

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Monday, July 15, 2014, 6:30 p.m.

The Board of Trustees convened at 6:31 p.m., in the Board Room with the following members present: Mr. Douglas R. Borchardt, President, presiding; Mr. Atwood C. Kenjura, Vice President; Mr. David Sommer, Secretary; Mrs. Theodora "Teddy" V. Boehm and Mr. Leon B. Toubin.

Board members not present: Mr. Norwood Lange and Mrs. Carolyn D. Miller, CPA.

Members of the College staff in attendance were: Dr. Harold Nolte, District President; Dr. Sylvia McMullen, President, Brazos County Campuses; Ms. Kelli Shomaker, Senior Vice President, Finance and Administrative Services/CFO; Dr. Dennis Crowson, Senior Vice President, Student Services; Dr. Cynthia Griffith, Vice President, Instruction for Technical and Workforce Education; Ms. Cathy Boeker, Associate Vice President, Government & Public Affairs; Mr. Tony Adam; Dr. Mary Barnes-Tilley; Ms. Kris Beckendorf; Mr. Mark Bernier; Dr. Rochelle Bradley; Mr. Richard Bray; Mr. Mordecai Brownlee; Mr. Marcelo Bussiki; Ms. Lisa Caton; Ms. Anna Hall-Zieger; Ms. Andi Liner; Dr. Diane Lovell; Mr. Kyle Merten; Mr. Richard O'Malley; Mr. Joe Al Picone; Ms. Rebecca Ruffino; Mr. Jeff Tilley and Mr. Mark Workman.

Also registered as in attendance were: Mr. J. Hal Machat, concerned citizen; Mr. Kyle Cunningham, **Brenham Banner-Press** and Mr. Jordan Overturf, *The Eagle*.

ITEM 1. CALL MEETING TO ORDER, INVOCATION AND PLEDGE TO THE AMERICAN AND TEXAS FLAGS

The meeting was called to order by Mr. Borchardt. The pledge was led by Mr. Sommer and the prayer was given by Mr. Sommer.

Mr. Borchardt read a letter of resignation from Trustee, Norwood Lange (a copy of the resignation letter is attached and made a part of these *Minutes*). The Board will discuss the next steps in filling the vacancy.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:

ITEM 2. DISTRICT PRESIDENT ADMINISTRATIVE ANNOUNCEMENTS

Dr. Harold Nolte reviewed administrative announcements and upcoming events (a copy of the announcements and events are attached and made a part of these *Minutes*). He discussed Cam Newton's recent visit to Blinn College.

Dr. Nolte also reported on the following (a copy of the Power Point presentation is attached and made a part of these *Minutes*):

- More than 50 elementary and middle school students participated in this year's Blinn College – Schulenburg campus Kids College, where they learned science, math, technology and leadership skills through hands-on activities. This year's theme was CSI: Kids College, and the students used the skills they learned to help solve a weeklong campus mystery.

- The Schulenburg campus also hosted a successful computer improvement fair July 7-11, where graduates of the advanced personal computing and network troubleshooting classes provided free maintenance and troubleshooting for citizens who dropped off their computer.
- Approximately 40 students from the Knowledge is Power Program (KIPP) participated in a two-day orientation that included enrollment, academic advising, financial aid, student life and housing information, and even featured a mock class so students could feel what it's like to be in a real college course.

This Fall, between 40 and 50 KIPP graduates from campuses in Houston, Dallas, Austin and San Antonio will attend Blinn as a single cohort, allowing those students to capitalize on Blinn's smaller class sizes and greater affordability on their way to earning a four-year degree.

- Dr. Kyle Merten, a former Blinn College student, joins the Foundation staff as Alumni Relations Director, after serving seven years with Texas 4-H, including the past five as an assistant professor and Extension specialist. As Extension specialist, he applied for and received over \$100,000 in community and state grants over the last two years and coordinated the Texas 4-H Roundup, the organization's premiere leadership event.

Merten graduated from Brenham High School in 2002, where he also enrolled in Blinn dual credit courses. He continued taking courses at the Blinn - Brenham campus his freshman year at Texas A&M, then moved to College Station as a sophomore, where he continued taking courses at Blinn - Bryan.

