

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

**Dr. Barbara L. Pearson Banquet Room
First Floor, Student Center Building
Blinn College, 2423 Blinn Boulevard
Bryan, Texas**

Regular Meeting, Tuesday, March 19, 2013, 6:30 p.m.

The Board of Trustees convened at 6:35 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.

Board members not present: Mr. David Sommer.

Members of the College staff in attendance were: Dr. Harold Nolte, District President; Dr. Ted Raspiller, President, Brazos County Campuses; Ms. Kelli Shomaker, CFO/Senior Vice President for Finance and Administrative Services; Dr. Dennis Crowson, Vice President Student Services; Dr. Debra LaCour, Vice President Academic Affairs; Ms. Cathy Boeker, Associate Vice President, Institutional Advancement/Governmental Affairs; Ms. Elaine Abshire; Dr. Kathleen Anzivino; Mr. Joe Baumann; Dr. John Beaver; Mr. Dwight Bohlmeier; Ms. Linda Bow; Dr. Jeff Bronson; Dr. Marcelo Bussiki; Mr. Kris Byboth; Mr. Jeff Cermin; Ms. Sandra Chumchal; Mr. Joseph Engle; Ms. Maria E. Flores; Dr. Stephen C. Garrett; Mr. Ted Hajovsky; Ms. Anna Hall-Zieger; Mr. Ronald Hammond; Mr. Craig Jeffrey; Ms. Amy Jones; Ms. Marie Kirby; Mr. Stephen Kirkpatrick; Ms. Angela Lawrenz; Ms. Andi Liner; Ms. Karen May; Ms. Janet McNutt; Dr. Cheryl Metz; Ms. Emily Monteiro; Mr. Bradley Nies; Ms. Deborah Noe; Mr. Richard O'Malley; Mr. Kevin Patrick; Ms. Sophia Polk; Mr. Steve Rathbone; Mr. Michael G. Schaefer; Mr. John Schaffer; Ms. Sunil Segu; Ms. Elizabeth Sharpe; Mr. Steven Simcik; Dr. Robert Stanberry; Ms. Kristin Stoley; Mr. Charles Swanlund; Ms. Jeri Thornton-Dulaney; Mr. Brent Ur; Ms. Paula Verdegaal; Ms. Debra Webb; Ms. Sonia Winney and Dr. Mark Workman.

Also registered as in attendance were: Mr. Robert Bisor, Texas A&M University; Mr. Aaron Cravens, student, Blinn College; Mr. Royce Hickman, Bryan/College Station Chamber of Commerce; Dr. R. Bowen Loftin, Texas A&M University; Mr. Jeremy Peel, Student Government, Bryan Campus; Mr. Sam Vernon, Bleyl & Associates and Mr. Zackary Yoke, student, Blinn College.

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. Raspiller.

ITEM 2. PUBLIC COMMENT

Dr. R. Bowen Loftin, Texas A&M University President, thanked the Board for Blinn's partnership.

Mr. Royce Hickman, Bryan/College Station Chamber of Commerce, welcomed the Board to Brazos County. He thanked the Board for the partnerships between Blinn and the community and business partnerships.

Mr. Jeremy Peel, President, Brazos County Campus Student Government, thanked the Board for being at the Bryan Campus of Blinn College.

NON-ACTION ITEMS:

ITEM 3. BRYAN CAMPUS PROGRAM THEATRE PROGRAM

Dr. Marcelo Bussiki, Chair, Division of Fine Arts, welcomed the Board to the Bryan Campus. He highlighted the theatre program on the Bryan Campus. Three hundred students currently participate in the program. Dr. Bussiki shared a short video clip from recent productions.

ITEM 4. TCCSTA PLAY FESTIVAL AWARDS AND PROMOTION OF UPCOMING THEATRE ARTS SHOWCASE INCLUDING "AN EVENING OF TENNESSEE WILLIAMS" ON THE BRENHAM CAMPUS

Mr. Brad Nies, Fine Arts, Music & Drama Professor, reviewed the awards received at the recent TCCSTA play festival. The production of "Biloxi Blues" received an award of excellence. Mr. Nies introduced a few students who won individual awards. He extended an invitation to the Board to the upcoming production of "An Evening of Tennessee Williams."

