

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Wednesday, September 19, 2012, 7:00 p.m.

The Board of Trustees convened at 7:04 p.m. in the Board Room with the following members present: Mr. Atwood C. Kenjura, President, presiding; Mr. Leon B. Toubin, Vice President; Dr. Henry J. Boehm, Jr.; Mrs. Carolyn D. Miller, CPA and Mr. David Sommer.

Board members not present: Mr. Douglas R. Borchardt, Secretary and Mr. Norwood Lange.

Members of the College staff in attendance were: Dr. Harold Nolte, President; Dr. Ted Raspiller, President Brazos County Campuses; Dr. Robert Brick, Dr. Dennis Crowson and Dr. Debra LaCour, Vice Presidents; Mr. Jeff Cermin, Interim Vice President; Ms. Cathy Boeker, Executive Administrator External Affairs; Mr. Mark Bernier; Mr. Rich Bray; Ms. Jeri Dulaney; Mr. Brian Gonyer; Ms. Frances Karels; Mr. Richard O'Malley; Ms. Kris Ottmer; Mr. Joe Al Picone; Mr. Steve Rathbone; Ms. Karla Roper; Mr. Jeff Tilley; Mr. Gary Waites and Mr. David Yeager.

Also registered as in attendance were: Ms. Teddy Boehm, Ms. Kelli Shomaker 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. PUBLIC COMMENT

Ms. Frances Karels, PTK Sponsor for the Alpha Beta chapter on the Brenham Campus, distributed information to the Board and Executive Council on upcoming fall events (copies of the events are attached and made a part of these *Minutes*). She extended an invitation for all Board and Administration to attend.

Mr. David Sommer publicly thanked Mr. Joel Williams for the positive opinion article about Blinn College, which recently appeared in the *Brenham Banner-Press*.

NON-ACTION ITEM:

ITEM 3. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING AUGUST 31, 2012

Mr. Jeff Cermin reviewed the financial statement and list of checks for the period ending August 31, 2012 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). He provided explanations for items that show variances from budgeted numbers and responded to questions from the Board.

CONSENT AGENDA ITEMS:

- ITEM 4. REVIEW AND ACTION TO APPROVE THE MINUTES FOR THE AUGUST 21, 2012, REGULAR MEETING**
- ITEM 5. REVIEW AND ACTION TO REVISE BOARD POLICIES:**
- (A) *BBI (LOCAL): BOARD MEMBERS - TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS*
 - (B) *CR (LOCAL): TECHNOLOGY RESOURCES*
 - (C) *CT (LOCAL): INTELLECTUAL PROPERTY*
 - (D) *FG(LOCAL): STUDENT HOUSING*
 - (E) *FLBE (LOCAL): STUDENT CONDUCT - ALCOHOL AND DRUG USE*
 - (F) *FLD (LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT COMPLAINTS*
- ITEM 6. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR COPY PAPER FOR ALL CAMPUSES**
- ITEM 7. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR ROOF IMPROVEMENTS AT THE STUDENT CENTER AND THE BASEBALL FIELD LOCKER ROOM ON THE BRENHAM CAMPUS**
- ITEM 8. REVIEW AND ACTION TO SEEK BIDS FOR ROOF IMPROVEMENTS AT THE ADMINISTRATION BUILDING AND GUTTER IMPROVEMENTS AT THE CLASSROOM BUILDINGS ON THE BRYAN CAMPUS**
- ITEM 9. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR PEST CONTROL SERVICES ON THE BRENHAM AND BRYAN CAMPUSES**
- ITEM 10. REVIEW AND ACTION TO REINSTATE REGULAR MEETINGS OF THE BOARD OF TRUSTEES IN THE MONTH OF DECEMBER**
- ITEM 11. REVIEW AND ACTION TO ACCEPT GIFTS TO THE COLLEGE OF TWO CNC MACHINES TO BE UTILIZED FOR MACHINIST TRAINING AT THE A.W. HODDE, JR., TECHNICAL EDUCATION CENTER**

