

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Tuesday, April 20, 2010, 7 p.m.

The Board of Trustees convened at 7:02 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. Robert Brick, Dr. John D. Harris, Dr. Debra R. LaCour, and Dr. Van Miller, Vice Presidents; Ms. Cathy Boeker, Executive Administrator of External Affairs; Dr. Cathy Kemper, Dean of Institutional Effectiveness and Accreditation; Ms. Karen Anglin, Mr. Tom Brazzel, Ms. Jeri Dulaney, Ms. Leslie Ellis, Mr. Ted Hajovsky, Mr. Robert Henrichsen, Mr. Stanley Kubicek, Mr. Richard O'Malley, Dr. Milton Radke, Ms. Ann Weir, and Dr. Michel Zuch.

Also registered as in attendance were: Mr. Douglas Borchardt; Mr. Chris Coffman, Sealy City Manager; Mr. Dale Lechler, Sealy Businessman; Mr. Nick Tirey, Sealy Mayor, Mr. Frank Wagner, KTTX-KWHI; and Mr. Leroy Zapalac, Sealy Citizens State Bank President.

**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 MARCH 31, 2010**

Dr. Miller reviewed the financial statement and list of checks for the period ending February 28, 2010 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). Dr. Miller announced that the College Investment Committee will be meeting next week. There were no questions from the Board.

CONSENT AGENDA ITEMS:

- ITEM 4. REVIEW AND ACTION TO APPROVE THE MINUTES FOR THE MARCH 10, 2010, REGULAR MEETING AND FOR THE APRIL 8, 2010, SPECIAL MEETING**
- ITEM 5. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR A THREE-YEAR UNIT-PRICE SMALL PROJECT CONSTRUCTION CONTRACT FOR THE BRENHAM AND BRYAN CAMPUSES**
- ITEM 6. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD BIDS FOR TOUCH-UP PAINTING IN THE DORMS AND COLLEGE PARK APARTMENTS ON THE BRENHAM CAMPUS**
- ITEM 7. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR THE REPLACEMENT OF THE CHILLER LOCATED AT THE STAR OF THE REPUBLIC MUSEUM**
- ITEM 8. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK REQUESTS FOR PROPOSALS (RFP) FOR STUDENT ATHLETIC AND INTERCOLLEGIATE CATASTROPHIC ATHLETIC INJURY INSURANCE**
- ITEM 9. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO EXTEND THE CONTRACT FOR PROPERTY & LIABILITY INSURANCE UTILIZING THE SERVICES OF A CONSULTANT FOR ONE YEAR**
- ITEM 10. REVIEW AND ACTION TO AUTHORIZE THE WASHINGTON COUNTY APPRAISAL DISTRICT TO RETAIN BLINN COLLEGE'S PORTION OF EXCESS REVENUES FROM THE 2008-2009 BUDGET**

On a motion by Mr. Lacina, seconded by Dr. Boehm, the Board voted to approve **CONSENT AGENDA ITEMS: ITEM 4** – the Minutes for the March 10, 2010, Regular Meeting and the April 8, 2010, Special Meeting; **ITEM 5** – the Administration to Seek Bids for a Three-Year Unit-Price Small Project Construction Contract for the Brenham and Bryan Campuses; **ITEM 6** – the Administration to Seek and Award Bids for Touch-Up Painting in the Dorms and College Park Apartments on the Brenham Campus; **ITEM 7** – the Administration to Seek Bids for the Replacement of the Chiller Located at the Star of the Republic Museum; **ITEM 8** – the Administration to Seek Requests for Proposals (RFP) for Student Athletic and Intercollegiate Catastrophic Athletic Injury Insurance; **ITEM 9** – the Administration to Extend the Contract for Property & Liability Insurance Utilizing the Services of a Consultant for One Year; and **ITEM 10** – to Authorize the Washington County Appraisal District to Retain Blinn College's Portion of Excess Revenues from the 2008-2009 Budget (a copy of the letter from Washington County Appraisal District is attached and made a part of these *Minutes*) as presented by the Administration.

