

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

**Regular Meeting, Tuesday, August 19, 2014, 6:30 p.m.**

The Board of Trustees convened at 6:32 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; Mrs. Carolyn D. Miller, CPA and Mr. Leon B. Toubin.

Board members not present: Mr. Norwood Lange.

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. Joe Baumann; Ms. Kris Beckendorf; Dr. Rochelle Bradley; Mr. Richard Bray; Ms. Carol Caddell; Ms. Lisa Caton; Mr. Joseph Engle; Ms. Rebecca Garlick; Ms. Anna Hall-Zieger; Ms. Marie Kirby; Ms. Angela Lawrenz; Ms. Michelle McGehee; Dr. Kyle Merten; Ms. Emily Monteiro; Mr. Robert Nelson; Mr. Richard O'Malley; Ms. Sami Rahman; Mr. James Reed; Ms. Rebecca Ruffino; Mr. Jeremy Thomas; Mr. Jeff Tilley; Dr. Mary Barnes-Tilley; Mr. Jeremy Thomas; Ms. Carla Whittaker and Dr. Mark Workman.

Also registered as in attendance were: Mr. Kyle Cunningham, Brenham Banner-Press; Mr. Willy Dilworth, Washington County Chief Appraiser; Mr. Flip Flippen, Founder and President of The Flippen Group; Mr. Jordan Overturf, The Eagle and Mr. Mark Whitehead, 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. Harold Nolte reviewed administrative announcements, upcoming events and campus activities (a copy of the announcements, events and powerpoint presentation are attached and made a part of these *Minutes*).

- **BAYLOR BOUND:** Last week we signed a Baylor Bound agreement with Baylor University that will help students transfer more easily between the two institutions. Through the program, students will be able to enroll in a major at Baylor while spending their first year at Blinn College. Their Blinn classes will then seamlessly transfer toward their Baylor degree.

- **BREHAM CAMPUS LVN PINNING:** Our Brenham Campus Licensed Vocational Nursing Program recently welcomed 20 graduates into the profession at the Dr. W.W. O'Donnell Performing Arts Center. This marked the program's 52nd graduating class. Since 2009, all 81 program graduates to take the National Council Licensing Exam from the Texas Board of Nursing have passed.
- **LIVESTOCK JUDGING CAMP:** Our inaugural Livestock Judging Camp hosted at the W.J. "Bill" Rankin Agricultural Complex drew more than 100 participants earlier this month. Some of the participants came from as far as Oregon, Indiana and Illinois to learn from our nationally-recognized Agricultural Sciences instructors.
- **ENROLLMENT:** As of August 11, our overall Fall 2014 enrollment is up 6.3 percent compared to this time last year, and contact hours are up 7 percent. Our largest growth has come on the Bryan Campus and Dr. Sylvia McMullen will speak more regarding those numbers and how we are addressing that growth. Our Distance Learning Programs continue to see the highest percentage of growth, with 811 students enrolled only in online classes, a 33.4 percent increase.
- **FACULTY CONVOCATION:** Faculty will return on August 20, with Convocation to follow on August 21. This year's Convocation will include breakout sessions and features a presentation from guest speaker Mr. Flip Flippen, Founder and President of The Flippen Group,
- **UPCOMING EVENTS:**
  - Aug. 20 Faculty Return
  - Aug. 21 Faculty Convocation
  - Aug. 25 Brenham Campus Housing Check-In Begins
  - Aug. 25 Bryan Center for Teaching and Learning Informational Meeting
  - Aug. 25-27 Bryan Campus Choir Auditions
  - Aug. 26 Last Day for Fall 16-Week and First 8-Week Registration
  - Aug. 27 Fall Classes Begin
  - Aug. 27 Brenham Campus Night in the Student Center
  - Aug. 28 Last Day to Add/Drop Fall 2014 Classes
  - Aug. 28 Brenham Campus Welcome Week Scavenger Hunt
  - Aug. 29 Classes Dropped for Non-Payment by Business Office
  - Sept. 1 Holiday
  - Sept. 4 First 8-Week Day of Record
  - Sept. 12 Fall 2014 Day of Record
  - Sept. 16 Board of Trustees Meeting

### ITEM 3. BRAZOS COUNTY CAMPUSES UPDATE:

Dr. Sylvia McMullen reviewed upcoming events (a copy of the events are attached and made a part of these *Minutes*). She discussed enrollment growth on the Bryan Campus and the progress on the modular buildings and other space issues. She discussed potential implications of a recently designated Medical District adjacent to our campus.

