

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Tuesday, January 18, 2011, 7 p.m.

The Board of Trustees convened at 7:00 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, Mr. L.J. Lacina, Jr., and Mr. Norwood Lange.

Board members not present: None.

Members of the College staff in attendance were: Dr. Daniel J. Holt, President; Dr. Robert Brick, Dr. John Harris, Dr. Debra LaCour, and Dr. Van Miller, Vice Presidents; Dr. Ted Raspiller, Provost Brazos County Campuses; Ms. Cathy Boeker, Executive Administrator of External Affairs; Mr. Casey Acker, Dr. Kathy Anzivino, Mr. Thomas Brazzel, Mr. Brian Burk, Ms. Essie Childers, Dr. Val Dabney, Ms. Jeri Dulaney, Ms. Leslie Ellis, Ms. Carol Fietsam, Ms. Jennifer Garcia, Ms. Rebecca Garlick, Mr. Grady Hendricks, Ms. Kristina Janes, Ms. Julie Maass, Mr. Richard O'Malley, Dr. Milton Radke, Mr. Michael Schaefer, Ms. Tabitha Snoddy, Ms. Cathy Stuckert, Dr. Rosemary Sundet, Mr. Jeff Tilley, Mr. Chad Tolman, Ms. Ann Weir, and Dr. Mark Workman.

Also registered as in attendance were: Mr. Ron Alfred; Mr. Brett Coghlan; Mr. Brad Cutright, Cutright and Allen Architects, Inc.; Mr. A.W. Hodde, Jr.; Judge Ed Janecka, Fayette County; Mr. Dane Legg, Lott, Vernon, & Company, P.C.; and Ms. Allison P. Smith, *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. Kenjura and the prayer was given by Dr. Holt.

ITEM 2. PUBLIC COMMENT

Mr. Kenjura stated that contrary to an article by the former editor of the *Brenham Banner-Press*, there was never any intention to enter into any type of agreement with Texas A&M University without community involvement. Mr. Kenjura also stated that at this time, all talks of Blinn becoming a part of Texas A&M University System have been put on hold.

Mr. Brett Coghlan asked Dr. Holt if he supports the football program. Dr. Holt responded that he has never stated he did not support football. Dr. Holt stated that he one hundred percent supports the football program at Blinn College. Mr. Coghlan also asked where the College was on the selection of the Athletic Director and Head Football Coach. Dr. Holt said the College is moving as quickly as possible.

ITEM 3. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING DECEMBER 31, 2010

Dr. Miller reviewed the financial statement and list of checks for the period ending December 31, 2010 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). Dr. Miller responded to questions from the Board.

Dr. Boehm inquired about the reductions in State funding. Dr. Miller explained the cuts in State funding for the current biennium.

Mr. Toubin asked why no scholarships were awarded from the Technical Education Center. Dr. Miller advised he will check into the matter.

Dr. Boehm requested the Foundation give a periodic presentation to the Board.

ITEM 4. HEAR PRESENTATION BY COLLEGE'S INDEPENDENT AUDITOR ON FINANCIAL STATEMENT AND SINGLE AUDIT RESULTS FOR THE YEAR ENDING AUGUST 31, 2010

Mr. Dane Legg, Lott, Vernon, & Company, P.C., reviewed the audit report with the Board. The College received an unqualified opinion which is the best an entity can receive. Mr. Legg reviewed the audit comments and observations (copies of the Advisory Comments and Suggestions and the Audit are attached and made a part of these *Minutes*). Dr. Holt responded to the audit comments and Mr. Legg responded to questions from the Board.

CONSENT AGENDA ITEMS:

ITEM 5. REVIEW AND ACTION TO APPROVE THE MINUTES FOR THE NOVEMBER 16, 2010, REGULAR MEETING AND NOVEMBER 23, 2010, SPECIAL MEETING

ITEM 6. REVIEW AND ACTION TO APPROVE THE AUDIT FOR THE 2009-2010 SCHOOL YEAR:

(A) APPROVE THE FINANCIAL STATEMENT AND SINGLE AUDIT FOR THE YEAR ENDING AUGUST 31, 2010

(B) APPROVE THE AUDIT AS THE AMENDED BUDGET FOR THE 2009-2010 SCHOOL YEAR

ITEM 7. REVIEW AND ACTION TO CHANGE THE DATE FOR THE REGULAR MARCH BOARD MEETING TO MARCH 8, 2011, TO AVOID A CONFLICT WITH THE COLLEGE'S SPRING BREAK

