

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Tuesday, March 10, 2009, 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., Mr. Norwood Lange and Mr. Steve Westbrook.

Board members not present: None.

Members of the college staff in attendance were: Dr. Daniel J. Holt, President; Dr. John D. Harris, Dr. Debra R. LaCour, Dr. Van Miller and Dr. Barbara Pearson, Vice Presidents; Ms. Cathy Boeker, Executive Administrator of External Affairs; Dr. Cathy Kemper, Dean of Institutional Effectiveness and Accreditation; Dr. Donald E. Voelter, Chancellor; Ms. Mary Barnes-Tilley, Mr. Tom Brazzel; Ms. Karen Buck, Mr. Brian Burk, Mr. Tex Davis, Ms. Jeri Dulaney, Mr. Claude Free, Ms. Becky Garlick, Mr. Grady Hendricks, Mr. Bobby Henrichsen, Mr. Richard O'Malley, Mr. Gus Mutscher, Mr. Joe Al Picone, Dr. Milton Radke, Dr. Don Stewart, Mr. Jeff Tilley, Ms. Ann Weir, Mr. Michael Welch and Dr. Michel Zuch.

Also registered as in attendance were: Mr. Steve Allen, Specialized Public Finance, Inc.; Mr. Brad Cutright, Cutright and Allen Architects; Mr. Alan Nieschwietz, *Brenham Banner-Press*; Mr. John Rusk, Goodwin-Lasiter, Inc.; and Mr. Joe Seago, City of Bryan.

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 Dr. Holt.

ITEM 2. PUBLIC COMMENT

There was no public comment.

ITEM 3. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING FEBRUARY 28, 2009

Dr. Van Miller reviewed the financials (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). Dr. Miller announced that we are at the half-way point in the Fiscal Year and that Blinn's revenues are up while the current interest rates are down. Mr. Toubin asked questions about the Blinn College Bookstore's revenues and expenditures. Dr. Miller did not have any specifics for Mr. Toubin but said he would look into the matter. Mr. Toubin noted a significant increase in the College's expenses. Dr. Miller advised that the College has not received the Employee Health Insurance Funds from the State that were

vetoed by the Governor in 2007. Dr. Holt noted that the majority of the \$3 million dollars in the Building/Improvements Fund will be used for the Bryan Campus projects.

CONSENT AGENDA ITEMS:

- ITEM 4. REVIEW AND ACTION TO APPROVE MINUTES FOR THE FEBRUARY 17, 2009, REGULAR MEETING AND THE FEBRUARY 25, 2009, SPECIAL MEETING**
- ITEM 5. REVIEW AND ACTION TO AWARD A CONTRACT FOR THE PARKING LOT PAVING IMPROVEMENTS ON THE BRYAN CAMPUS**
- ITEM 6. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO DISPOSE OF FIVE SURPLUS COLLEGE VEHICLES VIA PUBLIC AUCTION**
- ITEM 7. REVIEW AND ACTION TO AUTHORIZE THE WASHINGTON COUNTY APPRAISAL DISTRICT TO ACCEPT A BID OF \$1,205 FOR APPROXIMATELY 1/3 ACRE LOT ON THE EAST SIDE OF THE CITY OF BRENHAM (SOUTH OF OLD CHAPPELL HILL AND EAST BLUE BELL) PROPERTY ACCOUNT NUMBER R19106**
- ITEM 8. REVIEW AND ACTION TO EXECUTE A PUBLIC DRAINAGE EASEMENT BETWEEN BLINN COLLEGE AND THE CITY OF BRYAN FOR THE PURPOSE OF CONSTRUCTING AND MAINTAINING A DETENTION POND ON THE BRYAN CAMPUS**
- ITEM 9. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK REQUEST FOR PROPOSALS (RFP) FOR MAINTENANCE SERVICE FOR THE BLINN COLLEGE TELEPHONE SYSTEM WITH AN OPTION FOR UPGRADING THE TELEPHONE SYSTEM TO THE LATEST VERSION OF SOFTWARE**
- ITEM 10. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK REQUEST FOR PROPOSALS (RFP) TO PURCHASE A MORE FULLY FEATURED CALL CENTER THAT WOULD REPLACE SOME OR ALL OF THE CURRENT AREAS USING THE AUTOMATIC CALL DISTRIBUTION (ACD) SYSTEM**
- ITEM 11. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD BIDS FOR A HEADWALL SYSTEM AND COMPONENTS TO BE PRIMARILY UTILIZED BY THE ASSOCIATE DEGREE NURSING PROGRAM AND AVAILABLE TO THE EMERGENCY MEDICAL SERVICES AND VOCATIONAL NURSING PROGRAMS THAT ARE LOCATED ON THE BRYAN CAMPUS**

ITEM 12. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD BIDS FOR GASOLINE AND DIESEL FOR THE BRENHAM CAMPUS

Items 5 and 8 were removed from the Consent Agenda for discussion.

