

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

**Regular Meeting, Tuesday, November 17, 2009, 7 p.m.**

The Board of Trustees convened at 7:04 p.m. in the Board Room with the following members present: Mr. Atwood C. Kenjura, President, presiding; Mr. Leon B. Toubin, Vice President; Mr. Don Jones, Secretary; Dr. Henry J. Boehm, Jr., Mr. L.J. Lacina, Jr., Mr. Norwood Lange, and Mr. Steve Westbrook.

Board members not present: None.

Members of the College staff in attendance were: Dr. Daniel J. Holt, President; Dr. Robert Brick, Dr. John D. Harris, Dr. Debra R. LaCour, and Dr. Van Miller, Vice Presidents; Ms. Cathy Boeker, Executive Administrator of External Affairs; Dr. Cathy Kemper, Dean of Institutional Effectiveness and Accreditation; Ms. Karen Anglin, Ms. Mary Barnes-Tilley, Mr. Brian Burk, Mr. Larry Campbell, Ms. Leslie Ellis, Mr. Ted Hajovsky, Ms. Julie Maass, Mr. Richard O'Malley, Dr. Milton Radke, Mr. Jeff Tilley, Mr. Daniel Villanueva, Ms. Ann Weir, and Dr. Michel Zuch.

Also registered as in attendance were: Mr. Joseph Bassett and Ms. Charity Wilson, Bryan Campus Student Government Association; Mr. Brad Cutright, Cutright and Allen Architects, Inc.; Mr. Alan Nieschwietz, *Brenham Banner-Press*; Mr. Frank Wagner, KTTX-KWHI; and Mr. Robert Young.

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

The meeting was called to order by Mr. Kenjura. The pledge was led by Mr. Kenjura and the prayer was given by Mr. Westbrook.

**ITEM 2. PUBLIC COMMENT**

Mr. Joseph Bassett, Bryan Campus Student Government Association, gave a brief report on Student Government Association and Student Life Activities on the Bryan Campus.

Ms. Charity Wilson, Bryan Campus Student Government Association, gave a report on regional conference and additional Bryan Campus Student Government Association activities.

**ITEM 3. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE  
PERIOD ENDING OCTOBER 31, 2009, REGULAR MEETING**

Dr. Miller presented the financial statement and list of checks for the period ending October 31, 2009 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). Dr. Miller responded to questions from the Board.

**CONSENT AGENDA ITEMS:**

**ITEM 4. REVIEW AND ACTION TO APPROVE MINUTES FOR THE OCTOBER 14, 2009, WORKSHOP; THE OCTOBER 20, 2009, REGULAR MEETING; AND THE OCTOBER 29, 2009, SPECIAL MEETING**

**ITEM 5. REVIEW AND ACTION TO REVISE BOARD POLICIES:**

- (A) DOA (LOCAL): EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**
- (B) FDE (LOCAL): STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**
- (C) FDF (LOCAL): STUDENT WELFARE - FREEDOM FROM BULLYING AND DATING VIOLENCE**
- (D) DBD (LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CONFLICT OF INTEREST**
- (E) EGA (LOCAL): ACADEMIC ACHIEVEMENT - GRADING AND CREDIT**

**ITEM 6. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD BIDS FOR:**

- (A) GROCERY AND FROZEN PRODUCTS, MEAT AND PROCESSED MEAT, MILK PRODUCTS, AND BREAD PRODUCTS DURING THE PERIOD OF MARCH 1, 2010 - AUGUST 31, 2010**
- (B) BASEBALL AND SOFTBALL BUS TRAVEL FOR THE 2010 SPRING SEMESTER**

**ITEM 7. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO NEGOTIATE A PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH MARSHALL ENGINEERING, INC., FOR THE DESIGN OF HVAC MODIFICATIONS AND IMPROVEMENTS AT THE CENTRAL PLANT ON THE BRENHAM CAMPUS**

**ITEM 8. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD BIDS FOR THE REPLACEMENT OR REFURBISHMENT OF CHILLER # 2 AND OTHER MODIFICATIONS AT THE CENTRAL PLANT ON THE BRENHAM CAMPUS**

**ITEM 9. REVIEW AND ACTION TO AUTHORIZE HH ARCHITECTS TO PROVIDE ARCHITECTURAL SERVICES FOR THE REMODELING OF THE CPC CLASSROOM BUILDING AND SIGNAGE ON THE BRYAN CAMPUS**

**ITEM 10. REVIEW AND ACTION TO AUTHORIZE JONES & CARTER, INC., TO PROVIDE ENGINEERING SERVICES AS RELATED TO THE DESIGN OF PARKING LOT AND STRIPING IMPROVEMENTS FOR THE BRENHAM CAMPUS**

