

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

**Regular Meeting, Tuesday, June 18, 2013, 6:30 p.m.**

The Board of Trustees convened at 6:33 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; Dr. Henry J. Boehm, Jr.; Mr. Norwood Lange and Mr. Leon B. Toubin.

Board members not present: Mrs. Carolyn D. Miller, CPA.

Members of the College staff in attendance were: Dr. Harold Nolte, district president; Dr. Ted Raspiller, president of Brazos County Campuses; Ms. Kelli Shomaker, senior vice president for finance and administrative services/CFO; Ms. Cathy Boeker, associate vice president for institutional advancement/governmental affairs; Dr. Dennis Crowson, vice president for student services; Dr. Debra LaCour, vice president for academic affairs; Mr. Mark Bernier, Mr. Rich Bray; Ms. Rebecca Garlick; Mr. Brian Gonyer; Mr. Ronald Hammond; Dr. Cheryl Metz; Mr. Gus Mutscher; Mr. Robert Nelson; Mr. Richard O'Malley; Ms. Kris Ottmer; Mr. Joe Al Picone; Mr. Scott Schumacher; Mr. Jeff Tilley; Mr. Michael Welch and Dr. Mark Workman.

Also registered as in attendance were: Dr. Cynthia Griffith; Ms. Sylvia McMullen, Vital Communications, LLC.; Dr. David Stevens, University Interscholastic League and Mr. Frank Wagner, KTTX-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. ANNOUNCEMENT OF A MAJOR GIFT TO THE BLINN COLLEGE FOUNDATION TO BE USED FOR THE CONSTRUCTION OF A STUDENT RECREATION CENTER ON THE BRENHAM CAMPUS**

Mr. Kenjura announced a generous gift to the Blinn College Foundation from the Kruse family to support the construction of a student recreation center on the Brenham Campus. Mr. Howard Kruse introduced the members of the family that were present. Mr. Kruse spoke about their parents, E.F. and Bertha Kruse, for whom this building will be named, as well as the quality of Blinn College. The student recreation center will assist in providing a complete student experience. Mr. Borchardt and Dr. Nolte thanked the Kruse family for their generous gift. A photo was taken of the Kruse family and representatives of Blinn College and The Blinn College Foundation.

### ITEM 3. UNIVERSITY INTERSCHOLASTIC LEAGUE

Mr. Mark Bernier, professor, English/philosophy, introduced Dr. David Stevens, director of academics, University Interscholastic League. He thanked the board for Blinn's support of the various UIL competitions. Blinn hosts approximately 2,000 students each year in district meets and 1,800 in region meets. The region meets are overnight trips which have a positive impact on the local economy. Dr. Stevens recognized Mr. Bernier for all of his hard work.

### ITEM 4. BOARD PRESIDENT REPORT

Mr. Borchardt gave a brief update on current issues for community colleges. He recently attended a conference of the Association of Community College Trustees (ACCT) where he learned about the new funding formula for community colleges. He also discussed his plans to enhance the board experience and is working to schedule a board retreat facilitated by ACCT.

### ITEM 5. DISTRICT PRESIDENT ADMINISTRATIVE ANNOUNCEMENTS

Dr. Nolte reviewed administrative announcements and upcoming events (a copy of the upcoming events are attached and made a part of these *Minutes*). Dr. Nolte introduced the new Vice President for Allied Health Sciences, Dr. Cynthia Griffith. Dr. Griffith will assume her duties at Blinn on July 1.

- **Upcoming Events:**

- Workforce Solutions - Brazos Valley Board Meeting - June 20, Bryan
- Houston Heat Baseball Tournament - June 20-23, Dreyer Field
- Retirement Reception for Ann Weir - June 26, 9:30 - 10:30 a.m., Third Floor, Administration Building, Brenham Campus
- Renegades Baseball Tournament - June 20 - 23, Dreyer Field
- Football Combine - June 29, Spencer Stadium
- Holiday - July 4
- HEB Fireworks on the Brazos - July 4. Includes the Star of the Republic Museum (open 10:00 a.m. to 6:00 p.m.)
- Technical Education Advisory Committee Meeting - July 9 - A.W. Hodde, Jr., Technical Education Center
- Texas Association of Community Colleges Annual Meeting - July 10 - 13, Horseshoe Bay
- New Student Orientation - July 11
- Legislative Update with Senator Glenn Hegar - Friday, July 12, 11:30 a.m. - 1:00 p.m. Luncheon, Banquet Room, Student Center, Brenham Campus
- Regular Board Meeting - Tuesday, July 16, 6:30 p.m., Board Room, Brenham Campus