On a motion by Mr. Sommer, seconded by Mrs. Miller, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 4** - Minutes for the August 21, 2012, Regular Meeting; **ITEM 5** - Revisions to Board Policies: *BBI (Local): Board Members - Technology Resources and Electronic Communications, CR (Local): Technology Resources, CT (Local): Intellectual property, FG (Local): Student Housing, FLBE (Local): Student Conduct - Alcohol and Drug Use, and FLD (Local): Student Rights and Responsibilities - Student Complaints* (copies of the policy revisions are attached and made a part of these *Minutes*); **ITEM 6** - Administration to Seek Bids for Copy Paper for All Campuses; **ITEM 7** - Administration to Seek Bids for Roof Improvements at the Student Center and the Baseball Field Locker Room on the Brenham Campus; **ITEM 8** - Seeking of Bids for Roof Improvements at the Administration Building and Gutter Improvements at the Classroom Buildings on the Bryan Campus; **ITEM 9** - Administration to Seek Bids for Pest Control Services on the Brenham and Bryan Campuses; **ITEM 10** - Reinstatement of Regular Meetings of the Board of Trustees in the Month of December, adding December 18, 2012, to the 2012-2013 Schedule and **ITEM 11** - Acceptance of Gifts to the College of Two CNC Machines to be Utilized for Machinist Training at the A.W. Hodde, Jr., Technical Education Center (a copy of the donation form is attached and made part of these *Minutes*) as presented by the Administration.

ACTION ITEM:**ITEM 12. REVIEW AND ACTION TO AMEND THE 2012-2013 SCHOOL YEAR BUDGET TO REFLECT CHANGES IN STATE APPROPRIATIONS AND TAX REVENUES**

Mr. Jeff Cermin reviewed the revisions of State appropriations and tax revenues of \$520,078.00 additional appropriations and \$1,399.00 additional property taxes from original estimates (a copy of the revised statement of revenue and expenditures is attached and made a part of these *Minutes*). Mr. Cermin recommended that the additional revenue be placed in contingency.

On a motion by Mrs. Miller, seconded by Dr. Boehm, the Board voted to amend the 2012-2013 school year Budget to reflect an additional \$521,477.00 in State appropriations and tax revenues to be placed in contingency as presented by the Administration.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:**ITEM 13. REPORTS:**

- **BUILDINGS AND GROUNDS**

Mr. Richard O'Malley reviewed the Buildings and Grounds report and responded to questions from the Board (a copy of the report is attached and made a part of these *Minutes*).

- Planning (Bryan Campus):
 - *Student Center, Building E - 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.*
 - Parking Lot Project - The College has retained the services of Bleyl & Associates for the preliminary planning and eventual design of a surface lot. Additionally, the Facilities Committee is meeting with a developer on September 27th, to discuss the cost and funding mechanism for an elevated parking garage. This information along with the data being gathered by the Facilities Department in regards to peak parking times, number of spaces, parking ratios, classroom schedules, student parking fees, etc., will be used to make a recommendation to the Board on how to proceed with improving the parking needs on the Bryan Campus.
 - 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 Semester.
 - Administration Building Addition - 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.

- Classroom Utilization - The Facilities Staff has performed a limited classroom utilization study for the Bryan Campus. The results of this study will be available for use in a strategic plan for the Campus.
- Land Planning - The undeveloped acreage north of the campus and across the drainage way is not encumbered by the City of Bryan in regards to development by potential purchasers. The property does have an inordinate amount of easements that could be restrictive but we are not complete with any type of preliminary platting that would establish the useful acreage. This platting will go hand-in-hand with the parking lot location and once that is settled, a better estimate of land use can be determined.
- Planning (Brenham Campus):
 - Transportation Study - The Facilities and Purchasing Staff are performing a transportation study to determine the best mode of transportation for the College's student activity groups, faculty, and sports teams. The study will include an analysis of purchase vs. leasing, charter services vs. 29-passenger buses or a combination of the two, student and faculty safety, insurance requirements, cost of suburbans and mini vans, etc. Once the study is complete and presented to the Transportation Committee, a recommendation will be forthcoming to the Board for action.
 - 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 is a need for a fitness center. At present, all student fitness center 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. Once the study is complete, the Facilities Department will make a presentation to the Board with our findings and seek the Board's approval for future developments.
 - 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 engaged the services of O'Malley Engineers to survey the property and analyze potential routes from Old Mill Creek Road to Farewell Street. 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.