ITEM 8. REVIEW AND ACTION TO ACCEPT GIFT TO THE COLLEGE OF USED METAL CRASH CARTS TO BE UTILIZED BY ALLIED HEALTH PROGRAMS AT BLINN COLLEGE

ITEM 9. REVIEW AND ACTION TO ACCEPT GIFT TO THE COLLEGE OF CUT PINE WOOD TO BE UTILIZED BY FINE ARTS DIVISION AT BLINN COLLEGE

ITEM 10. REVIEW AND ACTION TO APPOINT MEMBER TO THE SCHULENBURG CAMPUS ADVISORY COMMITTEE

ITEM 11. REVIEW AND ACTION TO REVISE BOARD POLICIES:

(A) CG (LOCAL): SAFETY PROGRAM

(B) DLA (LOCAL): STATUS OF EMPLOYMENT - EVALUATION

(C) ECC (LOCAL): INSTRUCTIONAL ARRANGEMENTS - COURSE LOAD AND SCHEDULES (EFFECTIVE SPRING 2011 - SUMMER II 2011)

(D) ECC (LOCAL): INSTRUCTIONAL ARRANGEMENTS - COURSE LOAD AND SCHEDULES (EFFECTIVE FALL 2011)

- (E) **EGA (LOCAL): ACADEMIC ACHIEVEMENT - GRADING AND CREDIT (EFFECTIVE SPRING 2011 - SUMMER II 2011)**
- (F) **EGA (LOCAL): ACADEMIC ACHIEVEMENT - GRADING AND CREDIT (EFFECTIVE FALL 2011)**

ITEM 12. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK REQUEST FOR PROPOSALS (RFP) FOR AN AUDITING FIRM TO PROVIDE ANNUAL FINANCIAL AUDITS TO BLINN COLLEGE

ITEM 13. REVIEW AND ACTION TO SET COLLEGE HOUSING RATES FOR THE 2011-2012 ACADEMIC YEAR

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 5** - Minutes for the November 16, 2010, Regular Meeting and November 23, 2010, Special Meeting; **ITEM 6** - Financial Statement and Single Audit for the Year Ending August 31, 2010 and the Audit as the Amended Budget for the 2009-2010 School Year; **ITEM 7** - Change of Date for the Regular March Board Meeting to March 8, 2011, to Avoid a Conflict with the College's Spring Break; **ITEM 8** - Gift to the College of Used Metal Crash Carts to be Utilized by Allied Health Programs at Blinn College (a copy of the Donation Form is attached and made a part of these *Minutes*); **ITEM 9** - Gift to the College of Cut Pine Wood to be Utilized by the Fine Arts Division at Blinn College (a copy of the Donation Form is attached and made a part of these *Minutes*); **ITEM 10** - Appointment of Chris Hooper to the Schulenburg Campus Advisory Committee for the term of January 18, 2011 thru December 31, 2013 (a bio for Chris Hooper is attached and made a part of these *Minutes*); **ITEM 11** - Revisions to Board Policies: *CG (Local): Safety Program, DLA (Local): Status Of Employment - Evaluation, ECC (Local): Instructional Arrangements - Course Load And Schedules (Effective Spring 2011 - Summer II 2011), ECC (Local): Instructional Arrangements - Course Load And Schedules (Effective Fall 2011), EGA (Local): Academic Achievement - Grading And Credit (Effective Spring 2011 - Summer II 2011), and EGA (Local): Academic Achievement - Grading And Credit (Effective Fall 2011)* (copies of the proposed policies are attached and made a part of these *Minutes*); **ITEM 12** - Administration to Seek Request for Proposals (RFP) for an Auditing Firm to Provide Annual Financial Audits to Blinn College; and **ITEM 13** - College Housing Rates for the 2011-2012 Academic Year (a copy of the proposed rates are attached and made a part of these *Minutes*) as presented by the Administration.

OTHER ACTION ITEMS:

ITEM 14. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR A DEPOSITORY BANK FOR BLINN COLLEGE

Dr. Miller requested authorization to seek bids for a depository bank contract for Blinn College. The Administration will seek bids and return to the Board to award the contract at a later date.

On a motion by Mr. Westbrook, seconded by Dr. Boehm, the Board voted to authorize the Administration to Seek Bids for a Depository Bank for Blinn College as presented by the Administration.