On a motion by Mr. Lacina, seconded by Mr. Lange, the Board voted to approve **CONSENT AGENDA ITEMS: ITEM 4** – Minutes for the February 17, 2009, Regular and the February 25, 2009, Special Meeting; **ITEM 6** – to authorize the Administration to dispose of five surplus College vehicles via Public Auction (a list of the vehicles is attached and made a part of these *Minutes*); **ITEM 7** – to authorize the Washington County Appraisal District to accept a bid of \$1,205.00 for approximately 1/3 acre lot on the east side of the City of Brenham (south of Old Chappell Hill and east Blue Bell) Property Account Number R19106 (Mr. Dilworth's letter, a map, appraisal card, and photos of the property are attached and made a part of these *Minutes*); **ITEM 9** – to Authorize the Administration to seek request for proposals (RFP) for maintenance service for the Blinn College Telephone System with an option for upgrading the Telephone System to the latest version of software; **ITEM 10** – to authorize the Administration to seek request for proposals (RFP) to purchase a more fully featured call center that would replace some or all of the current areas using the automatic call distribution (ACD) system; **ITEM 11** – to authorize the Administration to seek and award bids for a headwall system and components to be primarily utilized by the Associate Degree Nursing Program and available to the Emergency Medical Services and Vocational Nursing Programs that are located on the Bryan Campus; **ITEM 12** – to Authorize the Administration to seek and award bids for gasoline and diesel for the Brenham Campus as presented by the Administration.

OTHER ACTION ITEMS:

ITEM 5. REVIEW AND ACTION TO AWARD A CONTRACT FOR THE PARKING LOT PAVING IMPROVEMENTS ON THE BRYAN CAMPUS

Mr. Richard O'Malley reviewed the proposed parking lot improvements and bids received (a copy of the bid tabulations are attached and made a part of these *Minutes*). Mr. O'Malley recommended to the Board that all four (4) base bids be awarded to Brazos Paving, Inc., of Bryan, Texas.

Mr. O'Malley reviewed other options with the Board. Option 2 was to Award a contract to Brazos Paving, Inc., for the new lot adjacent to the Administration Building (concrete) and the seal coat and striping for \$ 588,639.16; Award a contract to Civil Development, LTD, for the reconstruction of the parking lot at the College Park Center with (asphalt and base material) for \$269,010.50; and Award a contract to A.L. Helmkamp for the small strip of parking (concrete) at Building G for \$ 40,390.78. This option would cost \$ 898,040.44. It would involve three (3) separate contractors working on campus and it would be for asphalt paving at the College Park Center. Option 3 was to Award a contract to Brazos Paving, Inc., for three (3) of the base bids, all with the concrete pavement option, and not do the sealcoat and striping at this time, for a total contract price of \$ 887,296.77.

Mr. John Rusk with Goodwin-Lasiter, Inc., explained to the Board the benefits of seal coating the existing parking lot.

On a motion by Mr. Toubin, seconded by Mr. Westbrook, the Board voted to accept Mr. O'Malley's recommendation to award all four (4) base bids for a total amount of \$1,000,766.22 to Brazos Paving, Inc., as presented.

ITEM 8. REVIEW AND ACTION TO EXECUTE A PUBLIC DRAINAGE EASEMENT BETWEEN BLINN COLLEGE AND THE CITY OF BRYAN FOR THE PURPOSE OF CONSTRUCTING AND MAINTAINING A DETENTION POND ON THE BRYAN CAMPUS

Mr. Richard O'Malley reviewed the need for a Public Drainage Easement Agreement with the City of Bryan (a copy of the proposed public drainage easement agreement is attached and made a part of these *Minutes*). Mr. Jones questioned if the land would revert back to Blinn in the event the Detention Pond was no longer utilized. Mr. Seago with the City of Bryan said he would research the agreement between Blinn and the City of Bryan on ownership of the land.

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to follow the Administration's recommendation provided that if the detention pond is abandoned, the land reverts back to the College for future development.

Discussion took place as to where the dirt from the detention pond will be used.

Dr. Boehm withdrew his motion and Mr. Westbrook withdrew his second.

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to adopt the Administration's recommendation subject to review of the language in the letter from the City of Bryan related to land ownership.

ITEM 13. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO TRANSFER ENDOWED SCHOLARSHIP MATCHING FUNDS FOR NEWLY ESTABLISHED OR PREVIOUSLY COMMITTED SCHOLARSHIPS FROM THE COLLEGE TO THE BLINN COLLEGE FOUNDATION

Dr. Van Miller reviewed the history of the College matching funds and the legal opinion received by the College on the transfer of funds (a copy of the proposed Administrative Policy on Endowed Scholarships is attached and made a part of these *Minutes*). Mr. Toubin objected to the College matching scholarship funds. Mr. Toubin stated that he does not object to matching funds being paid from other sources, but does object to matching funds being paid from the Edwina Day Hallstein interest.