- 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 Greenhouse project has been designed and delivered to Collier Construction for pricing. Once the pricing has been established, the Facilities Staff will present the Board with a contract amendment to the Agricultural Classroom Construction Contract and proceed with construction. The primary funding source for this project will be insurance proceeds. The secondary funding source will be unspent funds from the original Agricultural Classroom Construction Project. And, the third source, if needed, will be from funds in the R & R Budget.
 - The Lighting Project for replacement lamps in the Student Center, O'Donnell Center, "Original" Band Hall, Heineke Gym, PE Bldg., Moody Library, and Old Main is in design and should be ready for bidding in October.
 - The Central Plant Improvement Project is in design and should be ready for bidding in October.
 - The Generator Project is in design and should be ready for bidding in October.
 - The Student Center Roof/Baseball Field Locker Room Roof is in design and upon the Board's authorization will be bid in October.
 - The Student Housing Door Alarm Project is in design and will be bid in September. The construction of these improvements will be done in-house with the Facilities Staff.

**Note: Italics indicate older items.*

- **FALL ENROLLMENT AND HOUSING OCCUPANCY REPORT**

Dr. Dennis Crowson reviewed the final enrollment numbers (a copy of the final enrollment report is attached and made a part of these *Minutes*). Overall enrollment was down 1.16% and contact hours were up 3.32%. He reviewed future plans to increase enrollment numbers and responded to questions from the Board. Dual Credit opportunities were discussed. The Board discussed whether dual credit courses should be taught on the high school or college campus.

Dr. Crowson reviewed the decrease in housing capacity of 96 beds (a copy of the housing occupancy report is attached and made a part of these *Minutes*). The increased GPA requirement has most likely attributed to the decreased occupancy.

- **SAFETY AND SECURITY AUDIT**

Mr. Gary Waites reviewed Blinn College's recently completed Safety and Security Audit required by Texas Education Code (a copy of the audit report is attached and made a part of these *Minutes*). Chief Claude Free and Mr. Gary Waites conducted the self-assessment. Mr. Waites responded to questions from the Board.

ITEM 14. BRAZOS COUNTY CAMPUSES UPDATE

Dr. Raspiller reviewed the upcoming events for the Bryan Campuses (a copy of the Bryan Campus Upcoming Events is attached and made a part of these *Minutes*):

- Bryan Campus Health Clinic & Blinn College Employee Health Committee - Health Outreach Event - September 18 - 19, 10am - 3pm:
 - Department of State Health Services for GYT (Get Yourself Tested) - FREE:
 - Screening for HIV/AIDS & syphilis
 - Mollen Immunization Clinics offering tetanus, pneumonia and flu vaccines:
 - Clients can opt for the filing of vaccine cost through health insurance or self-pay
 - Pre-Registration is encouraged (link to do so is on Health Clinic webpage)
 - Walk-ins welcome
 - Blinn College ADN (Associate Degree Nursing) students performing health screenings includes:
 - Blood pressure checks
 - Blood sugar screening
 - Weight management assessments
- Student Leadership & Activities (SLA) - September 2012 - Campus Events:
 - August 27 - 28, 2012, SGA Meet & Greet, Bryan Campus
 - August 31, 2012, 2012 - 2013 SLA Workshop/Club Sponsors, Student Center E - 105
 - September 3, 2012, HOLIDAY
 - September 4 - 7, 2012, SLA Welcome Week, Student Center
 - September 10 - 14, 2012, SLA Organizational Week, Student Center
 - September 13, 2012, TAMU Agriculture Life Science, Student Center E - 121
 - September 17 - 21, 2012, SLA Constitution Week, Student Center
 - September 20, 2012, SGA Constitution Day Speaker, Mr. Andy Card, Noon, Student Center E - 105
 - September 20, 2012, Brazos County Advisory Board, Student Center E - 121
 - September 23, 2012, Phi Theta Kappa Induction Ceremony, 1:00 p.m., Student Center E - 105
 - September 24, 2012, SGA Blood Drive, Student Center E - 105
 - September 24 - 28, 2012, SLA Academic Success Week, Student Center
 - September 28, 2012, Campus Police - CIRT Training, Student Center E - 105

ITEM 15. ADMINISTRATIVE ANNOUNCEMENTS:

• NEWLY ENDOWED SCHOLARSHIPS

Dr. Nolte announced two newly endowed scholarships (a copy of the newly endowed scholarships and upcoming events is attached and made a part of these *Minutes*). He reviewed the criteria for both scholarships:

