

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

**Regular Meeting, Tuesday, July 19, 2011, 7:00 p.m.**

The Board of Trustees convened at 7:02 p.m. in the Board Room with the following members present: Mr. Atwood C. Kenjura, President, presiding; Mr. Leon B. Toubin, Vice President; Dr. Henry J. Boehm, Jr., Mr. Douglas R. Borchardt, and Mr. L.J. Lacina, Jr.

Board members not present: Mr. Steve M. Westbrook, Secretary; and Mr. Norwood Lange.

Members of the College staff in attendance were: Dr. Robert Brick, Dr. Debra LaCour, and Dr. Van Miller, Vice Presidents; Dr. Kathy Anzivino, Interim Vice President; Dr. Ted Raspiller, Provost Brazos County Campuses; Ms. Cathy Boeker, Executive Administrator of External Affairs; Mr. Thomas Brazzel, Ms. Carol Caddell, Ms. Jeri Dulaney, Ms. Kris Janes, Ms. Julie Maass, Mr. Richard O'Malley, Dr. Milton Radke, Ms. Karla Roper, Mr. Ross Schroeder, Mr. Dick Speas, Mr. Jeff Tilley, Mr. Gary Waites, and Ms. Ann Weir.

Also registered as in attendance were: Mr. Dean Allen, Cutright & Allen Architects, Inc., Ms. Allison P. Smith, *Brenham Banner-Press*; and Mr. Frank Wagner, KTTX-KWHI.

**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. Lacina.

**ITEM 2. PUBLIC COMMENT**

There was no public comment.

**ITEM 3. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING JUNE 30, 2011**

Dr. Miller reviewed the financial statement and list of checks for the period ending June 30, 2011 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). He reviewed the analysis of replacements and renovations expenses, as well as, capital projects that are being paid for with construction revenue bond financing. Dr. Miller responded to questions from the Board.

**CONSENT AGENDA ITEMS:**

**ITEM 4. REVIEW AND ACTION TO APPROVE THE MINUTES FOR THE JUNE 14, 2011, BUDGET WORKSHOP AND JUNE 21, 2011, REGULAR MEETING**

**ITEM 5. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK PROPOSALS FOR AN EXCLUSIVE BEVERAGE CONTRACT FOR ALL CAMPUSES**

**ITEM 6. REVIEW AND ACTION TO ADOPT A RESOLUTION DECLARING THE BOARD HAS REVIEWED THE BOARD'S INVESTMENT POLICIES AND INVESTMENT STRATEGIES AND REAFFIRMED EACH AS PROVIDED IN BOARD POLICIES *CAK (LEGAL AND LOCAL): APPROPRIATIONS AND REVENUE SOURCES - INVESTMENTS***

**ITEM 7. REVIEW AND ACTION TO REVISE AND ADOPT BOARD POLICIES:**

- (A) *CF (LOCAL): PURCHASING AND ACQUISITION*
- (B) *BBC (LOCAL): BOARD MEMBERS - VACANCIES AND REMOVAL FROM OFFICE*

On a motion by Mr. Toubin, seconded by Mr. Borchardt, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 4** - Minutes for the June 14, 2011, Budget Workshop and the June 21, 2011, Regular Meeting; **ITEM 5** - Administration to Seek Proposals for an Exclusive Beverage Contract for All Campuses; **ITEM 6** - Resolution Declaring the Board has Reviewed the Board's Investment Policies and Investment Strategies and Reaffirmed Each as Provided in Board Policies *CAK (Legal And Local): Appropriations and Revenue Sources - Investments* (a copy of the Resolution and Board Policies *CAK (Legal and Local)* are attached and made a part of these *Minutes*); and **ITEM 7** - Adoption of Board Policies: *CF (Local): Purchasing and Acquisition* and *BBC (Local): Board Members - Vacancies and Removal from Office* (copies of the proposed policy revisions are attached and made a part of these *Minutes*) as presented by the Administration.

**ACTION ITEM:**

**ITEM 8. REVIEW AND ACTION TO SET DATES, TIMES, AND PLACES FOR:**

- (A) **HEARING ON THE BUDGET FOR THE 2011-2012 SCHOOL YEAR**
- (B) **ADOPTION OF THE BUDGET FOR THE 2011-2012 SCHOOL YEAR**
- (C) **HEARINGS ON THE TAX RATE FOR 2011**
- (D) **SETTING OF THE TAX RATE FOR 2011**

Ms. Boeker reviewed the Overview of Legal Requirements of the Property Tax Code For Setting Tax Rate, as well as, the Proposed Dates for Public Hearing on Budget, Adopting Budget, and Setting Tax Rate for the Board (copies of the overview and proposed dates are attached and made a part of these *Minutes*).

