

**AGENDA
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Tuesday, February 18, 2014, 6:30 p.m.

The Board of Trustees convened at 6:34 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; Mr. Norwood Lange; Mrs. Carolyn D. Miller, CPA and Mr. Leon B. Toubin.

Board members not present: None.

Members of the College staff in attendance were: Dr. Harold Nolte, District President; Ms. 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; Ms. Cynthia Griffith, Vice President, Instruction; Ms. Cathy Boeker, Associate Vice President, Government & Public Affairs; Mr. Tony Adam; Mr. Mark Bernier; Mr. Richard Bray; Ms. Lisa Caton; Ms. Megan Costanza; Ms. Rebecca Garlick; Ms. Celia Haley; Ms. Andi Liner; Mr. Gus Mutscher; Ms. Susan Myers; Mr. Robert Nelson; Mr. Bradley Nies; Mr. Richard O'Malley; Dr. Greg Phillips; Mr. Steve Rathbone; Ms. Rebecca Ruffino; Mr. John Schaffer; Mr. Jeff Tilley; Mr. Matthew Wehring; Dr. Patricia Westergaard and Ms. Connie Youngblood;

Also registered as in attendance were: Mr. Willy Dilworth, Washington County Chief Appraiser; Dr. Aaron Olaine, Economic Modelling Specialists International (EMSI); Mr. Kyle Cunningham - *Brenham Banner-Press*; Mr. Jeremy Peters, Gessner Engineering and Mr. Frank Wagner, KWHI.

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.

REPORTS, ANNOUNCEMENTS AND OTHER NON-ACTION ITEMS:

ITEM 2. DISTRICT PRESIDENT ADMINISTRATIVE ANNOUNCEMENTS

Dr. Nolte reviewed administrative announcements and upcoming events (a copy of the announcements and upcoming events are attached and made a part of these *Minutes*). Dr. Crowson announced that the financial aid default rate has decreased from 21.5% to 19.5%.

ITEM 3. BRAZOS COUNTY CAMPUSES UPDATE

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

ITEM 4. REPORTS:

- **BREHAM CAMPUS THEATRE ARTS - "ALICE IN BED"**

Mr. Brad Nies, Professor, Fine Arts, Music & Drama, invited the Board to attend the upcoming performance of "Alice in Bed".

- **FOUNDATION**

Ms. Susan Meyers, Executive Director Blinn College Foundation, reviewed Foundation activities and upcoming fundraisers (a copy of the foundation activities are attached and made a part of these *Minutes*).

- **BUILDINGS AND GROUNDS**

Mr. Richard O'Malley, Executive Director, Facilities, Planning and Construction, reviewed highlights from the written buildings and grounds report (a copy of the buildings and grounds report is attached and made a part of these *Minutes*).

- **SMALL BUSINESS DEVELOPMENT CENTER**

Mr. Matthew Wehring, Director, Small Business Development Center, reviewed recent activities and the economic impact of the Small Business Development Center. Several trainings for small businesses are taking place. He reviewed an example of a projection worksheet for loan requests that SBDC does for its clients (a copy of the example of projections is attached and made a part of these *Minutes*). He responded to questions from the Board.

- **SCHULENBURG CAMPUS**

Ms. Rebecca Garlick, Director, Schulenburg Campus, introduced two Schulenburg instructors and the Student Government Association President. She reviewed recent campus activities and accomplishments. Several programs are offered targeting middle school students. Workforce education programs are growing. Community education programs include GED classes, English as a Second Language (ESL) classes, Czech language and leisure learning. Community outreach activities were also discussed (a copy of the Schulenburg Campus presentation is attached and made a part of these *Minutes*).

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

Mr. Tony Adam, Director, Institutional Assessment, reviewed progress on the accreditation report which is due March 1, 2014 (a copy of the accreditation report is attached and made a part of these *Minutes*). The Quality Enhancement Plan (QEP) process is underway and going well thus far.

- **STRATEGIC PLANNING**

Mr. Tony Adam updated the Board on the strategic planning process (a copy of the strategic planning process report is attached and made a part of these *Minutes*).

- **ECONOMIC IMPACT STUDY**

Ms. Kelli Shomaker introduced Dr. Aaron Olaine, an Economist at Economic Modelling Specialists International (EMSI), who reviewed the results from the economic impact study (a copy of the economic impact study is attached and made a part of these *Minutes*). Three measures used in the calculations are: 1) college operations; 2) student spending; and 3) worker productivity. A total impact for the region is

\$345.3 million. Additionally, he reviewed the investment analysis, which shows a 14.2% rate of return for students and 10.4% to taxpayers. 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 JANUARY 31, 2014

Ms. Kelli Shomaker reviewed the financial statements and list of checks for the period ending January 31, 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.

