

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

**Regular Meeting, Tuesday, May 21, 2013, 6:30 p.m.**

The Board of Trustees convened at 6:32 p.m. in the Board Room with the following members present: Mr. Atwood C. Kenjura, President, presiding; 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: Mr. Leon B. Toubin, Vice President.

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, Finance and Administrative Services; Ms. Cathy Boeker, Associate Vice President, Institutional Advancement/Governmental Affairs; Dr. Dennis Crowson, Vice President, Student Services; Dr. Debra LaCour, Vice President, Academic Affairs; Mr. Rich Bray; Ms. Sarah Barland; Ms. Karen Buck; Mr. Brian Burk; Ms. Jeri Thornton-Dulaney; Mr. Ronald Hammond; Ms. Becky Krebs; Ms. Deborah Noe; Mr. Richard O'Malley; Ms. Kris Ottmer; Ms. Sami Rahman; Mr. Steve Rathbone; Ms. Rebecca Ruffino; Mr. Scott Schumacher; Mr. Jeff Tilley and Mr. David Yeager.

Also registered as in attendance were: Ms. Cassie Armenta, Ms. Katie Muninch, Ms. Breanna Thornton, Ms. Leslie Hilbun, Mr. Anthony Antonelli and Mr. Michael Brewster, Blinn College Students; Judge Terry Flenniken, 21st District Court; Mr. Glen House and Mr. Jim Hepburn, House & Partners Architects; Mr. Steven Miller; 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 and the prayer was given by Dr. Nolte.

**ITEM 2. REVIEW AND ACTION TO CANVASS VOTES CAST IN THE MAY 11, 2013, BLINN COLLEGE, JUNIOR COLLEGE DISTRICT OF WASHINGTON COUNTY, BOARD OF TRUSTEES ELECTION FOR AT-LARGE POSITIONS ONE, TWO AND THREE**

Mr. Kenjura opened election results for each precinct and performed an official canvass of the votes cast in the May 11, 2013, Blinn College, Junior College District of Washington County Board of Trustees Election for At-Large Positions One, Two and Three.

**ITEM 3. ISSUANCE OF CERTIFICATES OF ELECTION AND SIGNING OF OFFICER'S STATEMENTS**

Mr. Kenjura signed the Certificates of Election and had newly elected Board Members sign Officer Statements.

**ITEM 4. SWEARING IN OF NEWLY ELECTED BOARD MEMBERS FOR AT-LARGE POSITIONS ONE, TWO AND THREE TO SERVE SIX-YEAR TERMS FOR THE PERIOD MAY 2013 THROUGH APRIL 2019.**

Judge Terry Flenniken administered the Oaths of Office for Mrs. Miller, Mr. Kenjura and Mr. Sommer.

**ITEM 5. ACTION TO ELECT OFFICERS OF THE BOARD FOR TWO-YEAR TERMS FOR THE PERIOD MAY 2013 THROUGH MAY 2015**

Mrs. Miller made a motion to elect Mr. Douglas Borchardt as Board President, Mr. Atwood Kenjura as Vice President and Mr. David Sommer as Secretary. The motion was seconded by Mr. Norwood Lange.

The new officers will assume office at the conclusion of the May 21, 2013, meeting.

Mr. Kenjura led the remainder of the meeting.

**ITEM 6. PUBLIC COMMENT**

There was no public comment.

**NON-ACTION ITEMS:**

**ITEM 7. READING OF A RESOLUTION FOR THE 2013 CHEER AND DANCE TEAMS**

Mr. Kenjura read a Resolution to congratulate the 2013 cheer and dance teams (a copy of the Resolution is attached and made a part of these *Minutes*). Ms. Sarah Barland, Cheer/Dance Team Coach, thanked the Board for the recognition and introduced the cheer and dance students who were present.

**ITEM 8. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING APRIL 30, 2013**

Ms. Kelli Shomaker reviewed the financial statement and list of checks for the period ending April 30, 2013 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). She highlighted variances and provided explanation to the Board.

