

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Tuesday, March 20, 2012, 7:00 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. Douglas R. Borchardt, Secretary; Mr. Norwood Lange, Mrs. Carolyn D. Miller, CPA and Mr. David Sommer.

Board members not present: 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. Dennis Crowson, Dr. Debra LaCour, and Dr. Van Miller, Vice Presidents; Ms. Cathy Boeker, Executive Administrator External Affairs; Mr. Richard Bray; Mr. Tom Brazzel; Ms. Becky Garlick; Mr. Brian Gonyer; Ms. Tiffany Jenkins; Mr. Gus Mutscher; Mr. Richard O'Malley; Mr. Kevin Patrick; Mr. Doug Pierce; Dr. Milton Radke; Ms. Karla Roper; Mr. Dick Speas; Mr. Jeff Tilley; Dr. Larry Watson; Ms. Ann Weir and Mr. Michael Welch.

Also registered as in attendance were: Blinn College Theatre Students 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 Dr. Miller.

ITEM 2. PUBLIC COMMENT

Mr. Kenjura welcomed back the Faculty, Staff and Students from Spring Break.

NON-ACTION ITEMS:

ITEM 3. 2012 TEXAS COMMUNITY COLLEGE SPEECH AND THEATRE ASSOCIATION PLAY FESTIVAL RESULTS

Mr. Kevin Patrick, Fine Arts, Music and Drama Professor, reviewed the awards received and recognized the Blinn College Theatre Students for their accomplishments on February 29, 2012, at the 2012 Texas Community College Speech and Theatre Association Play Festival.

ITEM 4. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING FEBRUARY 29, 2012

Dr. Miller reviewed the financial statement and list of checks for the period ending February 29, 2012 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). He pointed out that we are now at the half-way point of the fiscal year. Dr. Miller responded to questions from the Board.

CONSENT AGENDA ITEMS:

- ITEM 5. REVIEW AND ACTION TO APPROVE MINUTES FOR THE FEBRUARY 21, 2012, REGULAR MEETING AND THE FEBRUARY 28, 2012, SPECIAL MEETING**
- ITEM 6. REVIEW AND ACTION TO REVISE BOARD POLICY *DOA (LOCAL): EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT AND RETALIATION***
- ITEM 7. REVIEW AND ACTION TO ADOPT A RESOLUTION RELATED TO THE DISPOSAL OF SURPLUS PROPERTY OF COOLERS**
- ITEM 8. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR A PREVENTATIVE MAINTENANCE CONTRACT ASSOCIATED WITH THE CHILLERS, PUMPS, COMPRESSORS, AND APPURTENANCES LOCATED AT THE CENTRAL PLANT ON THE BRENHAM CAMPUS, BRYAN CAMPUS AND STAR OF THE REPUBLIC MUSEUM**

On a motion by Mr. Borchardt, seconded by Mrs. Miller, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 5** - Minutes for the February 21, 2012, Regular Meeting and the February 28, 2012, Special Meeting; **ITEM 6** - Revisions to Board Policy *DOA (Local): Employee Welfare - Freedom from Discrimination, Harassment and Retaliation* (a copy of the proposed policy is attached and made a part of these *Minutes*); **ITEM 7** - Resolution Related to the Disposal of Surplus Property of Coolers to local schools and organizations (copies of the Resolution and Exhibit are attached and made a part of these *Minutes*) and **ITEM 8** – Administration to Seek Bids for a Preventative Maintenance Contract Associated with the Chillers, Pumps, Compressors, and Appurtenances Located at the Central Plant on the Brenham Campus, Bryan Campus and Star of the Republic Museum as presented by the Administration.

ACTION ITEMS:

- ITEM 9. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD BIDS FOR ROOF REPAIR AND ROOF REPLACEMENT PROJECTS FOR BUILDINGS ON THE BRENHAM CAMPUS DAMAGED BY THE JANUARY 25, 2012, STORM**

Mr. Richard O'Malley reviewed the need to repair roof damage on the Brenham Campus created by the January 25, 2012, storm.

On a motion by Mrs. Miller, seconded by Mr. Toubin, the Board voted to Seek Bids for Apartment and Other Roof Repairs on the Brenham Campus Damaged by the January 25, 2012, Storm, as presented by the Administration.

