

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Tuesday, November 20, 2012, 6:30 p.m.

The Board of Trustees convened at 6:36 p.m. in the Board Room with the following members present: Mr. Atwood C. Kenjura, President, presiding; Mr. Leon B. Toubin, Vice President; Mr. Douglas R. Borchardt, Secretary; Dr. Henry J. Boehm, Jr.; Mr. Norwood Lange; Mrs. Carolyn D. Miller, CPA and Mr. David Sommer.

Board members not present: None.

Members of the College staff in attendance were: Dr. Harold Nolte, President; Dr. Ted Raspiller, President Brazos County Campuses; Ms. Kelli Shomaker, Senior Vice President; Dr. Robert Brick, Dr. Dennis Crowson and Dr. Debra LaCour, Vice Presidents; Ms. Cathy Boeker, Executive Administrator External Affairs; Dr. Kathleen Anzivino; Mr. Mark Bernier; Mr. Rich Bray; Dr. Blanche Brick; Ms. Karen Buck; Mr. Kris Byboth; Ms. Jeri Dulaney; Ms. Becky Garlick; Mr. Brian Gonyer; Mr. Ted Hajovsky; Mr. Ron Hammond; Mr. Stan Kubicek; Ms. Michelle Marburger; Mr. Richard O'Malley; Ms. Kris Ottmer; Dr. Gena Probst; Mr. Steve Rathbone; Ms. Rebecca Ruffino; Mr. Ross Schroeder; Mr. Jeff Tilley; Ms. Lisa Wall; Mr. Brandon Webb and Mr. Michael Welch.

Also registered as in attendance were: Mr. Steve Adams, Specialized Public Finance, Inc.; Ms. Teddy Boehm; Ms. Kathleen Brick; Ms. Melissa Espinoza, PTK; Ms. Sylvia McMullen, Vital Communications, LLC; Ms. Lindsey Sommer, PTK; Mr. Joel Williams, *Brenham Banner-Press* 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 Mrs. Miller.

ITEM 2. PUBLIC COMMENT

Mr. Kenjura asked the audience to sign in, if they hadn't already done so, in order to address the Board.

Mr. Kenjura read an excerpt from an article on reorganizations from the American Community College Trustees magazine. Mr. Kenjura announced that the college will have a district president and campus model.

There was no public comment.

NON-ACTION ITEMS:

ITEM 3. PHI THETA KAPPA - COMMIT TO COMMUNITY COLLEGE COMPLETION PROJECT REPORT

Ms. Lisa Walls introduced the Phi Theta Kappa advisors and student representatives. The group presented their Commit to Community College Completion Project report to the Board (a copy of the

project report is attached and made a part of these *Minutes*). The project gathered 176 signatures for commitment to complete.

ITEM 4. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING OCTOBER 31, 2012

Ms. Shomaker reviewed the financial statement and list of checks for the period ending October 31, 2012 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). She responded to questions from the Board.

CONSENT AGENDA ITEMS:

ITEM 5. REVIEW AND ACTION TO APPROVE THE MINUTES FOR THE OCTOBER 16, 2012, REGULAR MEETING

ITEM 6. REVIEW AND ACTION TO REVISE BOARD POLICIES:

- (A) *CIB (LOCAL): EQUIPMENT AND SUPPLIES MANAGEMENT - DISPOSAL OF PROPERTY*
- (B) *DC (LOCAL): HIRING PRACTICES*

ITEM 7. REVIEW AND ACTION TO ACCEPT A GIFT TO THE COLLEGE OF AN EXAM TABLE TO BE USED FOR STUDENT TRAINING IN ALLIED HEALTH PROGRAMS

ITEM 8. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD A REQUEST FOR PROPOSAL FOR MEN'S AND WOMEN'S BASKETBALL BUS TRAVEL FOR THE 2012-2013 SEASON

