

MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE

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

Regular Meeting, Tuesday, August 17, 2010, 7 p.m.

The Board of Trustees convened at 7:03 p.m. in the Board Room with the following members present: Mr. Atwood C. Kenjura, President, presiding; Mr. Leon B. Toubin, Vice President; Mr. Steve M. Westbrook, Secretary; Dr. Henry J. Boehm, Jr., Mr. Douglas R. Borchardt, Mr. L.J. Lacina, Jr., and Mr. Norwood Lange.

Board members not present: None.

Members of the College staff in attendance were: Dr. Daniel J. Holt, President; Dr. Robert Brick, Dr. John D. Harris, Dr. Debra R. LaCour, and Dr. Van Miller, Vice Presidents; Ms. Cathy Boeker, Executive Administrator of External Affairs; Mr. Tom Brazzel, Ms. Jennifer Garcia, Ms. Becky Garlick, Mr. Ted Hajovsky, Ms. Kristina Janes, Mr. Stan Kubicek, Ms. Julie Maass, Mr. Richard O'Malley, Dr. Milton Radke, Ms. Karla Roper, Ms. Rebecca Ruffino, Mr. Michael Schaefer, Dr. Rosemary Sundet, Mr. Jeff Tilley, Ms. Ann Weir, Mr. Michael Welch, and Dr. Michel Zuch.

Also registered as in attendance were: Mr. Willy Dilworth, Washington County Appraisal District; Mr. James Lehmann, Property Owners of Washington County; Mr. Alan Nieschwietz, *Brenham Banner-Press*; 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. Kenjura. The pledge was led by Mr. Kenjura and the prayer was given by Dr. Holt.

ITEM 2. PUBLIC COMMENT

Mr. James Lehmann, Property Owners of Washington County, praised the Blinn Board and Administration for positive changes over the last two years and asked for the continued judicious nature for the spending of tax payers' dollars.

ITEM 3. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING JULY 31, 2010

Dr. Miller reviewed the financial statement and list of checks for the period ending July 31, 2010 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). Mr. Lange inquired about the origin of bad debt write off. Dr. Miller responded that it was primarily student debt. Dr. Miller responded to additional questions from the Board.

CONSENT AGENDA ITEMS:

ITEM 4. REVIEW AND ACTION TO APPROVE MINUTES FOR THE JULY 20, 2010, REGULAR MEETING, AND THE AUGUST 3, 2010, SPECIAL MEETING

ITEM 5. REVIEW AND ACTION TO REVISE BOARD POLICIES:

- (A) *BD (LOCAL): BOARD MEETINGS*
- (B) *BE (LOCAL): POLICY AND BYLAW DEVELOPMENT*
- (C) *BGC (LOCAL): ADMINISTRATIVE ORGANIZATION PLAN - FACULTY SENATES AND COUNCILS*
- (D) *DEB (LOCAL): COMPENSATION AND BENEFITS - FRINGE BENEFITS*
- (E) *EGA (LOCAL): ACADEMIC ACHIEVEMENT - GRADING AND CREDIT*

ITEM 6. REVIEW AND ACTION TO ACCEPT GIFT TO THE COLLEGE OF TWO DEFIBRILLATORS AND THREE CARDIAC MONITORS TO BE USED FOR ALLIED HEALTH STUDENT TRAINING

ITEM 7. REVIEW AND ACTION TO ACCEPT GIFT TO THE COLLEGE OF VARIOUS TOOLS TO BE USED FOR STUDENT TRAINING AT THE A.W. HODDE, JR., TECHNICAL EDUCATION CENTER

ITEM 8. REVIEW AND ACTION TO APPROVE COLLEGE ORGANIZATIONAL CHART

ITEM 9. REVIEW AND ACTION TO RE-APPOINT FOUR MEMBERS TO THE A.W. HODDE, JR., TECHNICAL EDUCATION CENTER ADVISORY COMMITTEE