**CONSENT AGENDA ITEMS:**

**ITEM 9. REVIEW AND ACTION TO APPROVE THE MINUTES FOR THE APRIL 16, 2013, REGULAR MEETING AND APRIL 25, SPECIAL MEETING**

**ITEM 10. REVIEW AND ACTION TO ACCEPT A GIFT TO THE COLLEGE OF SINGLE CHAMBER PUMPS TO BE USED FOR STUDENT TRAINING ON THE TEXAS A&M HEALTH SCIENCE CENTER CAMPUS**

**ITEM 11. REVIEW AND ACTION TO ACCEPT A GIFT TO THE COLLEGE OF A FORKLIFT, BATTERY AND CHARGER TO BE USED FOR STUDENT TRAINING AT THE A.W. HODDE, JR., TECHNICAL EDUCATION CENTER**

**ITEM 12. REVIEW AND ACTION TO APPOINT AND RE-APPOINT MEMBERS TO THE SEALY ADVISORY COMMITTEE**

**ITEM 13. REVIEW AND ACTION TO ADOPT UPDATE NUMBER 28 TO BOARD POLICIES AS PREPARED BY THE TEXAS ASSOCIATION OF SCHOOL BOARDS POLICY SERVICE, AFFECTING LOCAL POLICIES:**

- (A) *ECC(LOCAL): Instructional Arrangements - Course Load and Schedules*
- (B) *EFCD(LOCAL): Special Programs - GED Testing Centers*
- (C) *EGA(LOCAL): Academic Achievement - Grading and Credit*
- (D) *FB(LOCAL): Admissions*
- (E) *FC(LOCAL): Attendance*
- (F) *FD(LOCAL): Tuition and Fees*
- (G) *FFAC(LOCAL): Wellness and Health Services - Communicable Diseases*
- (H) *FFD(LOCAL): Student Welfare - Freedom From Discrimination, Harassment and Retaliation*
- (I) *FFE(LOCAL): Student Welfare - Freedom From Bullying and Dating Violence*
- (J) *FI(LOCAL): Solicitations*
- (K) *FJ(LOCAL): Student Records*
- (L) *FK(LOCAL): Student Activities*
- (M) *FKA(LOCAL): Student Activities - College-Sponsored Publications*
- (N) *FKB(LOCAL): Student Activities - Activity Funds Management*
- (O) *FKC(LOCAL): Student Activities - Registered Student Organizations*
- (P) *FLA(LOCAL): Student Rights and Responsibilities - Student Expression*
- (Q) *FLAA(LOCAL): Student Expression - Student Use of College District Facilities*
- (R) *FLB(LOCAL): Student Rights and Responsibilities - Student Conduct*
- (S) *FLBE(LOCAL): Student Conduct - Alcohol and Drug Use*
- (T) *FLBF(LOCAL): Student Conduct - Weapons*
- (U) *FLE(LOCAL): Student Rights and Responsibilities - Involvement in Decision Making*
- (V) *FM(LOCAL): Discipline And Penalties*
- (W) *GF(LOCAL): Community Use of College District Facilities*
- (X) *GFA(LOCAL): Community Use of College District Facilities - Conduct on College District Premises*

**ITEM 14. REVIEW AND ACTION TO REVISE BOARD POLICIES:**

- (A) *DEA(LOCAL): Compensation and Benefits - Salaries and Wages*
- (B) *DEC(LOCAL): Compensation and Benefits - Leaves and Absences*
- (C) *FDA(LOCAL): Tuition and Fees - Residency*

**ITEM 15. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR THE REPLACEMENT OF FIRE ALARM SYSTEMS AT THE STUDENT CENTER AND OLD MAIN BUILDING ON THE BRENHAM CAMPUS**

