

**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, February 21, 2012, 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. Douglas R. Borchardt, Secretary; Mr. Norwood Lange; Mrs. Carolyn D. Miller, CPA and Mr. David Sommer.

Board members not present: Mr. Leon B. Toubin, Vice President; and Dr. Henry J. Boehm, Jr.

Members of the College staff in attendance were: Dr. Harold Nolte, President; Dr. Ted Raspiller, President Brazos County Campuses; Dr. Robert Brick, Dr. Debra LaCour, and Dr. Van Miller, Vice Presidents; Dr. Kathy Anzivino, Interim Vice President; Ms. Cathy Boeker, Executive Administrator External Affairs; Ms. Elaine Abshire; Ms. Jana Bowers; Dr. Blanche Brick; Ms. Gayla Briles; Dr. Jeff Bronson; Ms. Karen Buck; Mr. Brian Burk; Mr. Jeff Cermin; Mr. Ted Hajovsky; Mr. Chris Hoffman; Ms. Kris Janes; Ms. Marie Kirby; Mr. Steve Kirkpatrick; Ms. Mary Lohse; Ms. Julie Maass; Mr. Richard O'Malley; Dr. Thena Parrott; Ms. Sonia Patel; Mr. Doug Pierce; Dr. Milton Radke; Mr. Michael Schaefer; Mr. Ross Schroeder; Mr. Jeff Tilley; Dr. Larry Watson; Mr. Brandon Webb; Ms. Ann Weir; Ms. Lisa Wiese and Mr. Mike Yeater.

Also registered as in attendance were: City of Bryan Officials: Planning and Zoning Commissioner Michael Beckendorf, Mayor Jason Bienski, Deputy City Manager of Community Services Joseph Dunn, Mayor Pro Tem Ann Horton, and Interim City Manager Kean Register; Dr. Dennis Crowson; Dr. Bowen Loftin, President Texas A&M; Dr. Barbara L. Pearson; and the Blinn College Select Choral Ensemble.

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. Sommer.

ITEM 2. PUBLIC COMMENT

There was no public comment.

NON-ACTION ITEMS:

ITEM 3. SELECT CHORAL ENSEMBLE

Mr. Chris Hoffman, Fine Arts, Music and Drama Instructor, led the Select Choral Ensemble in a song for the audience.

ITEM 4. PRESENTATION OF THE BLINN COLLEGE STRATEGIC PARTNER AWARD

Mr. Kenjura, on behalf of the Blinn College Board of Trustees, presented the first-ever Strategic Partner Award to the City of Bryan in appreciation of more than four decades of partnerships that enhance the educational excellence and quality of life throughout the Brazos Valley. City of Bryan mayor Jason Bienski thanked the Board for the award and for the partnership.

ITEM 5. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING JANUARY 31, 2012

Dr. Miller reviewed the financial statement and list of checks for the period ending January 31, 2012 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*).

Dr. Miller reviewed information just released from the Texas Higher Education Coordinating Board which revealed: Blinn holds the lowest Total Revenue per Full-Time Student Equivalent (FTSE) for an average of \$6,936, Blinn holds the second lowest Total Expenses per Full-Time Student Equivalent for an average of \$5,837 and Blinn ranks 48th in Total Expenses per Full-Time Student Equivalent (copies of the Investment Account Balances, Total Revenue per FTSE and Total Expenses per FTSE handouts are attached and made a part of these *Minutes*). Dr. Miller also reviewed the past 4-year history of the FTSE numbers with the Board.

CONSENT AGENDA ITEMS:

ITEM 6. REVIEW AND ACTION TO APPROVE MINUTES FOR THE JANUARY 17, 2012, REGULAR MEETING

ITEM 7. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO DISPOSE OF A 1999 FORD TAURUS AND A 2000 FORD TAURUS VIA PUBLIC AUCTION

ITEM 8. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO DISPOSE OF A VICTOR LATHE TO BE SOLD AS SCRAP METAL

ITEM 9. REVIEW AND ACTION TO ACCEPT A GIFT TO THE COLLEGE OF THREE LATHES AND MISCELLANEOUS TOOLS TO BE USED FOR STUDENT TRAINING AT THE A.W. HODDE, JR., TECHNICAL EDUCATION CENTER

ITEM 10. REVIEW AND ACTION TO ACCEPT A GIFT TO THE COLLEGE OF A 6' X 8' ENCLOSED CARGO TRAILER TO BE USED TO TRANSPORT ATHLETIC TRAINING EQUIPMENT