On a motion by Dr. Boehm, seconded by Mr. Borchardt, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 5** - Minutes for the October 16, 2012, Regular Meeting; **ITEM 6** - Revisions to Board Policies: *CIB (LOCAL): Equipment and Supplies Management - Disposal of Property and DC (LOCAL): Hiring Practices* (copies of the proposed policies are attached and made a part of these *Minutes*); **ITEM 7** - Gift to the College of an exam table to be used for student training in Allied Health Programs valued at \$500.00 (a copy of the donation form is attached and made a part of these *Minutes*) and **ITEM 8** - award of a Request for Proposal (RFP 112) for Men's and Women's Basketball bus travel for the 2012-2013 season to the low bidder of Clark Travel for \$26,778.00 (a copy of the RFP tabulation sheet is attached and made a part of these *Minutes*) as presented by the Administration.

ACTION ITEMS:

ITEM 9. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH GOVDEALS, INC., FOR THE SALE OF SURPLUS ASSETS AND INVENTORY VIA AN ONLINE AUCTION SYSTEM

Mr. Ross Schroeder reviewed a request to enter into a Memorandum of Understanding with GovDeals, Inc. (copies of the MOU, exhibits, FSS information, FPO options, Texas GovDeals, Inc., users and power point presentation are attached and made a part of these *Minutes*). This would provide an economical avenue to dispose of surplus assets and inventory via online auction. The buyer will be responsible for transport of items. This is not exclusive; Blinn could use alternative methods if desired.

On a motion by Mrs. Miller, seconded by Mr. Lange, the Board voted to approve the Memorandum of Understanding with GovDeals, Inc., with Flexible Pricing Option B1 (7.5% seller - 5% buyer) for a period of twelve months from the date it is signed with an automatic one-year extension unless Blinn notifies GovDeals, Inc., 60 days prior to the anniversary date as presented by the Administration.

ITEM 10. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AMEND THE CONSTRUCTION MANAGER AT RISK CONTRACT WITH COLLIER CONSTRUCTION FOR THE CONSTRUCTION OF THE GREENHOUSE AND RELATED ACCESSORIES ON THE BRENHAM CAMPUS

Mr. Richard O'Malley reviewed a request to amend the CMAR contract with Collier Construction for the construction of the greenhouse and related accessories on the Brenham Campus. Mr. O'Malley did not recommend the construction of the replacement greenhouse. He feels the money could be better utilized for other needs at the Agricultural Complex.

On a motion by Mr. Toubin, seconded by Dr. Boehm, the Board voted to use the insurance funds of \$75,338.17 from the destroyed greenhouse for other needs and not rebuild a greenhouse at this time as presented by the Administration.

ITEM 11. REVIEW AND ACTION TO AWARD A CONSTRUCTION CONTRACT FOR THE INSTALLATION OF ALTERNATIVE POWER SOURCE "GENERATORS" FOR THE MAIN DISTRIBUTION FRAME AND INTERMEDIATE DISTRIBUTION FRAME ROOMS AT THE BRENHAM AND BRYAN CAMPUSES

Mr. O'Malley reviewed the need for the installation of alternative power source "generators" for the main distribution frame and intermediate distribution frame rooms at the Brenham and Bryan Campuses (a copy of the bid tabulation is attached and made a part of these *Minutes*). Moeller Electric was the low bidder at \$247,750.00.

On a motion by Mrs. Miller, seconded by Dr. Boehm, the Board voted to award the contract to the low bidder, Moeller Electric, for \$247,750.00 for the installation of alternative power source "generators" for the main distribution frame and intermediate distribution frame rooms at the Brenham and Bryan Campuses as presented by the Administration.