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 4** - Minutes for the July 20, 2010, Regular Meeting, and the August 3, 2010, Special Meeting; **ITEM 5** - Revisions to Board Policies: *BD (Local) Board Meetings, BE (Local) Policy and Bylaw Development, BGC (Local) Administrative Organization Plan - Faculty Senates and Councils, DEB (Local) Compensation and Benefits - Fringe Benefits, and EGA (Local) Academic Achievement - Grading and Credit* (copies of the policy revisions are attached and made a part of these *Minutes*); **ITEM 6** - Gift to the College of Two Defibrillators and Three Cardiac Monitors to be Used for Allied Health Student Training valued at \$2,100.00 (a copy of the Blinn College Donation Form is attached and made a part of these *Minutes*); **ITEM 7** - Gift to the College of Various Tools to be Used for Student Training at the A.W. Hodde, Jr., Technical Education Center valued at \$2,500.00 (a copy of the Blinn College Donation Form is attached and made a part of these *Minutes*); **ITEM 8** - Revisions to the College Organizational Chart (a copy of the organizational chart revisions is attached and made a part of these *Minutes*); and **ITEM 9** - Re-Appointment of the Four Members: John L. Simms, Waldo E. Moeller, Terry Roberts, and Tommy Blackburn, III, to the A.W. Hodde, Jr., Technical Education Center Advisory Committee (a copy of the list of members for re-appointment is attached and made a part of these *Minutes*) as presented by the Administration.

PUBLIC HEARING ON BUDGET:**ITEM 10. PUBLIC HEARING ON THE PROPOSED BUDGET FOR THE 2010-2011 SCHOOL YEAR**

There was no public comment presented.

OTHER ACTION ITEMS:**ITEM 11. REVIEW AND ACTION TO ADOPT BUDGET FOR THE 2010-2011 SCHOOL YEAR**

Dr. Miller reviewed the 2010-2011 proposed budget (a copy of the 2010-2011 proposed budget is attached and made a part of these *Minutes*). Dr. Miller reported a 6.5% increase in revenues, 12 additional full-time Faculty positions, and a 3% across-the-board salary increase.

On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to Adopt the Budget for the 2010-2011 School Year as presented by the Administration.

ITEM 12. REVIEW AND ACTION TO:

- (A) **ADOPT A RESOLUTION TO SET TAX RATE FOR 2010, 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 2010**

Ms. Cathy Boeker reviewed the tax rate information and briefly reviewed the process of setting the tax rate (copies of the: 2010 Property Tax Rates for Blinn College, Overview of Legal Requirements of the Property Tax Code for Setting Tax Rate (2010), Proposed Calendar of Dates for Setting Tax Rate, Proposed Resolution for Adopting the Effective Tax Rate, and Proposed Resolution for Adopting a Tax Rate that Exceeds the Effective Rate are attached and made a part of these *Minutes*). Ms. Boeker recommended the Board adopt the effective tax rate of \$0.0559/\$100 valuation. She stated this would increase the tax revenue by approximately \$23,000.00. Board members expressed satisfaction with not increasing the tax rate, as well as, appreciation to all who helped avoid that need via funds management and donations.

On a motion by Mr. Lange, seconded by Mr. Westbrook, the Board voted to Adopt the Effective Tax Rate of \$0.0559/\$100 valuation as presented by the Administration (the signed Resolution is attached and made a part of these *Minutes*).

ITEM 13. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR THE FURNITURE, FIXTURES, AND EQUIPMENT, INSTALLATION, MOVE-IN, STORAGE, AND OTHER RELATED COSTS ASSOCIATED WITH THE NEEDS OF THE ALLIED HEALTH DIVISION ON THE TEXAS A&M HEALTH SCIENCE CENTER CAMPUS

Mr. Richard O'Malley reviewed the need to seek bids for furniture, fixtures, and equipment, as well as, other costs associated with the space in the Texas A&M Health Science Center. Dr. Miller spoke about the funding availability and opportunities for the needed expenses. Mr. Borchardt inquired about the life expectancy of the equipment and of the number of students who will benefit from the equipment. Mr. Toubin expressed his excitement about the technology and inquired about the possibility of a premium fee to students to cover some of the costs. Discussion took place about the limitations of Allied Health Clinical sites.

