

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

**Regular Meeting, Tuesday, October 16, 2012, 6:30 p.m.**

The Board of Trustees convened at 6:30 p.m. in the Henry J. Boehm Weight Room with the following members present: Mr. Atwood C. Kenjura, President, presiding; Mr. Leon B. Toubin, Vice President; Mr. Douglas R. Borchardt, Secretary; Mr. Norwood Lange and Mr. David Sommer.

Board members not present: Dr. Henry J. Boehm, Jr. and Mrs. Carolyn D. Miller, CPA.

Members of the College staff in attendance were: Dr. Harold Nolte, President; Dr. Ted Raspiller, President Brazos County Campuses; Dr. Robert Brick, Dr. Dennis Crowson and Dr. Debra LaCour, Vice Presidents; Mr. Jeff Cermin, Interim Vice President; Ms. Cathy Boeker, Executive Administrator External Affairs; Mr. Mark Bernier; Mr. Rich Bray; Mr. Kris Byboth; Mr. John Dujka; Ms. Jeri Dulaney; Ms. Becky Garlick; Mr. Ron Hammond; Mr. Stan Kubicek; Mr. Bradley Nies; Mr. Richard O'Malley; Ms. Kris Ottmer; Mr. Steve Rathbone; Mr. Ross Schroeder; Mr. Scott Schumacher; Mr. Jeff Tilley; Mr. Michael Welch and Dr. Mark Workman.

Also registered as in attendance were: Blinn College Theatre Students; Ms. Kelli Shomaker and Mr. Frank Wagner, KTTX-KWHI.

**ITEM 1. CALL MEETING TO ORDER (MEETING WILL BEGIN AT HENRY J. BOEHM WEIGHT ROOM LOCATED AT 703 HIGH STREET, BRENHAM, TEXAS)**

The meeting was called to order by Mr. Kenjura.

**ITEM 2. TOUR HENRY J. BOEHM WEIGHT ROOM ON THE BRENHAM CAMPUS**

Mr. Scott Schumacher, Director of Athletics, gave the Board a tour of the Henry J. Boehm weight room used by kinesiology classes, athletic teams and general students.

**ITEM 3. RECESS MEETING TO MOVE TO ADMINISTRATION BUILDING (THIRD FLOOR BOARD ROOM LOCATED AT 802 GREEN STREET, BRENHAM, TEXAS)**

The meeting was recessed to move to Administration Building at 6:35 p.m.

**ITEM 4. RECONVENE MEETING IN THIRD FLOOR BOARD ROOM OF THE ADMINISTRATION BUILDING ON THE BRENHAM CAMPUS**

The meeting was reconvened at 7:00 p.m.

**ITEM 5. INVOCATION AND PLEDGE TO THE AMERICAN AND TEXAS FLAGS**

The pledge was led by Mr. Kenjura and the prayer was given by Mr. Sommer.

**ITEM 6. PUBLIC COMMENT**

There was no public comment.

**NON-ACTION ITEMS:**

**ITEM 7. 2012 KENNEDY CENTER/AMERICAN COLLEGE THEATRE FESTIVAL RESULTS AND PROMOTION OF "SNOW WHITE AND THE SEVEN DWARFS"**

Mr. Bradley Nies, Fine Arts, Music & Drama Professor, reviewed recently received awards in the 2012 Kennedy Center/American College Theatre Festival. He then promoted the upcoming production of Snow White and the Seven Dwarfs.

**ITEM 8. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING SEPTEMBER 30, 2012**

Mr. Jeff Cermin reviewed the financial statement and list of checks for the period ending September 30, 2012 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). He explained a timing issue related to the tuition and fees revenue. The largest expenditure for scholarships is Band followed by Agriculture. Mr. Cermin reviewed other timing issues with September being a short month.

**CONSENT AGENDA ITEMS:**

**ITEM 9. REVIEW AND ACTION TO APPROVE THE MINUTES FOR THE SEPTEMBER 13, 2012, SPECIAL MEETING AND SEPTEMBER 19, 2012, REGULAR MEETING**

**ITEM 10. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK REQUESTS FOR PROPOSALS FOR BUS TRAVEL FOR MEN'S AND WOMEN'S BASKETBALL FOR THE 2012-2013 SEASON**

**ITEM 11. REVIEW AND ACTION TO ACCEPT GIFT TO THE COLLEGE OF SOJIN GRAND PIANO TO BE UTILIZED AT THE J. HAL AND ALLYNE MACHAT MUSIC FACILITY ON THE BRENHAM CAMPUS**

