

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Tuesday, January 15, 2013, 6:30 p.m.

The Board of Trustees convened at 6:37 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, District President; Dr. Ted Raspiller, President, Brazos County Campuses; Ms. Kelli Shomaker, CFO/Senior Vice President, Finance/Administrative Services; Dr. Dennis Crowson, Vice President Student Services; Dr. Debra LaCour, Vice President Academic Affairs; Ms. Cathy Boeker, Associate Vice President, Institutional Advancement/Governmental Affairs; Mr. Joe Baumann; Mr. Rich Bray; Mr. Tom Brazzel; Mr. Brian Burk, Mr. Kris Byboth, Ms. M. Elia Flores; Ms. Becky Garlick; Mr. Brian Gonyer; Mr. Ron Hammond; Mr. Richard O'Malley; Ms. Kris Ottmer; Mr. Joe Al Picone; Ms. Sami Rahman; Mr. Steve Rathbone; Ms. Rebecca Ruffino; Mr. Jeff Tilley; Ms. Ann Weir; Mr. Michael Welch and Dr. Mark Workman.

Also registered as in attendance were: Mr. Frank Wagner, KTTX-KWHI 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. Toubin and the prayer was given by Mr. Toubin.

ITEM 2. PUBLIC COMMENT

There was no public comment.

NON-ACTION ITEM:

ITEM 3. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING DECEMBER 31, 2012

Ms. Shomaker reviewed the financial statement and list of checks for the period ending December 31, 2012 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). She responded to questions from the Board.

CONSENT AGENDA ITEMS:

ITEM 4. REVIEW AND ACTION TO APPROVE THE MINUTES FOR THE DECEMBER 18, 2012, REGULAR MEETING

ITEM 5. REVIEW AND ACTION TO AUTHORIZE ADMINISTRATION TO PURCHASE LIPPINCOTT WILLIAMS AND WILKINS (LWW) DOCUCARE® ELECTRONIC HEALTH RECORD TRAINING SYSTEM WITH JET (JOBS EDUCATION FOR TEXANS) GRANT ROUND 6 FUNDING

ITEM 6. REVIEW AND ACTION TO CHANGE THE LOCATION OF THE MARCH 19, 2013, REGULAR MEETING OF THE BOARD TO THE BRYAN CAMPUS

ITEM 7. REVIEW AND ACTION TO REVISE BOARD POLICIES:

- (A) *DJ (LOCAL): WORK LOAD*
- (B) *FDE (LOCAL): STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION*
- (C) *FLD (LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT COMPLAINTS*

On a motion by Dr. Boehm, seconded by Mr. Borchardt, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 4** - Minutes for the December 18, 2012, Regular Meeting; **ITEM 5** - Purchase of Lippincott Williams and Wilkins (LWW) DocuCare® Electronic Health Record Training System with Jet (Jobs Education for Texans) Grant Round 6 Funding (information about the vendor is attached and made a part of these *Minutes*); **ITEM 6** - March 19, 2013, Regular Meeting of the Board to be changed to the Bryan Campus; and **ITEM 7** - Revisions to Board Policies: *FDE (Local): Student Welfare - Freedom from Discrimination, Harassment, and Retaliation* and *FLD (Local): Student Rights and Responsibilities - Student Complaints* (copies of the proposed policy revisions are attached and made a part of these *Minutes*), as presented by the Administration.

Item 7(A) was tabled for further review.

ACTION ITEMS:

ITEM 8. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD RFP #113, ASSESSMENT AND PLANNING SOFTWARE

Mr. Joe Baumann, Dean of Institutional Effectiveness and Enrollment Management, reviewed the need for comprehensive software to streamline strategic planning, budgeting and assessment management. He reviewed the responses to RFP #113 (a copy of the presentation is attached and made a part of these *Minutes*). Mr. Baumann recommended that Think Education Solutions receive the award for a four-year contract totaling \$73,398.00, with an option to renew for two additional years at \$15,000.00 per year. Mr. Baumann responded to questions from the Board.

