

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

**The Falls Resort Clubhouse  
Garden Room  
1750 North Falls Drive  
New Ulm, Texas**

**Workshop, Wednesday, May 02, 2012, 5:00 p.m.**

The Board of Trustees convened at 5:14 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; Ms. Marie Kirby; and Mr. Richard O'Malley.

Also registered as in attendance were: Mr. John Muegge.

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

**ITEM 1. PUBLIC COMMENT**

There was no public comment.

**ITEM 2. ADMINISTRATIVE ANNOUNCEMENTS**

It was announced that Blinn was awarded a JET Grant for \$292,177.00 to purchase additional mannequins for the Associate Degree of Nursing Program (a copy of the Grant Awards is attached and made a part of these *Minutes*).

**ITEM 3. RECLAIMING THE AMERICAN DREAM - AACC 21<sup>ST</sup> CENTURY COMMISSION REPORT**

Dr. Raspiller reviewed and distributed a report from the 21<sup>st</sup> Century Commission on the Future of Community Colleges titled "ReClaming the American Dream-Community Colleges and the Nation's Future" (a copy of the report is attached and made a part of these *Minutes*). Dr. Raspiller highlighted three areas that Blinn will need to focus on to move forward: 1) Professional Development, 2) Information Technology (Data), and 3) External Partnerships. More focus is being placed on success rather than access and more students will be placed in workforce, non-academic paths. The future role of community colleges compared to current standard operating procedures was discussed. Additional focus on workforce education at Blinn will be needed as we move forward.

**WORKSHOP ITEMS:**

**ITEM 4. OPEN DISCUSSION ON MANAGEMENT TOPICS**

Ms. Marie Kirby reviewed current the performance appraisal process. She distributed copies of current, blank performance appraisals for both exempt and non-exempt employees (copies of the

appraisals are attached and made a part of these *Minutes*). The purpose of appraisals is to develop our employees. Ms. Kirby discussed the practices of an effective manager and how one uses performance appraisals effectively. Many appraisals are currently not done in a timely manner. Some managers view appraisals as a confrontation and do not complete appraisals appropriately. Currently, managers do not receive any formal training to prepare them to manage people. The Board asked questions regarding past training practices and future plans. Ms. Kirby responded to questions from the Board. The Board would like to see Blinn move toward a more automated process so data could be more accessible. The relation of merit pay to performance appraisals was discussed. The Board discussed implementing a policy regarding expectation of management training, as well as, making appraisal tools available as a priority.

Dr. Raspiller discussed the current Tobacco Free policy and how difficult it is to enforce. A committee has been established to take one last look at the topic. If the committee does not present a viable solution within sixty days, the Administration will come forward with a recommendation to rescind the Tobacco Free policy and implement designated smoking areas.

Mr. Borchardt and Mrs. Miller gave a report on the Blinn structure re-organization process, as well as, a meeting with Sylvia McMullen and with the long-range planning committee.

Dr. Crowson advised the Board a new Judicial Officer will be starting at the beginning of June. The Judicial Officer plans to work closely with Student Leadership & Activities. While various changes have been made to improve the current discipline process, the new Judicial Officer will be asked to evaluate and re-write the process. Dr. Crowson responded to questions from the Board. Improvements are also being made to the Blinn phone system.

The meeting was recessed for dinner at 7:05 p.m.

The public session was reconvened at 7:50 p.m.

During the past four years, Blinn has added 74 new full-time instructors. Blinn currently employs 366 full-time faculty and 374 part-time faculty. The Board discussed the merits of a full-time faculty member versus a part-time faculty member. The Board also discussed current faculty load issues. The Board will need to look at the data to help shape a decision.

The Board discussed legal services for the College.

## **ITEM 5. OPEN DISCUSSION ON FACILITIES PLANNING**

Mr. Richard O'Malley reviewed the facilities planning for Blinn College (a copy of the Bryan and Brenham Campuses Facilities Planning for 2012-2015 report is attached and made a part of these *Minutes*). He reviewed the existing facilities, as well as, the facilities budget. Mr. O'Malley discussed proposed renovation and repair projects for 2012 thru 2015, which were:

- Bryan Campus parking lot. Mr. O'Malley responded to questions from the Board. He discussed the possibility of a private developer to build a parking garage rather than Blinn exploring building the parking garage.
- Brenham Campus Spencer Hall remodel.
- Bryan Campus Student Center food service.
- Brenham Campus:
  - Memorial/Holleman Hall remodel.
  - HVAC upgrades.
  - Student Center food service upgrade.
- Bryan Campus remodel of Student Activities area of Student Center.
- Brenham Solons Hall remodel.

Mr. O'Malley also discussed proposed capital improvement projects for the Bryan and Brenham Campuses that would require a bond issue.

**ITEM 6. OPEN DISCUSSION ON FINANCIAL PLANNING**

Mr. Borchardt asked about the Texas Higher Education Coordinating Board's financial ratio questions. Dr. Miller responded to questions from the Board and explained why one of Blinn's ratios are deemed unacceptable (a copy of the Financial Condition Analysis is attached and made a part of these *Minutes*).

A salary increase of 1% would cost \$325,000.00 and faculty longevity will run \$130,000.00.

With the reallocation of State appropriations, Blinn will benefit greatly.

**ITEM 7. OPEN DISCUSSION OF VISION AND PLANNING FOR THE FUTURE OF THE COLLEGE**

Foundation expectations were discussed and further communication between the College Board and the Foundation Board are needed. Quarterly or annual report to the Board from the Foundation Director was discussed. As State funding is reduced, more responsibility will be placed on the Foundation. Perhaps, a consultant could help Blinn evaluate current data and future goals for the Foundation.

Current Blinn College Institutional Goals and Outcomes for 2009-2012 were discussed (a copy is attached and made a part of these *Minutes*). These will be discussed during the strategic planning process.

**CLOSED SESSION:**

**ITEM 8. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)**

There was no closed session.

**ITEM 9. CLOSED SESSION**

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

(B) EVALUATION OF PERSONNEL (*GOV'T. CODE, SEC. 551.074*)


**ITEM 10. RECONVENE PUBLIC SESSION**

There was no closed session.

**ITEM 11. ADJOURNMENT**

On a motion by Mrs. Miller, seconded by Mr. Sommer, the Meeting was adjourned at 10:20 p.m.

  
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 Mr. Atwood C. Kenjura  
 President

  
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 Mr. Douglas R. Borchardt  
 Secretary