

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

**Dr. Barbara L. Pearson Banquet Room
First Floor, Student Center Building
Blinn College, 2423 Blinn Boulevard
Bryan, Texas**

Regular Meeting, Tuesday, November 16, 2010, 7 p.m.

The Board of Trustees convened at 7:05 p.m. in the Banquet Room with the following members present: Mr. Atwood C. Kenjura, President, presiding; Mr. Leon B. Toubin, Vice President; Mr. Steve M. Westbrook, Secretary; Dr. Henry J. Boehm, Jr., Mr. Douglas R. Borchardt, Mr. L.J. Lacina, Jr., and Mr. Norwood Lange.

Board members not present: None.

Members of the College staff in attendance were: Dr. Daniel J. Holt, President; Dr. Robert Brick, Dr. John Harris, Dr. Debra LaCour, and Dr. Van Miller, Vice Presidents; Dr. Ted Raspiller, Provost Brazos County Campuses; Ms. Cathy Boeker, Executive Administrator of External Affairs; Ms. Elaine Abshire, Mr. Dwight Bohlmeier, Dr. Blanche Brick, Ms. Lois Brokenborough, Dr. Jeff Bronson, Ms. Karen Buck, Mr. Brian Burk, Ms. Jennifer Bynum, Mr. Jeff Cermin, Ms. Essie Childers, Ms. Sandra Chumchal, Ms. Mary Crabb, Dr. Valschkia Dabney, Ms. Kay Donahoo, Mr. Claude Free, Ms. Jennifer Garcia, Ms. Rebecca Garlick, Mr. Ted Hajovsky, Mr. Grady Hendricks, Mr. Robert Henrichsen, Dr. Terrence Honan, Ms. Tricia Kesterson, Dr. Melanie Landis, Ms. Angela Lawrenz, Ms. Dawn Marshall, Ms. Brook Mikles, Mr. Richard O'Malley, Dr. Thena Parrott, Mr. Darren Pierson, Ms. Siham Rahman, Dr. Michelle Raisor, Mr. Steve Rathbone, Ms. Cynthia Sabbs, Mr. Michael Schaefer, Ms. Kristin Stoley, Dr. Rosemary Sundet, Mr. Jeff Tilley, Mr. Gary Waites, Mr. Brandon Webb, Ms. Debra Webb, Ms. Erin Wilhite, Dr. Richard Williamson, Dr. Mark Workman, and Dr. Michel Zuch.

Also registered as in attendance were: Mr. Michael Beckendorf, City of Bryan; Mr. Jason Bienski, Bryan Mayor; Mr. Oza Bouchard, Morris Architects; Mr. Dennis Goehring, City of Bryan; Mr. C.H. Harvey, TFE Company, Inc.; Ms. Ann Horton, Bryan Mayor Pro Tem; Mr. Ron Schmidt, Blinn Foundation; and Mr. Taylor Strawn, Blinn Bryan Student Government Association President.

**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 Dr. Holt.

ITEM 2. PUBLIC COMMENT

Mr. C.H. Harvey addressed the Board and inquired about the status of an investigation of Dr. Holt and the Administration surrounding the recent football investigation. Mr. Harvey criticized the Board and accused them of being disrespectful to the taxpayers of Washington County. Mr. Harvey called for accountability.

Bryan Mayor Jason Bienski welcomed the Board to Bryan and introduced several Bryan Community Leaders. He expressed appreciation to the Board.