**ITEM 16. 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 SEPTEMBER 1, 2013 - FEBRUARY 28, 2014**

**ITEM 17. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK REQUEST FOR PROPOSALS FOR AUTO, PROPERTY, LIABILITY AND WORKMAN'S COMPENSATION INSURANCE UTILIZING THE SERVICES OF A CONSULTANT**

On a motion by Mr. Sommer, seconded by Mrs. Miller, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 9** - Minutes for the April 16, 2013, Regular Meeting and the April 25, 2013, Special Meeting; **ITEM 10** - Gift to the College of single chamber pumps to be used for

student training on the Texas A&M Health Science Center Campus (a copy of the donation form is attached and made a part of these *Minutes*); **ITEM 11** - Gift to the College of a forklift, battery and charger to be used for student training at The A.W. Hodde, Jr., Technical Education Center (a copy of the donation form is attached and made a part of these *Minutes*); **ITEM 12** - Appointment and Re-appointment of Members to the Sealy Advisory Committee; **ITEM 13** - Adoption of Update Number 28 to Board Policies as prepared by the Texas Association of School Boards Policy Service, affecting Local Policies (a copy of explanatory notes for Update Number 28 are attached and made a part of these *Minutes*); **ITEM 14** - Revision of Board Policies (a copy of the revisions are attached and made a part of these *Minutes*); **ITEM 15** - Administration to Seek Bids for the Replacement of Fire Alarm Systems at the Student Center and Old Main Building on the Brenham Campus; **ITEM 16** - Administration to Seek Bids for Grocery and Frozen Products, Meat and Processed Meat, Milk Products and Bread Products for September 1, 2013 - February 28, 2014; and **ITEM 17** - Administration to Seek Request for Proposals for Auto, Property, Liability and Workman's Compensation Insurance Utilizing the Services of a Consultant as presented by the Administration.

#### **ACTION ITEMS:**

#### **ITEM 18. REVIEW AND ACTION TO SUPPORT THE PROPOSED ATHLETIC DEPARTMENT "ADOPT-A-CHARITY" COMMUNITY SERVICE PROGRAM**

Mr. Scott Schumacher, Director of Athletics/Head Coach, Men's Basketball, reviewed a proposal to begin an "Adopt-A-Charity" Community Service Program (a copy of the proposal is attached and made a part of these *Minutes*). He spoke about the importance of students giving back to the community.

On a motion by Mr. Lange, seconded by Dr. Boehm, the Board voted to authorize the Athletic Department to begin an "Adopt-A-Charity" Program, as presented by the Administration.

#### **ITEM 19. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD A BID FOR A CNC LATHE FOR THE A. W. HODDE, JR., TECHNICAL EDUCATION CENTER**

Mr. David Yeager, Director, Technical Education Center, reviewed the need for a CNC Lathe machine to be purchased for the Machinist Program at the A.W. Hodde, Jr., Technical Education Center.

Mr. Yeager provided copies of the bid results to the Board (a copy of the bid results is attached and made a part of these *Minutes*).

On a motion by Mr. Sommer, seconded by Mr. Lange, the Board voted to award a bid for a CNC Lathe to Champions Machine Tool Sales, Inc.

#### **ITEM 20. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD RFP #117 FOR A CONTACT CENTER SOLUTION SYSTEM**

**ITEM 20** was tabled for further review.

#### **ITEM 21. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO HIRE A THIRD PARTY EVALUATOR SHOULD THE COLLEGE BE AWARDED A TRADE ADJUSTMENT ASSISTANCE COMMUNITY COLLEGE AND CAREER TRAINING (TAACCT) GRANT THROUGH THE UNITED STATES DEPARTMENT OF LABOR**

Ms. Deborah Noe, Grants and Resource Development, reviewed the College's intention to submit an application for a TAACCCT Grant. She reviewed the need for a third-party evaluation in the event the grant would be awarded. Ms. Noe responded to questions from the Board.