### ITEM 6. BRAZOS COUNTY CAMPUSES UPDATE

Dr. Raspiller reviewed upcoming events for the Bryan Campus.

- June 21, 2013 Student Orientation Registration & Advising, 8:00 a.m., E-105
- June 24, 2013 Blinn TEAM Advising Day, 8:00 a.m., E-105
- June 27, 2013 Student Orientation Registration & Advising, 8:00 a.m., E-105
- June 28, 2013 Student Orientation Registration & Advising, 8:00 a.m., E-105
- June 29, 2013 Bryan - Future Registered Nursing Club Garage Sale, 8:00 a.m., Bryan Campus
- July 1, 2013 Blinn TEAM Advising Day, 8:00 a.m., E-105
- July 12, 2013 Student Orientation Registration & Advising, 8:00 a.m., E-105

- July 16, 2013 Real Estate Program Information Meeting, 5:15 p.m., E-105
- July 16, 2013 Legal Assistant (Paralegal) Program Information Session, 6:15 p.m., E-105
- July 16, 2013 Mediation Program Information Session, 7:00 p.m., E-105

#### **ITEM 7. REPORTS:**

- **BUILDINGS AND GROUNDS**

Mr. Richard O'Malley, executive director, facilities, planning and construction, 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*):

- **ENROLLMENT AND HOUSING REPORT**

Dr. Dennis Crowson reviewed Summer I, II and Fall enrollment reports (copies of the enrollment reports are attached and made a part of these *Minutes*). He reviewed a new payment policy which requires students to pay the same day that they register after mid-July. Late registration will be eliminated to encourage student success.

He also reviewed the Summer I housing occupancy report (a copy of the Summer I occupancy report is attached and made a part of these *Minutes*). Fall housing is currently full with 150 students on a waiting list.

Senate Bill 146, relating to access by a public institution of higher education to the criminal history record information of certain persons seeking to reside in on-campus housing, was signed by Governor Perry on Friday, June 14, 2013.

Blinn was just approved for a Crime Stoppers Program, making us the only school in Texas with an official Crime Stoppers Program on campus.

Dr. Crowson responded to questions from the board.

- **STRATEGIC PLANNING UPDATE**

Ms. Sylvia McMullen, Vital Communications, LLC., updated the board on the strategic planning process. Three priority areas have been identified and subcommittees have been formed to develop institutional goals in each area: Human Capital led by Ms. Kelli Shomaker, Community Enhancement led by Ms. Cathy Boeker and Student Success led by Dr. Dennis Crowson. The target date to complete the current step is September with board approval in Fall 2013.

#### **ITEM 8. PUBLIC COMMENT**

Dr. Cheryl Metz, professor of geology, Bryan Campus, expressed concern about the advertising for the Bryan Campus Provost. She felt the search may have been more successful if more advertising had been done in the Chronicle of Higher Education.

Mr. Borchardt responded that the issue would be referred to the administration.

**ITEM 9. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING MAY 31, 2013**

Ms. Shomaker reviewed the financial statements and list of checks for the period ending May 31, 2013 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). She reviewed a trend of operating cash over the last few years. Overall, Blinn's cash position is improving.

