

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

**Regular Meeting, Tuesday, August 16, 2011, 7:00 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. Steve M. Westbrook, Secretary; Dr. Henry J. Boehm, Jr., Mr. Douglas R. Borchardt, and Mr. L.J. Lacina, Jr.

Board members not present: Mr. Norwood Lange.

Members of the College staff in attendance were: Dr. Robert Brick, Dr. Debra LaCour, and Dr. Van Miller, Vice Presidents; Dr. Kathy Anzivino, Interim Vice President; Dr. Ted Raspiller, Provost Brazos County Campuses; Ms. Cathy Boeker, Executive Administrator of External Affairs; Mr. Thomas Brazzel, Ms. Becky Garlick, Mr. Brian Gonyer, Ms. Kris Janes, Ms. Julie Maass, Mr. Richard O'Malley, Mr. Joe Al Picone, Mr. Doug Pierce, Dr. Milton Radke, Ms. Karla Roper, Mr. Dick Speas, Mr. Jeff Tilley, Mr. Brandon Webb, Ms. Ann Weir, and Dr. Mark Workman.

Also registered as in attendance were: Mr. Brad Cutright, Cutright & Allen Architects, Inc.; Mr. Willy Dilworth, Washington County Appraisal District; Mr. Alex Klinker; Ms. Sharon Klinker; Representative Lois W. Kolkhorst, District 13 State of Texas House Member; Dr. Preston Pulliams, Gold Hill Associates; Ms. Allison P. Smith, *Brenham Banner-Press*; Dr. Don Stafford; and Mr. Frank Wagner, KTTX-KWHI.

**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 Mr. Westbrook.

**ITEM 2. PUBLIC COMMENT**

There was no public comment.

**ACTION ITEMS:**

**ITEM 3. REVIEW AND ACTION TO ADOPT A RESOLUTION IN APPRECIATION OF MR. STEVE M. WESTBROOK FOR HIS SERVICE ON THE BLINN COLLEGE BOARD OF TRUSTEES**

Mr. Kenjura read a Resolution in appreciation of Mr. Steve M. Westbrook (a copy of the Resolution is attached and made a part of these *Minutes*).

Mr. Westbrook thanked the Board, Faculty and Staff.

On a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to Adopt the Resolution in appreciation of Mr. Steve M. Westbrook for his service on the Blinn College Board of Trustees as presented.

Mr. L.J. Lacina, Jr., announced his resignation as member of the Blinn College Board of Trustees, effective immediately.

**ITEM 4. REVIEW AND ACTION TO ADOPT A RESOLUTION APPOINTING  
REPLACEMENT BOARD MEMBER TO FILL VACANCY ON THE BLINN  
COLLEGE BOARD OF TRUSTEES**

Mr. Kenjura reviewed nominations received.

Mr. Kenjura read a Resolution appointing Mr. David Sommer as replacement to Mr. Steve M. Westbrook as At Large Position 3 on the Blinn College Board of Trustees (a copy of the Resolution is attached and made a part of these *Minutes*).

Mr. Kenjura read a Resolution appointing Mrs. Carolyn D. Miller as replacement to Mr. L.J. Lacina, Jr., as At large Position 1 on the Blinn College Board of Trustees (a copy of the Resolution is attached and made a part of these *Minutes*).

On a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to Adopt the Resolutions appointing Mr. David Sommer as At Large Position 3 and Mrs. Carolyn D. Miller as At Large Position 1 to fill vacancies on the Blinn College Board of Trustees as presented.

**ITEM 5. SIGNING OF OFFICER STATEMENT**

Representative Lois W. Kolkhorst thanked Mr. Westbrook and Mr. Lacina for their service on the Blinn College Board of Trustees.

Representative Kolkhorst had Mr. David Sommer and Mrs. Carolyn D. Miller read and sign their respective Officer Statements (copies of both Statements of Officer are attached and made a part of these *Minutes*).

**ITEM 6. SWEARING IN OF NEWLY APPOINTED BOARD MEMBER TO FILL POSITION  
UNTIL THE NEXT REGULARLY SCHEDULED TRUSTEE ELECTION**

Representative Kolkhorst administered the Oath of Office to Mr. David Sommer and Mrs. Carolyn D. Miller (copies of both Oaths of Office are attached and made a part of these *Minutes*).