On a motion by Mr. Toubin, seconded by Dr. Boehm, the Board voted to award RFP #113, Assessment and planning Software, to Think Education Solutions a four-year contract totaling \$73,398.00, with an option to renew for two additional years at \$15,000.00 per year, as presented by the Administration.

ITEM 9. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD RFP #114, WIDE AREA NETWORK CONNECTIVITY FOR THE SCHULENBURG AND SEALY CAMPUSES

Item 9 was tabled for further review.

ITEM 10. ADOPT RESOLUTION COMBINING POLLING LOCATIONS WITH LOCAL GOVERNMENT ENTITIES FOR ALL BLINN COLLEGE BOARD OF TRUSTEE ELECTIONS

Ms. Boeker reviewed with the Board the need to combine polling locations with local government entities in order to contract with Washington County, as well as, share election expenses with Brenham ISD, City of Brenham, Burton ISD and the City of Burton (the adopted Resolution, as well as, copies of Exhibit A indicating current and proposed polling locations and a chart explaining the reasoning to consolidate and combine polling locations from Washington County are attached and made a part of these *Minutes*). During Blinn's one-year extension of trustee positions caused by Senate Bill 100, Washington County went thru a redistricting process which created the need to consolidate and combine several polling locations. The Administration recommends adopting the Resolution Combining Polling Locations with Local Government Entities for all Blinn College Board of Trustee Elections. As soon as this Resolution is adopted, Blinn can request preclearance from the Department of Justice, which is necessary anytime there is a change to the election process affecting the voters.

On a motion by Mr. Toubin, seconded by Dr. Boehm, the Board voted to adopt the Resolution Combining Polling Locations with Local Government Entities for All Blinn College Board of Trustee Elections, as presented by the Administration.

ITEM 11. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ENTER INTO AN ELECTIONS SERVICES CONTRACT WITH WASHINGTON COUNTY FOR THE MAY 11, 2013, GENERAL ELECTION OF THE BLINN COLLEGE BOARD OF TRUSTEES

Ms. Boeker reviewed with the Board a proposed contract with Washington County for election services of the May 11, 2013, General Election of the Blinn College Board of Trustees (the signed contract is attached and made a part of these *Minutes*). In 2011, Senate Bill 100 allowed for local entities to change their elections to odd-numbered years so that their respective counties could offer more assistance with election services. It is the desire of Blinn College to streamline the election process and save money by contracting services with Washington County.

On a motion by Mr. Lange, seconded by Mrs. Miller, the Board voted to Authorize the Administration to Enter into an Election Services Contract with Washington County for the May 11, 2013, General Election of the Blinn College Board of Trustees, as presented by the Administration.

ITEM 12. ADOPT RESOLUTIONS WITH LOCAL GOVERNMENT ENTITIES TO HOLD A JOINT ELECTION FOR THE MAY 11, 2013, GENERAL ELECTION OF THE BLINN COLLEGE BOARD OF TRUSTEES

Ms. Boeker reviewed with the Board two Resolutions (Brenham ISD/City of Brenham and Burton ISD/City of Burton) to hold joint elections for the upcoming trustee election (the adopted Resolutions are attached and made a part of these *Minutes*). The Resolutions are necessary to share election expenses with any of the above named local government entities also having an election on May 11, 2013.

Ms. Boeker also explained to the Board that cities and independent school districts are now required by law to conduct joint elections with each other. That will cause the cities and independent school districts to enter into separate resolutions that do not include Blinn, but has no adverse effect on Blinn sharing expenses equally with other entities conducting elections on May 11, 2013.

On a motion by Mr. Borchardt, seconded by Dr. Boehm, the Board voted to adopt the Resolutions with Brenham Independent School District/City of Brenham and with Burton Independent School

District/City of Burton to Hold a Joint Election for the May 11, 2013, General Election of the Blinn College Board of Trustees, as presented by the Administration.

ITEM 13. ADOPT ORDER OF ELECTION FOR THE BLINN COLLEGE BOARD OF TRUSTEE MEMBERS REPRESENTING AT-LARGE POSITIONS 1, 2 AND 3 TO SERVE FULL SIX-YEAR TERMS

Ms. Boeker reviewed with the Board the Order of Election and explained that At-Large Positions 1, 2 and 3 are up for election May 11, 2013 (the adopted Orders of Election in English and Spanish are attached and made a part of these *Minutes*). The order is a formality the Board must adopt to comply with State regulations regarding governing Boards. Ms. Boeker also noted that candidates must file for a specific at-large position for the application to be valid.

