

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Tuesday, September 24, 2013, 6:30 p.m.

The Board of Trustees convened at 6:32 p.m. in the Board Room with the following members present: Mr. Douglas R. Borchardt, President, presiding; Mr. Atwood C. Kenjura, Vice President; Mr. David Sommer, Secretary; Mr. Norwood Lange; Mrs. Carolyn D. Miller, CPA and Mr. Leon B. Toubin.

Board members not present: Dr. Henry J. Boehm, Jr.

Members of the College staff in attendance were: Dr. Harold Nolte, District President; Ms. Sylvia McMullen, Interim President, Brazos County Campuses; Ms. Kelli Shomaker, Senior Vice President, Finance and Administrative Services/CFO; Dr. Dennis Crowson, Vice President for Student Services; Dr. John Beaver, Interim Vice President Academic Affairs/CAO; Dr. Cynthia Griffith, Vice President Allied Health Sciences; Ms. Cathy Boeker, Associate Vice President, Institutional Advancement/Governmental Affairs; Mr. Tony Adam; Ms. Kris Beckendorf; Mr. Mark Bernier; Mr. Rich Bray; Mr. Mordecai Brownlee; Mr. Brian Burk; Ms. Lisa Caton; Ms. Rebecca Garlick; Ms. Celia Haley; Ms. Andrea Liner; Mr. Gus Mutscher; Ms. Susan Myers; Mr. Bradley Nies; Ms. Deborah Noe; Mr. Richard O'Malley; Mr. Kevin Patrick; Mr. Joe Al Picone; Ms. Rebecca Ruffino; Mr. John Schaffer; Mr. Jeff Tilley and Dr. Mark Workman.

Also registered as in attendance were: Ms. Camile Broth; Mr. Earl Davis; Mr. Ben Dover; Ms. Jericka Gaskamp; Mr. Dallas Gonzales; Mr. Green; Mr. Nathaniel Guitron; Ms. Michele Haller; Ms. Liesl Hardin; Ms. Nora Hunt; Ms. Jacqueline Kana; Ms. Kayla Kelly; Mr. Ash Ketchum; Ms. Sundi Lee; Mr. Cristian Mejia; Ms. Karen Rush; Mr. Larry Wigham and Mr. Zachary Yoke, Blinn College Theatre Students; Dr. Jimmy Byrd; Mr. Willy Dilworth, Washington County Chief Appraiser; Mr. Pat Elliott; Dr. Jefferson George; Mr. John Muegge; Mr. Charles Thielemann; Mr. Frank Wagner, KTTX-KWHI and Mr. Randy Weidemann, VanDyke & Rankin.

ITEM 1. CALL MEETING TO ORDER, INVOCATION AND PLEDGE TO THE AMERICAN AND TEXAS FLAGS

The meeting was called to order by Mr. Borchardt. The pledge was led by Mrs. Miller and the prayer was given by Mrs. Miller.

Mr. Borchardt read a resignation letter from Precinct 3 Trustee, Dr. Henry J. Boehm, Jr. (a copy of the resignation letter is attached and made a part of these *Minutes*). He thanked Dr. Boehm for his service to Blinn College and wished him well. He reviewed Board Policy *BBC (Local)*, related to Board position vacancies.

On a motion by Mr. Kenjura, seconded by Mr. Lange, the Board voted to accept Dr. Boehm's resignation. Board members expressed their comments of appreciation to Dr. Boehm.

REPORTS, ANNOUNCEMENTS AND OTHER NON-ACTION ITEMS:

ITEM 2. DISTRICT PRESIDENT ADMINISTRATIVE ANNOUNCEMENTS

Dr. Nolte introduced Ms. Lisa Caton as the new Sealy Campus Director.

Dr. Nolte reviewed administrative announcements and upcoming events (a copy of the upcoming events are attached and made a part of these *Minutes*).