On a motion by Dr. Boehm, seconded by Mrs. Miller, the Board voted to authorize the Administration to hire a third party evaluator should the College be awarded a Trade Adjustment Assistance Community College and Career Training Grant (TAACCCT) through the United States Department of Labor, as presented by the Administration.

**ITEM 22. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD BIDS FOR INTERIOR COSMETIC IMPROVEMENTS OF SOLONS HALL ON THE BRENHAM CAMPUS**

Mr. Richard O'Malley, Executive Director, Facilities, Planning and Construction, reviewed a need to seek and award bids for cosmetic improvements of Solons Hall on the Brenham Campus.

On a motion by Mrs. Miller, seconded by Mr. Sommer, the Board voted to approve the Administration to seek and award bids for interior cosmetic improvements of Solons Hall on the Brenham Campus, as presented by the Administration.

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

**ITEM 23. REPORTS:**

• **BUILDINGS AND GROUNDS**

Mr. O'Malley reviewed the buildings and grounds report and responded to questions from the Board (a copy of the Buildings and Grounds 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.*
  - 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.
  - Bryan Campus Master Plan – The Administration is negotiating an agreement with Boka Powell for the development of a Master Plan for the Bryan Campus.
- 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.

- 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.
  - Holleman Hall – Interior upgrades are being considered for Holleman Hall for construction in the fall of 2013
  - Student Housing – The Administration has hired House Architects, LLP to provide a student housing plan for the development of phased apartment style housing on the 7.43 acres of land recently purchased at the intersection of Old Mill Creek Rd. and Saeger St. Additionally, the Administration is negotiating an agreement with LAN, Inc. to provide a Facilities Assessment of the existing student housing. The result of this study will provide a recommendation and cost comparison on the proposed renovation vs. demolition of the existing buildings, and a timeline to accomplish the project.
- Design (Bryan Campus):
    - The Administration Building Roof/Gutter Replacement - This project is in the design phase. The budget for these improvements is \$250,000.00 and the funds have been budgeted in the 2012 - 2013 fiscal year.
    - The landscape project for the parking lot improvements is in design and will be awarded at the June board meeting.
    - Minor drainage improvements are being designed and bid for the Administration Building
  - Design (Brenham Campus):
    - The Lighting Project for replacement lamps in the Student Center, O'Donnell Center, "Original" Band Hall, Moody Library, and Old Main is in design and will bid on June 13<sup>th</sup>
    - The Central Plant Improvement Project is in design and will bid on June 13<sup>th</sup>
    - Minor Roof and Lighting Improvements are being designed and bid at the Star of Republic Museum
    - Minor exterior renovations are being designed and bid at the SBDC building
    - The Fire Alarm System for Old Main and the Student Center are in design and will bid on June 18<sup>th</sup>
  - Construction (Bryan Campus)
    - The Generator Project has been completed
    - Parking Lot Project – Dudley Construction has started the construction of the parking lot. The schedule for completion is July 31<sup>st</sup> 2013
  - Construction (Brenham Campus)
    - The Generator Project is complete
    - The Student Housing Door Alarm Project is complete
    - The painting, flooring, parking lot improvements at Memorial Hall are under construction to be completed by July 2013
    - The Student Center Kitchen floor and wall replacement project is under construction. Madison Construction is the general contractor

*\*Note: Italics indicate older items.*

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

Dr. Nolte reported to the Board that Dr. Joseph H. Silver, Managing Partner, Silver & Associates, facilitated an onsite meeting on May 14, 2013, where he worked with Division Chairs and Assistant Division Chairs to refine program outcome statements, document how we have used data for program improvement, and share a template for the Monitoring Report (a copy of the Board update on Blinn's Reaffirmation of Accreditation is attached and made a part of these *Minutes*).

- **ENROLLMENT AND HOUSING**

Dr. Crowson reviewed housing student GPA's which have continued to increase. He also reviewed Occupancy Reports for the Minimester which is down slightly (a copy of the May Minimester Occupancy Report is attached and made a part of these *Minutes*). He gave a preview of Fall Housing Occupancy numbers.