On a motion by Mr. Sommer, seconded by Mr. Lange, the Board voted to adopt the Order of Election for the Blinn College Board of Trustee Members Representing At-Large Positions 1, 2 and 3 to Serve Full Six-Year Terms, as presented by the Administration.

ITEM 14. SET DATE, TIME AND PLACE FOR A DRAWING TO DETERMINE THE ORDER IN WHICH THE NAMES OF CANDIDATES FOR THE SAME POSITION ARE TO APPEAR ON THE BALLOT

Ms. Boeker reviewed with the Board the need to set a date, time and place for a drawing to determine the order in which the names of candidates for the same positions are to appear on the ballot. The Secretary of State recommended having the drawing at 7 p.m. on the last day to file for candidacy so ballots can be ordered the following Monday. Not only did Senate Bill 100 move most of the deadlines up 5-7 days, but this will allow for reprinting of ballots in case there is an error.

On a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to Set the Date, Time and Place for a Drawing to Determine the Order in Which the Names of Candidates for the Same Position are to Appear on the Ballot for March 1, 2013, 7:00 p.m., in the District President's Office, as presented by the Administration.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:

ITEM 15. REPORTS:

- **BUILDINGS AND GROUNDS**

Mr. O'Malley highlighted several items from the written 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.

- Planning (Bryan Campus):
 - Building E, Student Center - *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.*
Update: The Facilities Staff along with the Director of Food Services met with a consulting firm that designs and plans food service operation. This firm was asked to analyze our existing food service operation and provide a cost estimate for any improvements to enhance food service and efficiencies in our present system.
 - Parking Lot Project - The College retained the services of Bleyl & Associates for the preliminary planning and eventual design of a surface lot. The Facilities Committee met with the developer to discuss a parking garage. The conclusion from that meeting was

that a private developer would not be interested in investing capital into a parking garage on the Bryan Campus. The proposed 700-car garage would cost approximately \$8,000,000.00 to construct and would be funded from either cash reserves or revenue bonds from the College. At this time, the Facilities Staff is evaluating all options before a formal recommendation is made to the Board.

Update: The Facilities Committee has determined that the immediate need for overflow parking should be accomplished by extending a commuter pathway across the creek and constructing 200-300 overflow parking spaces. Design has been initiated. The timeline for completion of this new overflow lot is July 2013. Once this project is complete, an additional assessment will be done to determine the need for a parking garage on the campus.

- HVAC (Controls and VFD'S) - Funds have been budgeted in this fiscal year to improve the HVAC Controls System on the Bryan Campus. This project is in the very early discussion stage and awaiting information from Schneider Electric (our current vendor) before proceeding to the design and construction phase.
 - Elevator Upgrades - Funds have been budgeted in this fiscal year for elevator upgrades, the project has not started.
 - Landscaping/Irrigation System Upgrades - Funds have been budgeted in this fiscal year to improve the landscaping and turf on the Bryan Campus. The Facilities Staff is preparing a landscaping and turf plan that will be implemented in the Spring.
 - Administration Building Addition - This project was discussed in the Facilities Workshop with the Board. The project is still in the discussion stage with the Administration and Board, once authorization is affirmed the Facilities Staff will prepare an RFQ for professional services to hire an architectural firm for detail planning and design.
 - Classroom Utilization - The Facilities Staff has performed a limited classroom utilization study for the Bryan Campus. The results of this study will be available for use in a strategic plan for the campus.
 - Land Planning - The undeveloped acreage north of the campus and across the drainage way is not encumbered by the City of Bryan in regards to development by potential purchasers. The property does have an inordinate amount of easements that could be restrictive but we are not complete with any type of preliminary platting that would establish the useful acreage. This platting will go hand in hand with the parking lot location and once that is settled a better estimate of land use can be determined.
 - Banquet Room Lighting and Drapes - The Fine Arts Department uses the banquet room at least four (4) times per year for theatrical productions. At present, temporary stage lighting, extension cords and black plastic are used to transform the banquet room into a theater. The Facilities Department is researching a more permanent solution to provide this stage lighting and window screening while maintaining the aesthetics of the space.
- Planning (Brenham Campus):
 - Classroom Utilization Study - The Facilities Staff is in the preliminary stage of developing a classroom utilization report for the Brenham Campus. The results of this study will be available for use in a strategic plan for the campus.
 - Energy Audit - The Facilities Staff is in the preliminary stage of performing an energy audit for the Brenham Campus.
 - Fitness Center - The Facilities Department and the Student Services Department are developing a plan to enhance student amenities on campus. One area identified by student groups as a need is a fitness center. At present, all student fitness center type activities take place in the Boehm Building and the typical student has to compete with the sports teams for use of equipment. Several ideas are being considered ranging from converting the James Atkinson Hall into a fitness center to constructing a new building for this purpose. Once the study is complete, the Facilities Department will make a presentation to the Board with our findings and seek the Board's approval for future developments.