- **Upcoming Events:**

- **Volleyball** - Sept. 26 vs Wharton County Junior College, Sept. 26 - 6:00 p.m. Adam's Angels Fundraiser night
- **Lifetime Learning Luncheon** - "The Red Handkerchief - A Holocaust Memoir", Sept. 27, 11:30, Janis Sneed Banquet Room, Student Center, Brenham campus
- **Buccaneer Backer Club Golf Tourney**, Sept. 27, Noon, Bellville Country Club (Contact Debbie Watson, Buccaneer Athletics, 830-4170)
- **Baseball** - Sept. 19-22, Regional XIV South Fall Tournament, Leroy Dreyer Field
- **Softball** - Sept. 28 vs TAMU-International, 1:00/3:00, Hohlt Park
- **Softball** - Sept. 29 vs McElite Gold/Cy Fair Intruders, all day, Hohlt Park
- **Association of Community College Trustees 44th Annual Leadership Congress**, Oct. 1-5, Seattle, Washington
- **Blinn College Technical Education Advisory Committee**, Oct. 10, 11:30, Student Center Board Dining Room, Brenham Campus
- **Blinn College Theatre Arts** - presentation of "Clue: The Musical", Oct. 10-12, 7:00 p.m. and Oct. 13, 2:00 p.m., Dr. W.W. O'Donnell Performing Arts Center
- **Baseball** - Oct. 11 vs McLennan, Leroy Dreyer Field, 2:00 p.m.
- **Softball** - Oct. 12 vs Houston Power, 11:00/1:00, Hohlt Park
- **Football** - Oct. 12, vs Trinity Valley Community College, Cub Stadium, 5:00 p.m.
- **Volleyball** - Oct. 14 vs Navarro, 6:00 p.m.
- **Regular Board Meeting** - Tuesday, October 15, 6:30 p.m., Board Room, Brenham campus
- **Volleyball** - Oct. 18 vs Lee College, 6:00 p.m.
- **Softball** - Oct. 19 vs Gold Team, 11:00/1:00, Hohlt Park
- **Football** - Oct. 19 vs Navarro College, Cub Stadium, 3:00 p.m., *Homecoming*
- **Blinn Alumni Hall of Honor Luncheon** - October 19, 11:30, Student Center Banquet Room (Contact Rebecca Ruffino, 830-4114)
- **Volleyball** - Oct. 22 vs Tyler Junior College, Dig PINK Night, 6:00 p.m.
- **Texas Association of Community Colleges** - Oct. 23, Quarterly meeting, Austin
- **Volleyball** - Oct. 30 vs San Jacinto Central College, Sophomore Night, 6:00 p.m.

ITEM 3. BRAZOS COUNTY CAMPUSES UPDATE

Ms. Sylvia McMullen reviewed events on the Bryan Campus (a copy of the events are attached and made a part of these *Minutes*). October 10, 11 and 12 will kickoff Veteran's recognition week with a production of "A Piece of My Heart".

- **September 18, 2013** - Student Leadership & Activities Constitution Week Exhibit at 9:00 a.m., Student Center;
District Vice-President Student Services Meeting, (E-120) at 12:00 p.m. - 2:00 p.m.

- **September 19, 2013** - SGA Constitution Week Guest Speaker: Bryan - Brig. Gen. Joe E. Ramirez, Jr., Commandant for the Texas A&M Corps of Cadets will be the guest speaker of the Constitution Week celebration. The event will be held in the Barbara L. Pearson Banquet Room, (E-105) at 12:00 p.m.
- **September 20, 2013** - Annual Ag Day at Blinn - Representatives from TAMU College of Agriculture and Life Science will be on campus to recruit transfer students and to train Blinn Academic Advisors, (E-120) at 8:00 a.m.
- **September 23-24, 2013** - SGA Fall 2013 Blood Drive, Barbara L. Pearson Banquet Room, (E-105) at 8:00 a.m.
- **September 25, 2013** - Bryan Health Clinic: Campus-wide Flu Clinic Event, (E-105) at 9:00 a.m.
- **Sept 25-27, 2013** - SLA Success Week: Division will disseminate information about their services and answer any questions that students might have regarding their program. Student Center at 10:00 a.m.
- **September 26, 2013** - Workforce Education: Luminant Managers Meeting, (E-105) at 7:00 a.m.
- **October 3, 2013** - SLA Movie Night: The Raven, (E-105) at 6:00 p.m. - 8:00 p.m.
- **October 4-6, 2013** - Phi Theta Kappa attend Texas Leadership Conference at 2:00 p.m. Texas A&M University
- **October 11 & 18, 2013** - Phi Theta Kappa Orientation Meeting, (A-271) at 12:00 p.m.
- **October 16, 2013** - Natural Science Division: Geology Dept. Fossil National Day at 10:30 a.m. (Student Center)