On a motion by Mr. Toubin, seconded by Dr. Boehm, the Board voted to Authorize the Administration to Seek Bids for the Furniture, Fixtures, and Equipment, Installation, Move-In, Storage, and Other Related Costs Associated with the Needs of the Allied Health Division on the Texas A&M Health Science Center Campus as presented by the Administration.

ITEM 14. REVIEW AND ACTION TO APPROVE A PROPOSAL FROM SHEN, MILSON & WILKE, LLC (SM&W), FOR THE PROGRAMMING, DESIGN, AND CONSTRUCTION PHASE CONSULTING SERVICES RELATED TO THE AUDIOVISUAL SYSTEM FOR THE BLINN COLLEGE SIMULATION CENTER PROJECT ON THE TEXAS A&M HEALTH SCIENCE CENTER CAMPUS

Mr. O'Malley reviewed the proposal from Shen, Milson & Wilke, LLC (SM&W) (a copy of the proposal from SM&W is attached and made a part of these *Minutes*). The consulting fee for SM&W is \$66,500.00.

On a motion by Dr. Boehm, seconded by Mr. Lacina, the Board voted to Approve the Proposal from Shen, Milson & Wilke, LLC (SM&W), for the Programming, Design, and Construction Phase Consulting Services Related to the Audiovisual System for the Blinn College Simulation Center Project on the Texas A&M Health Science Center Campus for \$66,500.00 as presented by the Administration.

ITEM 15. REVIEW AND ACTION TO APPROVE A PROPOSAL FROM SHEN, MILSON & WILKE, LLC (SM&W), FOR THE PURCHASING, TRANSITION, AND INSTALLATION COORDINATION SERVICES FOR THE BLINN COLLEGE SIMULATION CENTER PROJECT ON THE TEXAS A&M HEALTH SCIENCE CENTER CAMPUS

Mr. O'Malley reviewed the proposal from Shen, Milson & Wilke, LLC (SM&W) (a copy of the proposal from SM&W is attached and made a part of these *Minutes*). Mr. O'Malley discussed the need for this service and said the estimated cost is \$45,320.00. Mr. Kenjura asked if Academic Technology would be involved. Mr. Michael Welch responded that they would be involved, but felt it would be best to employ an expert.

On a motion by Mr. Borchardt, seconded by Dr. Boehm, the Board voted to Approve the Proposal from Shen, Milson & Wilke, LLC (SM&W), for the Purchasing, Transition, and Installation Coordination Services for the Blinn College Simulation Center Project on the Texas A&M Health Science Center Campus for \$45,320.00 as presented by the Administration.

ITEM 16. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ENTER INTO A MONTH-TO-MONTH LEASE AGREEMENT WITH MAUI WOWI CORPORATION FOR KIOSK SPACE IN THE BRYAN CAMPUS STUDENT CENTER BEGINNING WITH THE FALL 2010 SEMESTER

This item was tabled (a copy of the proposed lease agreement is attached and made a part of these *Minutes*).

ITEM 17. REVIEW AND ACTION TO APPROVE A LETTER OF SUPPORT FOR THE CITY OF BRENHAM DOWNTOWN MASTER PLAN

Mr. Kenjura reviewed a request from the City of Brenham for a Letter of Support for the Downtown Master Plan (copies of the Letter of Support and the Downtown Brenham Master Plan Project Overview are attached and made a part of these *Minutes*).

On a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to Approve a Letter of Support for the City of Brenham Downtown Master Plan as presented.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:

ITEM 18. REPORTS:

- **BUILDINGS AND GROUNDS**

Mr. O'Malley 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*).

