

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

**Regular Meeting, Tuesday, December 18, 2012, 6:30 p.m.**

The Board of Trustees convened at 6:38 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/CFO; Dr. Robert Brick, Dr. Dennis Crowson and Dr. Debra LaCour, Vice Presidents; Ms. Cathy Boeker, Executive Administrator External Affairs; Mr. Joe Baumann; Mr. Rich Bray; Mr. Tom Brazzel; Ms. Jennifer Bynum; Ms. Abby DeBolt; Mr. Myron Dippel; Ms. Becky Garlick; Mr. Gus Mutscher; Mr. Richard O'Malley; Ms. Kris Ottmer; Mr. Joe Al Picone; Ms. H.F. Poehlmann; Mr. Steve Rathbone; Ms. Rebecca Ruffino; Mr. Ross Schroeder; Mr. Nathan Sivils; Ms. Cathy Stuckert; Mr. Jeff Tilley; Ms. Theresa Wahrmund; Mr. Matthew Wehring; Mr. Michael Welch and Dr. Mark Workman.

Also registered as in attendance were: Mr. Sam Bell, Brenham Independent School District; Mr. Brad Cutright, Cutright & Allen Architects, Inc.; Mr. Dane Legg, Lott, Vernon & Company, P.C.; Mr. Frank Wagner, KTTX-KWHI and Mr. Joel Williams, *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, Dr. Nolte asked for a moment of silence for the victims of the Sandy Hook Elementary tragedy and the prayer was given by Mr. Kenjura.

**ITEM 2. PUBLIC COMMENT**

There was no public comment.

**NON-ACTION ITEM:**

**ITEM 3. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING NOVEMBER 30, 2012**

Ms. Shomaker reviewed the financial statement and list of checks for the period ending November 30, 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 4. REVIEW AND ACTION TO APPROVE THE MINUTES FOR THE NOVEMBER 20, 2012, REGULAR MEETING AND THE DECEMBER 10, 2012, SPECIAL MEETING**
- ITEM 5. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK PROPOSALS FOR AN INTEGRATED ONLINE ASSESSMENT AND PLANNING MANAGEMENT SOFTWARE SYSTEM**
- ITEM 6. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR GROCERY AND FROZEN PRODUCTS, MEAT AND PROCESSED MEAT, MILK PRODUCTS AND BREAD PRODUCTS FOR MARCH 1, 2013 - AUGUST 31, 2013**
- ITEM 7. REVIEW AND ACTION TO ADOPT A RESOLUTION RELATED TO THE DISPOSAL OF SURPLUS PROPERTY OF COMPUTERS**
- ITEM 8. REVIEW AND ACTION TO RATIFY THE PURCHASE OF A 7.432 ACRE TRACT OF LAND LOCATED AT SAEGER AND OLD MILL CREEK ROAD IN BRENHAM, TEXAS, AND APPROVE AUTHORIZATION OF THE BOARD PRESIDENT FOR EXECUTION OF ALL DOCUMENTS RELATED TO THE TRANSACTION**
- ITEM 9. REVIEW AND ACTION TO RATIFY THE PURCHASE OF PROPERTY LOCATED AT 803 GREEN STREET IN BRENHAM, TEXAS, AND APPROVE AUTHORIZATION OF THE BOARD PRESIDENT FOR EXECUTION OF ALL DOCUMENTS RELATED TO THE TRANSACTION**
- ITEM 10. REVIEW AND ACTION TO RATIFY THE PURCHASE OF PROPERTY LOCATED AT 906 GREEN STREET IN BRENHAM, TEXAS, AND APPROVE AUTHORIZATION OF THE BOARD PRESIDENT FOR EXECUTION OF ALL DOCUMENTS RELATED TO THE TRANSACTION**
- ITEM 11. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO CHARGE A DISTANCE EDUCATION FEE FOR THE FIRE SCIENCE ACADEMY PROGRAM, EFFECTIVE SPRING 2013**
- ITEM 12. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK PROPOSALS FOR A CONTACT CENTER SOLUTION SYSTEM**