Mr. Borchardt abstained from voting on the matter.

ITEM 15. REVIEW AND ACTION TO ALLOW THE ALUMNI OF BISHOP FOREST HIGH SCHOOL TO USE A PORTION OF THE SCHULENBURG CAMPUS GYM TO ESTABLISH A BISHOP FOREST HIGH SCHOOL HISTORICAL MUSEUM

Ms. Rebecca Garlick, Schulenburg Campus Director, and Fayette County Judge Ed Janecka requested to establish a Bishop Forest High School Historical Museum in the Blinn College Schulenburg Campus Gym (copies of photographs of the unused portion of the gym and information packet distributed

by Judge Janecka are attached and made a part of these *Minutes*). The Museum would occupy a portion of the gym currently not being utilized. Judge Janecka assured the Board that the Alumni Association would pay for all associated costs. Dr. Holt expressed his gratitude for Judge Janecka's support of Blinn College.

On a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to allow the Alumni of Bishop Forest High School to Use a Portion of the Schulenburg Campus Gym to Establish a Bishop Forest High School Historical Museum as presented by the Administration.

ITEM 16. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO NEGOTIATE AND ENTER INTO A CONTRACT WITH BROADDUS & ASSOCIATES TO CONDUCT A STUDY OF POTENTIAL BUILDING SITES FOR AN ADDITIONAL CAMPUS IN BRAZOS COUNTY

This item was tabled (a copy of the Broaddus & Associates Firm Overview & History is attached and made a part of these *Minutes*).

ITEM 17. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ADD THE POSITION OF FINANCIAL AID ADVISOR

Mr. Casey Acker, Financial Aid Director, requested the addition of a new Financial Aid Advisor position to serve veteran students (copies of the position proposal, job description, and Veterans Affairs comparison chart are attached and made a part of these *Minutes*). Mr. Acker explained the current structure to service veteran students. He pointed out a 400% increase in veteran students without an increase in staffing. Mr. Acker explained the ramifications of being understaffed.

On a motion by Mr. Lacina, seconded by Mr. Lange, the Board voted to authorize the Administration to Add the Position of Financial Aid Advisor as presented by the Administration.

ITEM 18. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ADD THE POSITION OF PROGRAM DIRECTOR FOR THE PROPOSED THERAPEUTICS MANUFACTURING PROGRAM

Dr. Brick reviewed the proposed Therapeutics Manufacturing Program and requested approval for a Program Director. He explained the related partnerships and that 60% of the salary will be covered for the next 16 months with a Workforce Commission Grant. Dr. Brick responded to questions from the Board regarding the program and position.

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to authorize the Administration to Add the Position of Program Director for the Proposed Therapeutics Manufacturing Program as presented by the Administration.

ITEM 19. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ADD THE POSITION OF INSTRUCTOR FOR THE MANUFACTURING PROGRAM

Dr. Milton Radke requested approval to hire an instructor for the Manufacturing Program (a copy of the job description worksheet is attached and made a part of these *Minutes*). He distributed the details of his proposal to the Board (a copy of the proposal details is attached and made a part of these *Minutes*). Dr. Radke responded to questions from the Board. Dr. Radke reviewed the success of the Technical Education Center thus far.

On a motion by Mr. Lange, seconded by Dr. Boehm, the Board voted to authorize the Administration to Add the Position of Instructor for the Manufacturing Program as presented by the Administration.

ITEM 20. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ENTER INTO A TWO-YEAR AGREEMENT WITH ACCUSOURCE SOLUTIONS

Dr. Miller reviewed a request to enter into an agreement with AccuSource Solutions to streamline and purchase routine products such as, letterhead, paper products, etc. (a copy of the sample agreement is attached and made a part of these *Minutes*). The projected annual savings is estimated to be \$45,000.00.

On a motion by Dr. Boehm, seconded by Mr. Lacina, the Board voted to authorize the Administration to Enter into a Two-Year Agreement with AccuSource Solutions as presented by the Administration.

Mr. Borchardt abstained from voting on the matter.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:

ITEM 21. REPORTS:

- **STUDENT ATHLETE ACADEMIC ACCOMPLISHMENTS FOR THE FALL 2010**

Mr. Chad Tolman, Lead Athletic Academic Advisor, advised the Board that there were a record 96 student athletes in the Fall 2010 who made the Academic Honor Roll. He distributed a list of students to the Board (a copy of the list of students is attached and made a part of these *Minutes*). When compared to other Community Colleges, Blinn exceeds the average in student athlete academic achievement. He praised the student athletes for their hard work.