On a motion by Mr. Borchardt, seconded by Mr. Sommer, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 9** - Minutes for the September 13, 2012, Special Meeting and September 19, 2012, Regular Meeting; **ITEM 10** - Administration to Seek Requests for Proposals for Bus Travel for Men's and Women's Basketball for the 2012-2013 Season; **ITEM 11** - Gift to the College of Sojin Grand Piano to be Utilized at the J. Hal and Allyne Machat Music Facility on the Brenham Campus valued at \$5,000.00 with moving costs of \$500.00 paid by the donors (a copy of the donation form is attached and made a part of these *Minutes*) as presented by the Administration.

Mr. Kenjura asked Mr. John Dujka to discuss the gift to the College of the piano. He expressed appreciation to Edward and Elizabeth Gaither for the gift.

**ACTION ITEMS:**

**ITEM 12. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AMEND THE CONSTRUCTION MANAGER AT RISK CONTRACT WITH COLLIER CONSTRUCTION FOR THE CONSTRUCTION OF THE GREENHOUSE AND RELATED ACCESSORIES ON THE BRENHAM CAMPUS**

Mr. Richard O'Malley reviewed Blinn's cost for the replacement greenhouse of \$109,000.00 out of the total cost of \$219,000.00 (a copy of the information distributed is attached and made a part of these *Minutes*).

Mr. O'Malley reviewed alternative uses of the insurance money for other needs. He responded to questions from the Board. The Board would like additional information on the insurance.

On a motion by Mr. Sommer, seconded by Mr. Borchardt, the Board voted to table Item 12.

**ITEM 13. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD A BID FOR COPY PAPER FOR ALL CAMPUSES**

Mr. Ross Schroeder reviewed the only bid received for copy paper for all campuses from Brenham Office Supply for \$29.90 per case (a copy of the RFP Tabulation Sheet is attached and made a part of these *Minutes*).

On a motion by Mr. Toubin, seconded by Mr. Lange, the Board voted to award a bid for copy paper for all Campuses to Brenham Office Supply for \$29.90 per case as presented by the Administration.

**ITEM 14. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO PURCHASE A SHUTTLE BUS FOR TRANSPORTATION OF STUDENT ORGANIZATION GROUPS AND ATHLETIC TEAMS**

Mr. O'Malley reviewed the process for determining the College's transportation needs for Student Organizations and Groups, as well as, Athletic Teams. A comparison of costs for charter bus expenses and shuttle bus expenses was presented to the Board (a copy of the comparison of costs is attached and made a part of these *Minutes*). The comparison shows a \$34,000.00 per year savings with the shuttle bus. Pictures were distributed to the Board (copies of the pictures are attached and made a part of these *Minutes*). Mr. O'Malley and Mr. Schroeder responded to questions from the Board.

On a motion by Mr. Sommer, seconded by Mr. Toubin, the Board voted to authorize the Administration to purchase a shuttle bus for transportation of Student Organization Groups and Athletic Teams for approximately \$117,000.00, as presented by the Administration. Mr. Lange stepped out of the room and did not vote.

**ITEM 15. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR THE PURCHASE OF SUBURBANS TO REPLACE 15-PASSENGER VANS**

Mr. O'Malley discussed the 15-passenger vans and related safety issues. He proposed to replace Blinn's current 15-passenger vans with suburbans (a copy of suburban purchase information is attached and made a part of these *Minutes*). Mr. O'Malley said there will be a future need to purchase additional suburbans. The College will sell two existing vans and terminate the lease of the remaining three vans.

On a motion by Mr. Toubin, seconded by Mr. Lange, the Board voted to authorize the Administration to seek bids for the purchase of three suburbans with the option to purchase additional suburbans as needed in the future to replace 15-passenger vans as presented by the Administration.