Buildings and Grounds:

Bryan Campus:

CPC Remodel - This is the elevator project in the CPC Building. The project will also include some remodeling for offices on the first floor. The project has been bid and awarded to Milleco Construction, Inc., for \$194,324.00. The project is under construction and progress is being made; although, there is some doubt that the elevator will be completely installed and operating by the opening of classes on August 30, 2010.

Administration/Classroom Remodel - This project is still waiting on several punch list items to be completed by the contractor, Merrell Construction, Inc. The punch list items have not been a deterrent to the functionality of the remodeled space, and we have not processed any pay requests from the contractor since

substantial completion. Billy Ballow, architect with Goodwin Lassiter, Inc., and I met with the contractor on July 27, 2010, and discussed the few items that are needed to complete and close-out the project. I have also sent correspondence by mail outlining a time frame for him to complete the project or Blinn would have the punch list items completed and deduct the cost from his balance. I will do everything possible to have the contractor or his bonding company respond before I involve our attorney.

Allied Health HSC Campus - The project is under construction and we are working on cost estimates and procurement methods for the FF&E needed for the new space. We have identified approximately \$5,200,000.00 worth of items that we want to fully develop the space. Some of these items can be set aside for future budgets and others will be required in the future, as the programs develop and continue to grow. At this time, we have identified approximately \$3,450,000.00 worth of items that will be required when we occupy the space in Summer 2011.

Building E, Student Center - This is a multi-phase project designed to enhance the student services offered on the Bryan Campus. I have a programming meeting scheduled with Oza Bouchard, with Morris Architects, on August 19, 2010, to start this project. The first task will be a "Student Center Master Plan". Once the master plan is complete, we will present our findings to the Board and seek additional authorizations for the design and construction phases.

Landscaping/Signage - There is a need to enhance the landscaping at the new Administration Building and in the area of the Transfer Center. Additionally, signage needs to be improved at these locations, as well as, evacuation signage in all buildings. I will be working on a cost estimate for these improvements for consideration in next year's budget.

Workforce/Dental Hygiene - These programs are located in the Post Office Campus Building at 301 Post Office Street. There is a request that when the RadTech Program relocates to the new HSC/Allied Health Building, the space freed up by this move be used to expand the workforce and dental hygiene programs. I will be working on cost estimates to expand their respective spaces.

Building H, presently the Allied Health Building - In Fall 2011, this space will become available for additional classroom and faculty offices. I will be working on cost estimates for an update and remodel of this space into classrooms.

Central Plant - We have had a very challenging summer from an operational and maintenance prospective. We have an "ice bank" that needs to be replaced; four compressors that might need replacing, or at minimum, improved maintenance; a chiller that is limping along and will need replacement in the next two years; and the control system that should assist in monitoring, needs to be improved. In addition to the central plant needs, we have filter, valve, air handlers, and other accessories in each of the buildings that need daily maintenance. We have been in discussions with DBR, the mechanical engineering firm we discussed at the last Board meeting, to evaluate our system and operating procedures. Once we get

information back from this firm, I will present the findings to the Board with a plan of action to make the necessary improvements.

Brenham Campus:

Parking Lot/Striping Plan - The parking lot project bid on April 15, 2010. This will resurface the parking lots at the Band Hall and Solons Hall. The parking lot project is 100% complete. The curb striping plan has been put on hold for this summer.

Student Housing - We have awarded the contract to Collier Construction for \$9,926,000.00 for the construction of the student housing facility. The project is under construction and scheduled for completion by July 15, 2011. The existing agricultural shop building will be salvaged for use by Faith Mission and will be coordinated with Faith Mission and the contractor. The removal of the building will take place after the fall semester.

Central Plant - Chiller #2 replacement project has been completed. There are some piping modifications and electrical improvements that we need to consider at the central plant and this plan will be studied and brought to the board for future action.

Band Hall - The Band Hall project is scheduled to go out for bids in September, awarded in October, and start construction in early November. The project is scheduled for completion by August 2011.

