

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

**Regular Meeting, Tuesday, May 15, 2012, 7:00 p.m.**

The Board of Trustees convened at 7:00 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; Dr. Henry J. Boehm, Jr., Mr. Norwood Lange, Mrs. Carolyn D. Miller, CPA and Mr. David Sommer.

Board members not present: None.

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; Mr. Brian Burk; Mr. Kris Byboth; Mr. Jeff Cermin; Mr. Larry Campbell; Mr. David Corkran; Ms. Jeri Dulaney; Mr. Joseph Engle; Ms. Kris Janes; Ms. Angela Lawrenz; Ms. Julie Maass; Mr. Richard O'Malley; Dr. Milton Radke; Mr. Scott Schumacher; Mr. Jeff Tilley; and Mr. Michael Welch.

Also registered as in attendance were: Ms. Teddy Boehm; Mr. Luther Hueske, A.W. Hodde, Jr., Technical Education Center Advisory Committee Chair; Dr. Robert S. Stark, DO; and Mr. Joel Williams, *Brenham Banner-Press*.

**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. Borchardt.

**ITEM 2. PUBLIC COMMENT**

Dr. Robert Stark presented a 1910 photograph of the Blinn College Band. Mr. Larry Campbell accepted the photograph and it will be displayed in the Band Hall.

**NON-ACTION ITEMS:**

**ITEM 3. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING APRIL 30, 2012**

Dr. Miller reviewed the financial statement and list of checks for the period ending April 30, 2012 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). He responded to questions from the Board. Dr. Miller explained any outliers that appear on the financial statements. He reviewed Blinn College staff ratios compared to other community colleges. The comparisons showed that Blinn College is very efficient.

**CONSENT AGENDA ITEMS:**

- ITEM 4. REVIEW AND ACTION TO APPROVE MINUTES FOR THE APRIL 17, 2012, REGULAR MEETING**
- ITEM 5. REVIEW AND ACTION TO EMPLOY THE PROFESSIONAL SERVICES OF LOTT, VERNON & COMPANY, P.C., TO AUDIT THE COLLEGE'S FINANCIAL STATEMENTS**
- ITEM 6. REVIEW AND ACTION TO SEEK REQUEST FOR PROPOSALS FOR WIDE AREA NETWORK CONNECTIVITY FOR THE SCHULENBURG AND SEALY CAMPUSES**
- ITEM 7. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ESTABLISH A COURSE FEE FOR A GOLF CLASS ON THE BRYAN CAMPUS, EFFECTIVE SUMMER I SESSION, 2012**
- ITEM 8. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ESTABLISH A COURSE FEE FOR A SELF-DEFENSE CLASS ON THE BRYAN CAMPUS, EFFECTIVE SUMMER I SESSION, 2012**
- ITEM 9. REVIEW AND ACTION TO REVISE BOARD POLICY *FLDB (LOCAL): STUDENT COMPLAINTS - COURSE GRADE COMPLAINTS***

On a motion by Mr. Borchardt, seconded by Mrs. Miller, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 4** - Minutes for the April 17, 2012, Regular Meeting; **ITEM 5** - Employment for Professional Services of Lott, Vernon & Company, P.C., to Audit the College's Financial Statements for the year ended August 31, 2012 (copies of the letters from Lott, Vernon & Company, P.C., and Condley and Company, LLP, are attached and made a part of these *Minutes*); **ITEM 6** - Administration to Seek Requests for Proposals for Wide Area Network Connectivity for the Schulenburg and Sealy Campuses; **ITEM 7** - Administration to Establish a Course Fee of \$75.00 for a Golf Class on the Bryan Campus to be Effective Summer I Session of 2012; **ITEM 8** - Administration to Establish a Course Fee of \$50.00 for a Self-Defense Class on the Bryan Campus to be Effective Summer I Session of 2012; and **ITEM 9** - Revisions to Board Policy *FLDB (Local): Student Complaints - Course Grade Complaints* (a copy of the proposed policy is attached and made a part of these Minutes) as presented by the Administration.

