

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

**Regular Meeting, Tuesday, October 15, 2013, 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, Vice President, presiding; Mr. David Sommer, Secretary; Mr. Norwood Lange and Mrs. Carolyn D. Miller, CPA.

Board members not present: Mr. Douglas R. Borchardt, President and Mr. Leon B. Toubin.

Members of the College staff in attendance were: Dr. Harold Nolte, District President; Ms. Sylvia McMullen, Interim President, Brazos County Campuses; Ms. Kelli Shomaker, Senior Vice President, Finance and Administrative Services/CFO; Dr. Dennis Crowson, Vice President, Student Services; Dr. John Beaver, Interim Vice President, Academic Affairs/CAO; Dr. Cynthia Griffith, Vice President, Allied Health Sciences; Ms. Cathy Boeker, Associate Vice President, Institutional Advancement/Governmental Affairs; Mr. Joe Baumann; Ms. Kris Beckendorf; Mr. Mark Bernier; Mr. Rich Bray; Mr. Mordecai Brownlee; Mr. Brian Burk; Ms. Lisa Caton; Mr. Brian Gonyer; Ms. Marie Kirby; Mr. Stanley Kubicek; Mr. Charles Miller; Ms. Susan Myers; Mr. Robert Nelson; Mr. Bradley Nies; Mr. Steve Rathbone; Ms. Rebecca Ruffino; Mr. Ross Schroeder; Mr. Jeff Tilley; Dr. Mary Barnes-Tilley; Mr. Brent Williford and Dr. Mark Workman.

Also registered as in attendance were: Blinn College Theatre Students: Mr. Tyler Banner, Mr. Christopher Frey, Mr. Dallas Gonzales, Ms. Liesl Hardin, Mr. Sam Jack, Ms. Nora Jones, Ms. Jacqueline Kana, Mr. Samuel Poffenberger, Ms. Karen Rush, Emily Rybarski, Ms. Sanggy Sangiboni, Ms. Scarletta Vermaceli and Mr. Zachary Yoke; Dr. Henry J. Boehm, Jr.; Mrs. Theodora ("Teddy") V. Boehm; Ms. Lisa Brown, Thompson & Horton, LLP; Mr. Willy Dilworth, Washington County Chief Appraiser and Dr. Don Voelter.

**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. Sommer and the prayer was given by Mr. Sommer.

**ITEM 2. REVIEW AND POSSIBLE ACTION TO ADOPT A RESOLUTION IN APPRECIATION OF DR. HENRY J. BOEHM, JR., FOR HIS SERVICE ON THE BLINN COLLEGE BOARD OF TRUSTEES**

Mr. Kenjura read a Resolution in appreciation of Dr. Henry J. Boehm, Jr., for his service on the Blinn College Board of Trustees (a copy of the Resolution is attached and made a part of these *Minutes*).

Dr. Donald Voelter thanked Dr. Boehm for his service to Blinn College and for his personal friendship.

**ITEM 3. REVIEW AND POSSIBLE ACTION TO ADOPT A RESOLUTION APPOINTING A REPLACEMENT BOARD MEMBER TO FILL VACANCY ON THE BLINN COLLEGE BOARD OF TRUSTEES**

Mr. Kenjura read Board Policy BBC (LOCAL) regarding a vacancy on the Board of Trustees.

On a motion by Mr. Lange, seconded Mr. Sommer, the Board voted to adopt the Resolution appointing Mrs. Theodora (“Teddy”) V. Boehm to Precinct Position 3 to fill the vacancy on the Blinn College Board of Trustees.

Mr. Kenjura read a Resolution appointing Mrs. Theodora (“Teddy”) V. Boehm as replacement to Dr. Henry J. Boehm, Jr., as Precinct Position 3 on the Blinn College Board of Trustees (a copy of the Resolution is attached and made a part of these *Minutes*).

**ITEM 4. SIGNING OF OFFICER STATEMENT**

Cathy Boeker asked Mrs. Theodora (“Teddy”) V. Boehm to read and sign the Statement of Elected/Appointed Officer (a copy of the Statement of Elected/Appointed Officer is attached and made a part of these *Minutes*).