On a motion by Mr. Borchardt, seconded by Dr. Boehm, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 4** - Minutes for the November 20, 2012, Regular Meeting and the December 10, 2012, Special Meeting; **ITEM 5** - Administration to Seek Proposals for an Integrated Online Assessment and Planning Management Software System; **ITEM 6** - Administration to Seek Bids for Grocery and Frozen Products, Meat and Processed Meat, Milk Products and Bread Products for March 1, 2013 - August 31, 2013; **ITEM 7** - Resolution Related to the Disposal of Surplus Property of Computers (copies of the requests from the Somerville Independent School District and the City of Navasota, as well as, the Resolution and Exhibit A detailing the computers are attached and made a part of these *Minutes*); **ITEM 8** - Ratify the Purchase of a 7.432 Acre Tract of Land Located at Saeger and Old Mill Creek Road in Brenham, Texas, and Approve Authorization of the Board President for Execution of all Documents Related to the Transaction; **ITEM 9** - Ratify the Purchase of Property Located at 803 Green Street in Brenham, Texas, and Approve Authorization of the Board President for Execution of all Documents Related to the Transaction; **ITEM 10** - Ratify the Purchase of Property

Located at 906 Green Street in Brenham, Texas, and Approve Authorization of the Board President for Execution of all Documents Related to the Transaction; **ITEM 11** - Administration to Charge a Distance Education Fee of \$100.00 for the Fire Science Academy Program, Effective Spring 2013; and **ITEM 12** - Administration to Seek Proposals for a Contact Center Solution System as presented by the Administration.

#### **ACTION ITEMS:**

#### **ITEM 13. REVIEW AND ACTION TO ACCEPT THE AUDIT FOR THE 2011-2012 FISCAL YEAR**

Mrs. Miller introduced Mr. Dane Legg, Lott, Vernon & Company, P.C., and reviewed the Audit Committee Meeting which was held prior to the Board Meeting. Mr. Legg reviewed a summary of the audit findings (a copy of the Blinn College Annual Financial Report for the Fiscal Year Ended August 31, 2012 is attached and made a part of these *Minutes*). Blinn College received an unqualified opinion. Mr. Legg responded to questions from the Board.

On a motion by Mr. Borchardt, seconded by Mrs. Miller, the Board voted to accept the Audit for the 2011-2012 Fiscal Year as presented by the Administration.

#### **ITEM 14. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD BID #903 FOR THE PURCHASE OF THREE (3) SUBURBANS**

Mr. Ross Schroeder reviewed the need for three (3) eight-passenger suburbans. Only one bid was submitted by LaRoche Chevrolet for a total cost of \$98,691.00, less trade-in value of \$58,500.00, for a net cost of \$40,191.00 (copies of the bid tabulation sheet and LaRoche bid description are attached and made a part of these *Minutes*). Mrs. Miller pointed out that the Board should factor in the cost of buying out the lease on the 15-passenger vans of \$46,424.63.

On a motion by Mr. Toubin, seconded by Dr. Boehm, the Board voted to award Bid #903 for the Purchase of three (3) Suburbans to LaRoche Chevrolet for a total cost of \$98,691.00, as presented by the Administration.

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

#### **ITEM 15. REPORTS:**

- **BUILDINGS AND GROUNDS**

Mr. O'Malley reviewed highlights of the written Buildings and Grounds report previously submitted (a copy of the report is attached and made a part of these *Minutes*). He responded to questions from the Board.

- 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:** 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:** 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. Design has been initiated. 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 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 under construction.
    - The Student Center Roof/Baseball Field Locker Room Roof is under construction.
    - 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.*

- **MOBILE GO CENTER**

Mr. Myron Dippel, Prospective Student Relations Coordinator, reviewed the history of the Blinn College Mobile Go Center. He reviewed the various uses for the Mobile Go Center. Mr. Dippel responded to questions from the Board.

- **SMALL BUSINESS DEVELOPMENT CENTER PERFORMANCE**

Mr. Matthew Wehring, Small Business Development Center Director, reviewed the structure of the Small Business Development Center at Blinn College. He reviewed the economic impact the center has on the local area (a copy of a recent Blinn Announcement highlighting SBDC success is attached and made a part of these *Minutes*).

- **TEACHER EDUCATION ALTERNATIVE CERTIFICATION HOST (TEACH) PROGRAM**

Ms. Theresa Wahrmund, TEACH Program Director, reviewed the history of the TEACH Program (a copy of the power point presentation given is attached and made a part of these *Minutes*). She reviewed budget numbers and future projections. She discussed the current program financial struggles and a few proposed solutions. She responded to questions from the Board.

- **DUAL CREDIT**

Ms. Cathy Stuckert, Academic Dual Credit Program Director, gave an overview of the Academic Dual Credit Program (copies of an information packet regarding Dual Credit are attached and made a part of these *Minutes*). She reviewed dual credit enrollment numbers. She responded to questions from the Board.