**ACTION ITEMS:**

- ITEM 10. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO PURCHASE A NEW BASEBALL SCOREBOARD; CONTINGENT UPON SECURING SUFFICIENT FUNDS**

Mr. Jeff Tilley reviewed the need for a replacement Baseball scoreboard. He told the Board the funds for the scoreboard will be raised by the Foundation and alternative sources if necessary.

On a motion by Dr. Boehm, seconded by Mr. Sommer, the Board voted to Authorize the purchase of a new Baseball scoreboard; contingent upon securing sufficient funds as presented by the Administration. The final design of the scoreboard will come back to the Board for approval.

**ITEM 11. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD RFP #109, REFUND MANAGEMENT SYSTEM**

Mr. Jeff Cermin reviewed the results of RFP #109, Refund Management System (a copy of the RFP #109, Refund Management System, Direct Cost Analysis is attached and made a part of these *Minutes*). The current contract with Higher One costs \$45,000.00 and the proposal from Higher One is \$15,000.00.

On a motion by Mr. Toubin, seconded by Mr. Lange, the Board voted to Award RFP #109, Refund Management System to Higher One for \$15,000.00 as presented by the Administration.

**ITEM 12. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD BIDS FOR ROOF REPAIR AND ROOF REPLACEMENT FOR PROJECTS ON BUILDINGS ON THE BRENHAM CAMPUS**

Mr. Richard O'Malley reviewed the results of bids for roof repair and replacement projects for various buildings on the Brenham Campus (a copy of the bid tabulation sheet for the College Park Apartment 7 Roof Replacement and Ridge Repair Project on the Brenham Campus is attached and made a part of these *Minutes*).

On a motion by Dr. Boehm, seconded by Mr. Borchardt, the Board voted to Award the Bid for Roof Repair and Roof Replacement for Projects on Buildings on the Brenham Campus to J&A Roofing for a total of \$56,000.00 as presented by the Administration.

**ITEM 13. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR SURVEILLANCE CAMERAS ON THE BRYAN CAMPUS**

Mr. O'Malley and Dr. Raspiller reviewed the need for additional security cameras, as well as, the need to replace existing security cameras. The goal is to have the project complete before August 31, 2012.

On a motion by Mr. Borchardt, seconded by Mrs. Miller, the Board voted to Authorize the Administration to Seek Bids for Surveillance Cameras on the Bryan Campus as presented by the Administration.

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

**ITEM 14. 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*). He responded to questions from the Board.

**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. The ice tank replacement project is under contract and awaiting delivery of materials before construction to get under way. The work should be complete by mid-July.
- 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. We have processed the final pay request for this project and the total construction cost was \$9,941.00 under the contracted amount.
- 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 is complete.
- 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-May; 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. The irrigation project is set to bid on April 17<sup>th</sup>. Both of these improvements will be paid for from budgeted funds in the R&R Budget. The foundation has been constructed for the "sculpture," and once the sculpture is completed, it will be erected. The foundation work and materials were donated by Collier Construction and the sculpture is being paid for from funds within the Music Department.
- Agricultural Shop Facility - The project is complete.
- The Agricultural Classroom Building - The project is complete.
- 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. The roof at the Baseball Field bids on April 17th, the roofs at Buildings 7 & 4 and other minor roof repairs will bid on May 8<sup>th</sup> and be awarded at the May 15<sup>th</sup> Board Meeting.

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.

- **WORKFORCE EDUCATION / A.W. HODDE TECHNICAL EDUCATION CENTER ACTIVITIES**

Mr. Brian Burk reviewed 2010-2011 Workforce Education activities (a copy of the Workforce Education 2010-2011 presentation is attached and made a part of these *Minutes*). He reviewed a five-year trend from 2008 to 2012 of activity in high demand occupations such as Health Care and Applied Technology. Mr. Burk thanked the Board for the support they have given to Workforce Education. He responded to questions from the Board.

Dr. Milton Radke distributed a written activity report from February 25, 2010 through April 30, 2012 (a copy of the report is attached and made a part of these *Minutes*). Mr. Luther Hueske, A.W. Hodde, Jr., Technical Education Center Advisory Committee Chair, thanked the Board for their support and recognized Dr. Radke for his hard work. Mr. Hueske reviewed the training programs and courses conducted at the Technical Education Center. Courses are tailored to the needs of each business requesting training. Dr. Radke thanked the Board and responded to questions from the Board.