**ITEM 5. SWEARING-IN OF NEWLY APPOINTED BOARD MEMBER TO FILL POSITION UNTIL THE NEXT REGULARLY SCHEDULED TRUSTEE ELECTION**

Ms. Cathy Boeker administered the Oath of Office to Mrs. Theodora (“Teddy”) V. Boehm to fill the vacancy in Precinct Position 3 on the Blinn College Board of Trustees and had newly elected Board Member, Theodora (“Teddy”) V. Boehm, sign the Oath of Office (a copy of the Oath of Office is attached and made a part of these *Minutes*).

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

**ITEM 6. DISTRICT PRESIDENT ADMINISTRATIVE ANNOUNCEMENTS**

Dr. Nolte reviewed administrative announcements and upcoming events (a copy of the upcoming events are attached and made a part of these *Minutes*).

**ITEM 7. BRAZOS COUNTY CAMPUSES UPDATE**

Ms. McMullen reviewed Brazos County Campuses Update (a copy of the upcoming events are attached and made a part of these *Minutes*).

**ITEM 8. REPORTS:**

- **BRENHAM CAMPUS THEATRE ARTS OF “THE MUSICIANS OF BREMEN”**

Mr. Brad Nies, Professor, Communication Studies/Drama, introduced the students who received awards for the recent production of “Clue: The Musical”. He invited the Board to attend the upcoming production of “The Musicians of Bremen” on November 14-17.

- **FINANCIAL AID**

Mr. Brent Williford, Director Financial Aid, reviewed his written report on the number of students awarded, funds disbursed, default rates and improvements (a copy of the Financial Aid Report is attached and made a part of these *Minutes*). He responded to questions from the Board regarding the loan default Rate. Blinn College's default is average. He discussed efforts in place to reduce the default rate.

- **MARKETING AND COMMUNICATIONS**

Mr. Jeff Tilley, Director, Marketing & Communications, reviewed the planning process that occurs with every decision for marketing Blinn College. He discussed branding and consistency. The light pole banner project was showcased. Advertising and media relations were discussed, as well as the need for an overhaul of the main Blinn College website (a copy of the presentation is attached and made a part of these *Minutes*).

- **BUILDINGS AND GROUNDS**

The Board reviewed the written buildings and grounds report from Mr. Richard O'Malley, Executive Director, Facilities, Planning and Construction (a copy of the buildings and grounds report is attached and made a part of these *Minutes*). There were no questions from the Board.

- **STUDENT LEADERSHIP - BRENHAM CAMPUS**

Mr. Mordecai Brownlee, Dean of Student Life, Student Leadership/Activities, reviewed Student Leadership across the service area. A Student Government Association (SGA) will be established on the Schulenburg campus and re-established on the Sealy campus. Currently, there are twenty-nine student organizations. Mr. Brownlee reviewed upcoming events. He introduced the Brenham Campus SGA President, Samuel Poffenburger and Vice President, Emily Rybarski. Mr. Poffenburger and Ms. Rybarski reviewed ongoing priorities and activities.

- **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES - REAFFIRMATION UPDATE**

Mr. Joe Baumann, Dean of Institutional Effectiveness and Enrollment Management, reviewed ongoing activities related to the Southern Association of Colleges and Schools Commission on Colleges (SACS), (a copy of the Board update on Blinn's Reaffirmation of Accreditation is attached and made a part of these *Minutes*). Dr. Charles Taylor, SACS Vice President, will visit Blinn College on October 17. Dr. Silver, Silver & Associates, will be on site on October 28-29 to discuss a Quality Enhancement Plan (QEP) and conduct a Board Workshop. He informed the Board of the proposed (QEP) topic "Student Success in the First Year".

- **STRATEGIC PLANNING UPDATE - ENVIRONMENT SCAN**

Mr. Joe Baumann informed the Board that finishing touches for the Strategic Plan are being completed (a copy of the Board update on the Strategic Planning Process is attached and made a part of these *Minutes*). Currently, the Strategic Plan is on track to be brought to the Board for approval at the November Board meeting on November 19 on the Bryan campus.