ITEM 4. REPORTS:

- **THEATRE ARTS PROMOTION OF “CLUE: THE MUSICAL!”**

Mr. Brad Nies, Professor, Communication Studies/Drama, reviewed the upcoming production of “Clue: The Musical”. This production is also the entry for the Kennedy Center/American College Theatre Festival. Mr. Nies invited the Board and audience to the performances for October 10-13.

- **BUILDINGS AND GROUNDS**

Mr. Richard O’Malley, Executive Director, Facilities, Planning and Construction, reviewed highlights from the written buildings and grounds report (a copy of the buildings and grounds report is attached and made a part of these *Minutes*). He discussed a Summary of 2012/2013 Repair and Renovation projects (a copy of the Summary of 2012/2013 Repair and Renovations report is attached and made a part of these *Minutes*). Mr. O’Malley responded to questions from the Board. Mr. Sommer inquired as to the status of the Bryan Campus Master Plan. Mr. O’Malley stated that documents have been signed and phase one results are expected by December 15, 2013.

- **ENROLLMENT REPORT**

Ms. Andi Liner, Dean of Admissions and Records/Registrar, reported that enrollment numbers are up by 2.5% and contact hours are up 1.5% from 2012 (a copy of the enrollment report is attached and made a part of these *Minutes*).

- **HOUSING REPORT**

Dr. Dennis Crowson reported that all campus housing is full (a copy of the housing report is attached and made a part of these *Minutes*). He stated that a strong effort was made to identify alternative housing for students who were on the waiting list.

- **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES - REAFFIRMATION UPDATE**

Mr. Tony Adam, Director of Institutional Assessment, reported to the Board that the Monitoring Report was submitted to SACS on August 28, 2013, in advance of the September 9, 2013 deadline (a copy of the Board Update on Blinn's Reaffirmation of Accreditation is attached and made a part of these *Minutes*). A decision will be made by SACS in December, 2013.

The process of identifying a Quality Enhancement Plan "QEP" was reviewed.

The progress on the Compliance Report was reviewed. The final report is due March 1, 2014. Nearly all college faculty and staff are working on this project.

- **STRATEGIC PLANNING UPDATE - ENVIRONMENT SCAN**

Ms. Sylvia McMullen reviewed the purpose of an environmental scan. She introduced Dr. Jimmy Byrd, and Dr. Jefferson George from The University of North Texas. The report identifies selected trends specific to the campuses of Blinn College. Population trends in our service areas are steadily moving forward. Mr. George reviewed a few recommendations to better serve under-served populations and increase enrollment. Dr. Byrd and Mr. George responded to questions from the Board. The college will need to address one issue at a time.

- **BLINN COLLEGE FOUNDATION**

Dr. Nolte introduced Susan Myers, Executive Director of the Blinn College Foundation. Susan reviewed upcoming activities and events in the Foundation. Listening sessions are being held on all campuses to identify needs.

ITEM 5. PUBLIC COMMENT

Mr. Borchardt read the guidelines for citizens wishing to make a public comment.

Pat Elliott, property owner, expressed concern about the proposed tax increase, especially with four or five recent tax increases. Mr. Elliott distributed a report on In-District Credit Hours for Fall 2012 - Fall 2013, including Dual-Credit (a copy of the report is attached and made a part of these *Minutes*). He told the Board that he would do what he promised to do.