ITEM 12. REVIEW AND ACTION TO AWARD A CONSTRUCTION CONTRACT FOR THE INSTALLATION OF ROOF REPAIRS AT THE STUDENT CENTER AND BASEBALL FIELD ON THE BRENHAM CAMPUS

Mr. O'Malley reviewed the need for roof repairs at the Student Center and Baseball Field on the Brenham Campus (a copy of the bid tabulation is attached and made a part of these *Minutes*). Ally Roofing was the low bidder at either \$122,241.00 for single ply or \$143,423.00 for hybrid. He responded to questions from the Board. Mr. Borchardt inquired if the warranty is from the manufacturer or contractor. Mr. O'Malley will look into the warranty.

On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to award a construction contract for the installation of roof repairs at the Student Center and Baseball Field on the Brenham Campus to the low bidder, Ally Roofing, for \$143,423.00 as presented by the Administration.

ITEM 13. REVIEW AND ACTION TO AWARD A HVAC PREVENTATIVE MAINTENANCE CONTRACT TO GOWAN, INC., FOR THE PREVENTATIVE MAINTENANCE OF CHILLERS, PUMPS, COMPRESSORS AND APPURTENANCES LOCATED AT THE CENTRAL PLANT ON THE BRENHAM CAMPUS, BRYAN CAMPUS, AND THE STAR OF THE REPUBLIC MUSEUM

Mr. O'Malley reviewed the bid process for HVAC preventative maintenance. The low bidder presented an incomplete bid, so the recommendation was to award to the second low bidder, Gowan, Inc., in the amount of \$257,287.00.

On a motion by Mr. Toubin, seconded by Mr. Sommer, the Board voted to award a HVAC preventative maintenance contract to Gowan, Inc., for the preventative maintenance of chillers, pumps, compressors and appurtenances located at the Central Plant on the Brenham Campus, Bryan Campus, and the Star of the Republic Museum for \$257,287.00 for the period of December 1, 2012 thru August 31, 2016, as presented by the Administration.

ITEM 14. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR THE CONSTRUCTION OF PARKING LOT IMPROVEMENTS ON THE BRYAN CAMPUS

Mr. O'Malley reviewed the need to construct parking lot improvements on the Bryan Campus (copies of maps of Exhibit A and Exhibit D are attached and made a part of these *Minutes*). He discussed several options. The gain would be at a maximum of 350 parking spaces for a cost of \$1.3 million dollars. Mr. O'Malley recommends to build north of the creek with a bridge. He feels this will be best for long term planning. He responded to questions from the Board. Mr. Borchardt suggested that perhaps the property across the creek could be used for future building rather than strictly parking. Dr. Raspiller addressed the existing congestion issues and future possibilities.

On a motion by Dr. Boehm, seconded by Mr. Sommer, the Board voted to proceed with seeking bids for the construction of parking lot improvements on the Bryan Campus to the north of the creek with a bridge (exhibit D) as presented by the Administration. Mr. Borchardt opposed.

ITEM 15. REVIEW AND ACTION TO AWARD A ONE (1) YEAR RENEWAL TO EVERBRIDGE FOR MANAGEMENT AND CONSULTING SERVICES RELATED TO THE INCIDENT NOTIFICATION SYSTEM

Mr. O'Malley reviewed a request to renew the contract for management and consulting services related to the incident notification system. An assessment of the system will be done during the next year.

On a motion by Mr. Sommer, seconded by Mr. Borchardt, the Board voted to award a one year renewal to Everbridge for \$41,000.00 for the management and consulting services related to the incident notification system as presented by the Administration.

ITEM 16. REVIEW AND ACTION TO APPROVE COLLEGE RESTRUCTURING PLAN AND RELATED ORGANIZATION CHARTS

Dr. Nolte reviewed the process and introduced Sylvia McMullen of Vital Communications, LLC (copies of the proposed organization charts are attached and made a part of these *Minutes*). He reviewed the Central Administration chart. Each member of Executive Council reviewed their respective charts and the reasons behind the proposed changes.

Mr. Borchardt commented on the issues facing community colleges. He reviewed the process and the input received from faculty and staff.