ITEM 3. BRAZOS COUNTY CAMPUSES UPDATE

Dr. Sylvia McMullen reviewed recent and upcoming events (a copy of the events are attached and made a part of these *Minutes*). She updated the Board on modular building construction, faculty hiring fair, student outreach activities, study abroad, and recent grant award for Health Science Center equipment. Finally she discussed the upcoming faculty convocation.

Dr. McMullen also reported on the following (a copy of the Power Point presentation is attached and made a part of these *Minutes*):

- The installation of two temporary modular buildings is currently taking place on campus. These facilities, which will include part-time faculty and Distance Learning space, will free up additional classroom/lab space for the 2014-15 academic year. These facilities are expected to be ready by August 20. Additionally, beside the temporary building located on the north side of campus, we are installing an archeological dig site that will be used to create hands-on learning experiences for our archeology classes. Nearby, we have identified land that could be used for a practice soccer field for our fast-growing intramurals program.
- May graduates Shayla McClure, Jessica Johnson and Lyndie Vickrey returned earlier this month from a 10-day mission trip to Guatemala with Global Dental Relief, a nonprofit organization that provides free dental care to children across the world. The recent graduates provided free fillings, extractions, fluoride treatments and dental hygiene instruction to more than 500 children in just six days at a clinic in Santa Catarina Palopó, a village in southern Guatemala.

Each year dental hygiene students host Give Kids a Smile, an initiative of the American Dental Association that provides free dental services to qualifying local children. At their most recent Give Kids a Smile event, more than 50 Bryan-College Station children received cleanings, x-rays and sealants at no cost.

- A grant from the Texas Comptroller worth almost \$270,000 will help Blinn College expand its renowned simulation experience for tomorrow's nursing professionals.

- Blinn was awarded \$269,320 from the state's Job Building Fund, which was designed by the Texas Legislature to fund training in high-demand occupations. The grant will allow us to add equipment to its simulation labs, including:
 - Virtual IV systems
 - An automated delivery system that allows students to simulate a variety of birthing scenarios.
 - Additional recording equipment that will allow the College to record simulations in all laboratories. After the simulation is complete, these recordings are reviewed with the student to identify areas for improvement.
 - Cardionics SimScopes, computerized stethoscopes that simulate abnormal heartbeat, breathing and abdominal sounds.
 - A defibrillation simulator that allows students to practice defibrillation techniques.

ITEM 4. REPORTS:

- **ENROLLMENT**

Ms. Andi Liner, Dean, Admissions and Records/Registrar, reviewed summer enrollment and gave a preview for fall enrollment. Ms. Liner noted that enrollment looks strong (a copy of the enrollment report is attached and made a part of these *Minutes*).

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

Mr. Tony Adam, Director of Institutional Assessment, reviewed the progress of drafting the Focused Report (a copy of the reaffirmation update is attached and made a part of these *Minutes*). Preparations are also underway for the upcoming SASCOC on-site visit.

- **QUALITY ENHANCEMENT PLAN**

Dr. Mary Barnes-Tilley, Professor, Social Science, reviewed the progress of the Blinn College Quality Enhancement Plan (QEP) development as well as the marketing plan for the QEP team (a copy of the QEP update is attached and made a part of these *Minutes*). She explained the concept of learning communities to support first-year college students.

- **BUILDINGS AND GROUNDS**

Mr. Richard O'Malley, Executive Director, Facilities, Planning and Construction, reviewed the highlights of the buildings and ground report (a copy of the buildings and ground report is attached and made a part of these *Minutes*). He stated that the modular building project is on track. Mr. O'Malley also advised the Board that a real estate team is already working on space planning and identification for the Brazos County Campus expansion. He responded to questions from the Board.

ITEM 5. PUBLIC COMMENT

None.

ITEM 6. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING JUNE 30, 2014

Ms. Kelli Shomaker reviewed the financial statements and list of checks for the period ending June 30, 2014 (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.

ITEM 7. PRELIMINARY REVIEW OF THE BUDGET FOR THE 2014-2015 FISCAL YEAR

Ms. Kelli Shomaker reviewed a draft of a proposed \$93.9M budget. An increase in projected revenue (\$4.7M) and expenditures (\$1.7M) with a \$4.4M budget surplus. Ms. Shomaker requested that the Board schedule a Budget Workshop to discuss the allocation of the projected surplus tentatively set for August 5, 2014 at 6:30 p.m.