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

**ITEM 16. REPORTS:**

- **BUILDINGS AND GROUNDS**

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

- Planning (Bryan Campus):
  - *Building E, Student Center - the student activity half of the building was scheduled for a remodel to accommodate student activities; and the food service half of the building was scheduled to be updated and expanded to meet the growth of the campus. Both of these phases have been put on hold until the funding of these improvements can be budgeted.*
  - Parking Lot Project - The College has retained the services of Bleyl & Associates for the preliminary planning and eventual design of a surface lot. Additionally, the facilities committee is meeting with a developer on September 27<sup>th</sup> to discuss the cost and funding mechanism for an elevated parking garage. This information along with the data being gathered by the facilities department in regards to peak parking times, number of spaces, parking ratios, classroom schedules, student parking fees, etc. will be used to make a recommendation to the board on how to proceed with improving the parking needs on the Bryan Campus.  
**Update:** The facilities committee met with the developer to discuss a parking garage, the conclusion from this meeting is that a private developer would not be interested in investing capital into a parking garage on the Bryan Campus. The proposed 700 car garage would cost approximately \$ 8,000,000.00 to construct and would be funded from either cash reserves or revenue bonds from the college. At this time the facilities staff is evaluating all options before a formal recommendation is made to the board.
  - HVAC (Controls and VFD'S) - Funds have been budgeted in this fiscal year to improve the HVAC Controls System on the Bryan Campus. This project is in the very early discussion stage and awaiting information from Schneider Electric (our current vendor) before proceeding to the design and construction phase.
  - Elevator Upgrades - Funds have been budgeted in this fiscal year for elevator upgrades, the project has not started.
  - Landscaping/Irrigation System Upgrades - Funds have been budgeted in this fiscal year to improve the landscaping and turf on the Bryan Campus. The facilities staff is preparing a landscaping and turf plan that will be implemented in the Spring Semester.
  - Administration Building Addition - This project was discussed in the facilities workshop with the board. The project is still in the discussion stage with the administration and board, once authorization is affirmed the facilities staff will prepare an RFQ for professional services to hire an architectural firm for detail planning and design.
  - Classroom Utilization - The facilities staff has performed a limited classroom utilization study for the Bryan Campus. The results of this study will be available for use in a strategic plan for the Campus.
  - Land Planning - The undeveloped acreage north of the campus and across the drainage way is not encumbered by the City of Bryan in regards to development by potential purchasers. The property does have an inordinate amount of easements that could be restrictive but we are not complete with any type of preliminary platting that would establish the useful acreage. This platting will go hand in hand with the parking lot location and once that is settled a better estimate of land use can be determined.
  - Banquet Room Lighting and Drapes - The Fine Arts department uses the banquet room at least four (4) times a year for theatrical productions. At present temporary stage lighting, extension cords, and black plastic are used to transform the banquet room into a theater. The facilities department is researching a more permanent solution to provide this stage lighting and window screening while maintaining the aesthetics of the space.
- Planning (Brenham Campus):
  - Transportation Study - The facilities and purchasing staff are performing a transportation study to determine the best mode of transportation for the college's student activity groups, faculty, and sports teams. The study will include an analysis of purchase vs. leasing, charter services vs. 29 passenger buses or a combination of the two, student and faculty safety, insurance requirements, cost of suburbans and mini vans, etc. Once the

study is complete and presented to the transportation committee a recommendation will be forthcoming to the board for action.

- Classroom Utilization Study - The facilities staff is in the preliminary stage of developing a classroom utilization report for the Brenham Campus. The results of this study will be available for use in a strategic plan for the Campus.
  - Energy Audit - The facilities staff is in the preliminary stage of performing an energy audit for the Brenham Campus.
  - Fitness Center - The Facilities Department and the Student Services Department are developing a plan to enhance student amenities on campus. One area identified by student groups as a need is a fitness center. At present all student fitness center type activities take place in the Boehm Building and the typical student has to compete with the sports teams for use of equipment. Several ideas are being considered ranging from converting the James Atkinson Hall into a fitness center to constructing a new building for this purpose. Once the study is complete the Facilities Department will make a presentation to the board with our findings and seek the board's approval for future developments.
  - Spencer Hall Remodel/New Student Housing - This project was discussed in the facilities workshop with the board. The project is still in the discussion stage with the administration and board, once authorization is affirmed the facilities staff will prepare an RFQ for professional services to hire an architectural firm for detail planning and design.
  - Saeger Street Extension - This project is actually a City Of Brenham project, but the alignment and construction schedule have an immediate impact on the College as we develop the balance of our property adjacent to the College Park Apartments and Agricultural Complex. The City has engaged the services of O'Malley Engineers to survey the property and analyze potential routes from Old Mill Creek Road to Farewell Street. The City has no immediate plans to start design and construction on these improvements, but a sincere indication from the College of our desire to develop this property for student housing could trigger an accelerated schedule.
  - Student Center/Old Main Fire Alarm Monitoring System - This project is in the preliminary planning stages and once more information is available authorization from the board will be sought to seek bids on construction.
- Design (Bryan Campus):
    - The Administration Building Roof/Gutter Replacement - This project is in the preliminary design phase and once authorized by the board the administration will seek bids for the construction of the improvements. The budget for these improvements is \$ 250,000.00 and the funds have been budgeted in the 2012-2013 fiscal year.
  - Design (Brenham Campus):
    - The Greenhouse project has been designed and delivered to Collier Construction for pricing. Once the pricing has been established the facilities staff will present the board with a contract amendment to the Agricultural Classroom Construction Contract and proceed with construction. The primary funding source for this project will be insurance proceeds, the secondary funding source will be unspent funds from the original Agricultural Classroom Construction Project, and the third source if needed will be from funds in the R & R Budget.
    - The Lighting Project for replacement lamps in the Student Center, O'Donnell Center, "Original" Band Hall, Heineke Gym, PE Bldg., Moody Library, and Old Main is in design and should be ready for bidding in January.
    - The Central Plant Improvement Project is in design and should be ready for bidding in December.
    - The Generator Project is in design and should be ready for bidding in October.
    - The Student Center Roof/Baseball Field Locker Room Roof is in design and upon the board's authorization will be bid in November.