ITEM 3. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING OCTOBER 31, 2010

Dr. Miller reviewed the financial statement and list of checks for the period ending October 31, 2010 (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 26, 2010, REGULAR MEETING**
- ITEM 5. REVIEW AND ACTION TO APPOINT TWO MEMBERS TO THE SCHULENBURG CAMPUS ADVISORY COMMITTEE**
- ITEM 6. REVIEW AND ACTION TO ACCEPT A GIFT TO THE COLLEGE OF SOFTWARE TO BE UTILIZED BY ALLIED HEALTH PROGRAMS**
- ITEM 7. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD BIDS FOR THE FURNITURE, FIXTURES, EQUIPMENT, INSTALLATION, MOVE-IN, STORAGE, AND OTHER RELATED COSTS ASSOCIATED WITH THE NEEDS OF THE ALLIED HEALTH DIVISION ON THE TEXAS A&M HEALTH SCIENCE CENTER CAMPUS**
- ITEM 8. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD BIDS FOR THE FURNITURE, FIXTURES, EQUIPMENT, INSTALLATION, MOVE-IN, STORAGE, AND OTHER RELATED COSTS ASSOCIATED WITH THE NEEDS OF THE AGRICULTURAL SHOP BUILDING AT THE W. J. "BILL" RANKIN AGRICULTURAL COMPLEX ON THE BRENHAM CAMPUS**
- ITEM 9. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO INCREASE LATE REGISTRATION AND REINSTATEMENT FEES EFFECTIVE SPRING SEMESTER 2011**
- ITEM 10. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO CREATE AN OVERNIGHT REFUND FEE EFFECTIVE SPRING SEMESTER 2011**
- ITEM 11. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO CREATE A SINGLE \$300.00 DEPOSIT FEE FOR ALL HOUSING UNITS ON THE BRENHAM CAMPUS EFFECTIVE FALL 2011**
- ITEM 12. 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, 2011 - AUGUST 31, 2011**

- (B) **BASEBALL AND SOFTBALL BUS TRAVEL FOR THE SPRING 2011 SEMESTER**
- (C) **MEN'S AND WOMEN'S BASKETBALL BUS TRAVEL FOR THE SPRING 2011 SEMESTER**

ITEM 13. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO CHARGE EMPLOYEES OF CORRECTIONAL FACILITIES THE SAME TUITION RATE CHARGED TO INMATES EFFECTIVE SPRING SEMESTER 2011

ITEM 14. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ADD A FULL-TIME SECURITY OFFICER POSITION ON THE BRYAN CAMPUS

ITEM 15. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ADD TWO FULL-TIME LABORATORY ASSISTANT POSITIONS FOR THE ASSOCIATE DEGREE NURSING PROGRAM

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 4** - Minutes for the October 26, 2010, Regular Meeting; **ITEM 5** - Re-Appointment of Two Members (Ms. Ona Marak to serve her third term ending May 2013 and Mr. Dudley Piland, Jr., to serve his second term ending May 2012) to the Schulenburg Campus Advisory Committee; **ITEM 6** - Acceptance of Gift to the College of Software to be Utilized by Allied Health Programs valued at approximately \$1,000.00 (a copy of the Donation Form is attached and made a part of these *Minutes*); **ITEM 7** - Authorization for the Administration to Award Bids for the Furniture, Fixtures, Equipment, Installation, Move-In, Storage, and Other Related Costs Associated with the Needs of the Allied Health Division on the Texas A&M Health Science Center Campus with an overall budget of \$3,450,000.00; **ITEM 8** - Authorization for the Administration to Seek and Award Bids for the Furniture, Fixtures, Equipment, Installation, Move-In, Storage, and Other Related Costs Associated with the Needs of the Agricultural Shop Building at the W. J. "Bill" Rankin Agricultural Complex on the Brenham Campus with a budget of \$370,000.00; **ITEM 9** - Authorization for the Administration to Increase Late Registration Fee to \$100.00 and Reinstatement Fees to \$50.00 per semester credit hour Effective Spring Semester 2011; **ITEM 10** - Authorization for the Administration to Create an Overnight Refund Fee of \$30.00 Effective Spring Semester 2011; **ITEM 11** - Authorization for the Administration to Create a Single \$300.00 Deposit Fee for all Housing Units on the Brenham Campus Effective Fall 2011; **ITEM 12** - Authorization for the Administration to Seek and Award Bids for: Grocery and Frozen Products, Meat and Processed Meat, Milk Products, and Bread Products During the Period of March 1, 2011 - August 31, 2011; Baseball and Softball Bus Travel for The Spring 2011 Semester; and Men's and Women's Basketball Bus Travel for the Spring 2011 Semester; **ITEM 13** - Authorization for the Administration to Charge Employees of Correctional Facilities the Same Tuition Rate Charged to Inmates Effective Spring Semester 2011; **ITEM 14** - Authorization for the Administration to Add a Full-Time Security Officer Position on the Bryan Campus; and **ITEM 15** - Authorization for the Administration to Add Two Full-Time Laboratory Assistant Positions for the Associate Degree Nursing Program (a copy of the letter proposing the positions is attached and made a part of these *Minutes*) as presented by the Administration.