The Board expressed their appreciation to Chad for his work.

- **BOARD COMMITTEE APPOINTED TO REVIEW SEALY CAMPUS STATUS**

Mr. Kenjura reviewed the activities of the appointed Board Committee concerning the Sealy Campus status. The factors considered were the estimated financial picture and the enrollment numbers. The options discussed were: 1) in order to reduce the financial loss, vacate the current space and offer courses in alternative locations. However, the Sealy Community did not feel that was adequate; 2) Dr. Miller, Mr. Toubin, and Mr. Chris Coffman, Sealy City Manager, will meet with the landlord of the current leased space to see if any adjustments can be made on rent. Mr. Toubin and Mr. Borchardt also commented on the meetings. The Committee will attempt to work toward a compromise with the Sealy Community. A decision will be made at a future Board Meeting.

- **BUILDINGS AND GROUNDS**

Mr. O'Malley told the Board that all projects are on budget and on time for now (a copy of the written Buildings and Grounds report is attached and made a part of these *Minutes*).

Buildings and Grounds:

Bryan Campus:

CPC Remodel - This is the elevator project in the CPC Building. The project is complete and the offices will be used to house Bryan Campus Recruiting.

Administration/Classroom Remodel - This project is complete and we are waiting on the entire close-out documents before issuing final payment.

Allied Health HSC Campus - The project is under construction and on schedule. The delivery time of this space for Blinn is set at July 1, 2011. We have started the equipment procurement and the A/V design.

Building E, Student Center - This is a multi-phase project designed to enhance the student services offered on the Bryan Campus. The first phase is under design and will be brought to the Board in February to seek authorization to go out for bids. The timeline for this project is to have the first phase complete before the Fall 2011 semester begins.

Landscaping/Signage - This has been completed.

Building H (presently, the Allied Health Building) - In Fall 2011, this space will become available for additional classroom and faculty offices. Dr. Raspiller has appointed a committee to receive proposals from the Bryan Campus Division Chairs who are seeking additional space for their respective programs. The committee has completed the review of proposals and submitted findings to Dr. Raspiller for review. The announcements of how this space will be divided up and will be presented to the division chairs later this month. The overall impact will consist of very little construction.

Central Plant - We have had a very challenging summer and fall from an operational and maintenance prospective. We have an "ice bank" that needs to be replaced; four compressors that might need replacing, or at minimum, improved maintenance; a chiller that is limping along and will need replacement in the next two years; and the control system that should assist in monitoring, needs to be improved. In addition to the central plant needs, we have filter, valve, air handlers, and other accessories in each of the buildings that need daily maintenance. We have received and reviewed the DBR engineering report in reference to the central plant issues on the Bryan Campus. This will be an agenda item in February to seek authorization for design and replacement of chiller #2 and other ancillary items.

Brenham Campus:

Student Housing - We have awarded the contract to Collier Construction, for \$9,926,000.00 for the construction of the student housing facility. The project is under construction and scheduled for completion by July 15, 2011. The contractor has started the framing of the building, removal of the blue metal shop building, and the drainage infrastructure. The contractor said the project is on schedule, but that we are on a tight schedule.

Central Plant - Chiller #2 replacement project has been completed. There are some piping modifications and electrical improvements that we need to consider at the central plant and this plan will be studied and brought to the Board for future action.

Band Hall - The Band Hall project has been awarded to Collier Construction. The project is under construction and on schedule for completion in Fall 2011.

Agriculture Facility - We have awarded a Guaranteed Maximum Price (GMP) of \$2,133,000.00 to Collier Construction for the construction of the Ag Shop Building. The Ag Shop building is substantially complete and the welding classes will be held in the building this spring. The classroom will actually move in the next couple of weeks and work continues on the punch list items.

The Ag Classroom Building - The project has been awarded to Collier Construction. The project is under construction. The contractor has been pouring concrete for the parking lot and completing the dirt work. The Building slab should be poured in early February.

Star of the Republic Museum - The project has been awarded to Gowan Construction. The project is under construction.

Campus Wide Fiber Extensions - This project has been awarded to JSL Construction. The project is 85% complete.