On a motion by Mrs. Miller, seconded by Mr. Lange, the Board voted to approve the College restructuring plan and related organization charts as presented by the Administration.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:

ITEM 17. REPORTS:

- **BUILDINGS AND GROUNDS**

Mr. O'Malley reviewed the Buildings and Grounds report (a copy of the report is attached and made a part of these *Minutes*).

- Planning (Bryan Campus):
 - Building E, Student Center - *the student activity half of the building was scheduled for a remodel to accommodate student activities; and the food service half of the building was scheduled to be updated and expanded to meet the growth of the campus. Both of these phases have been put on hold until the funding of these improvements can be budgeted.*
Update 11/12/12: The Facilities Staff along with the Director of Food Services met with a consulting firm that designs and plans food service operations. This firm was asked to analyze our existing food service operation and provide a cost estimate for any improvements to enhance food service and efficiencies in our present system.
 - Parking Lot Project - The College retained the services of Bleyl & Associates for the preliminary planning and eventual design of a surface lot. The Facilities Committee met with the developer to discuss a parking garage. The conclusion from that meeting was that a private developer would not be interested in investing capital into a parking garage on the Bryan Campus. The proposed 700-car garage would cost approximately \$8,000,000.00 to construct and would be funded from either cash reserves or revenue bonds from the College. At this time, the Facilities Staff is evaluating all options before a formal recommendation is made to the Board.
Update 11/12/12: The Facilities Committee has determined that the immediate need for overflow parking should be accomplished by extending a commuter pathway across the creek and constructing 200-300 overflow parking spaces. There will be an agenda item at the November Board meeting to initiate the design and seek bids for construction on this project. The timeline for completion of this new overflow lot is July 2013. Once this project is complete, an additional assessment will be done to determine the need for a parking garage on the campus.
 - HVAC (Controls and VFD'S) - Funds have been budgeted in this fiscal year to improve the HVAC Controls System on the Bryan Campus. This project is in the very early discussion stage and awaiting information from Schneider Electric (our current vendor) before proceeding to the design and construction phase.
 - Elevator Upgrades - Funds have been budgeted in this fiscal year for elevator upgrades, the project has not started.
 - Landscaping/Irrigation System Upgrades - Funds have been budgeted in this fiscal year to improve the landscaping and turf on the Bryan Campus. The Facilities Staff is preparing a landscaping and turf plan that will be implemented in the Spring.
 - Administration Building Addition - This project was discussed in the Facilities Workshop with the Board. The project is still in the discussion stage with the Administration and Board, once authorization is affirmed the Facilities Staff will prepare an RFQ for professional services to hire an architectural firm for detail planning and design.
 - Classroom Utilization - The Facilities Staff has performed a limited classroom utilization study for the Bryan Campus. The results of this study will be available for use in a strategic plan for the campus.