**ITEM 11. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK REQUESTS FOR PROPOSALS (RFP) FOR SOFTWARE THAT CONTAINS STUDENT HOUSING FUNCTIONALITY**

**ITEM 12. REVIEW AND ACTION TO APPOINT TWO MEMBERS TO THE SEALY CAMPUS ADVISORY COMMITTEE**

**ITEM 13. REVIEW AND ACTION TO APPOINT SIX MEMBERS TO THE BRAZOS COUNTY ADVISORY COMMITTEE**

On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to approve the **CONSENT AGENDA ITEMS 4-8 AND 11-13: ITEM 4** - Minutes for the October 14, 2009, Workshop; the October 20, 2009, Regular Meeting; and the October 29, 2009, Special Meeting; **ITEM 5** – revisions of Board Policies: *DOA (Local): Employee Welfare – Freedom From Discrimination, Harassment, And Retaliation; FDE (Local): Student Welfare – Freedom From Discrimination, Harassment, And Retaliation; FDF (Local): Student Welfare – Freedom From Bullying And Dating Violence; DBD (Local): Employment Requirements And Restrictions - Conflict Of Interest; and EGA (Local): Academic Achievement - Grading And Credit* (copies of revised Board Policies are attached and made a part of these *Minutes*); **ITEM 6** - Awarding of Bids for: Grocery and Frozen Products, Meat and Processed Meat, Milk Products, and Bread Products during the Period of March 1, 2010 - August 31, 2010; and Baseball and Softball Bus Travel For The 2010 Spring Semester; **ITEM 7** - Administration to Negotiate a Professional Engineering Services Contract with Marshall Engineering, Inc., for the Design of HVAC Modifications and Improvements at the Central Plant on the Brenham Campus; **ITEM 8** - Administration to Seek and Award Bids for the Replacement or Refurbishment of Chiller # 2 and Other Modifications at the Central Plant on the Brenham Campus; **ITEM 11** - Administration to Seek Requests For Proposals (RFP) for Software that Contains Student Housing Functionality; **ITEM 12** – Re-appointment of Two Members to the Sealy Campus Advisory Committee: Ms. Kim Beane for a third term to end December, 2011, and Mr. Joe Garcia for a second term to end December, 2011; **ITEM 13** – Re-appointment of Six Members to the Brazos County Advisory Committee: Mr. Mike Wright for a third term to end December, 2011; Dr. Alicia Dorsey for a second term to end December, 2011; Dr. Pamela Matthews for a second term to end December, 2011; Dr. Thomas Hilde for a third term to end December, 2011; Ms. Maritza Hoffman for a second term to end December, 2011; and Ms. Anthonette Ruffino for a third term to end December, 2010, as presented by the Administration.

**ITEMS 9 and 10** were removed from the Consent Agenda for discussion.

**ITEM 9** - Mr. Richard O'Malley reviewed the need for Architectural Services for the remodeling of the CPC Classroom Building and LED signage on the Bryan Campus (a copy of the proposed agreement between HH Architects and Blinn College is attached and made a part of these *Minutes*). He reviewed his desire to use HH Architects and stated that the estimated cost of \$250,000.00. Mr. O'Malley responded to questions and comments from the Board. Mr. Toubin questioned whether the remodel of the CPC for recruiting will fulfill long term needs. Dr. Boehm asked why Mr. Brad Cutright of Cutright and Allen Architects, Inc., was not considered for the project. Mr. O'Malley responded that there has not been a recent history of Mr. Cutright doing work on the Bryan Campus which is part of the reason he was not considered. On a motion by Mr. Jones, seconded by Mr. Westbrook, the Board voted to Authorize HH Architects to Provide Architectural Services for the Remodeling of the CPC Classroom Building and Signage on the Bryan Campus with amendment to Article 11 of the contract (page 18, third paragraph of Basic

Services in Article 11, to say "In consideration of the above fee which includes a reduction allowance for risk funding, the Owner agrees to limit the Architect's liability to the Owner arising from the Architect's professional act, errors or omissions, such that the total aggregate liability of the Architect to all those named shall not exceed the ~~lesser~~ **greater** of either the total fee for this project or the amount of Professional Liability Insurance the Architect has in force.") All voted to approve.