OTHER ACTION ITEMS:

ITEM 16. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO PROCEED WITH THE DESIGN AND CONSTRUCTION OF THE STUDENT CENTER IMPROVEMENTS ON THE BRYAN CAMPUS

Mr. Richard O'Malley introduced a group from Morris Architects, who presented the concept plan for the renovations for the Bryan Campus Student Center. Mr. Kenjura inquired about the construction schedule and the accomodation of students. Mr. O'Malley reported they planned to work in phases and between semesters. Dr. Boehm inquired about the cost. Mr. O'Malley reported the budget for Phase I is \$500,000.00. The architects responded to various questions from the Board. Mr. Toubin inquired if an efficiency study had been done to make sure the service capacity will be increased. Mr. O'Malley assured Mr. Toubin that an efficiency study would be done for Phase II, which deals with food vendors, Phase I focuses on increasing student activities.

On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to Authorize the Administration to Proceed with the Design and Construction of the Student Center Improvements on the Bryan Campus as presented by the Administration.

ITEM 17. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO REINSTATE THE POSITION OF FULL-TIME ATHLETIC DIRECTOR

Dr. Miller reviewed the history of the Athletic Director position at Blinn College. He reviewed the benefits of returning to the structure of having a full-time Athletic Director. Dr. Miller responded to several questions from the Board about duties, timing, funding, etc. Dr. Holt expressed his support of the reinstatement of the position.

After a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board further discussed the issue and the original motion died.

On a motion by Mr. Toubin, seconded by Mr. Lange, the Board voted to table the item.

Dr. Boehm and Mr. Lacina opposed tabling the item.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:

ITEM 18. REPORTS:

- **BUILDINGS AND GROUNDS**

Mr. O'Malley reviewed the Buildings and Grounds report and responded to questions from the Board (a copy of the Buildings and Grounds report is attached and made a part of these *Minutes*).

Buildings and Grounds:

Bryan Campus:

CPC Remodel - This is the elevator project in the CPC Building. The project is complete and the offices will be used to house the Bryan Campus Recruiting Offices.

Administration/Classroom Remodel - This project is still waiting on several punch list items to be completed by the contractor, Merrell Construction, Inc. The punch list items have not been a deterrent to the functionality of the remodeled space, and we have not processed any pay requests from the contractor since substantial completion. Billy Ballow, architect with Goodwin Lassiter, Inc., and I met with the contractor on July 27, 2010, and discussed the few items that are needed to complete and close-out the project. I have also sent correspondence by mail outlining a time frame for him to complete the project or Blinn would have the punch list items completed and deduct the cost from his balance. I will do everything possible to have the contractor or his bonding company respond before I involve our attorney. On September 13th, I e-mailed the contractor stating that Blinn would seek bids to correct the millwork and replace the carpet in the classroom building and deduct the cost of this work from the balance owed. I have also demanded that the contractor provide the close-out documents before we release any funds.

Allied Health HSC Campus - The project is under construction and according to the contractor; they are seven weeks ahead of schedule. We have started the equipment procurement and the A/V design.

Building E, Student Center - This is a multi-phase project designed to enhance the student services offered on the Bryan Campus. I have negotiated a professional services agreement with Oza Bouchard of Morris Architects and we have started the programming phase of the project. The first task will be a "Student Center Reimplementation Plan" that emphasizes the use of this space for student use. Once the "Student Center Reimplementation Plan" is complete, we will present our findings to the Board at the November Board meeting and seek additional authorizations for the design and construction phases. The budget for this project is \$ 500,000.00 and will be funded in this year's Repair and Replacement budget.

Landscaping/Signage - There is a need to enhance the landscaping at the new Administration Building and in the area of the Transfer Center. Additionally, signage needs to be improved at these locations, as well as, evacuation signage in all buildings.