## **ITEM 9. PUBLIC COMMENT**

There was no public comment.

**ITEM 10. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING SEPTEMBER 30, 2013**

Ms. Shomaker reviewed the financial statements and list of checks for the period ending September 30, 2013 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*).

Mr. Sommer inquired as to why Workforce Education tuition revenues are behind last year. Ms. Shomaker will investigate. She responded to questions from the Board.

**CONSENT AGENDA ITEMS:**

**ITEM 11. REVIEW AND POSSIBLE ACTION TO APPROVE THE MINUTES FOR THE SEPTEMBER 11, 2013, SPECIAL MEETING, AND SEPTEMBER 24, 2013, REGULAR MEETING**

**ITEM 12. REVIEW AND POSSIBLE ACTION TO AUTHORIZE BY TAX RESALE DEED THE WASHINGTON COUNTY TAX APPRAISAL DISTRICT TO SELL LAND DESCRIBED AS .037 ACRES, RESERVE D, PARK 290 SUBDIVISION**

**ITEM 13. REVIEW AND POSSIBLE ACTION TO AMEND THE 2013-2014 FISCAL YEAR BUDGET TO REFLECT CHANGES IN TAX REVENUES**

On a motion by Mrs. Miller, seconded by Mr. Sommer, the Board voted to approve **CONSENT AGENDA ITEMS: ITEM 11** - Minutes for the September 11, 2013, special meeting and September 24, 2013, regular meeting (copies of the minutes are attached and made a part of these *Minutes*); **ITEM 12** -Administration to authorize by Tax Resale Deed the Washington County Tax Appraisal District to sell land described as .037 acres, Reserve D, Park 290 Subdivision (a copy of the Tax Resale Deed is attached and made a part of these *Minutes*); and **ITEM 13** - Amendment to the 2013-2014 Fiscal Year Budget to reflect changes in Tax Revenues (a copy of the amendment is attached and made a part of these *Minutes*), as presented by the Administration.

**ACTION ITEMS:**

**ITEM 14. REVIEW AND POSSIBLE ACTION TO NOMINATE BY RESOLUTION FIVE (5) CANDIDATES FOR MEMBERSHIP ON THE BOARD OF DIRECTORS FOR THE WASHINGTON COUNTY TAX APPRAISAL DISTRICT TO SERVE TWO-YEAR TERMS BEGINNING JANUARY 1 OF EVEN-NUMBERED YEARS**

On a motion by Mr. Sommer, seconded by Mrs. Boehm, the Board voted to nominate by Resolution the following people as candidates for membership on the Board of Directors for the Washington County Tax Appraisal District: Johanna Fatheree, Charles Gaskamp, Delton Koerth, Joel Romo and John Schaer, to serve two-year terms beginning January 1 of even-numbered years (copies of the letter from Washington County Appraisal District and Resolution to Nominate Candidates are attached and made a part of these *Minutes*), as presented by the Administration.

**ITEM 15. REVIEW AND POSSIBLE ACTION TO CAST VOTES BY RESOLUTION FOR FIVE (5) CANDIDATES FOR MEMBERSHIP ON THE BOARD OF DIRECTORS FOR THE WASHINGTON COUNTY TAX APPRAISAL DISTRICT TO SERVE TWO-YEAR TERMS BEGINNING JANUARY 1 OF EVEN-NUMBERED YEARS**

On a motion by Mrs. Miller, seconded by Mr. Sommer, the Board voted to cast votes by Resolution for the following people as candidates for membership on the Board of Directors for Washington County Tax Appraisal District: Johanna Fatheree, Charles Gaskamp, Delton Koerth, Joel Romo and John Schaer, to serve two-year terms beginning January 1 of even-numbered years (a copy of the Resolution to Cast Votes is attached and made a part of these *Minutes*), as presented by the Administration.