Agriculture Facility - We have awarded a Guaranteed Maximum Price (GMP) of \$2,133,000.00 to Collier Construction for the construction of the Ag Shop Building. This project is under construction. The completion of this phase is January 2011, and we plan to host classes in this building for Spring 2011.

The Ag Classroom Building - Currently being studied with the design team, facility staff, and program directors. The schedule for this project is to be out for bids in late August, and be awarded at the September Board meeting. The project is scheduled to be completed by August 2011, and be in operation for Fall 2011.

Star of the Republic Museum - The chiller component of the HVAC system at the museum has reached its useful life. We will be going out for bids on this project in September.

Campus Clinic - Developing a handicap access route to the building and developing a handicap entrance into the facility.

Campus Wide Fiber Extensions - Working with our IT group and Jones and Carter to develop construction plans to extend fiber/data lines to the proposed student housing, agricultural facility, and band hall.

- **PRELIMINARY ENROLLMENT AND HOUSING OCCUPANCY FOR FALL 2010**

Dr. Harris reviewed the preliminary enrollment and housing occupancy reports for fall 2010 (copies of the enrollment and housing occupancy reports are attached and made a part of these *Minutes*). Dr. Harris reported that as of August 17, 2010, 14,592 students were registered and he anticipated the final enrollment numbers to be equal to or exceed Fall 2009 enrollment. Registration continues. Dr. Harris reported that housing is at 99% capacity and in July, approximately 300 students were on a wait list for housing.

- **COLLEGE WEBSITE RE-DESIGN**

Mr. Jeff Tilley reviewed the newly re-designed website and College branding. He reviewed new marketing materials and reported that the website launch will move forward soon. Mr. Tilley showed the Board the new athletic logo and advised that a press release would follow this week for the logo.

ITEM 19. ADMINISTRATIVE ANNOUNCEMENTS:

- **UPCOMING EVENTS**

Dr. Holt announced the following (a copy of the Administrative Announcements is attached and made a part of these *Minutes*):

- A) Blinn Championship Football to open the 2010 season at home with rematch of last fall's Citizen Bank Bowl game versus Fort Scott Community College on Saturday, August 28, 2010, at 3:00 p.m. at Cub Stadium. The Bucs will scrimmage Monterrey Tech on Saturday, August 21 at 11:00 a.m. at Spencer Stadium.
- B) The Washington County Chamber of Commerce will host another County-wide *Tailgate Party* on Thursday, August 26, 2010 at 6:00 p.m. at Silver Wings Ballroom.
- C) Training Grant Presentation by the *Texas Workforce Commission* to Blinn College & Igloo Products Corporation - Time & Date To Be Announced.
- D) Brenham Public Schools 135th Anniversary Celebration on Friday, September 3 at 11:30 a.m. in the Student Center, Brenham campus.
- E) Washington County Fair Parade on Saturday, September 11 at 10:30 a.m. in downtown Brenham.
- F) Brazos County Advisory Committee meeting to be held on Thursday, September 16, 2010, at Noon on the Bryan campus.
- G) Next Regular Board meeting is Tuesday, September 21 at 7:00 p.m.

ITEM 20. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The Board was recessed for a break at 8:16 p.m.

The public session was recessed for closed session at 8:34 p.m.

CLOSED SESSION:**ITEM 21. 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 22. RECONVENE PUBLIC SESSION

The public session was reconvened at 8:50 p.m.


ADDITIONAL ACTION ITEMS:**ITEM 23. 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

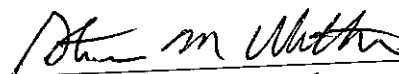
On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to employ new Faculty and Professional Staff on one-year contracts for the 2010-2011 school year (a copy of the list of persons employed is attached and made a part of these *Minutes*).

ITEM 24. ADJOURNMENT

On a motion by Mr. Borchardt, seconded by Mr. Lange, the Meeting was adjourned at 8:52 p.m.



 Mr. Atwood C. Kenjura
 President



 Mr. Steve M. Westbrook
 Secretary