- Land Planning - The undeveloped acreage north of the campus and across the drainage way is not encumbered by the City of Bryan in regards to development by potential purchasers. The property does have an inordinate amount of easements that could be restrictive but we are not complete with any type of preliminary platting that would establish the useful acreage. This platting will go hand in hand with the parking lot location and once that is settled a better estimate of land use can be determined.
- Banquet Room Lighting and Drapes - The Fine Arts Department uses the banquet room at least four (4) times per year for theatrical productions. At present, temporary stage lighting, extension cords and black plastic are used to transform the banquet room into a theater. The Facilities Department is researching a more permanent solution to provide this stage lighting and window screening while maintaining the aesthetics of the space.
- Planning (Brenham Campus):
 - Classroom Utilization Study - The Facilities Staff is in the preliminary stage of developing a classroom utilization report for the Brenham Campus. The results of this study will be available for use in a strategic plan for the campus.
 - Energy Audit - The Facilities Staff is in the preliminary stage of performing an energy audit for the Brenham Campus.
 - Fitness Center - The Facilities Department and the Student Services Department are developing a plan to enhance student amenities on campus. One area identified by student groups as a need is a fitness center. At present, all student fitness center type activities take place in the Boehm Building and the typical student has to compete with the sports teams for use of equipment. Several ideas are being considered ranging from converting the James Atkinson Hall into a fitness center, to constructing a new building for this purpose. Once the study is complete, the Facilities Department will make a presentation to the Board with our findings and seek the Board's approval for future developments.
 - Spencer Hall Remodel/New Student Housing - This project was discussed in the Facilities Workshop with the Board. The project is still in the discussion stage with the Administration and Board, once authorization is affirmed, the Facilities Staff will prepare an RFQ for professional services to hire an architectural firm for detail planning and design.
 - Saeger Street Extension - This project is actually a City of Brenham project, but the alignment and construction schedule have an immediate impact on the College as we develop the balance of our property adjacent to the College Park Apartments and Agricultural Complex. The City has engaged the services of O'Malley Engineers to survey the property and analyze potential routes from Old Mill Creek Road to Farewell Street. The City has no immediate plans to start design and construction on these improvements, but a sincere indication from the College of our desire to develop this property for student housing could trigger an accelerated schedule.
 - Student Center/Old Main Fire Alarm Monitoring System - This project is in the preliminary planning stages and once more information is available, authorization from the Board will be sought to seek bids on construction.
 - Memorial and Holleman Halls - Four options are being considered with these buildings: 1. Remodeling, 2. Demolish, 3. Lease, or 4. Sell. The remodeling estimate is approximately \$1,000,000.00 per building as discussed in the Facilities Workshop. The demolish cost is \$4.00 - \$6.00 per square foot-these buildings are approximately 8,500 square feet each, so the cost to demolish would range from \$34,000.00 - \$51,000.00 per building. The leasing option and the sell option have been discussed with both developers and real estate agents. No progress has been made to determine if these are viable options.
- Design (Bryan Campus):
 - The Administration Building Roof/Gutter Replacement - This project is in the preliminary design phase and once authorized by the Board, the Administration will seek bids for the construction of the improvements. The budget for these improvements is \$250,000.00 and the funds have been budgeted in the 2012 - 2013 fiscal year.

- Design (Brenham Campus):
 - The Greenhouse Project has been designed and delivered to Collier Construction for pricing. Once the pricing has been established, the Facilities Staff will present the Board with a contract amendment to the Agricultural Classroom Construction Contract and proceed with construction. The primary funding source for this project will be insurance proceeds. The secondary funding source will be unspent funds from the original Agricultural Classroom Construction Project. And, the third source, if needed, will be from funds in the R & R Budget.
 - The Lighting Project for replacement lamps in the Student Center, O'Donnell Center, "Original" Band Hall, Heineke Gym, PE Building, Moody Library, and Old Main is in design and should be ready for bidding in January.
 - The Central Plant Improvement Project is in design and should be ready for bidding in December.
 - The Generator Project is in design and should be ready for bidding in November.
 - The Student Center Roof/Baseball Field Locker Room Roof is in design and upon the Board's authorization, will be bid in November.
 - The Student Housing Door Alarm Project is in design and will be bid in September. The construction of these improvements will be done in-house with the Facilities Staff.

**Note: Italics indicate older items.*

- **BRAZOS VALLEY BOWL**

Dr. Raspiller reviewed highlights of the upcoming Brazos Valley Bowl on December 1, 2012, at noon at Kyle Field (a copy of the power point presentation is attached and made a part of these *Minutes*). He reviewed a schedule of activities and sponsor support.

