich, Ms. Tracy Lutkenhaus, Mr. Doug McKee, Ms. Barbara Moore, Mr. Brad Nies, Ms. Gena Parsons, Dr. Milton Radke, Dr. Athena Russell, Mr. Daniel Villanueva, Ms. Ann Weir, Mr. Michael Welch and Dr. Michel Zuch.

Also registered as in attendance were: Mr. Frank Wagner, KTTX-KWHI; and Mr. Alan Nieschwietz, *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 pledge was led by Mr. Westbrook and the prayer was given by Mr. Westbrook.

**ITEM 2. SWEARING IN OF NEWLY ELECTED BOARD MEMBERS
REPRESENTING COUNTY COMMISSIONERS' PRECINCTS ONE AND
FOUR TO SERVE SIX-YEAR TERMS FOR THE PERIOD MAY 2008
THROUGH APRIL 2014**

Washington County Judge Dorothy Morgan administered the oath of office to Mr. Norwood Lange and Mr. Leon Toubin, newly elected Board members to positions representing County Commissioners' Precincts 1 and 4 respectively, as prescribed by the *Texas Constitution*, to serve six-year terms for the period May 2008 to April 2014. The sworn oath of office is attached and made a part of these *Minutes*.

**ITEM 3. ACTION TO ELECT OFFICERS OF THE BOARD FOR TWO-YEAR TERMS
FOR THE PERIOD MAY 2008 THROUGH APRIL 2010**

On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to elect Mr. Kenjura as President. On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to elect Mr. Toubin as Vice President. On a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to elect Mr. Jones as Secretary. All officers were elected for two-year terms.

ITEM 4. PUBLIC COMMENT

There was no public comment.

ITEM 5. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING APRIL 30, 2008

Dr. Holt reviewed the financial statement and list of checks for the period ending April 30, 2008 (copies of the list of checks and the financial statement are attached and made a part of these *Minutes*).

ITEM 6. REVIEW AND ACTION TO APPROVE MINUTES FOR THE APRIL 15, 2008, MEETING

On a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to approve the *Minutes* of the April 15, 2008, meeting.

ITEM 7. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK REQUESTS FOR PROPOSALS (RFP) FOR:

- (A) CUSTODIAL SERVICES ON THE BRENHAM AND BRYAN CAMPUSES
- (B) MIGRATION OF THE STUDENT PORTAL, *CAMPUS ONLINE*, AND THE ACCOUNTS RECEIVABLE, FINANCIAL AID AND STUDENT MODULES FROM SUNGARD BI-TECH TO ANOTHER SOFTWARE PACKAGE
- (C) LECTURE CAPTURE SYSTEM TO PRODUCE ELECTRONIC VERSIONS OF LIVE CLASSROOM INSTRUCTION

- (A) Dr. Holt informed the Board that the current two year contract for custodial services for the Brenham and Bryan campuses ends in August, 2008 and the administration would like to seek proposals for a three year contract;
- (B) Dr. Holt told the Board that the administration intended to obtain a cost estimate from this RFP so that it can then be determined when the funds might be allocated to this project. This migration is necessary because SunGard Bi-Tech will not provide support for these programs after 2011;
- (C) Dr. Holt briefly discussed the need for such a system that would provide the capability to capture, store, edit and deliver electronic versions of live classroom instruction.

On a motion by Mr. Lacina, seconded by Dr. Boehm, the Board voted to authorize the administration to seek RFP's as requested.

ITEM 8. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD BIDS FOR:

- (A) REPAIR OF POTHOLES ON THE BRYAN CAMPUS PARKING LOTS
- (B) SURVEILLANCE CAMERAS TO BE INSTALLED IN BEAZLEY, HALLSTEIN, MELCHER AND SPENCER HALLS ON THE BRENHAM CAMPUS
- (C) GENERATOR TO PROVIDE BACKUP POWER SOURCE FOR ADMINISTRATIVE COMPUTING SERVICES ON THE BRENHAM CAMPUS

- (A) Dr. Holt reviewed the parking problems on the Bryan campus and the need to repair the existing potholes on the Bryan campus parking lots;
- (B) Dr. Holt discussed the success of surveillance cameras in other areas of the campus and requested that additional cameras be installed in Beazley, Hallstein, Melcher and Spencer Halls on the Brenham campus;
- (C) Dr. Holt told the Board that a generator was needed to provide a backup power source for administrative computing services on the Brenham campus. Following a brief discussion on the advantages and disadvantages of using natural gas versus diesel powered generators, on a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to authorize the administration to seek and award bids as requested.

ITEM 9. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK A REQUEST FOR QUALIFICATION (RFQ) FOR AN EMERGENCY RESPONSE PROGRAM

Dr. Holt reviewed the administration's request to be authorized to seek requests for qualifications for an emergency response program, citing that one was needed to allow the college to notify students, faculty and staff in the event of an emergency. On a motion by Mr. Toubin, seconded by Dr. Boehm, the Board voted to authorize the administration to seek a RFQ for an emergency response program as requested.

ITEM 10. REVIEW AND ACTION TO APPOINT MEMBERS TO THE SEALY CAMPUS ADVISORY COMMITTEE

Dr. Athena Russell recommended the Board to reappoint two members of the Sealy Campus Advisory Committee. Dr. Russell told the Board it was recently discovered that the terms of Ms. Allene Schmitt and Ms. Kim Beane expired at the end of December 2007, but that each had agreed to serve an additional term. On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to reappoint Ms. Allene Schmitt and Ms. Kim Beane to an additional term on the Sealy Campus Advisory Committee which will expire at the end of December 2009 (a list of members and history of appointments of the Sealy Advisory Committee is attached and made a part of these *Minutes*).