ITEM 11. REVIEW AND ACTION TO ACCEPT A GIFT TO THE COLLEGE OF AN AIR HOCKEY TABLE TO BE USED FOR THE STUDENT CENTER ON THE SEALY CAMPUS

On a motion by Mrs. Miller, seconded by Mr. Sommer, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 6** - Minutes for the January 17, 2012, Regular Meeting; **ITEM 7** - Disposal of a 1999 Ford Taurus and a 2000 Ford Taurus via Public Auction; **ITEM 8** - Disposal of a Victor Lathe to be Sold as Scrap Metal; **ITEM 9** - Gifts to the College of Three Lathe and Miscellaneous Tools Valued for a Total of \$23,000.00 to be Used for Student Training at the A.W. Hodde, Jr., Technical Education Center (a copy of the Donation Form is attached and made a part of these *Minutes*); **ITEM 10** - Gift to the College of a 6" X 8" Enclosed Cargo Trailer Valued at \$1,750.00 to be Used to Transport Athletic Training Equipment (a copy of the Donation Form is attached and made a part of these *Minutes*); and **ITEM 11** - Gift to the College of an Air Hockey Table Valued at \$250.00 to be Used for the Student Center on the Sealy Campus (a copy of the Donation Form is attached and made a part of these *Minutes*) as presented by the Administration.

ACTION ITEMS:

ITEM 12. REVIEW AND ACTION TO APPROVE NEW AGREEMENT AND EXTEND THE CONTRACT WITH BARNES & NOBLE COLLEGE BOOKSELLERS, LLC, FOR THE OPERATION OF BOOKSTORES FOR BLINN COLLEGE

Dr. Miller reviewed the proposed agreement and contract extension with Barnes & Noble College Booksellers, LLC (a copy of the proposed agreement is attached and made a part of these *Minutes*). He reviewed the financial incentives offered by Barnes & Noble in exchange for a 3-year contract extension. Dr. Miller's estimation of a value of this agreement over a 5-year period is \$5 million. Dr. Miller sought internal input to improve services received by Blinn before bringing this agreement to the Board. Dr. Miller responded to questions from the Board.

On a motion by Mr. Lange, seconded by Mr. Borchardt, the Board voted to Approve the Proposed Agreement and Extend the Contract with Barnes & Noble College Booksellers, LLC, thru November 30, 2016, as presented by the Administration.

ITEM 13. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR A DEPOSITORY BANK FOR BLINN COLLEGE

Dr. Miller reviewed the request to seek bids for a depository bank. The plan would be to seek bids for a 3-year agreement with a 1-year option and receive approval no later than July in preparation for the 2012-2013 fiscal year.

On a motion by Mr. Sommer, seconded by Mr. Lange, the Board voted to Authorize the Administration to Seek Bids for a Depository Bank for Blinn College as presented by the Administration.

ITEM 14. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD BIDS FOR THE REMOVAL AND REPLACEMENT OF AN ICE TANK LOCATED AT THE CENTRAL PLANT ON THE BRYAN CAMPUS

Mr. Richard O'Malley reviewed the bid process and recommended the Board award to the lowest bidder, Feldman Plumbing of Bryan, Texas.

On a motion by Mrs. Miller, seconded by Mr. Borchardt, the Board voted to Authorize the Administration to Award Bids for the Removal and Replacement of an Ice Tank Located at the Central Plant on the Bryan Campus to Feldman Plumbing for \$117,600.00, as presented by the Administration.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:

ITEM 15. REPORTS:

- **BUILDINGS AND GROUNDS**

Mr. Richard O'Malley responded to questions from the Board regarding Budget, Storm Damage on the Brenham Campus and the Bryan Campus Parking Lot from the written Buildings and Grounds Report (a copy of the Buildings and Grounds Report is attached and made a part of these Minutes):

Bryan Campus:

- Allied Health HSC Campus - The construction is complete.
- Building E, Student Center - The original scope of this project was divided into two phases: 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.