He also reviewed Minimester and enrollment numbers for Summer and Fall (a copy of the Registration Statistics for Summer and Fall is attached and made a part of these *Minutes*).

- **GRANTS**

Ms. Deborah Noe announced a few grants that have been recently awarded. The first was a T-STEM Grant which will allow Blinn to award \$450,000 in Scholarships. These funds will be a great recruiting tool. An Adult Basic Education Grant for Workforce Training will provide \$325,000 for training. Ms. Noe also reviewed grant opportunities on the horizon.

#### **ITEM 24. BRAZOS COUNTY CAMPUSES UPDATE**

Dr. Ted Raspiller reviewed upcoming events for the Bryan Campus (a copy of the Student Leadership and Activities for Spring 2013, is attached and made a part of these *Minutes*). He presented the Board with a book from the photography program which was enhanced by a piece of equipment purchased by the Blinn College Foundation. He shared a thank you note from the class president of the Bryan Collegiate High School.

- May 17, 2013 Blinn TEAM Advising Day, E-105, 8:30 a.m.
- May 20, 2013 Student Orientation Registration & Advising, E-105, 8:00 a.m.
- May 24, 2013 Blinn TEAM Advising Day, E-105, 8:30 a.m.
- June 10, 2013 Blinn TEAM Advising Day, E-105, 8:30 a.m.
- June 13, 2013 Student Orientation Registration & Advising, E-105, 8:00 a.m.
- June 14, 2013 Student Orientation Registration & Advising, E-105, 8:00 a.m.

#### **ITEM 25. ADMINISTRATIVE ANNOUNCEMENTS:**

Dr. Nolte congratulated Dr. Crowson on the increase in student GPA in housing. He also thanked Mr. Doug Pierce on all of the work he does. He then reviewed the following Upcoming Events (a copy of the Upcoming Events are attached and made a part of these *Minutes*):

- **UPCOMING EVENTS:**
  - National Institute for Staff and Organizational Development (NISOD) Annual Conference - May 26 - May 28, Austin
  - Holiday - May 27 - Offices Closed
  - Blinn College Foundation "Business After Hours" - May 28, 5:00 p.m. - 7:00 p.m.
  - Retirement Reception for Larry Campbell - May 31, 10:00 - 11:30 a.m., J. Hal & Allyne Machat Music Facility
  - Community College Association of Texas Trustees Annual Meeting - June 1, 8:00 a.m.

- 4:00 p.m., Austin
- o New Student Orientation - June 12
- o Juneteenth Parade - June 15, 10:30 a.m. in Downtown Brenham.
- o Regular Board Meeting - Tuesday, June 18, 6:30 p.m., Board Room, Brenham campus

**ITEM 26. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY *GOV'T. CODE*,  
SEC. 551.101)**

The public was recessed for a break at 7:55 p.m.

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

**CLOSED SESSION:**

**ITEM 26. 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 27. RECONVENE PUBLIC SESSION**

The public session was reconvened at 8:25 p.m.

**ADDITIONAL ACTION ITEMS:**

**ITEM 28. ACTION 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**

On a motion by Dr. Boehm, 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*).

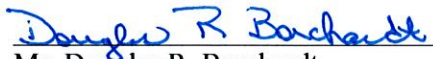
On a motion by Mrs. Miller, seconded by Mr. Borchardt, the Board voted to approve the renewal of current Faculty and Professional Staff contracts for the 2013-2014 school year (copies of the list of persons employed is attached and made a part of these *Minutes*).



**ITEM 29. ADJOURNMENT**

On a motion by Mr. Sommer, seconded by Mr. Lange, the meeting was adjourned at 8:27 p.m.

  
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Mr. Atwood C. Kenjura  
President

  
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Mr. Douglas R. Borchardt  
Secretary