ITEM 11. REVIEW AND ACTION TO SET TUITION AND FEES FOR THE 2008-09 SCHOOL YEAR

Dr. Holt reviewed the administration's request to not raise tuition and fees for the 2008-09 school year. On a motion by Mr. Lacina, seconded by Dr. Boehm, the Board voted to leave tuition and fees unchanged for the 2008-09 school year (a copy of the current tuition and fees schedule is attached and made a part of these *Minutes*).

Dr. Holt then presented a proposal from the TEACH program and recommended the fee for that program be increased from \$3,500 to \$3,900 beginning with the spring 2009 semester. It was discussed that this program is not financially supported by the state and has not had an increase in fees since it began. On a motion made by Mr. Lacina, seconded by Mr. Toubin, the Board voted to increase the fee for the TEACH program from \$3,500 to \$3,900 beginning in the spring 2009 semester (a copy of the memo requesting the increase is attached and made a part of these *Minutes*).

ITEM 12. REPORTS:

- **BUILDINGS AND GROUNDS**
- **FINANCIAL AID**
- **ENROLLMENT AND HOUSING OCCUPANCY FOR MAY MINIMESTER AND SUMMER I**
- **MARKETING**

Dr. Holt reviewed the progress on the detention pond work on the Bryan campus which should begin around June 1, 2008. He also made the Board aware of structural problems with the house the Small Business Development Center (SBDC) occupies and possible options for the future of the building and the location of the SBDC.

Dr. Holt described an error that occurred with scholarship award notifications and the actions that had been taken to resolve the issue. He indicated that 296 students received an email in error notifying them that they were the recipient of a Blinn College scholarship when they in fact were not. Recognizing the inconvenience and problems this may have caused the students, the administration has sent each student a letter of apology and an offer of a \$300 opportunity award to be used as a credit toward their tuition and fees if they choose to attend Blinn College.

Dr. Harris reviewed enrollment and housing occupancy for the May minimester and summer I. He indicated that the minimester saw an increase in enrollment and summer I was expected to either equal or exceed the 2007 numbers. Dr. Harris also told the Board that housing on the Brenham campus was already full for the fall semester and there is a waiting list of approximately 300 students (copies of the enrollment and housing reports are attached and made a part of these *Minutes*).

Gena Parsons gave a report on various marketing efforts at Blinn College. She showed the Board many examples of what has been produced such as radio ads, posters, billboards and recruiting videos.

ITEM 13. ADMINISTRATIVE ANNOUNCEMENTS

Dr. Voelter reported on the following:

- a. Announced the following gifts that were made to the Blinn Foundation:
 1. Marble top conference table and chairs for the student center atrium donated by Andrew Toubin.
 2. Collection of piano, organ and vocal music in books and sheet music from Dorothy E. Schaer, which was entrusted to John Dujka in the music department.
 3. Donations to the 125th Birthday campaign of \$21,385 from 88 donors.
- b. Announced a newly endowed scholarship from Barbara and Richard Powell (a copy of the scholarship summary is attached and made a part of these *Minutes*).
- c. Announced news from community colleges around the state:
 1. Austin Community College successfully annexed Round Rock ISD into their taxing district.
 2. Clarendon College successfully passed a branch campus maintenance tax in Pampa and Childress and their respective counties.
 3. San Jacinto College passed a \$295 million bond issue.
 4. Lone Star College District (formerly NHMCCD) passed a \$420 million bond for new facilities.
- d. The Juneteenth parade will be held in downtown Brenham on Saturday, June 14, 2008 at 10:30 a.m.
- e. The Chinese Acrobats will be performing at the Dr. W.W. O'Donnell Center on Thursday, June 22, 2008, at 7:00 p.m.
- f. Progress of the Blinn College Technology Institute planning.

The meeting was recessed for a break at 8:05 p.m.

ITEM 14. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The public session was recessed for a closed session at 8:17 p.m.

ITEM 15. 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 16. RECONVENE PUBLIC SESSION

The public session was reconvened at 9:07 p.m.

ITEM 17. REVIEW AND ACTION ON CLOSED SESSION ITEMS

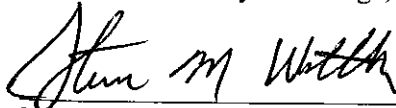
- (A) REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS
- (B) REVIEW AND ACTION TO PURCHASE, EXCHANGE OR LEASE REAL PROPERTY IN BRENHAM, BRYAN AND SCHULENBURG

On a motion by Dr. Boehm, seconded by Mr. Lacina, the Board voted to accept the retirement of Mr. John Barkman, Executive Vice President, effective May 31, 2008; and Ms. Lynne Pocaterra, Humanities Instructor, effective May 8, 2008; and the resignations of Mr. Tony Haynes, Assistant Football Coach, effective May 24, 2008; Mr. Wyatt Matthies, Assistant Financial Aid Director, effective May 23, 2008; and Ms. Charlene Vance, Social Science Instructor, effective May 8, 2008.

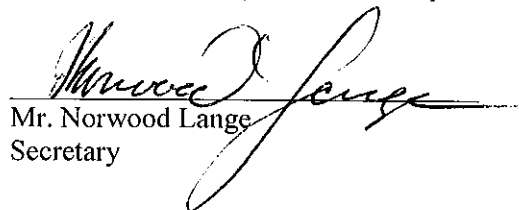
On a motion by Dr. Boehm, seconded by Mr. Jones, the Board voted to employ new faculty and professional staff on one-year contracts for the remainder of the current school year and the 2008-09 school year (a copy of the lists of persons employed is attached and made a part of these *Minutes*).

ITEM 18. ADJOURNMENT

On a motion by Mr. Lange, seconded by Mr. Toubin, the meeting was adjourned at 9:10 p.m.



Mr. Steve M. Westbrook
President



Mr. Norwood Lange
Secretary