- The Student Housing Door Alarm Project is in design and will be bid in September. The construction of these improvements will be done in-house with the facilities staff.
- **HEALTH SCIENCE CENTER SIMULATION AND CLINICAL LAB**

Dr. Brick distributed copies of and reviewed information on the Health Science Center Simulation and Clinical Lab Usage documents (copies of the documents are attached and made a part of these *Minutes*).

- **DISTANCE EDUCATION**

Dr. Mark Workman reviewed the Distance Education Programs at Blinn College. Blinn College offers 211 sections of Internet classes and 155 sections of Blended classes. 7.99% of Blinn students are enrolled in Internet classes and 5.69% are enrolled in Blended classes. Nearly 1/3 of college students take Internet courses. Dr. Workman compared Blinn's Internet enrollment to that of other Community Colleges and responded to questions from the Board.

#### **ITEM 17. BRAZOS COUNTY CAMPUSES UPDATE**

Dr. Raspiller reviewed the 2012 Fall Campus Events for the Bryan Campus (a copy of the 2012 Fall Bryan Campus Events is attached and made a part of these *Minutes*):

- October 3, 2012-CIRT Training-"Run, Hide, Fight"-E-120-9:00am/2:00pm-6 minute presentation based on an active shooter scenario
- October 10, 2012-Health Clinic received a quantity of flu vaccine due to high demand
- October 11, 2012-Social Science Assessment Meeting-E-120-3:00 p.m.
- October 12, 2012-CIRT Training-CPR-E-105-1:00 p.m.
- October 12, 2012-PTK Leadership Conference-Weatherford, Texas
- October 16, 2012-Legal Assistant Organization-E-120-6:00 p.m.
- October 17, 2012-TEACH Program-E-120-6:00 p.m.-Teaching Certificate Information Session
- October 18, 2012-Picasso At The Lapin Agile-noon time lecture-presented by-Dr. John Beaver-Theatre Department presents the Off -Broadway play-Picasso At The Lapin Agile-E-105-8:00pm
- October 19, 2012-SADHA Dental Hygiene-E-105-7:30 a.m.
- October 19, 2012-Picasso At The Lapin Agile-E-105-8:00 p.m.
- October 20, 2012-Picasso At The Lapin Agile-E-105-8:00 p.m.
- October 26, 2012-Physical Therapy Association-San Antonio, Texas-Annual Conference
- October 26, 2012-Food Show-E-105-7:00am/1:00pm-Food tasting from different vendors for students and faculty
- October 27, 2012-SLA Community Fall Festival-E-105-10:30am/2:30pm
- November 1<sup>st</sup>-19<sup>th</sup>-Fall Food Drive-E- 105
- November 2, 2012-Artstep-Downtown Bryan-begins 4:00pm-Juried exhibition of the student works in drawing, painting, jewelry, ceramics, Photography and digital art

#### **ITEM 18. ADMINISTRATIVE ANNOUNCEMENTS:**

- **UPCOMING EVENTS**

Dr. Nolte thanked everyone who assisted with the recent loss of student Jason Mouton. Dr. Nolte reviewed the recent Association of Community College Trustees Conference and the upcoming events (a copy of the upcoming events is attached and made a part of these *Minutes*):