On a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to set:

- (A) Hearing on the Budget for the 2011-2012 School Year on Tuesday, August 16, 2011, at 7pm;
- (B) Adoption of the Budget for the 2011-2012 School Year on Tuesday, August 16, 2011, at 7pm;
- (C) Hearings on the Tax Rate for 2011 to be on Thursday, September 1, 2011, at Noon and Thursday, September 8, 2011, at Noon, if the proposed tax rate exceeds the effective tax rate; and
- (D) Setting of the Tax Rate for 2011 to be on Tuesday, September 20, 2011, at 7pm, if the proposed tax rate exceeds the effective tax rate.

The tax rate may be set August 16, 2011, if the proposed tax rate does not exceed the effective rate.

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

### ITEM 9. REPORTS:

- **BUILDINGS AND GROUNDS**

Mr. Richard O'Malley reviewed current building projects and timelines for the Board (a copy of the written buildings and grounds report is attached and made a part of these *Minutes*). He advised furniture and equipment move-in for the Texas A&M Health Science Center Campus started on July 18<sup>th</sup> and faculty are scheduled to move in the first week of August. Mr. O'Malley responded to questions from the Board.

#### Bryan Campus:

- Allied Health HSC Campus - The project is substantially complete and we have started the move-in process. Furniture is scheduled to start arriving on July 18<sup>th</sup> and equipment move-in will be coordinated with the furniture supplier. The offices will be moved starting August 8<sup>th</sup>.
- Building E (Student Center) - This project has been put on hold for the summer, although we have incorporated some very minor wall adjustments in this space to provide a more user-friendly space for the students.
- Building H (current Allied Health Building) - The Building H project bid on May 26<sup>th</sup> and we received bids from seven contractors. Madison Construction from Bryan, Texas, was the low bidder and a contract has been awarded to Madison Construction for \$ 437,100.00 for this project. This project is under construction and progressing very well with a scheduled completion date of August 19<sup>th</sup>. This project will create the use of nine new classrooms for the Humanities, Natural Sciences, Mathematics, Fine Arts, Social Science, Fire Science and Vet Tech programs. The design of these improvements was completed in-house by the facilities department, which provided both a savings from the design fee perspective and a savings from the time perspective to meet these deadlines. Another in-house area that needs to be complimented in regards to this project is the coordination skills of both Elaine Abshire and Sami Rahman who have both carefully coordinated the move-out and move-in schedules of the Allied Health group with the contractor and the new tenants that will occupy the space.
- Central Plant - Chiller #2 replacement project bid on May 26<sup>th</sup> and we received bids from six contractors. ACO Mechanical from Bryan, Texas, was the low bidder and a contract has been awarded to ACO Mechanical for \$ 586,515.00. The project is under construction and is scheduled for completion in late September. With chiller #2 not operating at this time, a rental chiller will be installed as part of this contract to allow the College to continue making ice for use during the day, as well as, keeping our agreement with the local utility provider to not use electricity during the peak hours for air conditioning. Additionally, ice tank #6 will be replaced as a part of this contract, which will return the central plant to approximately 80% capacity of ice availability for use. During FY2011-2012, the Central Plant will need a plan to correct ice tank #3 and improve the controls to further enhance the plant efficiencies and lower the electrical usage.

#### Brenham Campus:

- Student Housing - The project is progressing very well, although we are still on a very tight schedule. The projected substantial completion date, at this time, is August 1<sup>st</sup> and the certificate of occupancy should be issued August 15<sup>th</sup>. The furniture is scheduled to be moved in August 17<sup>th</sup> and completed by August 24<sup>th</sup>. Students arrive and can start moving into the space August 26<sup>th</sup>. According to the contractor and the architect, the schedule for move-in is still possible. The interior of the building is completed by "wings" and the east

wing is the furthest along with millwork, painting and doors installed in each of the rooms. The west wing is ready for the painting or mill work and the south wing is still in the drywall and electrical installation phases. The elevator will be installed as soon as the City extends the permanent power to the building. On the exterior, the building is taking shape with brick installation, painting, parking lots, retaining walls and the plaza area all on schedule to be completed by the end of July.