**CONSENT AGENDA ITEMS:**

**ITEM 10. REVIEW AND POSSIBLE ACTION TO APPROVE THE MINUTES FOR THE MAY 21, 2013, REGULAR MEETING**

**ITEM 11. REVIEW AND POSSIBLE ACTION TO REVISE BOARD POLICIES:**

- (A) *BCB(LOCAL): Board Internal Organization - Board Committees*
- (B) *DOA(LOCAL): Employee Welfare - Freedom from Discrimination, Harassment, and Retaliation*

**ITEM 12. REVIEW AND POSSIBLE ACTION TO REVIEW AND ACTION TO APPOINT MEMBERS TO THE STANDING BOARD COMMITTEES:**

- (A) **Executive**
- (B) **Audit/Budget/Investment**
- (C) **Facilities/Real Estate**
- (D) **Policy and Long-Range Planning**

**ITEM 13. REVIEW AND POSSIBLE ACTION TO EXTEND CONTRACT FOR WORKERS COMPENSATION INSURANCE COVERAGE WITH CLAIMS ADMINISTRATIVE SERVICES, INC., FOR ONE YEAR**

**ITEM 14. REVIEW AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK REQUESTS FOR PROPOSALS FOR 2013-2014 ATHLETICS AND BAND CHARTER BUS TRAVEL**

On a motion by Mr. Kenjura, seconded by Dr. Boehm, the board voted to approve the **CONSENT AGENDA ITEMS: ITEM 10:** Minutes for the May 21, 2013, regular meeting; **ITEM 11 -** revision of board policies *BCB(LOCAL)* and *DOA(LOCAL)*, (a copy of the revisions are attached and made a part of these *Minutes*); **ITEM 12:** appointment of members to the standing board committees, (a copy of the list of committee members is attached and made a part of these *Minutes*); **ITEM 13:** administration to extend the contract for worker's compensation insurance coverage with Claims Administrative Services, Inc., for one year (a copy of the renewal addendums part 1 and 2 are attached and made a part of these *Minutes*); **ITEM 14:** administration to seek Requests for Proposals for 2013 - 2014 Athletics and Band Charter Bus Travel.

**ACTION ITEMS:**

**ITEM 15. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE PURCHASE AND INSTALLATION OF A DIGITAL MESSAGE SIGN ON THE BRYAN CAMPUS**

Mr. Jeff Tilley, director, marketing & communications, reviewed a request for the purchase and installation of a digital message sign on the Bryan Campus. He discussed the benefits of the sign re-design (a copy of the proposal is attached and made a part of these *Minutes*).

On a motion by Dr. Boehm, seconded by Mr. Toubin, the board voted to authorize the purchase and installation of a digital message sign on the Bryan Campus, as presented by the administration.

**ITEM 16. REVIEW AND POSSIBLE ACTION TO REVISE BOARD POLICY *CFF(LOCAL)*:  
PURCHASING AND ACQUISITION -PAYMENT PROCEDURES**

Mr. Borchardt reviewed the request to revise board policy *CFF(LOCAL)* to remove the board president as a secondary check signer and adjust the amount that needs approval from \$10,000 to \$25,000 (a copy of the board policy *CFF(LOCAL)* is attached and made a part of these *Minutes*).

Ms. Shomaker responded to questions from the board.

On a motion by Mr. Lange, seconded by Dr. Boehm, the board voted to revise *CFF(LOCAL)*: *Purchasing and Acquisition-Payment Procedures*, to remove the board president as a secondary check signer and adjust the amount that needs approval to \$25,000, as presented by the administration.

**ITEM 17. REVIEW AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION  
TO ADD THE VICE PRESIDENT, STUDENT SERVICES AND THE  
ASSOCIATE VICE PRESIDENT, INSTITUTIONAL ADVANCEMENT/  
GOVERNMENTAL AFFAIRS AS AUTHORIZED CHECK SIGNERS AT  
BRENHAM NATIONAL BANK**

Ms. Shomaker presented the administration with a request to add the vice president for student services and associate vice president for institutional advancement/governmental affairs as authorized check signers at Brenham National Bank. Mr. Toubin questioned the need to have two additional administrators authorized to sign checks. Mr. Kenjura also questioned the need. Discussion took place.

On a motion by Mr. Sommer, seconded by Mr. Lange, the board voted to authorize the administration to add the vice president for student services and associate vice president for institutional advancement/governmental affairs as authorized check signers at Brenham National Bank and to remove Mr. Atwood Kenjura as an authorized check signer, as presented by the administration.

Mr. Kenjura and Mr. Toubin opposed.