Dr. Don Voelter read the codicil from Edwina Day Hallstein's will which states that the money is to be used for the benefit and education for the young people of the area. Mr. Toubin noted he does not feel that the College has maximized the investment opportunities of the Hallstein funds.

On a motion by Dr. Boehm, seconded by Mr. Lacina, the Board voted to authorize the Administration to transfer money from the unrestricted College funds of \$5,000.00 per each

newly endowed scholarship or previously committed scholarship to the Blinn College Foundation as presented.

Mr. Toubin opposed the motion.

**ITEM 14. REVIEW AND ACTION TO AWARD REQUEST FOR PROPOSAL (RFP)
#074 DATA MANAGEMENT SOFTWARE TO BE USED IN THE OFFICE
OF INSTITUTIONAL RESEARCH AND EFFECTIVENESS**

Dr. Cathy Kemper distributed information regarding the Data Management Software RFP (a copy of the Assessment Management Software Comparison Matrix and the Recommendation Memo are attached and made a part of these *Minutes*). Dr. Kemper reviewed the need for this software and the evaluation process of the request for proposal. Dr. Kemper recommended TracDat based on price and product/customer references. TracDat would cost \$31,400.00 in the first year and \$12,500.00 each subsequent year based on an annual student population of 15,000. Mr. Jones inquired about passing the cost along to the students and Dr. Kemper indicated that there was no intent to do so at this time.

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to award the RFP to TracDat in the amount of \$31,400.00 for the first year and \$12,500.00 for each subsequent year based on an annual student population of 15,000.

**ITEM 15. REVIEW AND ACTION TO SELECT A DEVELOPER TO OWN, BUILD,
OPERATE AND MANAGE A PRIVATIZED STUDENT HOUSING
PROJECT ON THE BRENHAM CAMPUS**

Mr. Kenjura thanked Mr. Jones and Mr. Toubin for their time and efforts on the Student Housing Developer selection committee. Mr. Richard O'Malley told the Board that eight (8) Developers submitted proposals and Place Properties is the committee's recommendation (a copy of the proposal by Place Properties is attached and made a part of these *Minutes*). Mr. Jones said that the original phase would be 330 beds, rental rates are comparative with Blinn apartments and the financing seems to be in order. Place Properties' home base is in Atlanta, Georgia and they have a location in Irving, Texas. Mr. Toubin spoke to the qualifications and capabilities of Place Properties. Mr. Toubin feels like Place Properties will follow the rules and wishes of the College. Dr. Holt stated that he, himself, stayed out of the interview process but was very proud of the selection committee and assured the Board that our Attorney would ensure that we have a tightly worded contract with the company. Mr. Toubin noted that this is a big step for Blinn and an exciting time that will allow the College to focus on educating students. Mr. Jones noted that this is not a done deal until the plans are drawn and financing is secured. This is an apartment-type design with added amenities.

On a motion made by Mr. Toubin for approval of Place Properties to be the LLC to negotiate with Blinn College Administration for a 40 year land lease on the Brenham Blinn Campus for a Privatized Housing Project for only Blinn students to reside on a site to be determined at a later date by the Board of Trustees of Blinn College; and the size and number of beds of 300 to 330 beds be recommended by the proposed leasee with the design, payout and specific architectural appearance upon the completion of the land lease. The Blinn Administration will negotiate with the proposed leasee that the leasee will Fund, Build, and Operate the privatized housing and the leasee will have the ability and the resources to carry out

the proposed project without any guarantees, lease guarantees, rooms on Blinn Campus guarantee, or funds from Blinn College to build the proposed housing structure at the conclusions of the land lease agreement; the agreement must be approved by the Board of Trustees of Blinn College. The Administration of Blinn College will then contract a formal agreement for the operation, management and specifics for the possible later sale to a third party; provisions for foreclosure by the lessor, maturity details of the lease agreement, and specifics as such a contract would expect to include. The Board of Trustees of Blinn College will have final approval of both the land lease and the final contract. Time is important, but perfection is the object of the Board in doing this project and detailed study, careful planning, and avoidance of hasty decisions will make it successful, seconded by Dr. Boehm.

REPORTS, ANNOUNCEMENTS AND OTHER NON-ACTION ITEMS:

ITEM 16. REPORTS:

- **BUILDINGS AND GROUNDS**

Mr. Richard O'Malley reported the following:

Brenham Campus:

- The Football Team has worked hard on the recent improvements to Spencer Stadium, which included painting, replaced some doors and the carpet in the training rooms.
- Due to structural concern with the Small Business Development Center building, the conference room will be repaired during the summer.
- The Technical Education Center is moving along and the first monthly status meeting will occur soon.