Dr. McMullen also reported on the following:

- **BRYAN LVN PINNING CEREMONY:** Last week, the Bryan Campus Licensed Vocational Nursing Program hosted it's pinning ceremony as well, recognizing 29 graduates. Over the past two years, all 48 Bryan Campus graduates to take the National Council Licensing Examination have passed.
- **EMS PINNING CEREMONY:** The EMS Program recognized 23 graduates. The Paramedic Technology Certificate qualifies graduates for jobs as paramedics and can go toward a bachelor's degree

- **ENROLLMENT:** As of August 11, our Bryan Campus enrollment was up 10.8 percent and contact hours were up 10.5 percent compared to this time last year. The construction of our modular buildings was completed as scheduled and we began moving into these buildings on Friday. With the recapturing of classroom space as recommended by BOKA Powell, we have added 85 class sections this Fall, bringing our total up to 1,657 - a 5 percent increase in availability.
- **DISCUSSIONS WITH BRYAN ISD / TxDOT:** We are exploring an agreement with Bryan ISD that would allow us to offer Workforce Education Programs from Bryan High School. When Bryan High divided into two campuses, it left available space on their old campus that we can move our equipment into. During the school day, Blinn instructors would teach workforce classes to Bryan ISD students, then conduct regular adult classes during the evenings.

We have also continued discussions with TxDOT and Texas A&M regarding an interagency transfer of that facility from TxDOT to Texas A&M. Blinn and Texas A&M could then each offer programs from that location. All the letters of support and request from Blinn, Texas A&M and Rep. John Raney are in to TxDOT and we're waiting to hear back.

#### ITEM 4. REPORTS:

- **ENROLLMENT AND HOUSING**

Dr. Dennis Crowson introduced Mr. Jeremy Thomas as the new Dean of Student Success. Dr. Crowson reviewed current enrollment numbers and predicts an estimated 3 percent overall increase. He responded to questions from the Board (a copy of the enrollment report is attached and made a part of these *Minutes*).

Mr. James Reed, Director of Housing and Residential Life, reviewed housing occupancy numbers. One hundred percent occupancy is again anticipated (a copy of the Fall housing occupancy report is attached and made a part of these *Minutes*).

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

Mr. Joe Baumann, Dean, Institutional Effectiveness and Enrollment Management, reviewed the August 8, 2014, SACSCOC retreat. He gave the Board an update on the status of the Focused Report and preparations to host the on-site visiting team (a copy of the reaffirmation update is attached and made a part of these *Minutes*).

- **QUALITY ENHANCEMENT PLAN**

Dr. Mary Barnes-Tilley, Assistant Dean, Social Science, told the Board that the Quality Enhancement Plan (QEP) Report is nearly ready to be sent to SACSCOC. She discussed the next steps moving forward with implementation and how it will be integrated into the culture of the institution (a copy of the QEP update is attached and made a part of these *Minutes*).

- **ALUMNI RELATIONS**

Dr. Kyle Merten, Director, Alumni Relations, gave an overview and future direction of Blinn College and Alumni & Friends Association. He also reviewed dates for upcoming events. He discussed strategic planning for the Alumni Association, as well as, a new Foundation website (a copy of the powerpoint presentation is attached and made a part of these *Minutes*).

• **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 discussed current and upcoming renovations for the Bryan Campus. Facilities are ready for the Fall. 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 JULY 31, 2014**

Ms. Kelli Shomaker thanked Mr. O'Malley for his hard work over the last few months. She then reviewed the Financial Statements and List of Checks for the period ending July 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 JULY 15, 2014, REGULAR MEETING AND THE JULY 28, 2014, AND JULY 29, 2014, WORKSHOP MEETINGS**

**ITEM 8. REVIEW AND ACTION TO ADOPT A RESOLUTION DECLARING THE BOARD HAS REVIEWED THE BOARD'S INVESTMENT POLICIES AND INVESTMENT STRATEGIES AND REAFFIRMED EACH AS PROVIDED IN BOARD POLICIES *CAK (LEGAL AND LOCAL): APPROPRIATIONS AND REVENUE SOURCES - INVESTMENTS***