**ITEM 16. DISCUSSION AND POSSIBLE ACTION TO REVISE BOARD POLICIES:**

- (A) *DC (LOCAL) HIRING PRACTICES*
- (B) *DDA (LOCAL) CONTRACT AND AT-WILL EMPLOYMENT - TERM CONTRACTS*
- (C) *DMAA (LOCAL) TERM CONTRACTS - DISMISSAL*
- (D) *DMAB (LOCAL) TERM CONTRACTS - NONRENEWAL*

On a motion by Mr. Sommer, seconded by Mrs. Boehm, the Board voted to table Item 16 until the December, 2013, Board meeting.

**ITEM 17. DISCUSSION AND POSSIBLE ACTION TO APPROVE CONTINGENCY FUNDS FOR SOUTHERN ASSOCIATION OF COLLEGE AND SCHOOLS COMMISSION ON COLLEGES ANNUAL CONFERENCE**

Mr. Joe Baumann reviewed a request to spend up to \$27,000 from contingency funds to send an additional 12 individuals to attend the SACSCOC Annual Conference in Atlanta, Georgia on December 8-10, 2013.

On a motion by Mrs. Miller, seconded by Mr. Lange, the Board voted to approve spending up to \$27,000 from contingency funds to send an additional 12 individuals to attend the annual SACSCOC Conference in Atlanta, Georgia on December 8-10, 2013, as presented by the Administration.

**ITEM 18. DISCUSSION AND POSSIBLE ACTION TO APPROVE CERTAIN COURSE FEES**

Ms. Kelli Shomaker reviewed a request to have the Board approve various course fees that had not previously been approved.

On a motion by Mr. Sommer, seconded by Mrs. Boehm, the Board voted to approve various course fees that had not previously been approved, as presented by the Administration (a copy of the additional fees are highlighted, attached and made a part of these *Minutes*).

**ITEM 19. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION TO PURCHASE TWO CROWN VICTORIA PATROL UNITS FOR THE POLICE DEPARTMENT ON THE BRENHAM CAMPUS**

Mr. Ross Schroeder, Director of Purchasing/Transportation and Chief Charles Miller, College Police Department, Brenham, reviewed a request to purchase two Crown Victoria patrol units for the Blinn College Police Department on the Brenham Campus for a total of \$39,000, which includes all equipment such as cameras and radios, as well as, decals (a copy of the explanation is attached and made a part of these *Minutes*). Two existing police cars, both 2000 Chevy Luminas, will be sold on GovDeals.com.

On a motion by Mr. Lange, seconded by Mrs. Miller, the Board voted to authorize the Administration to purchase two Crown Victoria patrol units for the Blinn College Police Department on the Brenham Campus for a total of \$39,000 and to sell two 2000 Chevy Luminas on GovDeals.com, as presented by the Administration.

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

The public was recessed for a break at 7:58 p.m.

The public was recessed for closed session at 8:10 p.m.

**ITEM 20.****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**

**ITEM 21. RECONVENE PUBLIC SESSION**

The public session was reconvened at 9:24 p.m.

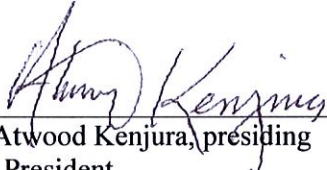
**ADDITIONAL ACTION ITEMS:****ITEM 22. ACTION ON CLOSED SESSION ITEMS:**

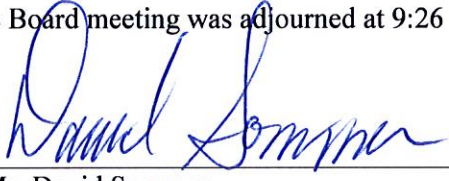
- (A) **REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS**
- (B) **REVIEW AND ACTION TO PURCHASE, EXCHANGE OR LEASE REAL PROPERTY IN BRENHAM, BRYAN, SCHULENBURG AND SEALY**

On a motion by Mr. Sommer, 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*).

**ITEM 23. ADJOURNMENT**

On a motion by Mrs. Boehm, seconded by Mrs. Miller, the Board meeting was adjourned at 9:26 p.m.

  
 \_\_\_\_\_  
 Mr. Atwood Kenjura, presiding  
 Vice President

  
 \_\_\_\_\_  
 Mr. David Sommer  
 Secretary