- Otto Q. Lehrmann Memorial Scholarship established in memory of Otto Quade Lehrmann, a dedicated and loyal supporter of education at Blinn College, by his friends and family. Mr. Lehrmann served 8 years on the Blinn College Board of Trustees. This scholarship is offered without regard to major to full-time students on the Brenham campus.
- Ozell Henderson Sharp Memorial Endowed Nursing Scholarship established in memory of Ozell Henderson Sharp by her children, Don Sharp, Elaine Sharp Smith, Kenneth Sharp. This scholarship will be awarded to an African-American LVN student at the Brenham campus, during the spring/summer semester, who has demonstrated attributes in ability, character, and integrity necessary for success in the field of nursing. Mrs. Sharp, a graduate of the Blinn School of Nursing, had a genuine love for the nursing profession and will be remembered for her “yes, you can do it” attitude when encouraging prospective students. Once graduated, she attended many annual pinning ceremonies, served as President of the local LVN division and was recognized as LVN of the year by the LVN Association of Texas.

Dr. Nolte distributed programs from last evening’s J. Hal & Allyne Machet Music Facility appreciation concert (a copy of the program is attached and made a part of these *Minutes*).

• UPCOMING EVENTS

Dr. Nolte reviewed the upcoming events for the Brenham Campus:

- Lifetime Learning Luncheon, Friday, September 28, 11:30 a.m., Banquet Room, Student Center, Brenham campus. Guest speaker is Mr. Loren Steffy, business columnist for the Houston Chronicle. Contact Community Education for reservations 979-337-4928.
- Blinn Theatre Arts production of “Enron” on October 4-6, 7:00 p.m., and October 7, 2:00 p.m., in the Dr. W.W. O’Donnell Performing Arts Center, Brenham campus.
- Association of Community College Trustees (ACCT) 43rd Annual Leadership Congress, October 10-13, in Boston, Massachusetts.
- Sealy Advisory Committee meeting on Thursday, October 18, Noon.
- Camp For All “Life’s a Dance”, on Thursday, October 18, 6:00 p.m., Washington County Fairgrounds Event Center.
- Blinn Football:
 - Tyler Junior College, September 22, 7:00 p.m., in Brenham, Cub Stadium.
 - Kilgore College, October 6, 7:00 p.m., in Brenham, Cub Stadium.
 - Homecoming, Cisco College Wranglers, October 27, 3:00 p.m., in Brenham, Cub Stadium.
- Blinn Volleyball:
 - Lee College, October 9, 6:00 p.m., in Brenham.
 - Coastal Bend College, October 12, 6:00 p.m., in Brenham.
 - Laredo College, October 13, 1:00 p.m., in Brenham.
 - Wharton County Junior College, October 16, 6:00 p.m., in Brenham.

- Endowed Scholarship Luncheon on Saturday, November 17, 11:30 a.m., Blinn College Student Center, Janis Sneed Banquet Room, honoring donors and recipients. Formal invitations will be mailed in October.
- Regular Board Meeting - Tuesday, October 16, 7:00 p.m.

ITEM 16. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The public was recessed for closed session at 8:16 p.m.

CLOSED SESSION:

ITEM 17. CLOSED SESSION:

- (A) **EVALUATION AND EMPLOYMENT OF PERSONNEL (GOV'T. CODE, SEC. 551.074)**
- (B) **DISCUSSION OF POSSIBLE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY IN BRENHAM, BRYAN, SCHULENBURG, AND SEALY (GOV'T. CODE, SEC. 551.072)**

ITEM 18. RECONVENE PUBLIC SESSION

The public session was reconvened at 9:22 p.m.

ADDITIONAL ACTION ITEMS:

ITEM 19. ACTION ON CLOSED SESSION ITEMS:

- (A) **REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS**
- (B) **REVIEW AND ACTION TO PURCHASE, EXCHANGE, OR LEASE REAL PROPERTY IN BRENHAM, BRYAN, SCHULENBURG, AND SEALY**


On a motion by Mr. Sommer, seconded by Dr. Boehm, the Board voted to employ new Full-Time Faculty and Professional Staff on one-year contracts (a copy of the list of persons employed is attached and made a part of these *Minutes*).

ITEM 20. ADJOURNMENT

On a motion by Mr. Sommer, seconded by Dr. Boehm, the Meeting was adjourned at 9:26 p.m.



 Mr. Atwood C. Kenjura
 President



 Mr. Douglas R. Borchardt
 Secretary