**ITEM 7. ACTION TO ELECT A REPLACEMENT SECRETARY OF THE BOARD TO  
SERVE UNTIL THE NEXT REGULARLY SCHEDULED OFFICER ELECTION**

Due to Mr. Westbrook's resignation, it is necessary to elect a Board Secretary (a copy of the Board Policy on Board Officers is attached and made a part of these *Minutes*).

On a motion by Mr. Toubin, seconded by Dr. Boehm, the Board voted to Elect Mr. Douglas R. Borchardt as Board Secretary.

**NON-ACTION ITEM:**

**ITEM 8. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING JULY 31, 2011**

Dr. Miller reviewed the financial statement and list of checks for the period ending July 31, 2011 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). He responded to questions from the Board. Mr. Borchardt inquired about the recent notification that State agencies, including Blinn College, will not receive the full Employee Retirement System (ERS) insurance payment in August. Dr. Miller confirmed and advised this equates to over \$300,000.00 that Blinn will not receive in August.

**CONSENT AGENDA ITEMS:**

**ITEM 9. REVIEW AND ACTION TO APPROVE MINUTES FOR THE JULY 19, 2011, REGULAR MEETING AND THE AUGUST 2, 2011, SPECIAL MEETING**

**ITEM 10. REVIEW AND ACTION TO ACCEPT TWO GIFTS TO THE COLLEGE OF VARIOUS TOOLS TO BE USED FOR STUDENT TRAINING AT THE A.W. HODDE, JR., TECHNICAL EDUCATION CENTER**

**ITEM 11. REVIEW AND ACTION TO APPROVE COLLEGE ORGANIZATIONAL CHART**

**ITEM 12. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO RENEW THE COLLEGE'S CLEANING SERVICE CONTRACT WITH GCA SERVICES**

**ITEM 13. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO DISPOSE OF TWO POLICE CARS VIA PUBLIC AUCTION**

On a motion by Mr. Lacina, seconded by Dr. Boehm, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 9** - Minutes for the July 19, 2011, Regular Meeting and the August 2, 2011, Special Meeting; **ITEM 10** - Two Gifts to the College from C.W. Rod Tool Company, Inc., valued at \$875.00, and from MIC Group Brenham, valued at \$6,620.00, of Various Tools to be Used for Student Training at the A.W. Hodde, Jr., Technical Education Center (copies of the donation forms are attached and made a part of these *Minutes*); **ITEM 11** - College Organizational Chart (a copy of the proposed College Organizational Chart is attached and made a part of these *Minutes*); **ITEM 12** - Renewal of the College's Cleaning Service Contract with GCA Services for the period of September 1, 2011 thru August 31, 2013 for \$1,284,394.08 (a copy of the proposed Amendment to Agreement between Blinn College and GCA Services Group, Inc./GCA Services Group of Texas, L.P., is attached and made a part of these *Minutes*); and **ITEM 13** - to Dispose of Two Police Cars via Public Auction as presented.

**PUBLIC HEARING ON BUDGET:**

**ITEM 14. PUBLIC HEARING ON THE PROPOSED BUDGET FOR THE 2011-2012 SCHOOL YEAR**

There was no public comment presented.

## OTHER ACTION ITEMS:

### ITEM 15. REVIEW AND ACTION TO ADOPT BUDGET FOR THE 2011-2012 SCHOOL YEAR

Dr. Miller reviewed the proposed budget (a copy of the 2011-2012 proposed Budget is attached and made a part of these *Minutes*). No additional positions and no across-the-board salary increases are requested in the 2011-2012 Budget. Some positions have been eliminated and some have been outsourced due to the required budget cuts from the State. Dr. Miller requested approximately 2.5% of State appropriations be placed in contingency in case mid-year State cuts occur.

On a motion by Dr. Boehm, seconded by Mr. Borchardt, the Board voted to Adopt the Budget for the 2011-2012 School Year as presented.