- Spencer Hall Remodel/New Student Housing - This project was discussed in the Facilities Workshop with the Board. The project is still in the discussion stage with the Administration and Board, once authorization is affirmed, the Facilities Staff will prepare an RFQ for professional services to hire an architectural firm for detail planning and design.
- Saeger Street Extension - This project is actually a City of Brenham project, but the alignment and construction schedule have an immediate impact on the College as we develop the balance of our property adjacent to the College Park Apartments and Agricultural Complex. The City has engaged the services of O'Malley Engineers to survey the property and analyze potential routes from Old Mill Creek Road to Farewell Street. The City has no immediate plans to start design and construction on these improvements, but a sincere indication from the College of our desire to develop this property for student housing could trigger an accelerated schedule.
- Student Center/Old Main Fire Alarm Monitoring System - This project is in the preliminary planning stages and once more information is available, authorization from the Board will be sought to seek bids on construction.
- Memorial and Holleman Halls - Four options are being considered with these buildings: 1. Remodeling, 2. Demolish, 3. Lease or 4. Sell. The remodeling estimate is approximately \$1,000,000.00 per building as discussed in the Facilities Workshop. The demolish cost is \$4.00 - \$6.00 per square foot-these buildings are approximately 8,500 square feet each, so the cost to demolish would range from \$34,000.00 - \$51,000.00 per building. The leasing option and the sell option have been discussed with both developers and real estate agents. No progress has been made to determine if these are viable options.
- Design (Bryan Campus):
 - The Administration Building Roof/Gutter Replacement - This project is in the preliminary design phase and once authorized by the Board, the Administration will seek bids for the construction of the improvements. The budget for these improvements is \$250,000.00 and the funds have been budgeted in the 2012 - 2013 fiscal year.
- Design (Brenham Campus):
 - The Lighting Project for replacement lamps in the Student Center, O'Donnell Center, "Original" Band Hall, Heineke Gym, PE Building, Moody Library, and Old Main is in design and should be ready for bidding in January.
 - The Central Plant Improvement Project is in design and should be ready for bidding in December.
 - The Generator Project is under construction.
 - The Student Center Roof/Baseball Field Locker Room Roof is under construction.
 - The Student Housing Door Alarm Project is in design and will be bid in September. The construction of these improvements will be done in-house with the Facilities Staff.

**Note: Italics indicate older items.*

- **PRELIMINARY ENROLLMENT AND HOUSING OCCUPANCY FOR THE 2013 SPRING SEMESTER**

Dr. Crowson reported that currently, Spring enrollment is down slightly. Late registration ends January 18 (a copy of the Spring 2013 Registration Numbers is attached and made a part of these *Minutes*).

Dr. Crowson reviewed the Spring Housing Occupancy report (a copy of the Spring Occupancy Report is attached and made a part of these *Minutes*). Occupancy is down due to fewer beds available, discipline issues and higher GPA standards. He responded to questions from the Board.