OTHER ACTION ITEMS:

ITEM 11. REVIEW AND ACTION TO SUPPORT THE SEALY BRANCH CAMPUS MAINTENANCE TAX STEERING COMMITTEE'S EFFORTS TO SEEK TEXAS HIGHER EDUCATION COORDINATING BOARD APPROVAL TO ESTABLISH A SEALY CAMPUS BRANCH MAINTENANCE TAX VIA SEALY INDEPENDENT SCHOOL DISTRICT VOTER APPROVAL

Mr. Leroy Zapalac, Sealy Citizens State Bank President, who serves as the Blinn College-Sealy Advisory Committee President, addressed the Board regarding a proposed Branch Campus Maintenance Tax to support the Sealy Campus (copies of the Steps to Establish a Branch Campus Maintenance Tax and the Texas Administrative Code on Branch Campus Maintenance Tax are attached and made a part of these *Minutes*). The tax, if approved, would be levied on taxable properties in the Sealy Independent School District. Mr. Zapalac reviewed the Steering Committee's process to date. Mr. Zapalac requested the Board's Support of the Sealy Branch Campus Maintenance Tax Steering Committee's Efforts to Seek Texas Higher Education Coordinating Board Approval to Establish a Sealy Campus Branch Maintenance Tax.

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to Support the Sealy Branch Campus Maintenance Tax Steering Committee's Efforts to Seek Texas Higher Education Coordinating Board Approval to Establish a Sealy Campus Branch Maintenance Tax Via Sealy Independent School District Voter Approval as presented.

ITEM 12. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD BID #624 PARKING LOT IMPROVEMENTS ON THE BRENHAM CAMPUS

Mr. Richard O'Malley reviewed the bid process for parking lot improvements. He requested the Board award Bid #624 to H&C Construction Company, Incorporated, in the amount of \$95,458.62 (a copy of the bid tabulations is attached and made a part of these *Minutes*).

On a motion by Mr. Lange, seconded by Dr. Boehm, the Board voted to Award Bid #624 Parking Lot Improvements on the Brenham Campus to H&C Construction Company, Incorporated, in the amount of \$95,458.62 as presented by the Administration.

ITEM 13. REVIEW AND ACTION TO AUTHORIZE THE IMPLEMENTATION OF LAB FEES FOR THE VETERINARY TECHNOLOGY PROGRAM

Dr. Brick reviewed the request to implement fees associated with Veterinary Technology courses (a copy of the Proposed Laboratory Fees for Courses in the First Year Curriculum of the Veterinary Technology Program is attached and made a part of these *Minutes*). Dr. Brick asked that the fee for rabies shot be titled as such, rather than as a generic lab fee.

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to Implement Lab Fees for the Veterinary Technology Program and to change the title of the fee connected to VTHT 1401 to Rabies Fee rather than lab fee as presented by the Administration.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:**ITEM 14. REPORTS:****• BUILDINGS AND GROUNDS:**

Mr. Richard O'Malley responded to questions from the Board in regard to the following Buildings and Grounds Report (a copy of the Buildings and Grounds Report is attached and made a part of these *Minutes*).

Schulenburg Campus:

The air conditioning replacement project for the A/V video conferencing rooms bid on April 6th. We received two bids and the low bidder was Leon's, a local contractor in Schulenburg. We are having a pre-construction conference next week to get the project started; the project should be completed early this summer.

Bryan Campus:

CPC remodel: this is the elevator project in the CPC Building. The project will also include some remodeling for recruiting offices on the first floor. The project is waiting on the Texas Department of Licensing and Regulation (TDLR) to review a variance request because of the type of elevator we are planning to use for the building. As of the week of April 5th, the State has not completed the review nor offered an opinion on the requested variance. Once this variance request has been granted, we will issue plans to contractors and seek bids for the improvements.

Administration/Classroom Remodel: this project is still waiting on several punch list items to be completed by the contractor (Merrell Construction, Inc.). The punch list items have not been a deterrent to the functionality of the remodeled space, and we have not processed any pay request from the contractor since substantial completion. I have a meeting scheduled with the contractor and the architect on April 20th, to determine a time line for completion.