Workforce/Dental Hygiene - These programs are located in the Post Office Campus Building at 301 Post Office Street. There is a request that when the RadTech Program relocates to the new HSC/Allied Health Building, the space freed up by this move be used to expand the workforce and dental hygiene programs. I will be working on cost estimates to expand their respective spaces.

Building H (presently, the Allied Health Building) - In Fall 2011, this space will become available for additional classroom and faculty offices. Dr. Raspiller has appointed a committee to receive proposals from the Bryan Campus Division Chairs that are seeking additional space for their respective programs. Once the proposals have been received

and graded by the committee, the selection of use will be announced. The goal of the committee is to find the most efficient use of this space with minimal infrastructure improvements.

Central Plant - We have had a very challenging summer and fall from an operational and maintenance prospective. We have an "ice bank" that needs to be replaced; four compressors that might need replacing, or at minimum, improved maintenance; a chiller that is limping along and will need replacement in the next two years; and the control system that should assist in monitoring, needs to be improved. In addition to the central plant needs, we have: filter, valve, air handlers, and other accessories in each of the buildings that need daily maintenance. We have been in discussions with DBR, the mechanical engineering firm we discussed at the last Board meeting, to evaluate our system and operating procedures. Once we get information back from this firm, I will present the findings to the Board with a plan of action to make the necessary improvements.

Brenham Campus:

Student Housing - We have awarded the contract to Collier Construction, for \$9,926,000.00 for the construction of the student housing facility. The project is under construction and scheduled for completion by July 15, 2011. The existing agricultural shop building will be salvaged for use by Faith Mission and will be coordinated with Faith Mission and the contractor. The removal of the building will take place after the fall semester. The contractor has poured 70% of the slab.

Central Plant - Chiller #2 replacement project has been completed. There are some piping modifications and electrical improvements that we need to consider at the central plant and this plan will be studied and brought to the Board for future action.

Band Hall - The Band Hall project has been awarded to Collier Construction. We have held the preconstruction meeting and work on the project will begin once contracts are signed and bonds are in place.

Agriculture Facility - We have awarded a Guaranteed Maximum Price (GMP) of \$2,133,000.00, to Collier Construction, for the construction of the Ag Shop Building. This project is under construction. The completion of this phase is January 2011, and we plan to host classes in this building for Spring 2011. The framing for the building has been erected and the contractor is placing the interior block walls.

The Ag Classroom Building - The project has been awarded to Collier Construction and once we have a signed contract and have bonds in place, the construction will begin. We have held the preconstruction meeting.

Star of the Republic Museum - The project has been awarded to Gowan Construction. The preconstruction meeting will be held on November 15th, and construction will begin once contracts are signed and bonds have been received.

Campus Wide Fiber Extensions - This project has been awarded to JSL Construction. We have held a preconstruction meeting and construction will begin once contracts are signed and bonds are in place.

- **2009 ANNUAL SECURITY & FIRE REPORT**

Chief Free introduced Mr. Gary Waites as the Emergency Management Coordinator for the College. The 2009 Annual Security & Fire Report was a written report and there were no questions from the Board (a copy of the report is attached and made a part of these *Minutes*).

- **ACHIEVING THE DREAM - HELPING STUDENTS TO OVERCOME BARRIERS TO SUCCESS**

Dr. Rosemary Sundet introduced herself to the Board and reviewed the Achieving the Dream initiative. Dr. Sundet reviewed snapshot data for Developmental Education enrollment (a copy of the Developmental Education Enrollment report is attached and made a part of these *Minutes*).

Ms. Essie Childers, co-chair for Achieving the Dream, reviewed the Achieving the Dream process thus far and reviewed the three (3) initiatives identified: 1) Course Pairing Pilot, 2) New Student Orientation, and 3) Student Support Program for Advising.

ITEM 19. ADMINISTRATIVE ANNOUNCEMENTS:

- **NEWLY ENDOWED SCHOLARSHIP**

Dr. Holt announced the John E. Hejl-Caldwell High School Technical Scholarship.