- Building H (presently, the Allied Health Building) - This project is complete.
- Central Plant - The chiller #2 replacement project is complete. The ice tank replacement project bid on February 14, 2012. Six (6) contractors submitted bids ranging from \$117,600.00 - \$137,000.00. The low bidder is Feldman Plumbing, which is a local Bryan plumbing contractor. Mr. Feldman has worked on several plumbing projects for the Bryan Campus in the past and has the credentials to complete this project. The Administration recommends that the College enter into a construction contract for \$ 117,600.00 with Feldman Plumbing to replace the ice tank. The cost estimate for this project was \$130,000.00 and the funds are budgeted in the R&R account.
- Parking Lot Project - We have hired Bleyl & Associates, a local engineering firm, for the planning of street access from Villa Maria, as well as, the additional parking lot. The parking lot will be located north of the existing campus and will be accessible from the campus with a pedestrian bridge. The proposed lot can also be accessed with vehicular traffic from Villa Maria. The project will be divided into phases with an estimated construction cost for the first phase of \$500,000.00. The first phase will consist of: a) pedestrian bridge, b) approximately 500 linear feet of street improvements connecting to Villa Maria, and c) parking spaces for approximately 100 cars. The project is budgeted within the R&R budget. This project has been temporarily put on hold pending the negotiations with the City of Bryan in regards to their participation and other real estate opportunities that may be available within reasonable proximity to the campus.

Brenham Campus:

- Student Housing - The project is complete. There are still warranty items and operational training items that need to be completed.
- Central Plant - We have hired DBR, Inc., for the design and construction phase services for an electrical switchgear replacement project, as well as, the replacement and upgrades to pumps and frequency drives at buildings located along the chilled water loop in zones 3 and 1. These improvements will enhance the capacity of our existing chillers and will provide a more efficient use of both energy and chilled water. The electrical switchgear project was bid on January 5, 2012. We received four (4) bids and the facilities committee awarded the project to Haarmeyer Electric for \$73,000.00. The electrical switchgear is scheduled to be replaced during spring break (March 12 - March 16). The work has been coordinated with the Contractor, City of Brenham Electrical Department, Engineer and the Facilities Staff.
- Band Hall - The project is complete. There are a few warranty and operational issues to resolve. There are two projects that were not included in the original design of this expansion that will need to be completed this year: Exterior Signage - the signage has been bid and is scheduled to be completed by mid-March; and Irrigation System - there were no plans in the original design for an irrigation system-these plans are being prepared and we will be seeking bids from contractors. Both of these improvements will be paid for from budgeted funds in the R&R budget.
- Agricultural Shop Facility - The project is complete.
- The Agricultural Classroom Building - The project is complete. There are a few warranty and operational issues to resolve. There are items including the fencing, irrigation systems, and exterior signage that still need to be completed on this project. The funds to pay for these improvements are included in the project budget.
- Master Campus Lighting Plan - Late last year, representatives from the facilities staff, the student services staff, the police department, and students toured the campus after dark to determine areas that needed improved lighting. We found several areas where light bulbs and fixtures simply need replacing and we found areas that need lighting improvements. The replacement of bulbs and fixtures has begun and will continue until completed. The areas needing additional lighting are being incorporated into a master lighting plan and, once completed, we will be seeking the Board's approval for adding fixtures and lights to the campus. The design work for these improvements will be done in-house with the facilities staff. This same observation and eventual lighting plan is being scheduled for the Bryan Campus.

- Structural Issues - We have hired a structural consultant, Paul Malek with MBC Management, to evaluate two structural issues on the Brenham Campus. The first is the outfield retaining wall at the Baseball Field and the second is the elevator addition to the Arts and Sciences Building. The outfield retaining wall is slowly creeping down the slope towards Old Mill Creek Road. Cracking has occurred in the wall and the grass and soil located adjacent to the wall is subsiding. This is not a safety hazard, but an eventual wall failure would be very costly to repair. Once Mr. Malek has completed his analysis, we will bring recommendations to the Board for subsequent corrective action. The second issue is the elevator addition at the Arts and Sciences Building. The addition is settling and pulling away from the main structure. This is not a safety hazard at this time, but a plan should be put in place to stabilize the movement before the condition worsens. Mr. Malek is preparing an analysis and recommendations to rectify this concern, and once completed, we will bring to the Board for further action. We have received preliminary recommendations from Mr. Malek, and these are being reviewed by the facilities staff. Once cost estimate and construction schedules are completed, a recommendation will be made to the Board.
- Campus Storm Damage - on January 25, 2012, the Brenham Campus was severely damaged by high winds (possibly a tornado) and rain. The following is a list of buildings damaged by the storm:
 - Baseball Field - the lights at the field were all redirected toward the sky and several fixtures were taken out of service. The direction of the lights has been corrected, but the lights on one (1) pole were completely knocked out, which at a minimum, will require new wiring to be installed and could result in additional fixtures as well. There is some debate as to what exactly severed the wiring at the top of the pole, and some of the cost associated with the repair may not be covered by insurance. At any rate, the wiring and lights are being corrected. The roof over the stands was damaged and is in the process of being corrected.
 - 1004 Green Street House - This house is currently being rented by Mr. Dick Speas, Athletic Director. The carport on the house was completely demolished. This is covered by insurance and will be replaced.
 - Greenhouse on Old Mill Creek Road - The greenhouse on Old Mill Creek Road was completely demolished. This structure was covered by insurance and will be replaced.
 - Blue Storage Building on Old Mill Creek Road - The overhead doors of this structure were damaged. The doors have been replaced and were covered by insurance.
 - Roofs - The roofs on all buildings are still being evaluated by the insurance adjuster. At this time, we know that the roof at Building #7 of the apartments has been totaled and will be completely replaced. Building #4 of the apartments suffered some damage and will have the ridge row replaced. Some of the dorms suffered damage that may require new roofs. I should also note that all buildings have been temporally secured from subsequent rain storms that could cause damage inside the buildings.