CONSENT AGENDA ITEMS:

ITEM 7. REVIEW AND POSSIBLE ACTION TO APPROVE THE MINUTES FOR THE JANUARY 21, 2014, REGULAR MEETING AND THE FEBRUARY 4, 2014, SPECIAL MEETING

ITEM 8. REVIEW AND POSSIBLE ACTION TO APPOINT A MEMBER TO THE BRAZOS COUNTY ADVISORY COMMITTEE

ITEM 9. REVIEW AND POSSIBLE ACTION TO ACCEPT THE 2012-2013 FISCAL YEAR AUDIT OF THE WASHINGTON COUNTY APPRAISAL DISTRICT

ITEM 10. REVIEW AND POSSIBLE ACTION TO ACCEPT A GIFT TO THE COLLEGE OF THREE DELL TABLETS

ITEM 11. REVIEW AND POSSIBLE ACTION TO CHANGE THE DATE FOR THE REGULAR MARCH BOARD MEETING TO MARCH 25, 2014, TO AVOID A CONFLICT WITH THE COLLEGE'S SPRING BREAK

On a motion by Mr. Toubin, seconded by Mr. Lange, the Board voted to approve **CONSENT AGENDA ITEMS: ITEM 7** - minutes for the December 17, 2013, regular meeting (a copy of the minutes are attached and made a part of these *Minutes*); **ITEM 8** - the appointment of Dr. Tommy Wallis to the Brazos County Advisory Committee to serve a two year term from December 2013 thru December 2015 (a copy of the bio for Dr. Wallis is attached and made a part of these *Minutes*) **ITEM 9** - the Administration to accept the 2012-2013 fiscal year audit of the Washington County Appraisal District; **ITEM 10** - the Administration to accept a gift to the College of three dell tablets from Dell Computers Corporation of Round Rock, Texas, for unrestricted use on the Brenham and Bryan campuses, valued at \$1,500.00 (a copy of the donation form is attached and made a part of these *Minutes*); and **ITEM 11** - the Administration to move the date for the regular March Board meeting from March 18, 2014, to March 25, 2014, to avoid a conflict with the College's Spring break, as presented by the Administration.

ACTION ITEMS:

ITEM 12. REVIEW AND ACTION TO REVISE AND ADOPT BOARD POLICIES:

- (A) *DD(LOCAL): Contract and At-Will Employment*
- (B) *EE(LOCAL): Curriculum Development*

Ms. Rebecca Ruffino, Policy/Government Affairs Coordinator, reviewed proposed policy revisions, which were provided in the Board packets (a copy of the proposed revisions are attached and made a part of these *Minutes*). She responded to questions from the Board.

On a motion by Mrs. Boehm, seconded by Mrs. Miller, the Board voted to adopt revisions to Board policies, *DD(LOCAL)* and *EE(LOCAL)*, as presented by the Administration.

ITEM 13. REVIEW AND POSSIBLE ACTION TO APPROVE THE PURCHASE OF AD ASTRA SCHEDULING SOFTWARE

Dr. Crowson reviewed the need for the purchase of scheduling software. This purchase is based on a recommendation resulting from the Bryan Campus master plan to increase efficiency in scheduling. The purchase could be done as a sole source purchase at an estimated cost of \$122,000 start-up with \$30,000 annual maintenance (a copy of the Software Proposal is attached and made a part of these *Minutes*).

Mrs. Miller questioned the qualification of the sole source provision. Ad Astra is one of the only scheduling software that integrates with Banner. Mrs. Miller does not believe this qualifies as a sole source. In order for Blinn College to secure the software, an addendum needs to be added to TAMU or El Paso's RFP and contract. Concern was expressed about authorizing a purchase without full information. A discussion took place regarding the Banner system.

On a motion by Mrs. Miller, seconded by Mrs. Boehm, the Board voted to table Item 13.

ITEM 14. REVIEW AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION TO ADD THE POSITION OF DIRECTOR OF ACADEMIC SERVICES

Dr. Crowson discussed the need to add the position of Director of Academic Services to administer the scheduling system (a copy of the job description is attached and made a part of these *Minutes*).

Dr. Crowson responded to questions from the Board.

On a motion by Mr. Kenjura, seconded by Mr. Toubin, the Board voted to authorize the Administration to add the position of Director of Academic Services, 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 8:17 p.m.

The public was recessed for closed session at 8:25 p.m.

CLOSED SESSION:

ITEM 15.

- (A) **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**
- (B) **PERSONNEL MATTERS (GOV'T. CODE, SEC. 551.074)**
 - i. **DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE OR DISMISSAL OF PUBLIC EMPLOYEES OR OFFICERS**

ITEM 16. RECONVENE PUBLIC SESSION

The public session was reconvened at 9:46 p.m.

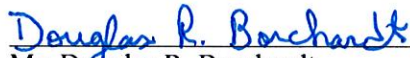
ADDITIONAL ACTION ITEMS:**ITEM 17. ACTION ON CLOSED SESSION ITEMS:**

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

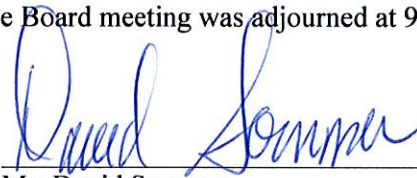
None.

ITEM 18. ADJOURNMENT

On a motion by Mr. Sommer, seconded by Mr. Lange, the Board meeting was adjourned at 9:47 p.m.



Mr. Douglas R. Borchardt
President



Mr. David Sommer
Secretary