Mr. Sam Bell, Brenham ISD Superintendent, thanked the Board and Blinn College Staff for the Dual Credit Program. A discussion took place on the pros and cons of teaching Dual Credit Courses on a High School Campus versus a College Campus.

#### **ITEM 16. BRAZOS COUNTY CAMPUSES UPDATE**

Dr. Raspiller thanked the Board for their support of the Brazos Valley Bowl. The Bryan/College Station Visitor and Convention Bureau estimates a \$1.3 million dollar economic impact from the Brazos Valley Bowl. He reviewed the upcoming events for the Bryan Campus (a copy of the Bryan Campus Events for December 2012 is attached and made a part of these *Minutes*):

- Fall & Spring 2012 Camp Hearne Archaeological Dig
- November 30-Bomb Search Training Exercise-Academic Building-2:00pm
- December 3-Dental Hygiene Program
- December 5-Texas 10th Court of Appeals-Barbara Pearson Banquet Room-10:00am
- December 5-SGA
- December 9-Blinn Choir/Bryan Campus-Christ United Methodist Church-5:00pm

#### **ITEM 17. ADMINISTRATIVE ANNOUNCEMENTS:**

- **UPCOMING EVENTS**

Dr. Nolte thanked all staff who presented at tonight's Board meeting.

Dr. Crowson presented a 16.81% increase from 2011 Winter Minimester (a copy of the Blinn College Registration Numbers Winter Minimester is attached and made a part of these *Minutes*). He also shared a significant improvement in Housing GPA (a copy of the GPA numbers from 2011-2012 for the apartments and residence halls is attached and made a part of these *Minutes*).

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

- President's Annual Employee Holiday Receptions - December 18, 2012 (Brenham Campus); December 19, 2012 (Bryan Campus) 11:00 a.m. to 1:00 p.m.
- Holidays - December 20, 2012 - January 2, 2013
- Monthly Employees Return - January 3, 2013
- Faculty Return - January 7, 2013
- Spring Semester Faculty & Instructional Staff meetings - January 7, 2013 (Brenham Campus), January 8, 2013 (Bryan Campus)
- Blinn Basketball:
  - Women vs LSU - Eunice, January 2, 2013, 5:30 p.m.
  - Men vs Lone Star College - Cy-Fair, January 2, 2013, 7:30 p.m.
  - Women vs Cisco, January 7, 2013, 5:30 p.m.
  - Men vs Trinity Valley CC, January 9, 2013, 7:30 p.m.
  - Women vs Angelina College, January 16, 2013, 5:30 p.m.
  - Men vs Lee College, January 16, 2013, 7:30 p.m.
- Spring Classes Begin - January 14, 2013
- Sealy Advisory Committee Meeting - January 16, 2013
- Holiday - January 21, 2013
- Southern Association of Colleges and Schools One-Day Orientation Session - January 28, 2013, Atlanta Georgia - Leadership Team to attend.
- Regular Board Meeting - Tuesday, January 15, 2013, 6:30 p.m.

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

The public was recessed for a break at 8:48 p.m.

The public was recessed for closed session at 9:03 p.m.

**CLOSED SESSION:**

**ITEM 19. 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**
  - ii. **CONSIDER AMENDED EMPLOYMENT CONTRACTS FOR DISTRICT PRESIDENT AND BRAZOS COUNTY CAMPUSES PRESIDENT**
- (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 20. RECONVENE PUBLIC SESSION**

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

**ADDITIONAL ACTION ITEMS:****ITEM 21. ACTION ON CLOSED SESSION ITEMS:**


- (A) **REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS AND CONSIDERATION OF APPROVAL OF AMENDED EMPLOYMENT CONTRACTS FOR DISTRICT PRESIDENT AND BRAZOS COUNTY CAMPUSES PRESIDENT**
- (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 Mrs. Miller, seconded by Mr. Lange, the Board voted to employ new Full-Time Faculty and Professional Staff on one-year contracts as presented by the Administration (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. Toubin, the Board voted to approve the amended employment contracts for District President and Brazos County Campuses President as presented.

**ITEM 22. ADJOURNMENT**

On a motion by Mr. Sommer, seconded by Dr. Boehm, the Meeting was adjourned at 10:13 p.m.

  
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Mr. Atwood C. Kenjura  
President

  
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Mr. Douglas R. Borchardt  
Secretary