

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

**Regular Meeting, Tuesday, July 15, 2008, 7 p.m.**

The Board of Trustees convened at 7:05 p.m. in the Board Room with the following members present: Mr. Atwood C. Kenjura, President, presiding; Mr. Leon B. Toubin, Vice President; Mr. Don Jones, Secretary; Dr. Henry J. Boehm, Jr., Mr. L.J. Lacina, Jr. and Mr. Norwood Lange.

Board members not present: Mr. Steve Westbrook.

Members of the college staff in attendance were: Dr. Daniel J. Holt, President; Dr. John D. Harris, Dr. Debra R. LaCour and Dr. Barbara L. Pearson, Vice Presidents; Ms. Cathy Boeker, Executive Administrator of External Affairs; Dr. Donald E. Voelter, Chancellor; Dr. Bob Brick, Mr. Tex Davis, Mr. Ted Hajovsky, Mr. Bobby Henrichsen, Mr. Dennis Kocich, Ms. Gena Parsons, Dr. Milton Radke, Dr. Athena Russell, Mr. Michael Welch, Dr. Michel Zuch, Mr. Claude Free, Mr. Darrell Reimer, Mr. Richard O'Malley, Mr. Scott Smith, Ms. Ann Weir, Ms. Linda Bow and Mr. Joe Al Picone.

Also registered as in attendance were: Mr. C.H. Harvey, Mr. Luther Hueske, Mr. Frank Wagner, KTTX-KWHI; Mr. Alan Nieschwietz, *Brenham Banner-Press*; and Mr. Billy Ballow.

**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 pledges were led by Mr. Kenjura and the prayer was given by Dr. Voelter.

**ITEM 2. PUBLIC COMMENT**

There was no public comment.

**ITEM 3. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE  
PERIOD ENDING June 30, 2008**

Dr. Holt reviewed financials (copies of the list of checks and the financial statement are attached and made a part of these *Minutes*). He then answered questions from the Board.

**CONSENT AGENDA:**

**ITEM 4. REVIEW AND ACTION TO APPROVE MINUTES FOR THE JUNE 11, 12  
AND 17, 2008, MEETINGS**

- ITEM 5. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD REQUESTS FOR PROPOSAL (RFP) FOR SOFTWARE TO BE USED FOR CLASSROOM SCHEDULING**
- ITEM 6. REVIEW AND ACTION TO AWARD RFP #063 FOR CUSTODIAL SERVICES FOR THE BRENHAM AND BRAZOS COUNTY CAMPUSES**
- ITEM 7. REVIEW AND ACTION TO APPROVE FUNDING FOR RFP #064 FOR A LECTURE CAPTURE SYSTEM TO PRODUCE ELECTRONIC VERSIONS OF LIVE CLASSROOM INSTRUCTION**
- ITEM 8. 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: INVESTMENT STRATEGIES***
- ITEM 9. REVIEW AND ACTION TO ADOPT REVISIONS TO: *BOARD POLICY DEC (LOCAL), COMPENSATION AND BENEFITS, LEAVES AND ABSENCES, TO UPDATE THE SICK LEAVE POLICY FOR FACULTY DURING THE SUMMER AND MINIMESTER SESSIONS***
- ITEM 10. REVIEW AND ACTION TO ADOPT REVISIONS TO *BOARD POLICY BCE (LOCAL), BOARD INTERNAL ORGANIZATION, ADVISORY COMMITTEES, TO CHANGE THE FREQUENCY OF ADVISORY COMMITTEE MEETINGS AND REMOVE THE REQUIREMENT TO MEET WITH THE BOARD OF TRUSTEES ANNUALLY***

Dr. Boehm requested that item #7 be removed from the Consent Agenda to allow for the Administration to provide additional explanation about the use of the requested Lecture Capture System. Dr. Boehm expressed concern about the possible effect on attendance and noted that he sees value in students learning to take notes in class. Mr. Jones would like to see the attendance monitored in those courses utilizing the system. Following a brief discussion, the request to approve funding for RFP #064 for a Lecture Capture System was placed back on the consent agenda for a vote. On a motion by Dr. Boehm, seconded by Mr. Lacina, the Board voted to approve the consent agenda items 4-10 as presented by the Administration. Copies of documents related to items 4-10 are attached and made a part of these *Minutes*.