Allied Health HSC Campus: we have been working with the developer and the architect in designing our space. The next round of design development meetings is April 26th; this will be the final round before the architect prepares construction documents. Dr. Miller and I have a meeting on April 15th, to discuss the tenant build-out cost with the developer. This meeting is to determine if the A/V (audio/ visual) cabling is included within that number, or if this is considered a tenant expense. The only reason it could be considered a tenant expense is if the developer determines this is a specialty item; similar, for example, to the lead lined walls in the RadTech area. We have recently hired a consultant to assist in the procurement of equipment needs for the simulation center; other consultants could be needed to assist in the furniture needs for the office and classroom areas; and Blinn's IT group will be assisting in the computer and equipment needs for the classrooms. We have an interior color selection showing on April 20th in Bryan. At this time, the ground breaking is scheduled for July 22nd.

Building E (Student Center): there has been discussion with several parties related to the expanded use of this building for student needs; additionally, there has been discussion as to the need for a third food vendor and a remodel of the kitchen space behind these vendors. At present, I understand that one consideration is to remove a wall adjacent to the existing space where the ping pong table is located and create more space for student activities. According to Mr. Goldman, we have asked the "unit price contactor" to give a cost estimate for this work. Additionally, we have opened the banquet room to the students during the day, reserving our right to use the space if an event is scheduled. I have met with an architect to assist in the remodel of the kitchen area and the build-out for a third food vendor.

Parking Lot: I will be scheduling meetings soon with the Police Chief and our Emergency Management personnel to discuss the overflow parking needs for the fall semester. Last year the plan worked well and we will discuss how we can continue to improve the parking needs for the first few weeks of each semester.

Landscaping/Signage: there is a need to enhance the landscaping at the new Administration Building and in the area of the Transfer Center. Additionally, signage needs to be improved at these locations and we need to improve the evacuation signage in all buildings. I will be working on a cost estimate for these improvements for consideration in next year's budget.

Kinesiology "Physical Fitness Building": presently this is taught off-campus at a rental space located at 3608 Old College Avenue. This lease expires at the end of 2010, and the building has a new owner. We are presently looking for an improved space for this program.

Workforce/Dental Hygiene: these programs are located in the Post Office Campus Building at 301 Post Office Street. There has been a request that when the RadTech Program relocates to the new HSC/Allied Health Building, the space made available by this move could be used to expand the workforce and dental hygiene programs. I will be working on cost estimates to expand their respective spaces.

Building H (presently the Allied Health Building): in the fall of 2011, this space will become available for additional classroom and faculty offices. I will be working on cost estimates for an update and remodel of this space into classrooms.

Brenham Campus:

Administration Building: completed HVAC piping project over spring break, should have a final inspection on April 13th, and formally close out this project.

Tech Center: building project is completed and we are still processing the close-out documents from the contractor. Once these have been received from the architect, the construction of the building will be complete. We still have a landscaping and irrigation project to design and bid for the grounds, and there are electrical extensions needed from time to time as equipment arrives.

- Student Housing: the schematic design has been approved by the Board and the architects are presently in the design development phase. We will have another round of meetings with the architect on April 21st, to discuss their progress. The project will be bid in July and start construction in August.
- Central Plant Chiller #2: a 500 ton chiller being replaced in the central plant. We presently have a temporary chiller installed to provide air conditioning to our buildings. The new chiller should be in place by late May or early June.
- Band Hall: this project is in design and should be ready to bid in late August. We have held several programming meetings with the staff to develop the schematic design. The next scheduled meeting is April 23rd, for the staff to sign off on the schematic design. Once this is complete, we will conduct meetings with the facilities, HVAC, IT, and faculty representatives for input into their areas.
- Agriculture Facility: the location of this facility was decided at the Special Board Meeting on April 8th. The proposed facility will be located on Old Mill Creek Road, adjacent to the phase two apartments. We have hired an architect (Cutright and Allen, Inc.) and a civil engineering firm (Jones and Carter, Inc.) and we are seeking proposals for a construction manager at risk (CMAR). The plan is to have the design and construction team assembled by April 26th, and start planning for this 16,500 square foot building project. The first goal of this project is to design and build a large enough facility to house the current welding, woodworking, and engine repair classes presently taught by Mr. Johnnie Schroeder by December of 2010. We have authorized a survey and plat of the proposed land swap with the Appels.
- Campus Clinic: developing a handicap access route to the building and developing a handicap entrance into the facility.
- Campus-Wide Fiber Extensions: working with our IT group and Jones and Carter to develop construction plans to extend fiber/data lines to the proposed student housing, agricultural facility, and band hall.
- Parking Garage: need to discuss the need and location of a proposed parking facility for the new 42-foot recruiting trailer.
- Geotechnical Survey: Terracon Consultants, Inc., has been hired to perform a soil investigation for the structural design of the student housing, agricultural facility, and music facility. This firm will be on Campus drilling bore holes the week of April 19th.