**ITEM 10** - Mr. O'Malley reviewed the need for improvements to the Brenham Campus parking lots (a copy of the proposed professional Services Agreement between Blinn College and Jones & Carter, Inc., is attached and made a part of these *Minutes*). Mr. Jones expressed concern about re-doing the parking lot adjacent to the Band Hall given that may be a possible site for a future Student Housing Facility. A discussion took place on site selection for a Student Housing Facility. Alternative sites for additional parking were also discussed. Mr. Westbrook moved to Authorize Jones & Carter, Inc., to provide Engineering Services as related to the design of parking Lot and Striping Improvements for the Brenham Campus, seconded by Mr. Lange with Mr. Jones and Dr. Boehm opposing the motion. The motion carried with a vote of four to two. Further discussion took place on master plans that currently exist for the College and the use of them. Mr. O'Malley re-emphasized that this item authorizes only the design and that the authorization for work to be done will be brought back to the Board for approval. Dr. Boehm asked Mr. Brad Cutright about master plans.

#### **OTHER ACTION ITEMS:**

#### **ITEM 14. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ADD THE POSITION OF EMERGENCY MANAGEMENT/SAFETY COORDINATOR**

Dr. Miller reviewed the need for an Emergency Management/Safety Coordinator (a copy of the proposed Job Description for the Emergency Management/Safety Coordinator is attached and made a part of these *Minutes*). He explained to the Board how several departments currently attempt to handle safety and emergency matters. Dr. Miller pointed out the exposure and liability the College faces without having this position. He reviewed examples of recent emergencies that the College has encountered and associated inefficiencies. Dr. Miller responded to questions from the Board.

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to authorize the Administration to add the position of Emergency Management/Safety Coordinator as presented by the Administration.

#### **ITEM 15. REVIEW AND ACTION TO SET TUITION, FEES, AND ROOM AND BOARD CHARGES FOR THE 2010-2011 SCHOOL YEAR**

Dr. Miller reviewed the Administration's request for an increase in tuition and fees (copies of the Current Tuition and Fees Schedule, Testing Fees, and Workforce Education Tuition Fee Schedule and the Proposed Tuition and General Fee and High School Dual Credit Fee, Various Fee Changes, Housing Rates, and Meal Plans are attached and made a part of these *Minutes*). A \$2.00 general fee increase and a \$4.00 tuition fee increase for out-of-district and out-of-state is proposed. Dr. Miller reviewed Blinn's rankings with other Community Colleges' tuition and fees rates. He reviewed the Community College funding structure and pointed out to

the Board that there will be no increase in state appropriation for the 2010-2011 year. Dr. Miller reviewed the reasoning for not increasing the in-district tuition rates, and a discussion took place regarding in-district rates. He reviewed proposed fee changes and the anticipated revenue from proposed increases is estimated to be \$2 million dollars.

Dr. Miller reviewed proposed increases for Room and Board and reminded the Board there has been no increase in Room and Board in 3 years. Mr. Lacina expressed concern about increasing the burden on the students during the current economy. Dr. Boehm stated that he would like to see the College Employees benefit from the increase through a salary increase. Dr. Miller and Dr. Holt responded to Mr. Lacina's concerns.

On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to increase the general fee by \$2.00 and increase the out-of-district and out-of-state tuition fees by \$4.00 as presented by the Administration.

**ITEM 16. REVIEW AND ACTION TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH TEXAS A&M UNIVERSITY COLLEGE OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES FOR CLINICAL FACILITIES FOR THE PROPOSED VETERINARY TECHNOLOGY PROGRAM**

Dr. Brick reviewed the Memorandum of Agreement between Texas A&M University College of Veterinary Medicine and Biomedical Sciences and Blinn College (copies of the proposed agreement between Texas A&M University College of Veterinary Medicine and Biomedical Sciences and Blinn College and the Blinn College New Program Request Budget are attached and made a part of these *Minutes*). He also reviewed the proposed budget for the Veterinary Technology Program. Dr. Brick responded to questions about anticipated revenues with this program. Dr. Brick reminded the Board that this program is anticipated to begin in the Fall of 2010. Mr. Toubin and other Board members expressed excitement about the program.

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to enter into a Memorandum of Agreement with Texas A&M University College of Veterinary Medicine and Biomedical Sciences and Blinn College for Clinical Facilities for the proposed Veterinary Technology Program as presented by the Administration.

**ITEM 17. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ADD A FULL-TIME WORKFORCE EDUCATION INSTRUCTOR / COORDINATOR POSITION**

Mr. Brian Burk reviewed Workforce Education growth specifically in Certified Nurse Aide course demand (a copy of the proposal for a Full-Time Allied Health Instructor / Coordinator is attached and made a part of these *Minutes*). Mr. Burk reviewed the benefits of having a day program in addition to the night program. Mr. Burk responded to questions from the Board.

