

MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE
Board Room
Third Floor, Administration Building
Blinn College, 802 Green Street
Brenham, Texas

Regular Meeting, Tuesday, December 17, 2013, 6:30 p.m.

The Board of Trustees convened at 6:30 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, Interim President, Brazos County Campuses; Ms. Kelli Shomaker, Senior Vice President, Finance and Administrative Services/CFO; Dr. Dennis Crowson, Vice President, Student Services; Dr. John Beaver, Vice President, Academic Affairs/CAO; Dr. Cynthia Griffith, Vice President for Instruction; Ms. Cathy Boeker, Associate Vice President Government & Public Affairs; Mr. Joe Baumann; Ms. Kris Beckendorf; Mr. Mark Bernier; Mr. Rich Bray; Mr. Tom Brazzel; Ms. Lisa Caton; Mr. Joseph Engle; Ms. Rebecca Garlick; Ms. Marie Kirby; Ms. Andrea Liner; Dr. Diane Lovell; Ms. Susan Myers; Mr. Robert Nelson; Mr. Richard O'Malley; Mr. Joe Al Picone; Mr. Steve Rathbone; Ms. Rebecca Ruffino; Mr. John Schaffer and Dr. Mark Workman.

Also registered as in attendance were: Mr. Brandon Buell, Apex; Mr. Kyle Cunningham, *Brenham Banner-Press*; Mr. Dane Legg, Lott, Vernon & Company, P.C. and Mr. Jeremy Peters, Gessner Engineering.

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 upcoming events are attached and made a part of these *Minutes*).

ITEM 3. BRAZOS COUNTY CAMPUSES UPDATE

Ms. 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:

- **ENROLLMENT REPORT**

Ms. Andi Liner, Dean of Admissions and Records/Registrar, reviewed the current enrollment figures for the Winter Minimester term which shows an increase from last Winter's term. Spring Semester enrollment is also anticipated to be an increase from last year's enrollment (a copy of the enrollment report is 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 and on-going planning and projects (a copy of the buildings and grounds 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 of Institutional Effectiveness and Enrollment Management, reported to the Board that the SACSCOC Board accepted our monitoring report with no further follow-up required. Mr. Baumann thanked all faculty and staff who assisted with the drafting of the report. He spoke about the next steps for the compliance report and QEP. Mr. Borchardt also thanked faculty, staff and Dr. Silver for the efforts put forth (a copy of the Board Update on Blinn's Reaffirmation of Accreditation is attached and made a part of these *Minutes*).

- **STRATEGIC PLANNING**

Mr. Baumann reviewed the current status of the Strategic Planning Process. Individual departments are in the process of identifying the specific tasks they need to perform in order to help the college achieve its objectives (a copy of the Board Update on the Strategic Planning Process is attached and made a part of these *Minutes*).

- **HB 1206 FINANCIAL MANAGEMENT TRAINING COMPLETION**

Ms. Cathy Boeker reviewed the requirements of House Bill 1206, which requires that the minutes of the last meeting of the calendar year to reflect any training of new Board members during the previous year. Mrs. Teddy Boehm fulfilled these requirements by completing training videos from the Attorney General's Office and by attending the Texas Higher Education Coordinating Board Leadership Conference on November 21-22, 2013.

ITEM 5. PUBLIC COMMENT

Mr. Borchardt read the guidelines regarding public comment. The following public comments were made:

- 1) Mr. Mark Bernier thanked the administration for the opportunity to give input on policy changes. Mr. Bernier stated "Given the institution's history, notwithstanding the current administration's assurances, understanding that the institution is following legal advice, recognizing that written policy supersedes intention, the faculty senate - while appreciative of the role it has had the opportunity to play in the recasting of several of the college's policies - would like to be on record as strongly opposed to any nonrenewal policy that does not include an appeal process".
- 2) Mr. Borchardt apologized to Mr. Joseph Engel for overlooking him in the public comment portion of the November meeting. Mr. Engel expressed a desire for Blinn to succeed, however he does not

feel like Blinn is succeeding. Mr. Engel stated that communication is not being achieved, faculty input by-in-large is not being sought and that communication leads to trust. He encouraged the Board and administration to use faculty as a resource. The faculty is interested in making Blinn successful but they are never asked for input.

ITEM 6. REVIEW OF INDEPENDENT AUDIT REPORT FOR THE 2012-2013 FISCAL YEAR

Mrs. Carolyn Miller reported that the Board Budget & Audit Committee met prior to the Board meeting, and introduced Mr. Dane Legg, Lott, Vernon & Company, P.C., who reported a clean audit, with no findings. Mrs. Miller thanked the staff who contributed to the successful audit. Mr. Legg reviewed the highlights of the audit and responded to questions from the Board. Mr. Legg discussed the financial aid default rates. Strategies are being discussed to lower default rates (a copy of the Independent Auditing Report is attached and made a part of these *Minutes*).

ITEM 7. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING NOVEMBER 30, 2013

Ms. Kelli Shomaker reviewed the financial statements and list of checks for the period ending November 30, 2013 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). Ms. Shomaker thanked the financial staff for contributing to a successful audit. She reviewed revenues, specifically workforce education revenues. Dr. Cynthia Griffith reviewed recent activities over the last several months in the area of workforce education. In January, Ms. Megan Costanza, Dean, Technical and Professional Programs, will address in more detail a plan for workforce education programs. Expenditures are running on target for this time of year. Ms. Shomaker responded to questions from the Board.