ITEM 5. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING FEBRUARY 28, 2013

Ms. Kelli Shomaker reviewed the financial statement and list of checks for the period ending February 28, 2013 (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. She discussed endowment fund earnings and disbursements in light of lower interest rates.

CONSENT AGENDA ITEMS:

ITEM 6. REVIEW AND ACTION TO APPROVE THE MINUTES FOR THE FEBRUARY 19, 2013, REGULAR MEETING AND THE FEBRUARY 28, 2013, SPECIAL MEETING

ITEM 7. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK PROPOSALS FOR JANITORIAL SERVICES ON ALL CAMPUSES

ITEM 8. ADOPT NOTICE OF GENERAL ELECTION FOR BLINN COLLEGE, JUNIOR COLLEGE DISTRICT OF WASHINGTON COUNTY, TO ELECT ONE TRUSTEE EACH FOR AT-LARGE POSITIONS 1, 2 AND 3 FOR FULL SIX-YEAR TERMS

ITEM 9. REVIEW AND ACTION TO APPROVE REVISIONS TO THE LIST OF AUTHORIZED REPRESENTATIVES FROM THE COLLEGE TO LONE STAR INVESTMENT POOL AND TEXPOOL

ITEM 10. REVIEW AND ACTION TO ACCEPT A GIFT TO THE COLLEGE OF VARIOUS MEDICAL EQUIPMENT TO BE USED FOR STUDENT TRAINING IN ALLIED HEALTH SIMULATION AND CLINICAL LABS

On a motion by Mr. Borhardt, seconded by Mrs. Miller, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 6** - Minutes for the February 19, 2013, Regular Meeting and the February 28, 2013, Special Meeting; **ITEM 7** - Administration to Seek Proposals for Janitorial Services on all campuses; **ITEM 8** - Adoption of a Notice of General Election for Blinn College, Junior College District of Washington County, to Elect One Trustee Each for At-Large Positions 1, 2 and 3 for

Full Six-Year Terms (a copy of the Notice of General Election is attached and made a part of these *Minutes*); **ITEM 9** - Revisions to the List of Authorized Representatives for Lone Star Investment Pool and Texpool (copies of the revisions are attached and made a part of these *Minutes*) and **ITEM 10** - accept a Gift to the College of Various Medical Equipment to be used for Student Training in Allied Health Simulation and Clinical Labs (a copy of the donations are attached and made a part of these *Minutes*).

ACTION ITEMS:

ITEM 11. REVIEW AND ACTION TO AWARD A CONSTRUCTION CONTRACT FOR THE CONSTRUCTION OF A 300-VEHICLE PARKING LOT ON THE BRYAN CAMPUS

Mr. Richard O'Malley, Executive Director, Facilities, Planning and Construction, responded to a question from Mrs. Miller on why the Administration did not want to award the alternate for LED lights. He responded that the LED lights are not cost effective at this time. He told the Board that \$1.3 million is budgeted for this project but he estimates the actual cost to be \$1.1 million. He responded to other questions from the Board (a copy of the bids are attached and made a part of these *Minutes*).

On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to approve the base bid to Dudley Construction for \$867,736.79, for the construction of a 300-vehicle parking lot on the Bryan campus.

ITEM 12. REVIEW AND ACTION TO SEEK BIDS FOR THE LIGHTING IMPROVEMENTS FOR THE INTERIOR LIGHTING AT THE STUDENT CENTER, DR. W.W. O'DONNELL PERFORMING ARTS CENTER, ORIGINAL BAND HALL PORTION OF THE J. HAL AND ALLYNE MACHAT MUSIC FACILITY, W.L. MOODY, JR., LIBRARY AND OLD MAIN BUILDING ON THE BRENHAM CAMPUS

Mr. O'Malley reviewed the need for lighting improvements for the interior lighting at the Student Center, Dr. W.W. O'Donnell Performing Arts Center, original Band Hall portion of the J. Hal and Allyne Machat Music Facility, W.L. Moody, Jr., Library and Old Main Building on the Brenham Campus.

On motion by Mr. Toubin, seconded by Mr. Borchardt, the Board voted to approve the request to seek bids for lighting improvements for the interior lighting at the Student Center, Dr. W.W. O'Donnell Performing Arts Center, original Band Hall portion of the J. Hal and Allyne Machat Music Facility, W.L. Moody, Jr., Library and Old Mail building on the Brenham Campus.