On a motion by Mr. Lange, seconded by Dr. Boehm, the Board voted to authorize the Administration to add a Full-Time Workforce Education Instructor/Coordinator Position as presented by the Administration.

**ITEM 18. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ADD ADDITIONAL FULL-TIME FACULTY POSITIONS**

Dr. LaCour reviewed the need for additional full-time faculty. She reviewed the critical nature of the request and the various impacts that a faculty shortage creates. Dr. LaCour said that Division Chairs requested 21 positions, and she would like for the Board to approve 10 positions. Dr. Miller reviewed additional capacity on the Bryan Campus and faculty needs surrounding the capacity.

On a motion by Mr. Lacina, seconded by Dr. Boehm, the Board voted to authorize the Administration to add 10 additional Full-Time Faculty Positions as presented by the Administration.

**ITEM 19. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SUBMIT AN APPLICATION TO THE STATE OF TEXAS COMPTROLLER AND STATE ENERGY CONSERVATION OFFICE (SECO) FOR GRANT AND LOAN FUNDS**

Mr. O'Malley told the Board that he anticipates results from the previously approved efficiency study sometime within the next week. He would like approval to submit a grant application based on the results.

On a motion by Mr. Westbrook, seconded by Mr. Lacina, the Board voted to authorize the Administration to Submit an Application to the State of Texas Comptroller and State Energy Conservation Office (SECO) for Grant and Loan Funds as presented by the Administration.

**ITEM 20. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO NEGOTIATE FOR PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES FOR THE SITE SELECTION, EXPANSION, AND REMODELING OF THE BAND HALL AND NEW AGRICULTURAL FACILITY ON THE BRENHAM CAMPUS**

Mr. O'Malley reviewed the reason for the request which is to be prepared in anticipation of Bond action. This is not authorization for design but preliminary work. Mr. O'Malley expressed a desire to use Goodwin-Lasiter, Inc., for this purpose. Mr. Toubin expressed a desire to consider a recreation center. Mr. Lacina suggested a desire to consider Cutright and Allen Architects, Inc., for the project. Mr. Lange expressed concern about not utilizing previous plans that had departmental input with Cutright and Allen. Mr. O'Malley again assured the Board that this item does not authorize any design.

Mr. Westbrook made a motion to authorize the Administration to Negotiate for Professional Engineering and Architectural Services for the Site Selection, Expansion, and Remodeling of the Band Hall and New Agricultural Facility on the Brenham Campus, seconded by Dr. Boehm; additional discussion took place and Mr. Lange amended the motion to use current planning done by Cutright and Allen Architects, Inc., and to use Cutright and Allen Architects, Inc., for refinement. Dr. Boehm seconded the amended motion and the amendment passed. The vote was all in favor for the amended motion.

**ITEM 21. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK REQUESTS FOR QUALIFICATIONS (RFQ) AND AWARD A PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES AGREEMENT FOR A STUDENT HOUSING BUILDING ON THE BRENHAM CAMPUS**

Mr. O'Malley reviewed the need to Seek Requests for Qualifications and Award a Contract for Professional Engineering and Architectural Services Agreement for a Student Housing Building on the Brenham Campus. Mr. Lacina expressed a desire to utilize the current plans.

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to authorize the Administration to Seek Requests for Qualifications and Award a Professional Engineering and Architectural Services Agreement for a Student housing Building on the Brenham Campus as presented by the Administration.

**REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:**

**ITEM 22. REPORTS:**

- **BUILDINGS AND GROUNDS**

Mr. O'Malley reviewed the Bryan Administration and Classroom Project, the Modular Building on the Bryan Campus and the Health Clinic Projects.

Mr. O'Malley reported that the Technical Education Center in Brenham is ready, various HVAC projects in Brenham are underway and work to the Small Business Development Center Building on the Brenham Campus is ongoing.

- **BONDING CAPABILITIES**

Dr. Miller told the Board that Mr. Steve Adams, Specialized Public Finance, Inc., confirmed that \$40 million is a conservative bond capacity for Blinn College. He reviewed a list of potential projects such as:

Brenham Campus - Dormitory Building, Science/Classroom Building, Agriculture Building, Band Hall Renovation, Parking Renovations, and Infrastructure Improvements.

Bryan Campus - Allied Health Lease at Texas A&M Health Science Center, New Parking Lot, Student Center Renovation, Renovation to Allied Health Building, Performing Arts Building, and Technical Education Center.