On a motion by Mr. Lange, seconded by Mr. Toubin, the Board voted to Seek and Award Bids for Baseball Roof Repairs on the Brenham Campus Damaged by the January 25, 2012, Storm, as presented by the Administration.

ITEM 10. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD BIDS FOR THE CONSTRUCTION OF A NEW GREENHOUSE TO REPLACE THE GREENHOUSE DEMOLISHED BY THE JANUARY 25, 2012, STORM

Mr. Richard O'Malley reviewed with the Board the need for a replacement greenhouse which can be located near the new Agricultural Complex instead of where the previous greenhouse stood. The Board encouraged Mr. O'Malley to re-build the greenhouse for current needs.

On a motion by Mr. Toubin, seconded by Mr. Lange, the Board voted to Seek Bids for the Construction of a New Greenhouse to Replace the Greenhouse Demolished by the January 25, 2012, Storm as presented by the Administration.

ITEM 11. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD A MULTI-YEAR CONTRACT FOR LECTURE CAPTURE SOFTWARE/SERVICE

Mr. Michael Welch reviewed the success of Blinn's current use of the Lecture Capture Software/Service. He requested authorization to seek a multi-year contract for Lecture Capture Software/Service.

On a motion by Mrs. Miller, seconded by Mr. Sommer, the Board voted to Authorize the Administration to Seek a Multi-Year Contract for Lecture Capture Software/Service as presented by the Administration.

ITEM 12. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD A SOFTWARE SERVICES CONTRACT FOR MANAGING SYLLABI ONLINE

Mr. Michael Welch reviewed the need for a Software Service Contract for Managing Syllabi Online. This software will assist with meeting the requirements of House Bill 2504 in a more efficient manner. Mr. Welch responded to questions from the Board.

On a motion by Mr. Borchardt, seconded by Mr. Toubin, the Board voted to Authorize the Administration to Seek a Software Services Contract for Managing Syllabi Online as presented by the Administration.

ITEM 13. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD A MICROSOFT LYNC IMPLEMENTATION SERVICES CONTRACT

Mr. Michael Welch explained the need to secure a Contract for Implementation Services for Microsoft Lync. This will replace Blinn's current Nortel telephone system.

On a motion by Mr. Toubin, seconded by Mr. Lange, the Board voted to Seek a Microsoft Lync Implementation Services Contract as presented by the Administration.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:

ITEM 14. REPORTS:

- **BUILDINGS AND GROUNDS**

Mr. Richard O'Malley told the Board that the Switchgear project over Spring Break was a success. He responded to questions from the Board regarding the written Buildings and Grounds Report (a copy of the Buildings and Grounds Report is attached and made a part of these *Minutes*).

Buildings and Grounds:

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 the Student Body 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 Science 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 temporarily 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.

ITEM 15. BRAZOS COUNTY CAMPUSES UPDATE

Dr. Raspiller thanked the Board for holding the February Board Meeting in Bryan. He reviewed the upcoming Brazos County Campuses Events (a copy of the Brazos County Campuses Events is attached and made a part of these *Minutes*). Dr. Raspiller responded to questions from the Board.

- March 19-23, 2012-Other Organizations Clothesline Project: Domestic Awareness Week
- March 22, 2012-Brown Bag Lunch Book discussion of Guinness "The Case for Civility"
- March 23, 2012-TAMU Team Advising Days
- March 23, 2012-5th Biannual Chemistry Demonstration Day
- March 26, 2012-Brazos County Campuses President's Meeting
- March 27, 2012-Student Government
- March 29, 2012-Brown Bag Lunch Book Discussion of "The Case for Civility"
- March 30, 2012-Blinn Team Advising Day
- April 5, 2012-Brown Bag Lunch Book Discussion of Guinness "The Case for Civility"
- April 10, 2012-Free Informational Meeting-Real Estate
- April 10, 2012-Veterinary Technology Information Session
- April 10, 2012-Free Informational Meeting-Blinn Legal Assistant
- April 10, 2012-Real Estate Information Meeting