Lawn care - The College received and awarded a new 3-year lawn care bid to Glasco for the maintenance of the lawn and flower beds. The contract began in January.

- **PRELIMINARY ENROLLMENT AND HOUSING OCCUPANCY FOR THE 2011 SPRING SEMESTER**

Ms. Julie Maass told the Board that currently, enrollment is up by 143 over last Spring (2010) (a copy of the Spring 2011 Enrollment report is attached and made a part of these *Minutes*). Final enrollment numbers will not be known until after the official day of record, which is February 2, 2011.

Ms. Ann Weir gave the Spring 2011 Move-In Occupancy Report (a copy of the move-in occupancy report is attached and made a part of these *Minutes*). Estimations are that final occupancy should be above last year.

- **ENROLLMENT FOR THE 2010 WINTER MINIMESTER**

Ms. Julie Maass told the Board that 2010 Winter enrollment was up by 167 students compared to enrollment for Winter 2009.

- **ACHIEVING THE DREAM - COURSE COMPLETION DATA**

Dr. Rosemary Sundet reviewed the Course Completion Data by gender and race/ethnicity (a copy of the Course Completion Date report is attached and made a part of these *Minutes*).

Ms. Essie Childers updated the Board on Achieving the Dream activities.

ITEM 22. ADMINISTRATIVE ANNOUNCEMENTS:

Dr. Holt recognized Dr. John Harris for his service to the College as Vice President for Student Services for 16 years. Dr. Harris is stepping down into a Dean position. Dr. Holt offered Dr. Harris congratulations. Dr. Holt welcomed Dr. Kathy Anzivino as interim Vice President of Student Services. Mr. Kenjura reiterated Dr. Holt's appreciation for Dr. Harris. Dr. Harris expressed appreciation to the Board and Dr. Holt.

- **NEWLY ENDOWED SCHOLARSHIP**

Dr. Holt announced the Dr. Clarence Schoenvogel Scholarship established by Mrs. Clarence Schoenvogel to honor Dr. Clarence Schoenvogel for his many years of service at Blinn College and the community (a copy of the scholarship description is attached and made a part of these *Minutes*). Dr. Schoenvogel was the team physician for the football team for many years. Dr. Schoenvogel's father, Dr. O.F. Schoenvogel, served on the Blinn College Board of Trustees from 1944-1948. This scholarship will be awarded to a deserving student demonstrating financial need in the LVN or ADN nursing program.

- **UPCOMING EVENTS**

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

- Texas Association of Community College Trustees and Administrators Annual Conference on January 31-February 1, in Austin.
- Washington County Chamber of Commerce and EDF Annual Banquet on Tuesday, February 1, Social at 5:30 p.m.; Dinner at 6:30 p.m., Fireman's Training Center, in Brenham.
- Schulenburg Advisory Committee meeting to be held on Wednesday, February 9 at Noon.
- Next *Regular* Board meeting is Tuesday, February 15, 2011, at 7:00 p.m. on the Brenham campus.

ITEM 23. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The public was recessed for a break at 8:53 p.m.

The public was recessed for closed session at 9:12 p.m.

CLOSED SESSION:

ITEM 24. 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 25. RECONVENE PUBLIC SESSION

The public session was reconvened at 10:52 p.m.

ADDITIONAL ACTION ITEMS:

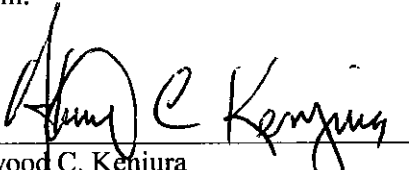
ITEM 26. ACTION ON CLOSED SESSION ITEMS:

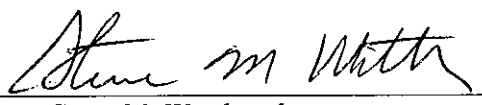
- (A) REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS
- (B) REVIEW AND ACTION TO PURCHASE, EXCHANGE, OR LEASE REAL PROPERTY IN BRENHAM, BRYAN, SCHULENBURG, AND SEALY

On a motion by Dr. Boehm, seconded by Mr. Westbrook, 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*).

ITEM 27. ADJOURNMENT

On a motion by Mr. Westbrook, seconded by Mr. Borchardt, the Meeting was adjourned at 10:53 p.m.


 Mr. Atwood C. Kenjura
 President


 Mr. Steve M. Westbrook
 Secretary