- ITEM 11. REVIEW AND ACTION TO DETERMINE THE METHOD OF CONSTRUCTION TO BE USED FOR THE BLINN COLLEGE TECHNOLOGY INSTITUTE-BRENHAM CENTER BUILDING**

Dr. Voelter reported that progress on the proposed Technology Center continues to move forward, additional architectural changes have been made to the floor plan and the cost has increased since the last Board Meeting (copies of the materials reviewed are attached and made a part of these *Minutes*). Dr. Voelter informed the Board that, to date, no new money has been received in donations but some verbal commitments have been made without specified amounts. Therefore, he felt he would have additional donations secured in the near future.

Dr. Voelter requested, on behalf of the planning committee, that the Board allow the Administration to seek an RFP for a Construction Manager at Risk. He noted that the Board could make the final decision at a future meeting as to the method of construction to be utilized on this project. Mr. Jones asked how long it would be before the Architect is ready for bids and Dr. Voelter responded in October. Mr. Jones noted that he is concerned about continuing with the process if the college does not have a clear plan of how the building and its operations will be funded. Dr. Voelter pointed out that the approval to seek an RFP for the Construction Manager at Risk will not commit the College for any money.

Mr. Toubin inquired about the possibility of using the hard bid process and Dr. Voelter said that the Architect feels that the hard bid method may bring a lower cost. Discussion on the advantages and disadvantages of the Construction Manager at Risk and hard bids continued. Mr. Toubin suggested that someone should speak to major contributors to see if we can raise the additional money needed or perhaps the size of the facility should be reduced. Given the concern about funding, discussion took place about the possibility of having the Architect slowing or stopping on design while funds are sought.

On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to authorize the Administration to seek RFP's for a Construction Manager at Risk.

**ITEM 12. PRESENTATION TO UPDATE POSSIBLE CHANGES IN THE 2008-09 PROPOSED BUDGET FOLLOWED BY REVIEW AND ACTION TO:**

- (A) AUTHORIZE ADDITIONAL FACULTY AND STAFF POSITIONS FOR THE 2008-09 SCHOOL YEAR; AND**
- (B) SET SALARY SCHEDULES FOR THE 2008-09 SCHOOL YEAR**

Dr. Holt reviewed the proposed average pay increase of three percent and the proposed new positions (copies of the materials reviewed are attached and made a part of these *Minutes*). Mr. Toubin passed out a copy of the 2007-08 Budget and discussed the increase in employee head count from last year to this year. Dr. Holt responded to Mr. Toubin's concern about the increase in positions by clarifying that much of that increase in positions was a result of part-time positions and a re-organization which is a one-time event but that no additional money was spent from the budget; it was instead shifted from one area to another. He went on to say that approximately 72% of the college's budget is salary and benefits and that other community colleges range from 60-85%.

Mr. Toubin stated that he did not feel any new positions should be added without an increase in revenue, noting faculty as an exception because those positions are needed to provide the services. Mr. Jones expressed concern that not enough money is being put away in a building fund. Mr. Lange commended the Administration for doing well with the available funds and felt a great job had been done of balancing the Budget. Dr. Holt indicated that the College is in good financial shape. A brief discussion took place regarding the status of the insurance funding restoration.

On a motion by Mr. Lange, seconded by Mr. Lacina, the Board voted to approve both an average pay increase of three percent for faculty and staff and the additional positions as recommended by the Administration (a list is attached and made a part of these *Minutes*). Mr. Toubin opposed.