Major HVAC Equipment Replacement Schedule - The following is a list of major HVAC expenditures anticipated for the next five years based on current information and excluding any catastrophic failure of equipment before scheduled replacement date:

Brenham Campus:

- 2012-2013 (Budget Year)
 - Remove antiquated ice tank equipment and replace a 200-ton chiller (#1) with a new 500-ton chiller with the appropriate piping, pumps, and appurtenances for \$750,000.00.
- 2013-2014 (Budget Year)
 - Remove and replace a 500-ton chiller (#3) with a new 500-ton chiller with the appropriate piping, pumps, and appurtenances for \$550,000.00.
 - Remove and replace the vintage 1988 air handling units (AHU) located in Old Main with the appropriate piping, controls, and appurtenances for \$250,000.00.

- 2014-2015 (Budget Year)
 - Extend chill water piping and add Solons Hall, Moody Library and Katherine Atkinson Hall to the central plant chilled water system for \$250,000.00.
 - Add cooling tower and replace cooling tower pumps at central plant for \$250,000.00.

Bryan Campus:

- 2012-2013 (Budget Year)
 - Remove and replace ice tank for \$130,000.00.
- 2016-2017 (Budget Year)
 - Remove and replace a 500-ton chiller (#3) with a new 500-ton chiller with the appropriate piping, pumps, and appurtenances for \$550,000.00.
- The above equipment replacements and estimates do not take into account any additional new buildings that may be constructed on either campus. This event would accelerate the need for additional cooling capacity.
- Additionally, for the period of time that I have been the Executive Director of Facilities, Planning and Construction, the constant need to replace compressors, pumps, and minor equipment in the existing HVAC equipment has been inherent. This cost ranges from \$100,000.00 - \$200,000.00 each year for these items.

- **FINAL ENROLLMENT AND HOUSING OCCUPANCY FOR THE 2012 SPRING SEMESTER**

Ms. Julie Maass reviewed Final Enrollment for the 2012 Spring Semester at 16,609 at 1.23% with a 7.13% increase in contact hours (a copy of the Blinn College Registration Numbers Spring 2012 is attached and made a part of these *Minutes*).

Ms. Ann Weir reviewed the Housing Occupancy for the 2012 Spring Semester at 90%. Blinn College now has the largest Housing Occupancy for 2-year Colleges in Texas (a copy of the 2012 Spring Housing Occupancy Final Report is attached and made a part of these *Minutes*).

ITEM 16. BRAZOS COUNTY CAMPUSES UPDATE

Dr. Raspiller reviewed Brazos County Campuses update (a copy of the events is attached and made a part of these *Minutes*):

- Brazos County Workforce Needs Assessment
- February 23, SGA - Commit for Life Blood Drive, 9 a.m. to 4:00 p.m.
- February 24-25, SGA Region IV Convention (Hillsboro, TX)
- February 22-29, Student Leadership & Activities Diversity Month Exhibit
- March 1-3, Bryan Theater Presents: "Laundry & Bourbon and Lone Star" in the Dr. Barbara L. Pearson Banquet Room. Free and open to the public - Starts at 8:00 p.m.
- March 9, Blinn College Showcase Day

ITEM 17. ADMINISTRATIVE ANNOUNCEMENTS:

- **NEWLY ENDOWED SCHOLARSHIP**

Dr. Nolte announced the Woodson Lumber Company Technical Education Scholarship – established by The Yager Foundation and Woodson Lumber Company as a technical education scholarship to be awarded to a recipient with an overall GPA of at least 2.0 and demonstrating financial need. Preference will be given to employees or employee family members of Woodson Companies.