- **MAY MINIMESTER ENROLLMENT**

Ms. Julie Maass reviewed the enrollment numbers for the May Minimester (a copy of the enrollment numbers is attached and made a part of these *Minutes*). Final enrollment is 1,335, which is an increase of 103 students from 2011.

### **ITEM 15. BRAZOS COUNTY CAMPUSES UPDATE**

Dr. Raspiller thanked the board for their support during the various graduations. He informed the Board that a large increase in Fall 2012 TEAM enrollment is anticipated. Dr. Raspiller reviewed upcoming events for the Bryan Campus (a copy of the Bryan Campus Upcoming Events is attached and made a part of these *Minutes*).

### **May/June 2012 Upcoming Events**

- Wednesday, May 16, 2012, Academic Advisors Meeting, E-105 at 11:00 a.m.
- Friday, May 18, 2012, TEAM Advising Day, E-105
- Wednesday, May 23, 2012, New Student Orientation, E-105
- Thursday, May 24, 2012, Brazos County Advisory Committee, E-121 at 11:30 a.m.
- Wednesday, May 23, 2012, New Student Orientation

- Wednesday, June 7, 2012, New Student Orientation
- Thursday, June 8, 2012, New Student Orientation
- Wednesday, June 13, 2012, New Student Orientation
- Thursday, June 14, 2012, New Student Orientation
- Friday, June 15, 2012, New Student Orientation

#### **ITEM 16. ADMINISTRATIVE ANNOUNCEMENTS:**

- **ENDOWED SCHOLARSHIPS**

Dr. Nolte announced two newly endowed scholarships and the naming of two rooms for the J. Hal and Allyne Machat Music Facility, as well as, the upcoming events (a copy of the scholarships and events is attached and made a part of these *Minutes*):

- Lonnie Henry Stern Scholarship was established by Mrs. Floriene P. Stern in honor of her husband, Lonnie Henry. Mr. Stern attended grade school in a one room school for eight grades and rode a pony to school. He is a graduate of Brenham High School, Blinn College and Texas A&M. He also attended Harvard University and M.I.T. His professional career involved agriculture. He organized Producers Marketing Association in Levelland, Texas, and also received the Agri-Business Personality of the Year Award. This scholarship will be awarded to a deserving student with a major in Agriculture.
- Auggie Darr Babbitt PTA Scholarship is being established by family and friends in honor of Auggie Babbitt who has provided years of service and dedication to the physical therapy profession and her community. Further details to follow once the family has completed student criteria.
- J. Hal and Allyne Machat Music Facility naming of rooms:
  - Division Chair Office sponsored by Dr. Henry and Teddy Boehm.
  - Student Lounge sponsored by Blinn College Ex-Students Association.

- **UPCOMING EVENTS**

- Schulenburg Advisory Committee meets May 16.
- Softball - The sixth-ranked Buccaneers are on their way to the National Championship Tournament May 17-19 in St. George, Utah.
- Baseball travelling to Mount Pleasant for the Region XIV Tournament beginning Saturday, May 12, first game against Texarkana at 1 p.m.
- Community College Association of Texas Trustees Annual Conference on Saturday, June 2, 9:30 a.m. to 4:00 p.m. hosted by Austin Community College.
- New Student Orientation - June 13 & 21.
- Annual Juneteenth Parade on Saturday, June 16 at 10:30 a.m. in downtown Brenham.
- Next Regular Board meeting is Tuesday, June 19, 2012 at 7:00 p.m. on the Brenham campus.
- Board Workshop to be held on Thursday, June 21 at 6:00 p.m. in the Student Center, Brenham campus.

Dr. Nolte also introduced Scott Schumacher as the new Head Men's Basketball Coach.

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

The public was recessed for a break at 8:44 p.m.

The public was recessed for closed session at 8:58 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 9:21 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. Sommer, seconded by Mrs. Miller, 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*).

**ITEM 21. ADJOURNMENT**

On a motion by Mr. Borchardt, seconded by Mr. Lange the Meeting was adjourned at 9:22 p.m.

  
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Mr. Atwood C. Kenjura  
President

  
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Mr. Douglas R. Borchardt  
Secretary