- Central Plant - The pumping capacity of chilled water loop serving zone 3 will be increased with the addition of a larger pump that will be able to provide the water flow required to serve the new dorm, as well as, provide better water flow for the Administration Building. Additionally along this loop, other buildings (Melcher Hall and the Arts and Sciences Building) will have some minor piping or pump modifications to better regulate the chilled water flow. Next FY 2011-2012, we will need to start an improvement plan for the buildings on chilled water loop zones 2 & 3 by adding controls and frequency drives to better regulate the water flow. These improvements will enhance the efficiencies of the chilled water system and lower our overall electrical utility usage.
- Band Hall - The Band Hall project has been awarded to Collier Construction. The project is scheduled for completion of the existing building on August 1<sup>st</sup> and for the new construction on August 15<sup>th</sup>. Move-in will be coordinated to meet these dates and the building will be ready for fall classes.
- Agriculture Shop Facility - Complete.
- The Ag Classroom Building - The project has been awarded to Collier Construction. The project is under construction. The project is moving along very well and should be on schedule for completion in August.

- **ENROLLMENT AND HOUSING OCCUPANCY FOR SUMMER II**

Ms. Julie Maass reviewed final enrollment numbers for Summer II, which were down 1.5% from Summer II 2010 (a copy of the enrollment numbers for Summer II 2011 is attached and made a part of these *Minutes*). Ms. Maass responded to questions from the Board.

Ms. Ann Weir reviewed housing occupancy for Summer II, which is up above last year (a copy of the housing occupancy report for Summer II 2011 is attached and made a part of these *Minutes*). Ms. Weir advised the waiting list for fall housing is over 200.

- **EMERGENCY MANAGEMENT AND SAFETY**

Mr. Gary Waites gave an overview of Blinn College's Emergency Management and Safety Program (a copy of the presentation is attached and made a part of these *Minutes*). Mr. Waites reported an Incident Management Team has been assembled and trained, an Incident Report System has been established to address safety issues, a Hurricane Procedure has been created, and various training sessions have taken place. Mr. Waites and Chief Free are actively conducting a detailed self safety and security audit. Mr. Waites responded to questions from the Board.

- **PRESIDENTIAL SEARCH**

Mr. Borchardt updated the Board on the presidential search process. Currently, there have been 19 applications submitted for the position. Applications will be accepted until July 29<sup>th</sup>. Mr. Borchardt responded to questions from the Board.

**ITEM 10. ADMINISTRATIVE ANNOUNCEMENTS:**

- Upcoming Events

Mr. Kenjura announced the following (a copy of the announcements is attached and made a part of these *Minutes*):

- Buccaneer Alumni Lettermen Golf Tournament set for August 13, at the Brenham Country Club. Entry form and sponsorship information available on-line at [www.blinn.edu/Buccaneer/athletics/Alumni/index.htm](http://www.blinn.edu/Buccaneer/athletics/Alumni/index.htm).
- Washington County Chamber of Commerce annual Tailgate event is August 25 at Silver Wings Ballroom.
- Regular Board Meeting - Tuesday, August 16 at 7:00 p.m.

**ITEM 11. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)**

The public was recessed for closed session at 7:50 p.m.

**CLOSED SESSION:****ITEM 12. 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 13. RECONVENE PUBLIC SESSION**

The public session was reconvened at 8:13 p.m.

**ADDITIONAL ACTION ITEMS:****ITEM 14. 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 Mr. Lacina, seconded by Dr. Boehm, the Board voted to employ new Faculty and Professional Staff on one-year contracts for the 2011-2012 school year, to re-employ two Faculty and Professional Staff members on one-year contracts for the 2011-2012 school year and to employ Faculty for the Summer II 2011 semester (copies of the lists of persons employed is attached and made a part of these *Minutes*).

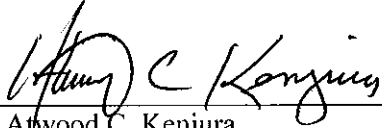
Mr. Kenjura read a resignation from Blinn College Board of Trustees At Large Position #3, Mr. Steve M. Westbrook, Secretary.

On a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to accept the resignation of Mr. Steve M. Westbrook from the Blinn College Board of Trustees At Large Position #3.

Mr. Kenjura announced that an appointment to fill the position of Blinn College Board of Trustees At Large Position #3 will be made soon.

**ITEM 15. ADJOURNMENT**

On a motion by Mr. Borchardt, seconded by Mr. Lacina, the Meeting was adjourned at 8:15 p.m.



Mr. Atwood C. Kenjura  
President



Mr. Steve M. Westbrook  
Secretary