- **Texas Association of Community Colleges** Quarterly meeting, October 24, 11:30 a.m., Austin.
- **Blinn Football:**
  - **Homecoming:**
    - October 26, 6:00 p.m., Family Weekend Pep Rally/Block Party, Intersection of Prairie Lea and Third Street.
    - October 27:
      - ◇ 9:00 a.m., Breakfast with the Board of Trustees and President, Student Center Atrium.
      - ◇ 9:30 a.m., Ex-Students Association Annual Meeting, Student Center Conference Room.
      - ◇ 10:30 a.m., Buccaneer Alumni Lettermen Association Annual Meeting, Student Center Conference Room.
      - ◇ 11:30 a.m., Blinn College Ex-Students Association Hall of Honor Luncheon, Janis Sneed Banquet Room, Student Center.
      - ◇ 2:00 p.m., Honorees Recognized, Pre-game activities, Cub Stadium.
      - ◇ Blinn vs Cisco College Wranglers, 3:00 p.m., Cub Stadium.
      - ◇ 6:00 p.m., Home Run Derby, Dreyer Field.
- **Blinn Volleyball:**
  - Wharton Junior College, October 16, 6:00 p.m., Brenham.
  - Lee College, October 25, 6:00 p.m., Brenham.
  - Regional Tournament, November 1-4, Baytown.
- **Schulenburg Advisory Committee** meeting on Wednesday, November 14, Noon.
- **Technical Education Advisory Committee** meeting on Thursday, November 15, Noon.
- Blinn Theatre Arts production of “**Snow White and the Seven Dwarfs**” on November 15, 16, and 17, 7:00 p.m., and November 18, 2:00 p.m., in the Dr. W.W. O’Donnell Performing Arts Center, Brenham campus.
- **Stargazing Event** at the Schaefer Observatory, Schulenburg campus, November 15, 6-9 p.m.
- **Endowed Scholarship Luncheon** on Saturday, November 17, 11:30 a.m., Blinn College Student Center, Janis Sneed Banquet Room, honoring donors and recipients. Invitations will be mailed.
- Regular **Board Meeting** - Tuesday, November 20, 7:00 p.m.

**ITEM 19. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)**

The public was recessed for a break at 9:00 p.m.

The public was recessed for closed session at 9:16 p.m.

**CLOSED SESSION:**

**ITEM 20. CLOSED SESSION:**

- (A) **PERSONNEL MATTERS (GOV'T. CODE, SEC. 551.074)**
  - i. **DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE OR DISMISSAL OF PUBLIC EMPLOYEES OR OFFICERS**
- (B) **LEGAL MATTERS (GOV'T. CODE, SEC. 551.071)**
  - i. **CONSULTATION WITH COLLEGE’S LEGAL COUNSEL CONCERNING LEGAL MATTERS AUTHORIZED BY LAW**
  - ii. **DISCUSS EEOC CHARGE NUMBER 460-2012-02962**

- (C) **REAL PROPERTY (GOV'T. CODE, SEC. 551.072)**  
 i. **DISCUSSION OF POSSIBLE PURCHASE, EXCHANGE OR LEASE OF REAL PROPERTY IN BRENHAM, BRYAN, SCHULENBURG AND SEALY**

**ITEM 21. RECONVENE PUBLIC SESSION**

The public session was reconvened at 10:36 p.m.

**ADDITIONAL ACTION ITEMS:**

**ITEM 22. ACTION ON CLOSED SESSION ITEMS:**

- (A) **REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS**  
 (B) **CONSIDER PROPOSED SETTLEMENT OF EEOC CHARGE NUMBER 460-2012-02962**  
 (C) **REVIEW AND ACTION TO PURCHASE, EXCHANGE, OR LEASE REAL PROPERTY IN BRENHAM, BRYAN, SCHULENBURG, AND SEALY**

On a motion by Mr. Sommer, seconded by Mr. Borchardt, the Board voted to employ new Full-Time Faculty and Professional Staff on one-year contracts (a copy of the list of persons employed is attached and made a part of these *Minutes*).

On a motion by Mr. Toubin, seconded by Mr. Lange, the Board voted to approve the Settlement Agreement regarding EEOC Charge Number 460-2012-02962 and authorized Dr. Harold Nolte to execute the Agreement on behalf of the Board.

**ITEM 23. ADJOURNMENT**

On a motion by Mr. Lange, seconded by Mr. Sommer, the Meeting was adjourned at 10:38 p.m.



Mr. Atwood C. Kenjura  
 President



Mr. Douglas R. Borchardt  
 Secretary