- **UPCOMING EVENTS**

Dr. Nolte announced the following upcoming events (copies of the newly endowed scholarship description and administrative announcements are attached and made a part of these *Minutes*):

- Theatre Arts presentation of God of Carnage Feb. 23, 24 & 25 at 7:00 p.m.; Feb. 26 at 2:00 p.m. in the Dr. W.W. O'Donnell Performing Arts Center.
- Next Blinn Home Athletic Events:
 - Feb. 22 - Basketball vs. Angelina - Women 5:30; Men 7:30
 - Feb. 24 - Baseball vs. Odessa, 11:00 & vs. NCTC, 8:00
 - Feb. 25 - Baseball vs. Seminole, 11:00 & vs. NCTC, 8:00
 - Feb. 26 - Basketball vs. Kilgore - Women 2:00; Men 4:00
 - Feb. 28 - Softball vs. Trinity Valley, 3:00/5:00
 - March 3 - Men's Basketball vs. Lee, 4:00
 - March 5 - Women's Basketball vs. Paris, 5:30
 - March 7-11 - Men's Basketball Region XIV Tournament in Tyler
 - March 8-11 - Women's Basketball Region XIV Tournament in Tyler
- Texas Community College Teachers Association Annual Convention to be held on March 1-3, in Frisco, Texas. Essie Childers, Bryan Campus Professor of Parallel Studies, is running for Treasurer of the Association. If elected, this would be the first time a Blinn faculty member would serve on the TCCTA Board.
- Texas Independence Day Celebration, commemorating the 176th anniversary of the signing of the Texas Declaration of Independence to be held on March 3-4. Free admission to all sites, including the Star of the Republic Museum.
 - Festivities, sponsored by the Washington-on-the-Brazos State Park Association, include traditional crafts and music demonstrations, living history presentations, and historical encampments. Commemorative ceremonies, with special Texas dignitaries, highlight the event on Sunday afternoon, which culminates with a "Texas-sized" birthday cake. (A schedule of Events is attached.)
- The Star of the Republic Museum will open a new exhibit entitled "A Slice of Life: Washington in the 19th Century". This exhibit focuses on the people, businesses, and events that influenced the fledgling village of Washington during the 1830s. Marriages, divorces, lawsuits, balls, horse races - Washington had it all! Best known for the Convention of 1836 that declared Texas' independence from Mexico. Washington was also a hub for medical practices, land offices, mercantile establishments, hotels and of course, taverns. The Exhibit continues through Dec. 31, 2012.
- American Council on Education 94th Annual Meeting for Senior Executive leadership and advocacy in higher education will be held March 10-13.
- Spring Break for the College is March 12-16.
- Next Regular Board meeting is Tuesday, March 20, 2012, at 7:00 p.m. on the Brenham campus.

ITEM 18. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The public was recessed for a break at 8:12 p.m.

The public was recessed for closed session at 8:26 p.m.

CLOSED SESSION:**ITEM 19. 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 20. RECONVENE PUBLIC SESSION

The public session was reconvened at 9:41 p.m.

ADDITIONAL ACTION ITEMS:**ITEM 21. 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. Borchardt, seconded by Mr. Lange, the Board voted to employ new Full-Time Faculty and Professional Staff on one-year contracts for the 2011-2012 school year (a copy of the list of persons employed is attached and made a part of these *Minutes*).

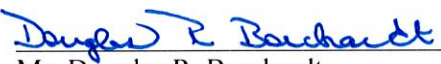
On a motion by Mr. Borchardt, seconded by Mr. Sommer, the Board voted to employ Part-Time Faculty for the Spring 2012 Semester (copies of the lists of persons employed are attached and made a part of these *Minutes*).

ITEM 22. ADJOURNMENT

On a motion by Mrs. Miller, seconded by Mr. Sommer, the Meeting was adjourned at 9:45 p.m.



 Mr. Atwood C. Kenjura
 President



 Mr. Douglas R. Borchardt
 Secretary