**ITEM 9. REVIEW AND POSSIBLE ACTION TO APPROVE THE 2014-2015 BUDGET OF THE WASHINGTON COUNTY APPRAISAL DISTRICT**

**ITEM 10. REVIEW AND POSSIBLE ACTION TO AUTHORIZE THE BOARD PRESIDENT TO TAKE ALL FURTHER ACTION TO EFFECTUATE THE TRANSACTION INCLUDING NEGOTIATING, FINALIZING, AND EXECUTING A REPLAT OF LOT 1, BLOCK 1 AND SUBDIVISION OF 7.200 ACRES TO FORM LOTS 1 AND LOTS 2 OF BLOCK 1 OF THE BLINN COLLEGE SAEGER STREET SUBDIVISION, SECTION 1**

On a motion by Mrs. Boehm, seconded by Mr. Kenjura, the Board voted to approve **CONSENT AGENDA ITEMS: ITEM 7** - minutes for the July 15, 2014, Regular Meeting and the July 28, 2014, and July 29, 2014, Workshop Meetings (a copy of the minutes are attached and made a part of these *Minutes*); **ITEM 8** - the Administration to adopt a Resolution declaring the Board has reviewed the Board's investment policies and investment strategies and reaffirmed each as provided in Board policies *CAK (Legal)* and *CAK(Local): Appropriations and Revenue Sources - Investments* (copies of *CAK (Legal)*, *CAK (Local)* and the Resolution are attached and made a part of these *Minutes*); **ITEM 9** - the 2014-2015 Budget of the Washington County Appraisal District (copies of the letter and 2014-2015 Budget are attached and made a part of these *Minutes*); and **ITEM 10** - the Board President to take all further action to effectuate the transaction including negotiating, finalizing, and executing a re-plat of Lot 1, Block 1 and Subdivision of 7.200 acres to form Lots 1 and Lots 2 of Block 1 of the Blinn College Saeger Street Subdivision, Section 1 (a copy of the re-plat is attached and made a part of these *Minutes*).

**PUBLIC HEARING ON BUDGET:**

**ITEM 11. PUBLIC HEARING ON THE PROPOSED BUDGET FOR THE 2014-2015 FISCAL YEAR**

Ms. Shomaker gave a brief overview of the 2014-15 proposed budget.

- The open public hearing began at 7:23 P.M.

There was no public comment presented.

- The public hearing was concluded at 7:24 P.M.

**ACTION ITEMS:**

**ITEM 12. REVIEW AND POSSIBLE ACTION TO ADOPT BUDGET FOR THE 2014-2015 FISCAL YEAR**

Ms. Shomaker reviewed the 2014 - 2015 proposed budget.

The Administration previously submitted a \$93.9M proposed FY'15 budget during the July Board meeting for review and at the July Board Budget Workshop for discussion. Based upon all information obtained during those meetings, the final version of the \$93.9M FY'15 budget is proposed for adoption. The FY'15 proposed budget takes into account increased revenues associated with:

- 1) Previously approved general fee and housing rate increases,
- 2) Increased tuition and fees associated with increasing course offerings and an increase in enrollment, and
- 3) The State's portion of the 7% increase in health benefits for full-time employees.

And, increased expenditures associated with:

- 1) Blinn's portion of the 7% increase in health benefits for full-time employees,
- 2) Longevity for full-time faculty and a 2% cost of living increase,
- 3) Approximately \$2M for new faculty and staff positions from FY'14 and proposed for FY'15,
- 4) Increases to technology, services, travel, equipment, and consumables,
- 5) Increases in full-time staff salaries to meet the market discrepancies identified by the Fox & Lawson survey of FY'14 that will keep Blinn moving forward towards meeting that goal. Increases will vary per DBM band and position. A minimum of \$600 will be provided to each full-time staff employees to offset the annual increase in health care benefits, and
- 6) An approximate \$1M contingency to assist in the capital/master planning needs associated with the Brazos Valley Campus.

Mrs. Miller inquired about the funds for a potential pilot program for faculty load incentives, when the details of the program are finalized it would be taken from contingency. She responded to questions from the Board regarding potential uses of contingency funds. Dr. Nolte asked Mrs. Miller to explain a potential faculty load incentive pilot program. Additional research needs to be done. Mr. Toubin inquired about any budgeted funds for the Kruse Center. Ms. Shomaker responded that any debt service related to the Kruse Center would not have a budget impact until 2015 - 2016.