### ITEM 16. REVIEW AND ACTION TO:

- (A) ADOPT A RESOLUTION TO SET TAX RATE FOR 2011, *OR*
- (B) ADOPT A RESOLUTION TO PLACE A PROPOSAL TO ADOPT A TAX RATE THAT EXCEEDS THE EFFECTIVE RATE ON THE AGENDA OF A FUTURE MEETING *AND*
- (C) ANNOUNCE DATES, TIMES, AND LOCATIONS FOR PUBLIC HEARINGS AND ADOPTION OF THE TAX RATE FOR 2011

Ms. Cathy Boeker reviewed the tax rate information and briefly reviewed the process of setting the tax rate (copies of the 2011 Property Tax Rates in Blinn College; Resolutions for Setting Effective and Above Effective Tax Rates; Overview of Legal Requirements of the Property Tax Code for Setting Tax Rate (2011); and Proposed Calendar of Dates for Setting Tax Rate are attached and made a part of these *Minutes*).

On a motion by Mr. Toubin, seconded by Dr. Boehm, the Board voted to Adopt the Effective Tax Rate of \$0.0566/\$100 valuation as presented (the signed Resolution Adopting the Effective Tax Rate of \$0.0566/\$100 valuation is attached and made a part of these *Minutes*).

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

### ITEM 17. REPORTS:

- **BUILDINGS AND GROUNDS**

Mr. Richard O'Malley reviewed the building and grounds report for the Board (a copy of the buildings and grounds report is attached and made a part of these *Minutes*).

#### Bryan Campus:

- Allied Health HSC Campus - We have started the move-in process at the HSC Campus. We should be up and running by August 12<sup>th</sup>.
- Building E, Student Center - This project has been put on hold for the summer, although we have incorporated some very minor wall adjustments in this space to provide a more user friendly space for the students.
- Building H (presently, the Allied Health Building) - The Building H project bid on May 26<sup>th</sup>, and we received bids from seven contractors. Madison Construction from Bryan, Texas, was the low bidder and a contract has been awarded to Madison Construction for \$437,100.00. This project is under construction and progressing very well, the scheduled completion date is August 19<sup>th</sup>. This project will create a use of nine new classrooms for

the Humanities, Natural Sciences, Mathematics, Fine Arts, Social Sciences, Fire Sciences, and Vet Tech Programs. The design of these improvements was completed in-house by the facilities department which provided both a savings from the design fee perspective and a savings from the time perspective to meet these deadlines. The project is on schedule and will be completed on August 19<sup>th</sup>. The move-in is scheduled for August 22<sup>nd</sup>.

- Central Plant - Chiller #2 replacement project bid on May 26<sup>th</sup>, and we received bids from six contractors. ACO Mechanical from Bryan, Texas, was the low bidder and a contract has been awarded to ACO Mechanical for \$586,515.00. The project is under construction and is scheduled for completion in late September. With chiller #2 not operating at this time, a rental chiller will be installed as a part of this contract to allow the College to continue to make ice for use during the day, keeping our agreement with the local utility provider to not use electricity during the peak hours for air conditioning. Additionally, ice tank #6 will be replaced as a part of this contract, which will return the central plant to approximately 80% capacity of ice availability for use. FY 2011-2012, the Central Plant will need a plan to correct ice tank #3 and improve the controls to further enhance the plant efficiencies and lower the electrical usage.

### **Brenham Campus:**

- Student Housing - The project is progressing very well, although we are still on a very tight schedule. The east wing is substantially complete and we have performed a walkthrough and punch list for this wing. The west wing will be substantially complete on August 15<sup>th</sup>, and we will perform a walkthrough and punch list for this wing. The south wing will be substantially complete on August 22<sup>nd</sup>, and we will perform a walkthrough and punch list for this wing. The furniture will be delivered on August 17<sup>th</sup>, and will be moved into the east and west wings. The furniture for the south wing will be staged on site and be ready for move-in on August 23<sup>rd</sup> or 24<sup>th</sup>. The new Dorm Director will be onsite starting August 11<sup>th</sup> or 12<sup>th</sup> to assist in the operations of the move-in. The parking lots and street improvements will be complete before students move-in.
- Central Plant - The pump change out that took place on August 5<sup>th</sup>, went very well and was a coordinated effort of our Personnel, City of Brenham Electrical Department and other subcontractors. We now have a pump in place to serve the new dorm, as well as, provide the needed water flow to our existing buildings. FY 2011-2012, we will need to start an improvement plan for the buildings on chilled water loop “zones 2 and 3” by adding controls and frequency drives to better regulate the water flow. These improvements will enhance the efficiencies of the chilled water system and lower our overall electrical utility usage.
- Band Hall - The move-in into the existing band hall started on August 8<sup>th</sup>, and is going very well. The move-in into the new band hall space will start on August 22<sup>nd</sup>. The project will be complete and ready for classes on August 29<sup>th</sup>.
- Agriculture Shop Facility - Complete.
- The Ag Classroom Building - The move-in is scheduled for August 22<sup>nd</sup>. The project will be complete and ready for classes on August 29<sup>th</sup>.