ITEM 13. REVIEW AND ACTION TO SEEK BIDS FOR THE PUMPING, VARIABLE FREQUENCY DRIVES AND CONTROLS IMPROVEMENTS RELATED TO THE CENTRAL PLANT AND CHILLED WATER DISTRIBUTION SYSTEM ON THE BRENHAM CAMPUS

Mr. O'Malley reviewed the need of various improvements related to the pumping, variable frequency drives and control improvements related to the Central Plant and chilled water distribution system on the Brenham Campus.

On motion by Mr. Lange, seconded by Mrs. Miller, the Board voted to approve the request to seek bids for the pumping, variable frequency drives and controls improvements related to the Central Plant and chilled water distribution system on the Brenham Campus as presented by the Administration.

ITEM 14. REVIEW AND ACTION TO CONSIDER LEASE OF 0.8119 NET MINERAL ACRES IN THE NIELS PETERSON SURVEY, ABSTRACT 15, LEE COUNTY, TEXAS, UNDER THE PROCESS REQUIRED FOR PROCURING THE LEASE IN ACCORDANCE WITH APPLICABLE LAW

Mr. O'Malley told the Board Blinn was asked to lease 0.8119 Net Mineral Acres in the Niels Peterson Survey, Abstract 15, Lee County, Texas, under the process required for procuring the lease in accordance with applicable law (a copy of the offer is attached and made a part of these *Minutes*). Mr. Toubin suggested the Administration have an attorney who specializes in oil and gas to assist with the consideration of such lease.

On a motion by Mrs. Miller, seconded by Dr. Boehm, the Board voted to approve leasing the mineral interest owned by the College and authorize the Administration to publish notice and solicit bids in accordance with applicable law.

ITEM 15. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO PURCHASE TWO VRTEX 360 VIRTUAL REALITY ARC WELDING TRAINERS FOR THE SEALY CAMPUS

Ms. Jeri Dulaney, Director, Sealy Campus, informed the Board about a grant received for two virtual welding trainers. She explained the planned usage of the machines. The College will be reimbursed by the grant (a copy of the quote for the purchase of these machines is attached and made a part of these *Minutes*).

On a motion by Mr. Toubin, seconded by Mrs. Miller, the Board voted to approve the Administration to purchase two vrtext 360 Virtual Reality Arc Welding Trainers for the Sealy Campus.

REPORTS, ANNOUNCEMENTS AND OTHER NON-ACTION ITEMS:

ITEM 16. REPORTS:

• **BUILDINGS AND GROUNDS**

Mr. O'Malley responded to questions regarding his written 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: 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 design of a 300 car surface lot.
Update: The project is scheduled to bid and be awarded in the March board meeting, the timeline for completion of this new overflow lot is July 2013.

- 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.
- 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.
 - 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 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 April.
 - The Central Plant Improvement Project is in design.
- Construction (Bryan Campus):
 - The Generator Project is in construction and scheduled to be completed by March.
- Construction (Brenham Campus):
 - The Generator Project is in construction and scheduled to be completed by March.
 - The Student Center Roof/Baseball Field Locker Room Roof is under construction.
 - The Student Housing Door Alarm Project is complete.

**Note: Italics indicate older items.*

- **PRISON PROGRAM - WINDHAM SCHOOL DISTRICT**

Ms. Elaine Abshire & Ms. Kelli Shomaker reviewed the Prison Program. Due to Federal budget cuts, the State prison programs will be discontinued from Blinn's program.

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

Mr. Joe Bauman reviewed the reaffirmation of accreditation process. He responded to questions from the Board (a copy of the TEAM/SACS Board Update on Blinn's Reaffirmation of Accreditation is attached and made a part of these *Minutes*).

ITEM 17. BRAZOS COUNTY CAMPUSES UPDATE

Dr. Raspiller welcomed the Board to the Bryan campus. He thanked the faculty, staff and community in attendance.