Mr. Charles Thielemann, property owner, stated that he feels the Board is violating Texas Education Code 130.0032. He requested that the Board table the tax rate item. He committed to making sure that Blinn College follows the law.

ITEM 6. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING AUGUST 31, 2013

Ms. Shomaker reviewed the financial statements and list of checks for the period ending August 31, 2013 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). Ms. Shomaker pointed out that the numbers are unaudited. She reviewed variances.

CONSENT AGENDA ITEMS:

- ITEM 7. REVIEW AND POSSIBLE ACTION TO APPROVE THE MINUTES FOR THE AUGUST 13, 2013, SPECIAL MEETING, AUGUST 20, 2013, REGULAR MEETING AND SEPTEMBER 03, 2013, SPECIAL MEETING**
- ITEM 8. REVIEW AND POSSIBLE ACTION TO ACCEPT THE 2011-2012 AUDIT FOR THE WASHINGTON COUNTY APPRAISAL DISTRICT**
- ITEM 9. REVIEW AND POSSIBLE ACTION TO APPROVE THE 2013-2014 BUDGET OF THE WASHINGTON COUNTY APPRAISAL DISTRICT**
- ITEM 10. REVIEW AND POSSIBLE ACTION TO AUTHORIZE THE WASHINGTON COUNTY APPRAISAL DISTRICT TO RETAIN BLINN COLLEGE'S PORTION OF EXCESS REVENUES FROM THE 2011-2012 BUDGET**
- ITEM 11. REVIEW AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD RFP #121 FOR PROPERTY, AUTO AND LIABILITY INSURANCE TO VAN DYKE, RANKIN & CO. AND TEXAS ASSOCIATION OF SCHOOL BOARDS, INC.**
- ITEM 12. REVIEW AND ACTION TO ADOPT A RESOLUTION DECLARING THE BOARD HAS REVIEWED THE BOARD'S INVESTMENT POLICIES AND INVESTMENT STRATEGIES AND REAFFIRMED EACH AS PROVIDED IN BOARD POLICIES *CAK (LEGAL AND LOCAL): APPROPRIATIONS AND REVENUE SOURCES - INVESTMENTS***

On a motion by Mrs. Miller, seconded by Mr. Sommer, the Board voted to approve the **CONSENT AGENDA ITEMS**: **ITEM 7**: Minutes for the August 13, 2013, special meeting, August 20, 2013, regular meeting and September 3, 2013 special meeting (a copy of the minutes are attached and made a part of these *Minutes*); **ITEM 8**: Acceptance of the 2011-2012 audit for the Washington County Appraisal District, (a copy of the Washington County Appraisal District Financial Statements with Independent Auditors' Report dated August 31, 2012, is attached and made a part of these *Minutes*); **ITEM 9**: Acceptance of the 2013-2014 Budget for the Washington County Appraisal District (copies of the letter and Proposed 2013-2014 Budget are attached and made a part of these *Minutes*); **ITEM 10**: Administration to authorize the Washington County Appraisal District to Retain Blinn College's Portion of Excess Revenues from the 2011-2012 Budget (copies of the letter and Excess 2011-2012 Budget are attached and made a part of these *Minutes*); **ITEM 11**: Administration to award RFP #121 for Property, Auto and Liability Insurance to Van Dyke, Rankin & Co. and Texas Association of School Boards, Inc. (a copy of the Summary of Insurance Proposals is attached and made a part of these *Minutes*) and **ITEM 12**: Administration to adopt a resolution declaring the Board has reviewed the Board's investment policies and investment strategies and reaffirmed each as provided in Board policies *CAK (Legal and Local): Appropriations and Revenue Sources - Investments* (copies of *CAK (Legal)*, *CAK (Local)* and the Resolution are attached and made a part of these *Minutes*).