- **ACHIEVING THE DREAM**

Mr. Jones spoke about his experience at a recent conference on Achieving the Dream (a copy of the Success in Developmental and Gateway Math Grade Distributions by Placement Level Achieving the Dream Cohort Data is attached and made a part of these *Minutes*). He expressed his concern about losing students due to certain curriculum requirements. A discussion took place about matching students' skills and learning abilities to alternative programs, such as, workforce education.

ITEM 15. ADMINISTRATIVE ANNOUNCEMENTS:

- **UPCOMING EVENTS:**

Dr. Holt announced the following (a copy of the Administrative Announcements are attached and made a part of these *Minutes*):

- A) Sigma Kappa Delta Induction Ceremony on April 21, @ 7:00 p.m., Blinn College Student Center, Brenham Campus.
- B) Lifetime Learning Luncheon on April 22, @ 11:30, Banquet Room, Student Center, Brenham campus. Speaker is *Sehba Sarwar*, writer and multi-disciplinary artist who moves between Pakistan and the U.S.
- C) Sealy Advisory Committee meeting on April 23 @ Noon, at Maribelli's Restaurant in Sealy. (Meeting was moved from April 15 to April 23, due to Sealy Chamber Luncheon.)
- D) Dental Hygiene Pinning & Awards Ceremony on April 24 @ 10:00 a.m. in the Dr. Barbara L. Pearson Banquet Room, Student Center, Bryan Campus
- E) Blinn Professional Associations' Retirement Receptions. Both are being held on April 30 on their respective campuses in the Student Center Banquet Rooms – Brenham & Bryan, 11:30 to 1:30.
- F) Employee Year-End Celebration on May 1 @ Grimes County Fairgrounds in Navasota (Invitations were sent April 1).
- G) Maifest – Friday, May 7; and Saturday, May 8 – Board & Administration are invited to participate – Float #3 to share with BISD. Parades begin @ 10:30.
- H) Trustee Election – May 8.
- I) Blinn Graduation Ceremony – Friday, May 14, Spencer Stadium, Brenham campus @ 8:00 p.m. Reception prior to ceremony in the Janis Sneed Banquet Room, Student Center, 6:00 to 7:00 p.m.
- J) Next Regular Board meeting is Tuesday, May 18, 2010.

- **NEW ENDOWED SCHOLARSHIP:**

Dr. Holt announced the newly endowed Alice Kolwes Scholarship.

Mr. Kenjura distributed a Presidential evaluation form to Board Members and asked for it to be completed and returned before the next regular Board Meeting.

The meeting was recessed for a break at 7:46 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 7:49 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)**

ITEM 18. RECONVENE PUBLIC SESSION

The public session was reconvened at 8:17 p.m.

ADDITIONAL ACTION ITEMS:**ITEM 19. 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. Lacina, the Board voted to employ new Faculty and Professional Staff on one-year contracts for the 2010-2011 school year (a copy of the list of persons employed is attached and made a part of these *Minutes*).

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to approve the reemployment of current Faculty and Professional Staff contracts for the 2010-2011 school year (a copy of the list of persons employed is attached and made a part of these *Minutes*).

ITEM 20. ADJOURNMENT

On a motion by Mr. Westbrook, seconded by Mr. Lacina, the Meeting was adjourned at 8:20 p.m.


 Mr. Atwood C. Kenjura
 President


 Mr. Don Jones
 Secretary