### **• PRELIMINARY ENROLLMENT AND HOUSING OCCUPANCY FOR FALL 2011**

Ms. Julie Maass reviewed current enrollment (a copy of the Blinn College Registration Numbers for Fall 2011 is attached and made a part of these *Minutes*). Projections are for enrollment to be larger than Fall 2010. Ms. Maass responded to questions from the Board.

Ms. Ann Weir reported that all dorms are full (a copy of the Fall 2011 Preliminary Move-In Housing Occupancy Report is attached and made a part of these *Minutes*). Currently, 148 men and 23 women are on the waiting list for dorms. Ms. Weir responded to questions from the Board.

- **PRESIDENTIAL SEARCH**

Mr. Borchardt updated the Board on the Presidential Search Process. Out of the 35 total applicants, 11 were discussed/considered during the August 15<sup>th</sup> meeting of the Presidential Search Committee. Mr. Borchardt stated that the committee has put forth names for the Board to consider.

Dr. Preston Pulliams, Gold Hill Associates, was introduced and gave an overview of the next steps in the process in the Presidential Search Process.

**ITEM 18. ADMINISTRATIVE ANNOUNCEMENTS:**

- **UPCOMING EVENTS**

Mr. Kenjura announced the following (a copy of the announcements is attached and made a part of these *Minutes*):

- Blinn Football will kick-off the 2011 season on the road against Fort Scott, KS Community College, the team in which the Buccaneers defeated 31-26 in the 2009 Citizens Bank Bowl to win their fourth national championship. The Buccaneers will play their first home game on Sept. 2, as they face SE Preps (Houston at 7:00 p.m. at Cub Stadium).
- Blinn Volleyball opens the season on the road Aug. 27-28 at the Midland College Tournament in Midland. The Buccaneers will play their first regular season home game on Aug. 30 vs. Hill College, then will host their annual Labor Day Classic Sept. 3-4 at the Blinn Gym.
- Washington County Chamber of Commerce annual Tailgate event is August 25 at Silver Wings Ballroom.
- Brenham Public Schools 136<sup>th</sup> Anniversary Celebration will be Friday, September 9 at the Blinn College Student Center Banquet Room, 11:30 to 1:00 (buffet will open at 11:15 a.m.).
- Washington County Fair Parade to be held on Saturday, September 10 at 10:30 in downtown Brenham.
- Regular Board Meeting - Tuesday, September 20 at 7:00 p.m.

**ITEM 19. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)**

The public was recessed for a break at 8:10 p.m.

The public was recessed for closed session at 8:24 p.m.

**CLOSED SESSION:**

**ITEM 20. 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, SCHULENBURG, AND SEALY (GOV'T. CODE, SEC. 551.072)**

**ITEM 21. RECONVENE PUBLIC SESSION**

The public session was reconvened at 9:44 p.m.

**ADDITIONAL ACTION ITEMS:****ITEM 22. 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


On a motion by Mrs. Miller, seconded by Mr. Sommer, the Board voted to employ new Faculty and Professional Staff on one-year contracts for the 2011-2012 school year (a copy of the list of persons employed is attached and made a part of these *Minutes*).

Mr. Borchardt announced the three finalists for Blinn College President are: Dr. Warren Nichols, Dr. Harold Nolte, and Dr. Edward Raspiller.

**ITEM 23. ADJOURNMENT**

On a motion by Dr. Boehm, seconded by Mrs. Miller, the Meeting was adjourned at 9:46 p.m.

  
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Mr. Atwood C. Kenjura  
President

  
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Mr. Douglas R. Borchardt  
Secretary