He reviewed the Student Leadership & Activities, Spring 2013, upcoming events for the Bryan Campus (a copy of the Bryan Campus Events for Spring 2013, is attached and made a part of these *Minutes*);

- March 19, 2013, Board of Trustees Meeting, E-105, 6:30 p.m.
- March 21, 2013, Spanish Cultural Event: Roger Lorenzo (speaker), E-105, 6:00 p.m.
- April 3, 2013, Humanities/ hosting authors, E-105, Noon, Tim O'Brien & Larry Heinemann
- April 5, 2013, Blinn TEAM Advising, E-105, 8:00 a.m.
- April 6, 2013, Continuing Education Seminar, E-105, 7:00 a.m.
- April 8, 2013, International Student Organization Cultural Event, E-105, 10:00 a.m.
- April 9, 2013, District Wide Student Services Meeting, E-105, 1:00 p.m.
- April 12, 2013, Blinn TEAM Advising, E-105, 8:00 a.m.
- April 13, 2013, Blinn Ethnic Student Organization, E-105, 9:00 a.m., Mother & Daughter Tea
- April 14, 2013, Sigma Kappa Delta, English Honor Society 5K Run, Blinn College Campus, Noon

ITEM 18. ADMINISTRATIVE ANNOUNCEMENTS

Dr. Nolte introduced Ms. Andi Liner, the new Dean of Admissions and Registrar.

Dr. Nolte asked Dr. Crowson to give an update on Student Housing Safety Bills, HB 895 and SB 146.

Women's Basketball team won game #2 at the National Tournament. They play game #3 on Thursday.

- **UPCOMING EVENTS:**

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

- Athletic Events:
 - Men's Basketball - Region XIV Tournament - March 5-9
 - Women's Basketball - Region XIV Tournament - March 6-9
 - Softball vs San Jac-South, March 20, 4:00 & 6:00 p.m.
 - Softball vs Alvin CC, March 22, 2:00 & 4:00 p.m.
 - Baseball vs Galveston, March 22, 3:00 p.m.
 - Baseball vs Galveston, March 23, 1:00 & 3:30 p.m.
 - Softball vs Angelina, March 23, 2:00 & 4:00 p.m.
- Dental Hygiene Re-Accreditation Visit - March 19-20.
- Texas Higher Education Coordinating Board Task Force on Community and Technical Colleges - March 22 at McLennan Community College, Waco, Texas.
- Washington County Day at the Capitol - February 26.
- Association of Community College Trustees Governance Leadership Institute - March 21-23, in San Antonio, Texas.
- Lifetime Learning Luncheon - March 1, 11:30 a.m., Speaker, Loren Steffy, author and business columnist for the Houston Chronicle, in the Janis Sneed Banquet Room, Student Center, Brenham campus.
- Holiday - March 29.
- Mu Alpha Induction Ceremony - April 8, 7:00 p.m., in the Janis Sneed Banquet Room, Brenham campus.
- Theatre Arts Presentation of "An Evening of Tennessee Williams" - April 12 & 13 at 7:00 p.m.; High School Recruiting Tour: April 8-11, in the Dr. W.W. O'Donnell Performing Arts Center MRW Studio Theatre.
- Technical Education Advisory Committee Meeting - April 11 at 11:00 a.m., in the Student Center, Board Dining Room, Brenham campus.
- Blinn College Ex-Students Association Golf Tournament - April 12 at 12:30 p.m., at the Brenham Country Club.
- Maifest Parade - May 4, 10:30 a.m., in Downtown Brenham.
- Regular Board Meeting - Tuesday, April 16, 2013, 6:30 p.m., on the Brenham campus.

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

The public was recessed for a break at 7:39 p.m.

The public recessed for closed session at 7:55 p.m.

CLOSED SESSION:**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**
- (C) **GIFTS AND DONATIONS (GOV'T. CODE, SEC. 551.073)**
 - i. **DELIBERATIONS REGARDING PROSPECTIVE GIFTS AND DONATIONS**
- (D) **CONSULTATION WITH ATTORNEY REGARDING AN ITEM ON THE AGENDA (GOV'T. CODE, SEC. 551.071)**

ITEM 21. RECONVENE PUBLIC SESSION

The public session was reconvened at 9:01 p.m.

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

- (A) **REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS AND PERFORMANCE OBJECTIVES OF THE DISTRICT PRESIDENT AND CAMPUS PRESIDENT, BRAZOS COUNTY CAMPUSES**
- (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**


No action taken on Closed Session Items.

ITEM 23. ADJOURNMENT

On a motion by Dr. Boehm, seconded by Mr. Lange, the Meeting was adjourned at 9:02 p.m.



 Mr. Alwood C. Kenjura
 President



 Mr. Douglas R. Borchardt
 Secretary