ITEM 16. BRAZOS COUNTY CAMPUSES UPDATE

Dr. Raspiller reviewed the upcoming events for the Bryan Campus (a copy of the Bryan Campus Events for Spring 2013 is attached and made a part of these *Minutes*):

- January 22-23, 2013, Student Government Association/Blood Drive, E-105, 9:00 a.m.
- January 28, 2013, Managers Meeting/Dr. Raspiller, E-120, 9:00 a.m.
- February 8, 2013, Emergency Medical System Symposium, E-105, 8:00 a.m.
- February 3-4, 2013, Dental Hygienist on the Hill 2013 Awareness Day, Austin, Texas
- February 8-9, 2013, Young Ladies Success Seminar & Project Unity/Childers, Student Center
- February 14, 2013, Student Leadership & Activities Transfer Fair Day, E-105, 10:00 a.m.

ITEM 17. ADMINISTRATIVE ANNOUNCEMENTS:

• UPCOMING EVENTS

Dr. Nolte reviewed the upcoming events (a copy of the upcoming events is attached and made a part of these *Minutes*):

- Washington County Chamber of Commerce & Economic Development Foundation of Brenham Annual Banquet - January 26, 5:30 p.m. Featured Speaker: Todd Staples, Texas Agriculture Commissioner
- Sealy Advisory Committee Meeting - January 17
- Holiday - January 21
- Lifetime Learning Luncheon - January 25, 11:30 a.m. Speaker, Mike Shoup, Horticulturist
- Southern Association of Colleges and Schools One-Day Orientation Session (Mandatory) - January 28, Atlanta, Georgia - Leadership Team to attend.
- Blinn Basketball:
 - Women vs Tyler Junior College, January 23, 5:30 p.m.
 - Men vs Angelina College, January 23, 7:30 p.m.
 - Women vs San Jacinto College-North, January 26, 4:00 p.m.
 - Baseball vs Temple College, January 29, 3:00 p.m.
 - Baseball vs Temple College, January 29, 5:30 p.m.
 - Women vs Panola College, January 30, 5:30 p.m.
 - Men vs San Jacinto College-Central, January 30, 7:30 p.m.
 - Softball vs Kilgore College, February 1, 9:00 a.m.
 - Softball vs Temple College, February 8, 2:00 p.m.
 - Softball vs Seminole State College, February 8, 4:00 p.m.
 - Softball vs Seminole State College, February 9, 2:00 p.m.
 - Women vs Paris Junior College, February 9, 4:00 p.m.
 - Men vs Jacksonville College, February 9, 6:00 p.m.
 - Softball vs Northeastern Oklahoma A&M College, February 10, 12:00 p.m.
 - Softball vs Navarro College, February 10, 2:00 p.m.
 - Baseball vs Weatherford College, February 15, 6:00 p.m.
 - Baseball vs Weatherford College, February 16, 1:00 p.m.
 - Baseball vs Weatherford College, February 16, 3:30 p.m.
 - Baseball vs Panola College, February 19, 3:00 p.m.
 - Baseball vs Panola College, February 19, 5:30 p.m.
- Texas Association of Community Colleges Winter Meeting - February 4, Austin
- Community College Day at the Capitol - February 5, Austin
- Preview Day (formerly known as Showcase Day) - February 8

- Regular Board Meeting - Tuesday, February 19, 2013, 6:30 p.m.

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

The public was recessed for a break at 7:26 p.m.

The public was recessed for closed session at 7:36 p.m.

CLOSED SESSION:

ITEM 19. 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**
- (C) **GIFTS AND DONATIONS (GOV'T. CODE, SEC. 551.073)**
 - i. **DELIBERATIONS REGARDING PROSPECTIVE GIFTS AND DONATIONS**

ITEM 20. RECONVENE PUBLIC SESSION

The public session was reconvened at 8:40 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**
- (C) **REVIEW AND ACTION TO ACCEPT PROSPECTIVE GIFTS AND DONATIONS TO THE COLLEGE**

On a motion by Dr. Boehm, seconded by Mr. Lange, 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 22. ADJOURNMENT

On a motion by Mr. Borchardt, seconded by Dr. Boehm, the Meeting was adjourned at 8:42 p.m.


 Mr. Atwood C. Kenjura
 President


 Mr. Douglas R. Borchardt
 Secretary