- **UPCOMING EVENTS**

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

- Blinn Basketball Home Games:
November 17: Women vs. Temple College at 5:30 p.m.
Men vs. LSC-Cy Fair College at 7:30 p.m.
November 20: Women vs. Collin County Community College at 2:00 p.m.
November 23: Men vs. San Jac College Central at 7:30 p.m.
- Lifetime Learning Luncheon, December 2nd, hosts Dr. Carsten Westergaard lecturing on "Wind Energy Technology: Innovations and Challenges" in the Janis Sneed Banquet Room, Brenham Campus, 11:30 to 1:00 p.m.
- Band and Choir Events:
November 17: Annual Faculty Recital at 7:00 p.m. at O'Donnell Center
November 22: Blinn Camerata Choir and Brenham Chorale Christmas Concert at 7:30 p.m. at St. Mary's Catholic Church
December 1 & 2: The Troupe (Musical Theatre Ensemble) performance at 8:00 p.m. at O'Donnell Center
December 3: Annual Tuba Christmas (Downtown Christmas Stroll) at 8:00 p.m.
December 5: Blinn Choir Club 8th Annual Madrigal Dinner (Fundraiser) at 7:00 p.m. at St. Peter's Episcopal Church Fellowship Hall (advance ticket sales only - contact Jennifer Wise)
December 5: Jazz Ensemble Concert at 3:00 p.m. at O'Donnell Center

December 8: Annual Kid Konkert for Kindergarten Kids at 1:45 p.m. at O'Donnell Center

December 12: Symphonic and Concert Bands Concert at 3:00 p.m. at O'Donnell Center.

- Bryan Campus Theatre Production "The Cherry Orchard" on December 3-4, in the Dr. Barbara L. Pearson Banquet Room, Building E, Student Center, Bryan campus. Curtain times are at 7:30 p.m.
- Special Board meeting on Tuesday, November 23, 2010 at Noon in the Student Center Board Dining Room and Rooms 2&3, Brenham campus.
- Blinn Offices Closed - November 24-25, 2010.
- Southern Association of Colleges & Schools Annual meeting - December 3-6, in Louisville, Kentucky.
- Associate Degree Nursing Pinning on December 11 at 4:00 p.m. at the Brazos Center in Bryan.
- Employee Christmas Receptions - December 16 on the Brenham campus; December 17 on the Bryan campus - 11:00 a.m. to 1:00 p.m.
- Brazos County Advisory Committee meeting to be held on Thursday, December 16 at Noon.
- In Concert - Michael Martin Murphey on Monday, December 13 in the O'Donnell Performing Arts Center, Brenham Campus at 7:30 p.m.
- Blinn Offices Closed - December 20 thru December 31, 2010. Staff to return on January 3, 2011; Faculty to return on January 10, 2011.
- Texas Association of Trustees and Administrators Annual Meeting - January 30-31, 2011 in Austin.
- Next Regular Board meeting is Tuesday, January 18, 2011 at 7:00 p.m. on the Brenham campus.

ITEM 20. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

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

The public was recessed for closed session at 8:36 p.m.

CLOSED SESSION:

ITEM 21. 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, SCHULENBURG, AND SEALY (GOV'T. CODE, SEC. 551.072)**

ITEM 22. RECONVENE PUBLIC SESSION

The public session was reconvened at 8:48 p.m.

ADDITIONAL ACTION ITEMS:**ITEM 23. 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, SCHULENBURG, AND SEALY

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to employ new Faculty and Professional Staff on one-year contracts for the 2010-2011 school year (a copy of the list of persons employed is attached and made a part of these *Minutes*).

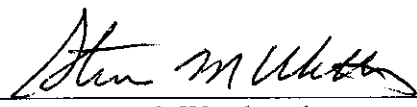
Dr. Holt announced the 2010 C.H.A.M.P.S. Heart of Texas Bowl Game against Arizona Western College on Saturday, December 4th in Copperas Cove, Texas at 2:00 p.m.

ITEM 24. ADJOURNMENT

On a motion by Mr. Borchardt, seconded by Mr. Westbrook, the Meeting was adjourned at 8:51 p.m.



Mr. Atwood C. Kenjura
President



Mr. Steve M. Westbrook
Secretary