ACTION ITEMS:

- ITEM 13. DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION TO SET THE TAX RATE FOR 2013, FOR THE SUPPORT, MAINTENANCE AND OPERATION OF THE DISTRICT**

Mr. Borchardt reviewed the process to propose a tax rate and the discussed the two tax hearings. The Board discussed the concerns expressed by Mr. Thielmann. Kelli Shomaker does not feel that Mr. Thielmann's concerns are related to the tax rate, rather more focused on the college's interpretation of Education Code

130.0032. Mr. Kenjura expressed regret over needing the tax rate increase. The Tax Code stipulates the Board must set a rate by September 30, 2013. Mr. Lange expressed frustration that the tax revenue is not nearly adequate to support the maintenance of the Brenham Campus. Mr. Toubin and Mrs. Miller want to see a better job done in educating the citizens of Washington County on the needs of the institution. Washington County taxpayers want their tax dollars to go to support the District. Mr. Borchardt views the tax as an investment.

Mr. Kenjura made a motion that the property tax rate be increased by the adoption of a tax rate of \$0.06 per \$100 valuation, which is effectively a 7.72 percent increase in the tax rate. His motion was seconded by Mr. Lange. On a record vote, the Board adopted a resolution setting the 2013 tax rate at \$0.06 per \$100 valuation. All Board members voted in favor of the resolution (a copy of the Resolution is attached and made a part of these *Minutes*).

ITEM 14. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD BID #928 TO RIOT CREATIVE FOR LIGHT POLE BANNER PRINTING AND INSTALLATION ON ALL CAMPUSES

Mr. Jeff Tilley, Director, Marketing & Communications, reviewed the request to award bid #928 to Riot Creative Imaging for light pole banner printing and installation on all campuses. He reviewed the qualifications of the vendor. Mr. Tilley responded to questions from the Board.

On a motion by Mr. Sommer, seconded by Mrs. Miller, the Board voted to authorize the Administration to award bid #928 to Riot Creative Imaging for light pole banner printing and installation on all campuses (a copy of the bid results are attached and made a part of these *Minutes*), as presented by the Administration.

ITEM 15. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK REQUEST FOR QUALIFICATIONS FOR A CONSTRUCTION MANAGER AT RISK (CMAR) CONTRACTOR FOR A RECREATION AND STUDENT ACTIVITY CENTER ON THE BRENHAM CAMPUS

Mr. O'Malley reviewed the request to seek RFQs for a Construction Manager at Risk (CMAR) Contractor for a Recreation and Student Activity Center on the Brenham Campus. The review process takes a significant amount of time, therefore approval of this item will assist with planning. It has not yet been determined if the CMAR method will be used but the committee will make that determination in approximately six weeks.

Mr. O'Malley responded to questions from the Board.

On a motion by Mr. Toubin, seconded by Mr. Lange, the Board voted to authorize the Administration to seek RFQ's for a CMAR Contractor for a Recreation and Student Activity Center on the Brenham Campus, as presented by the Administration.

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

The public was recessed for a break at 8:11 p.m.

The public was recessed for closed session at 8:25 p.m.

ITEM 16.**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) **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 17. RECONVENE PUBLIC SESSION

The public session was reconvened at 9:03 p.m.

ADDITIONAL ACTION ITEMS:**ITEM 18. ACTION ON CLOSED SESSION ITEMS:**

- (A) **REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS AND PERFORMANCE OBJECTIVES OF THE DISTRICT PRESIDENT**
- (B) **REVIEW AND ACTION TO PURCHASE, EXCHANGE OR LEASE REAL PROPERTY IN BRENHAM, BRYAN, SCHULENBURG AND SEALY**

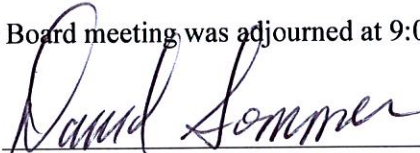
On a motion by Mr. Sommer, seconded by Mr. Toubin the Board voted to employ new full-time faculty and professional staff on one-year contracts, as presented by the Administration (a copy of the list of persons employed is attached and made a part of these *Minutes*).

ITEM 19. ADJOURNMENT

On a motion by Mr. Lange, seconded by Mrs. Miller, the Board meeting was adjourned at 9:05 p.m.



Mr. Douglas R. Borchardt
President



Mr. David Sommer
Secretary