**ITEM 13. REVIEW AND ACTION TO SET DATES, TIMES AND PLACES FOR:**

- A. HEARING ON THE BUDGET FOR THE 2008-09 SCHOOL YEAR**
- B. ADOPTION OF THE BUDGET FOR THE 2008-09 SCHOOL YEAR**
- C. HEARINGS ON TAX RATE FOR 2008**
- D. SETTING OF THE TAX RATE FOR 2008**

Ms. Boeker reviewed a calendar of possible dates for the Board to conduct public hearings on the proposed budget for 2008-09 and to set the tax rate. She also reviewed an overview of legal requirements from the *Texas Property Tax Code* for setting the tax rate. Copies of the documents reviewed are attached and made a part of these *Minutes*.

On a motion by Mr. Lacina, seconded by Mr. Jones, the Board voted to set August 19, 2008, as the date for a public hearing on the proposed 2008-09 college budget and to consider adoption of the budget for the 2008-09 school year.

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

**ITEM 14. REPORTS:**

- **BUILDINGS AND GROUNDS**
- **RETIREMENT MANAGER SERVICE FOR NEW IRS REGULATION COMPLIANCE**
- **UPDATE ON EMERGENCY RESPONSE PROGRAM**
- **ENROLLMENT AND HOUSING OCCUPANCY FOR THE SUMMER II SEMESTER**

Dr. Holt informed the Board that the Schmidt Building renovation should be completed the third or fourth week of August and that facilities projects such as painting should be completed by the end of August.

Dr. Holt briefly reviewed recent changes to Internal Revenue Service regulations governing 403(b) retirement plans and informed the Board that to ensure the college meets the new administrative and compliance requirements, AIG Retirement Manager has been selected to manage the plan. This program is offered at no direct cost to the college.

Dr. Holt discussed the recent incident on the Bryan Campus where a robbery suspect abandoned a stolen vehicle on college property as well as the related media coverage. He reported that the Administration has implemented pagers and phones for security and that the process of seeking a company to implement a mass notification system to faculty, staff and students has begun. Dr. Holt hopes to have something in place within the next 120 days.

Dr. Harris reviewed enrollment and housing occupancy numbers for the summer II semester, noting a decrease in enrollment. Dr. Zuch explained to the Board that the Texas Legislature approved funding for a tuition decrease for Texas A&M University for the summer II session and she suspects that contributed to the decrease.

**ITEM 15. ADMINISTRATIVE ANNOUNCEMENTS**

There were no Administrative Announcements.

The meeting was recessed for a break at 8:34 p.m.

**ITEM 16. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)**

The public was recessed for a closed session at 8:50 p.m.

**CLOSED SESSION:**

**ITEM 17. 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 and Schulenburg (*Gov't. Code, Sec. 551.072*)
- (C) Consultation with Attorney Relative to Pending or Contemplated Litigation (*Gov't. Code, Sec. 551.071*)

**ITEM 18. RECONVENE PUBLIC SESSION**

The public session was reconvened at 9:17 p.m.

**ADDITIONAL ACTION ITEMS:**

**ITEM 19. REVIEW AND 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 and Schulenburg

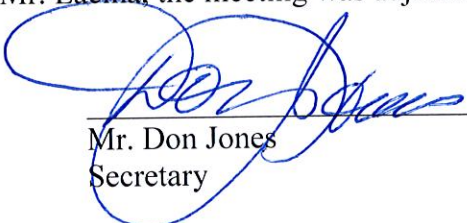
On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to accept the resignation of Dr. Dennis Crowson, Registrar; Mr. Robert Reid, Coordinator Prison Programs/Technical Education Dual Credit; and the retirement of Dr. Albert Rambo, Social Science Instructor; all effective July 31, 2008.

On a motion by Dr. Boehm, seconded by Mr. Lacina, the Board voted to employ faculty for the Summer II 2008 semester and new faculty and professional staff on one-year contracts for the remainder of the current school year and the 2008-09 school year (a copy of the lists of persons employed is attached and made a part of these *Minutes*).

**ITEM 20. ADJOURNMENT**

On a motion by Mr. Lange, seconded by Mr. Lacina, the meeting was adjourned at 9:26 p.m.

  
 Mr. Atwood C. Kenjura  
 President

  
 Mr. Don Jones  
 Secretary