Bryan Campus:

- The proposal for stimulus money has been submitted.
- The Administration renovation project is in the design phase and is moving along.

- **LOCATION OF AN ELECTRONIC MARQUEE SIGN ON THE BRENHAM CAMPUS**

Mr. Richard O'Malley reviewed the cost and location of the campus information sign which will be partly funded by the Ex-Students Association (a picture of the sign at its proposed location is attached and made a part of these *Minutes*).

- **COLLEGE DEBT CAPACITY AND REFUNDING OPPORTUNITIES**

Mr. Steve Adams with Specialized Public Finance, Incorporated, told the Board that Blinn has the opportunity to refund two outstanding Bonds for a significant cost savings. As well as introducing the new firm, Mr. Adams reviewed the savings opportunities, projections, constraints and ratio analyses with the Board (a copy of his presentation material is attached and made a part of these *Minutes*). He said it appears that Blinn can probably support approximately

\$27 million in revenue bonding capacity based on 2008 revenues with the following criteria satisfied: Pro forma revenue analysis; Demonstration that the project is necessary in allowing Blinn College to achieve its overall goals; Demonstration that there are no other immediate debt needs; Demonstration that Blinn College has a well designed capital plan; Demonstration that there is competent financial management in place; and Demonstration that Blinn College can effectively compete for students within its target service area. Mr. Adams thanked the Board for their business and responded to questions from the Board. Dr. Holt asked Mr. Adams if two years would be an appropriate timetable to take on more bonds. Mr. Adams suggested that they watch interest rates. He said he would come back to the Board in April for approval of refunding.

- **TECHNICAL AND WORKFORCE EDUCATION DIVISION
RESTRUCTURING PLAN**

Dr. Dan Holt reviewed an organizational chart for a newly proposed Technical and Workforce Education Division for the College (a copy of the proposed organizational chart is attached and made a part of these *Minutes*). He reviewed the need for an increase in Technical and Workforce efforts. Dr. Holt reminded the Board that the State wants the Community College to increase Workforce efforts and expects the new division to increase enrollment. He said he would come back to the Board in April for formal approval. Dr. Holt responded to questions from the Board.

- **LEGISLATIVE UPDATE**

Dr. Dan Holt announced that House Bill 2083 and Senate Bill 41 are proportionality bills that our Representatives and Senators have been asked to co-sponsor. He also announced that the appropriation outlook is not as good as first thought but it does look as if the College will see some increase.

Dr. Don Voelter discussed the Senate Finance Committee's consideration of Article 3. He also discussed the stimulus money and how much would go to the Community College. He noted that the increase in appropriations will be based on the increase in enrollment.

ITEM 17. ADMINISTRATIVE ANNOUNCEMENTS

Dr. Holt announced:

- The Myrtle Gebert Isensee and Elton Tiemann Scholarships (a description of the newly endowed scholarships are attached and made a part of these *Minutes*).
- The Blinn College Night with the Houston Rockets on Saturday, March 28, 2009 at 7:30 p.m. at The Toyota Center (a copy of the information for the Houston Rockets game is attached and made a part of these *Minutes*).

Mr. Kenjura read a letter from a citizen who appreciated the Board's decision to not increase tuition.

The meeting was recessed for a break at 9:10 p.m.

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

The public was recessed for a closed session at 9:26 p.m.

CLOSED SESSION:

ITEM 19. 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 20. RECONVENE PUBLIC SESSION

The public session was reconvened at 10:40 p.m.

ADDITIONAL ACTION ITEMS:

ITEM 21. 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

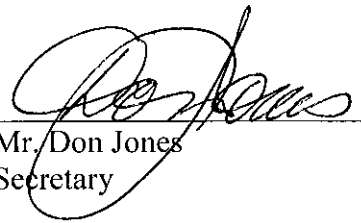
On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to Accept the Resignations of Dr. Shelly Peacock, Director of Institutional Planning and Accreditation, Brenham Campus, effective March 5, 2009, and Mr. Dustin Hill, CIT Program Coordinator, Bryan Campus, effective May, 15, 2009.

The Board also voted to employ Dr. Tiffany Vincent as a Government Instructor on the Bryan Campus on a one-year contract for the 2009-2010 school year (a copy of the information of the person employed is attached and made a part of these *Minutes*).

ITEM 22. ADJOURNMENT

On a motion by Mr. Westbrook, seconded by Mr. Jones, the Meeting was adjourned at 10:41 p.m.


 Mr. Atwood C. Kenjura
 President


 Mr. Don Jones
 Secretary