- **STUDENT SUCCESS UPDATE**

Dr. Kemper distributed a handout on Student Performance Data (a copy of the Student Performance Date handout is attached and made a part of these *Minutes*). She reviewed the percent of credits completed versus the percent of credits attempted by race and ethnicity.

Dr. Kemper expressed that the numbers are very positive and she responded to questions from the Board.

### ITEM 23. ADMINISTRATIVE ANNOUNCEMENTS:

#### • UPCOMING EVENTS

Dr. Holt announced the following (a copy of the Administrative Announcements are attached and made a part of these *Minutes*):

- A) Blinn College Music Faculty Recital - Wednesday, Nov. 18 - 7:00 p.m. at Dr. W.W. O'Donnell Performing Arts Center - Free Admission
- B) Blinn College The Troupe presents "Curtains UP" - this is a showcase performance final for the Musical Theatre Ensemble - Nov. 19 & 20 - 8:00 p.m. at Dr. W.W. O'Donnell Performing Arts Center - Free Admission
- C) Blinn College Choir presents "Camerata Christmas" - Nov. 23 - 7:00 p.m. at St. Peter's Episcopal Church - Free Admission
- D) Annual Tuba Christmas event during the Downtown Christmas Stroll - Dec. 4 - 8:00 p.m. - Free Admission
- E) Jazz Ensemble Concert - Dec. 6 - 3:00 p.m. at Dr. W.W. O'Donnell Performing Arts Center - Free Admission
- F) Blinn College Choir Club presents 7<sup>th</sup> Annual Madrigal Dinner - Medieval Feast (catered) and choir concert - Dec. 6 - 7:00 p.m. at St. Peter's Episcopal Church - Advance ticket sales only - Fundraiser ticket is \$20 (Contact Jennifer Wise for more information 830-4239; limited seating)
- G) Brenham Chorale-Blinn College presents Oxford Christmas Carols - Monday, Dec. 7 - 7:00 p.m. at St. Mary's Catholic Church - Free Admission
- H) Blinn College Symphonic Band's Annual Kid Konzert for area Kindergarten Kids - Dec. 9 - 2:00 p.m. at O'Donnell Performing Arts Center - Free Admission
- I) Blinn College Symphonic Band & Concert Band Christmas Concert - Dec. 13 at 3:00 p.m. at O'Donnell Performing Arts Center - Free Admission
- J) Southern Association of Colleges & Schools Annual meeting - Dec. 4-8, in Atlanta, Georgia
- K) Brazos County Advisory Committee meeting, December 10 at 11:30 on the Bryan campus
- L) Employee Holiday Brunches - Dec. 17 on the Bryan campus; Dec. 18 on the Brenham campus - 11:00 to 2:00. Invitations to be mailed in the next two weeks
- M) Blinn Offices closed for the Holidays - Dec. 21 thru Jan. 1, 2010. Staff to return on Jan. 4; Faculty to return on Jan. 11
- N) Texas Association of Community College Trustees & Administrators Annual Conference, Jan. 11-12, 2010, Hyatt Regency, Austin.
- O) Next Regular Board meeting is Tuesday, January 19, 2010

The meeting was recessed for a break at 9:53 p.m.



**ITEM 24. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)**

The public was recessed for a closed session at 10:05 p.m.

**CLOSED SESSION:**

**ITEM 25. 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 26. RECONVENE PUBLIC SESSION**

The public session was reconvened at 10:48 p.m.

**ADDITIONAL ACTION ITEMS:**


**ITEM 28. ACTION ON CLOSED SESSION ITEMS:**

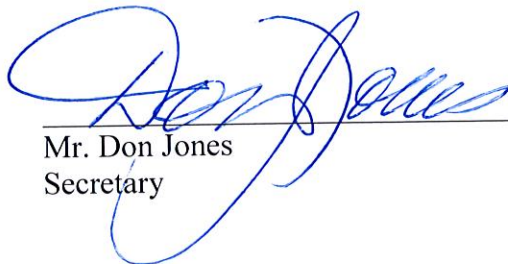
- (A) REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS
- (B) REVIEW AND ACTION TO PURCHASE, EXCHANGE OR LEASE REAL PROPERTY IN BRENHAM, BRYAN, AND SCHULENBURG

On a motion by Dr. Boehm, seconded by Mr. Jones, the Board voted to approve the reemployment of current football coaches for the year 2010.

**ITEM 29. ADJOURNMENT**

On a motion by Mr. Lacina, seconded by Mr. Westbrook, the Meeting was adjourned at 10:49 p.m.

  
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Mr. Atwood C. Kenjura  
President

  
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Mr. Don Jones  
Secretary