On a motion by Mr. Sommer, seconded by Mr. Toubin, the Board voted to adopt the Budget for the 2014-2015 Fiscal Year, as presented by the Administration (a copy of the budget is attached and made a part of these *Minutes*).

**ITEM 13. REVIEW AND POSSIBLE ACTION TO:**

- (A) **ADOPT A RESOLUTION TO SET TAX RATE FOR 2014, OR**
- (B) **ADOPT A RESOLUTION TO PLACE A PROPOSAL TO ADOPT A TAX RATE THAT EXCEEDS THE EFFECTIVE RATE ON THE AGENDA OF A FUTURE MEETING AND**
- (C) **ANNOUNCE DATES, TIMES AND LOCATIONS FOR PUBLIC HEARINGS AND ADOPTION OF THE TAX RATE FOR 2014**

Ms. Cathy Boeker reviewed the current effective and rollback tax rate with the Board. She also outlined the required steps for adopting the effective tax rate as well as for proposing a rate higher than the effective rate.

Mr. Borchardt reviewed the annual expense associated with maintenance and upkeep for the Brenham Campus.

On a motion by Mr. Kenjura, seconded by Mrs. Miller, the Board voted to adopt the effective tax rate of \$0.0584/\$100 valuation as presented (the signed Resolution adopting the effective tax rate of \$0.0584/\$100 valuation is attached and made a part of these *Minutes*).

**ITEM 14. REVIEW AND ACTION TO ADOPT LEGISLATIVE PRIORITIES FOR THE 84<sup>TH</sup> SESSION OF THE TEXAS STATE LEGISLATURE**

Ms. Boeker reviewed the State-wide legislative priorities, as well as, the proposed Blinn College priorities. She responded to questions from the Board (a copy of the 5-Point Campaign: Legislative Priorities is attached and made a part of these *Minutes*).

On a motion by Mr. Toubin, seconded by Mrs. Boehm, the Board voted to support the 5-Point Campaign: Legislative Priorities of the Texas Association of Community Colleges and the Association of Texas Trustees and to adopt the Blinn College Legislative Priorities as presented by the Administration.

**ITEM 15. REVIEW AND ACTION TO ADOPT REVISIONS TO THE FOLLOWING BLINN COLLEGE BOARD POLICIES:**

- (A) ***DBE (LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - NEPOTISM***
- (B) ***DH (LOCAL): EMPLOYEE STANDARDS OF CONDUCT***
- (C) ***DJ (LOCAL): ASSIGNMENT, WORKLOAD AND SCHEDULES***
- (D) ***FKC (LOCAL): STUDENT ACTIVITIES - REGISTERED STUDENT ORGANIZATIONS***

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

On a motion by Mr. Sommer, seconded by Mrs. Miller, the Board voted to adopt revisions to Board Policies, *DBE (LOCAL)*, *DH (LOCAL)*, *DJ (LOCAL)*, and *FKC (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 8:03 p.m.

The public was recessed for closed session at 8:15 p.m.

**CLOSED SESSION:****ITEM 16. 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. **DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE OR DISMISSAL OF PUBLIC EMPLOYEES OR OFFICERS**
- (C) **GIFTS AND DONATIONS (*GOV'T. CODE, SEC. 551.073*)**
  - i. **DELIBERATIONS REGARDING PROSPECTIVE GIFTS AND DONATIONS**

**ADDITIONAL ACTION ITEMS:****ITEM 17. RECONVENE PUBLIC SESSION**

The public session was reconvened at 10:37 p.m.

**ITEM 18. ACTION ON CLOSED SESSION ITEMS:**

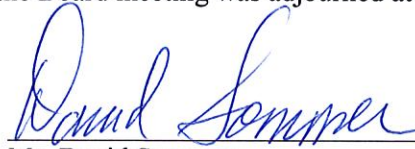
- (A) **REVIEW AND ACTION TO PURCHASE, EXCHANGE OR LEASE REAL PROPERTY FOR THE BRENHAM, BRYAN, SCHULENBURG AND SEALY CAMPUSES**

**ITEM 19. ADJOURNMENT**

On a motion by Mr. Toubin, seconded by Mr. Sommer, the Board meeting was adjourned at 10:38 p.m.



Mr. Douglas R. Borchardt  
President



Mr. David Sommer  
Secretary