- April 10, 2012-Free Informational Meeting-Mediation
- April 11, 2012-Phi Theta Kappa International Convention (Nashville)
- April 11, 2012-Fine Arts Lecture Series
- April 10, 2012-Scared Speechless: Reducing Apprehension in the Public Speaking
- April 12, 2012-Brown Bag Lunch Book Discussion of Guinness “The Case for Civility”
- April 13, 2012-Sociology Club trip to Houston Holocaust Museum
- April 15-21, 2012-Student Leadership & Activities Celebrate National Volunteer Week
- April 19-21, 2012-The Zoo Story Production by Edward Albee @8:00 p.m. (E-105)
Presented by the Fine Arts Division
- April 25-29, 2012-Student Leadership & Activities Celebrate Earth Day with a week of activities

ITEM 16. ADMINISTRATIVE ANNOUNCEMENTS:

- **UPCOMING EVENTS**

Dr. Nolte announced Blinn College’s U.S. President Award for Service Learning and the Blinn College Livestock Judging Team won the overall livestock judging competition in one of only six national contests endorsed by the National Junior College Coaches Association at the Houston Livestock Show and Rodeo. He also reviewed the upcoming events for Blinn College (a copy of the upcoming events is attached and made a part of these *Minutes*).

- Lifetime Learning Luncheon on March 22 with author of “The Mysteries of the Herbs,” Susan Wittig Albert. Her best known series are the China Bayles herbal gardener. The luncheon will be held in the Janis Sneed Banquet Room in the Student Center.
- W.J. “Bill” Rankin Ag Complex Dedication / Ribbon Cutting Ceremony on March 23 at 10:30 a.m.
- Next Blinn Home Athletic Games:
 - March 21 - Softball vs San Jacinto - South, 4:00 & 6:00 p.m.
 - March 24 - Baseball vs Wharton, 2:00 & 4:00 p.m.
 - March 29 - Baseball vs Angelina, 5:00 p.m.
 - April 5 - Baseball vs San Jacinto, 2:00 & 4:00 p.m.
 - April 11 - Softball vs Alvin Community College, 3:00 & 5:00 p.m.
 Full Athletic Schedules can be found on the Blinn website www.blinn.edu.
- Cheer and Dance Upcoming Competitions:
 - March 24 - American Dance/Drill Team American Collegiate Championship in Denton, TX (Dance ONLY).
 - March 25 - Cheer and Dance Teams Nationals Show-off Performances at Southern Methodist University.
 - March 30 - Cheer and Dance Teams Nationals Show-off Performances at Stephen F. Austin State University.
 - March 31 - Cheer and Dance Teams Nationals Show-off Performance at Blinn College (Friends and Family welcome).
 - April 11-15 - National Cheerleaders Association and National Dance Alliance Collegiate National Championships in Daytona Beach, Florida.
- UIL Academic Meets on the Brenham campus, March 23-24 and Regional Meets on April 20-21. No classes on the Brenham campus for April 20.
- Texas Impact Higher Education Summit 2012 on April 2-3, in Killeen.
- Holiday on April 6 - all campuses closed.
- Blinn Ex-Students Association Annual Golf Tournament on April 13 at the Brenham Country Club.
- Brenham Campus Theatre Production “A Funny Thing Happened To Me on My Way Through the Bible” on April 13-14 at 7:00 p.m. in the MRW Studio Theatre, Brenham Campus. For ticket reservations, call the O’Donnell Box Office at 979/830-4024.

- Next Regular Board meeting is Tuesday, April 17 at 7:00 p.m. on the Brenham campus.

ITEM 17. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The public was recessed for a break at 8:09 p.m.

The public was recessed for closed session at 8:20 p.m.

CLOSED SESSION:

ITEM 18. 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 19. RECONVENE PUBLIC SESSION

The public session was reconvened at 9:12 p.m.

ADDITIONAL ACTION ITEMS:

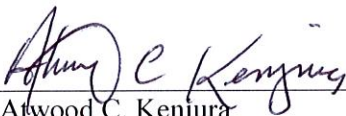
ITEM 20. ACTION ON CLOSED SESSION ITEMS:

- (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*).

ITEM 21. ADJOURNMENT

On a motion by Mrs. Miller, seconded by Mr. Sommer, the Meeting was adjourned at 9:13 p.m.



Mr. Atwood C. Kenjura
President



Mr. Douglas R. Borchardt
Secretary