CONSENT AGENDA ITEMS:

ITEM 8. REVIEW AND POSSIBLE ACTION TO APPROVE THE MINUTES FOR THE JUNE 16, 2014, REGULAR MEETING AND THE JUNE 17, 2014, AND JUNE 30, 2014, SPECIAL MEETINGS

ITEM 9. REVIEW AND ACTION TO APPOINT A MEMBER TO THE BRAZOS COUNTY ADVISORY COMMITTEE

ITEM 10. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES FOR BOARD TRAINING SERVICES AND INTERIM SERVICES ASSISTANCE

On a motion by Mr. Sommer, seconded by Mrs. Boehm, the Board voted to approve **CONSENT AGENDA ITEMS: ITEM 8** - minutes for the June 16, 2014, Regular Meeting and the June 17, 2014, and June 30, 2014, Special Meetings (a copy of the minutes are attached and made a part of these *Minutes*); **ITEM 9** - the Administration to appoint David Bairrington to the Brazos County Advisory Committee for a period of two years from September 2014 thru September 2016 (a copy of a bio of Mr. Bairrington is attached and made a part of these *Minutes*), and **ITEM 10** - the Administration to enter into a Professional Services Agreement with Association of Community College Trustees (ACCT) for Board Training Services and Interim Service Assistance (a copy of the ACCT Proposal is attached and made a part of these *Minutes*), as presented by the Administration.

ACTION ITEMS:

ITEM 11. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO NEGOTIATE A PROFESSIONAL SERVICES AGREEMENT WITH ARKITEX STUDIO, INC. FOR THE PLANNING AND PROGRAMMING DESIGN SERVICES RELATED TO THE DEVELOPMENT OF CAMPUS BUILDING AND SPACE IMPROVEMENTS ON THE BRYAN CAMPUS

Mr. O'Malley reviewed the need to plan for space needs for short term growth in Brazos County. He responded to questions from the Board.

On a motion by Mr. Toubin, seconded by Mr. Sommer, the Board voted to authorize the Administration to negotiate a Professional Services Agreement with Arkitek Studio, Inc., for the planning and programming design services related to the development of the Campus Building and Space Improvements on the Bryan Campus.

ITEM 12. REVIEW AND ACTION TO ADOPT TASB UPDATE 29, AFFECTING THE FOLLOWING BLINN COLLEGE BOARD POLICIES:

- (A) *DBD (LOCAL): Employment Requirements and Restrictions - Conflict of Interest*
- (B) *DDA (LOCAL): Personnel Positions - Qualifications and Duties*
- (C) *DDC (LOCAL): Personnel Positions - At-Will Employment*
- (D) *DEA (LOCAL): Compensation and Benefits - Salaries and Wages*
- (E) *DF (LOCAL): Retirement Programs*
- (F) *DGBA (LOCAL): Personnel-Management Relations - Employee Grievances*
- (G) *DI (LOCAL): Employee Welfare*
- (H) *DIA (LOCAL): Employee Welfare - Freedom from Discrimination, Harassment, and Retaliation*
- (I) *DJ (LOCAL): Assignment, Work Load, and Schedules*
- (J) *DK (LOCAL): Professional Development*
- (K) *DM (LOCAL): Termination of Employment*
- (L) *DMAC (LOCAL): Term Contracts - Resignation*
- (M) *DMAD (LOCAL): Term Contracts - Reduction in Force*
- (N) *DMC (LOCAL): Termination of Employment - Reduction in Force*
- (O) *DMD (LOCAL): Termination of Employment - Resignation*
- (P) *DO (LOCAL): Employee Welfare*
- (Q) *DOA (LOCAL): Employee Welfare - Freedom from Discrimination, Harassment, and Retaliation*
- (R) *FLC (LOCAL): Student Rights and Responsibilities - Interrogations and Searches*

Ms. Rebecca Ruffino, Policy/Government Affairs Coordinator, explained the Texas Association of School Boards (TASB) Policy Update process which was provided in the Board packets (a copy of the TASB Explanatory Notes is attached and made a part of these *Minutes*). There were no questions from the Board.