**ITEM 18. DISCUSSION AND POSSIBLE ACTION TO AWARD A CONSTRUCTION  
CONTRACT FOR BID #917 LIGHTING IMPROVEMENTS ON THE  
BRENHAM CAMPUS**

Mr. O'Malley reviewed the request for bid #917 for lighting improvements on the Brenham Campus (a copy of the bid tabulation sheet is attached and made a part of these *Minutes*). He recommended the bid be awarded to XtraLight, Inc., for \$290,407.00.

On a motion by Mr. Toubin, seconded by Mr. Sommer, the board voted to approve a construction contract to XtraLight, Inc., for \$290,407 in reference to bid #917 for lighting improvements on the Brenham campus, as presented by the administration.

**ITEM 19. DISCUSSION AND POSSIBLE ACTION TO AWARD A CONSTRUCTION  
CONTRACT FOR BID #918 MISCELLANEOUS MECHANICAL UPGRADES  
ON THE BRENHAM CAMPUS**

Mr. O'Malley requested item #19 be tabled.

On a motion by Mr. Sommer, seconded by Mr. Kenjura, the board voted to table item #19.

**ITEM 20. DISCUSSION AND POSSIBLE ACTION TO AWARD REQUEST FOR PROPOSAL #117 UNIFIED COMMUNICATIONS CONTACT CENTER SOLUTION**

Mr. Michael Welch, dean of academic technology services, reviewed RFP #117 (a copy of the RFP #117 is attached and made a part of these *Minutes*). He discussed the need and recommended that a three-year contract for Unified Communications Contact Center Solution be awarded to Zeacom for \$91,000.00, per year.

Mr. Welch responded to questions from the board.

On a motion by Dr. Boehm, seconded by Mr. Kenjura, the board voted to award RFP #117, Unified Communications Contact Center Solution to Zeacom for \$91,000.00, per year, as presented by the administration.

**ITEM 21. DISCUSSION AND POSSIBLE ACTION TO AWARD REQUEST FOR PROPOSAL #116 LEARNING MANAGEMENT SYSTEM**

Dr. Workman, dean of distance learning, reviewed the need for a new learning management system. He also reviewed the process to arrive at the recommendation to award the RFP #116 to Desire2Learn, Ltd. (a copy of supporting documents for the RFP #116, learning management system are attached and made a part of these *Minutes*). He discussed the proposed implementation schedule with a full go-live date for Fall 2014. He discussed various features of the system.

Dr. Workman responded to questions from the board.

On a motion by Mr. Toubin, seconded by Mr. Sommer, the board voted to award a five-year contract, with the option to renew for an additional two years, to Desire2Learn, Ltd. for a new Learning Management System for the Blinn college, as presented by the administration.

**ITEM 22. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)**

The public was recessed for a break at 8:25 p.m.

The public was recessed for closed session at 8:36 p.m.

**CLOSED SESSION:**

**ITEM 22. 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 23. RECONVENE PUBLIC SESSION**

The public session was reconvened at 9:48 p.m.

**ADDITIONAL ACTION ITEMS:****ITEM 24. ACTION ON CLOSED SESSION ITEMS:**

- (A) REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS AND PERFORMANCE OBJECTIVES OF THE DISTRICT PRESIDENT
- (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

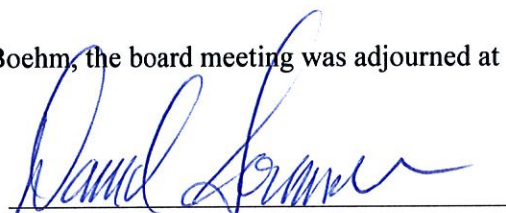
On a motion by Mr. Kenjura, seconded by Dr. Boehm, the board voted to employ new full-time faculty and professional staff on one-year contracts as presented by the administration (a copy of the list of persons employed is attached and made a part of these *Minutes*).

**ITEM 25. ADJOURNMENT**

On a motion by Mr. Sommer, seconded by Dr. Boehm, the board meeting was adjourned at 9:49 p.m.



Mr. Douglas R. Borchardt  
President



Mr. David Sommer  
Secretary