ITEM 18. BRAZOS COUNTY CAMPUSES UPDATE

Dr. Raspiller reviewed the upcoming events for the Bryan Campus (a copy of the Bryan Campus Fall 2012 Campus Events for November - December is attached and made a part of these *Minutes*):

- November 3, 2012-PTK Texas Region Leadership Conference-Athens, Texas-9:00 a.m.
- November 14, 2012-Leadership Brazos: Brandon Webb-E-105-8:00 a.m.
- November 14, 2012-Social Science: Gary Weiss Dinner-E-121-5:00 p.m.
- November 14, 2012-Social Science: Gary Weiss Speaker-E-105-6:00 p.m.-Author of Ayn Rand Nation: the Hidden Struggle for America's Soul
- November 17, 2012-PTK Texas Region Leadership Conference-Austin, Texas-9:00 a.m.
- November 20, 2012-SGA: Blood Drive-E-105-9:00 a.m.
- November 27, 2012-Chris Hoffman: Choir-Holiday Music-E-105-5:30 p.m.
- November 29, 2012-Chris Hoffman: Choir-E-105-4:30 p.m.
- November 29, 2012-Theatre Arts Performance-E-105-8:00 p.m.-"Trifles" by Susan Glaspell-wife of a strangled farmer is arrested on suspicion of murder
- November 30, 2012-Theatre Arts Performance-E-105-8:00 p.m.
- December 1, 2012-Theatre Arts Performance-E-105-8:00 p.m.
- December 1, 2012-Brazos Valley Bowl Game-Kyle field-12:00 p.m.
- December 10, 2012-Phlebotomy Graduation-E-105-6:00 p.m.
- December 14, 2012-High School Counselors Day-E-105-7:00 a.m.

ITEM 19. ADMINISTRATIVE ANNOUNCEMENTS:

- **UPCOMING EVENTS**

Dr. Nolte reviewed the upcoming events (a copy of the upcoming events is attached and made a part of these *Minutes*):

- Holiday - November 21-23
- Blinn Basketball:
 - Men vs LSC-Tomball, November 26, 7:30 p.m.
 - Women vs Western Texas, November 29, 5:30 p.m.
- Music Theatre Ensemble, November 29 & 30, 8:00 p.m.
- Associate Degree Nursing Program Pinning Ceremony, Friday, December 7, 2012, 6:00 p.m.
- Annual Southern Association of Colleges and Schools Meeting in Dallas, December 8-11
- Annual President's Employee Holiday Receptions - December 18, on the Brenham campus and December 19, on the Bryan campus - 11:00 to 1:00
- Regular Board Meeting - Tuesday, December 18, 2012, 7:00 p.m.

ITEM 20. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The public was recessed for a break at 8:55 p.m.

The public was recessed for closed session at 9:11 p.m.

CLOSED SESSION:**ITEM 21. CLOSED SESSION:**

- (A) **PERSONNEL MATTERS (GOV'T. CODE, SEC. 551.074)**
 - i. **DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE OR DISMISSAL OF PUBLIC EMPLOYEES OR OFFICERS**
- (B) **REAL PROPERTY (GOV'T. CODE, SEC. 551.072)**
 - i. **DISCUSSION OF POSSIBLE PURCHASE, EXCHANGE OR LEASE OF REAL PROPERTY IN BRENHAM, BRYAN, SCHULENBURG AND SEALY**
- (C) **GIFTS AND DONATIONS (GOV'T. CODE, SEC. 551.073)**
 - i. **DELIBERATIONS REGARDING PROSPECTIVE GIFTS AND DONATIONS**

ITEM 22. RECONVENE PUBLIC SESSION

The public session was reconvened at 10:39 p.m.

ADDITIONAL ACTION ITEMS:**ITEM 23. 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**

(C) **REVIEW AND ACTION TO ACCEPT PROSPECTIVE GIFTS AND DONATIONS TO THE COLLEGE**


On a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to employ new Full-Time Faculty and Professional Staff on one-year contracts as presented by the Administration with corrections (a copy of the list of persons employed is attached and made a part of these *Minutes*).

ITEM 24. ADJOURNMENT

On a motion by Mr. Lange, seconded by Mr. Borchardt, the Meeting was adjourned at 10:42 p.m.



Mr. Atwood C. Kenjura
President



Mr. Douglas R. Borchardt
Secretary