On a motion by Mr. Sommer, seconded by Mr. Toubin, the Board voted to adopt the TASB Update 29, as presented by the Administration.

ITEM 13. REVIEW AND ACTION TO ADOPT TASB UPDATE 29 REVISIONS AND FURTHER REVISE THE FOLLOWING BLINN COLLEGE BOARD POLICIES:

- (A) *DBF (LOCAL): Employment Requirements and Restrictions - Non-school Employment*
- (B) *DCA (LOCAL): Employment Practices - Term Contracts*
- (C) *DH (LOCAL): Employee Standards Of Conduct*
- (D) *FFD (LOCAL): Student Welfare - Freedom from Discrimination, Harassment, and Retaliation*

Ms. Ruffino discussed the policies from the TASB Update 29 which required further revisions (a copy of the proposed policy revisions are attached and made a part of these *Minutes*).

On a motion by Mrs. Boehm, seconded by Mr. Kenjura, the Board voted to adopt revisions to Policies *DBF (LOCAL)*; *DCA (LOCAL)*; *DH (LOCAL)* and *FFD (LOCAL)* from the TASB Update 29, which required additional revisions, as presented by the Administration.

ITEM 14. REVIEW AND ACTION TO ADOPT REVISIONS TO THE FOLLOWING BLINN COLLEGE BOARD POLICIES:

- (A) *BD (LOCAL): Board Meetings*
- (B) *BDB (LOCAL): Board Meetings - Public Participation*
- (C) *DMAA (LOCAL): Term Contracts - Termination Mid-Contract*
- (D) *FLB (LOCAL): Student Rights and Responsibilities - Student Conduct*

- (E) *GFA (LOCAL): Community Use of College District Facilities - Conduct on College District Premises*
- (F) *FLD (LOCAL): Student Rights and Responsibilities - Student Complaints*

Ms. Ruffino further discussed the six policies that required changes outside of the update process (copies of the proposed policy revisions are attached and made a part of these *Minutes*).

On a motion by Mr. Toubin, seconded by Mrs. Boehm, the Board voted to adopt revisions to Board Policies *BD (LOCAL)*, *BDB (LOCAL)*, *DMAA (LOCAL)*, *FLB (LOCAL)*, *GFA (LOCAL)* and *FLD (LOCAL)*, 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 7:30 p.m.

The public was recessed for closed session at 7:40 p.m.

CLOSED SESSION:

ITEM 15. CLOSED SESSION:

- (A) **REAL PROPERTY (GOV'T. CODE, SEC. 551.072)**
 - i. **DISCUSSION OF POSSIBLE PURCHASE, EXCHANGE OR LEASE OF REAL PROPERTY FOR THE BRENHAM, BRYAN, SCHULENBURG AND SEALY CAMPUSES**
- (B) **PERSONNEL MATTERS (GOV'T. CODE, SEC. 551.074)**
 - i. **BOARD SELF-EVALUATION**
 - ii. **DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE OR DISMISSAL OF PUBLIC EMPLOYEES OR OFFICERS**

ADDITIONAL ACTION ITEMS:

ITEM 16. RECONVENE PUBLIC SESSION


The public session was reconvened at 9:55 p.m.

ITEM 17. ACTION ON CLOSED SESSION ITEMS:

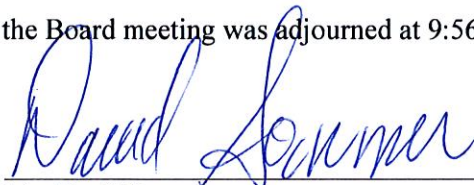
- (A) **REVIEW AND ACTION TO PURCHASE, EXCHANGE OR LEASE REAL PROPERTY FOR THE BRENHAM, BRYAN, SCHULENBURG AND SEALY CAMPUSES**

ITEM 18. ADJOURNMENT

On a motion by Mr. Sommer, seconded by Mrs. Boehm, the Board meeting was adjourned at 9:56 p.m.



Mr. Douglas R. Borchardt
President



Mr. David Sommer
Secretary