CONSENT AGENDA ITEMS:

ITEM 8. REVIEW AND POSSIBLE ACTION TO APPROVE THE MINUTES FOR THE NOVEMBER 19, 2013, REGULAR MEETING

ITEM 9. REVIEW AND ACTION TO APPOINT AND RE-APPOINT MEMBERS TO THE BRAZOS COUNTY ADVISORY COMMITTEE

ITEM 10. REVIEW AND ACTION TO RE-APPOINT MEMBERS TO THE SEALY CAMPUS ADVISORY COMMITTEE

ITEM 11. REVIEW AND ACTION TO RE-APPOINT MEMBERS TO THE SCHULENBURG CAMPUS ADVISORY COMMITTEE

On a motion by Mr. Toubin, seconded by Mr. Sommer, the Board voted to approve **CONSENT AGENDA ITEMS: ITEM 8** - minutes for the November 19, 2013, regular meeting (a copy of the minutes are attached and made a part of these *Minutes*); **ITEM 9** - the appointment of Mr. Glen Davis (a copy of a bio for Mr. Davis is attached and made a part of these *Minutes*) and the reappointments of Ms. Nancy Berry, Vice President, Mr. Brad Corrier and Ms. Ann Horton to the Brazos County Advisory Committee each to serve a term of two-years from December 2013 thru December 2015. **ITEM 10** - the appointment of Mr. Larry Kuciemba to serve a three-year term from December 2013 thru December 2016 and Mr. Robert Fait to serve a two-year term from December 2013 thru December 2015, as members of the Sealy Advisory Committee (copies of the bios for Mr. Kuciemba and Mr. Fait are attached and made a part of these *Minutes*), and to reappoint Ms. Kim Meloneck to the Sealy Advisory Committee, to serve a two-year term from December 2013 thru December 2015. **ITEM 11** - the appointment of Ms. Lisa Meysembourg to serve a two-year term from December 2013 thru December 2015 (a copy of a bio for Ms. Meysembourg is

attached and made a part of these *Minutes*), and to re-appoint Mr. Chris Proske to serve a two-year term from December 2013 thru December 2015 and Mr. Chris Hooper to serve a three-year term from December 2013 thru December 2016 on the Schulenburg Advisory Committee, as presented by the administration.

ACTION ITEMS:

ITEM 12. REVIEW AND ACTION TO AWARD A THREE-YEAR GROUNDS MAINTENANCE CONTRACT FOR BID #916 TO GREEN TEAMS, INC., ON THE BRYAN CAMPUS

Mr. Richard O'Malley reviewed the request for a two-year contract with two one-year extensions. Green Teams, Inc., has worked with the college previously and the administration is hopeful that the landscaping aesthetic will improve with a change in vendors.

On a motion by Mr. Sommer, seconded by Mr. Kenjura, the Board voted to authorize the administration to award Bid #916 to Green Teams, Inc., for irrigation system repairs and lawn care maintenance services on the terms and conditions discussed and consistent with the material terms of the draft contract and authorize the administration to finalize the negotiations and execute the contract (a copy of the bid results are attached and made a part of these *Minutes*), as presented by the administration.

ITEM 13. REVIEW AND ACTION TO AWARD A CONSTRUCTION CONTRACT FOR BID #929-METERING UPGRADES TO MECHANICAL PIPING SYSTEMS, FOR THE BRENHAM CAMPUS

Mr. O'Malley reviewed the request to award Bid #929 for metering upgrades on the Brenham campus to Mechanical Piping Systems. Spring break is the timeframe identified to perform the work.

On a motion by Mr. Lange, seconded by Mr. Toubin, the Board voted to award a construction contract for Bid #929 Metering Upgrades on the Brenham campus to Mechanical Piping Systems for \$243,000.00 (a copy of the bid results are attached and made a part of these *Minutes*), as presented by the administration.

ITEM 14. REVIEW AND ACTION TO AWARD A CONSTRUCTION CONTRACT FOR BID #930-MISCELLANEOUS MECHANICAL UPGRADES TO MECHANICAL PIPING SYSTEMS, ON THE BRENHAM CAMPUS

Mr. O'Malley reviewed the request to award Bid #930 for miscellaneous mechanical upgrades on the Brenham campus to Mechanical Piping Systems.

On a motion by Mrs. Miller, seconded by Mr. Lange, the Board voted to approve a construction contract for Bid #930 miscellaneous mechanical upgrades on the Brenham campus to Mechanical Piping Systems for \$168,500.00 (a copy of the bid results are attached and made a part of these *Minutes*), as presented by the administration.

ITEM 15. DISCUSSION AND POSSIBLE ACTION TO REVISE BOARD POLICIES:

- (A) *AD (LOCAL) Educational Role, Mission, Purpose, and Responsibility*
- (B) *BFA (LOCAL) College President - Qualification and Duties*
- (C) *CF (LOCAL) Purchasing and Acquisition*
- (D) *DBD (LOCAL) Employment Requirements and Restrictions - Conflict of Interest*
- (E) *DC (LOCAL) Hiring Practices*
- (F) *DDA (LOCAL) Contract and At-Will Employment - Term Contracts*
- (G) *DMAA (LOCAL) Term Contracts - Dismissal*

(H) *DMAB (LOCAL) Term Contracts - Nonrenewal*

Ms. Rebecca Ruffino, Policy/Government Affairs Coordinator, reviewed the highlights of proposed policy revisions for *AD(LOCAL)*, *BFA(LOCAL)*, *CF(LOCAL)* and *DBD(LOCAL)*. Ms. Cathy Boeker reviewed the highlights of proposed policy revisions for *DC(LOCAL)*, *DDA(LOCAL)*, *DMAA(LOCAL)* and *DMAB(LOCAL)* (a copy of the proposed revisions are attached and made a part of these *Minutes*). Ms. Ruffino and Ms. Boeker responded to questions from the Board. Mr. Kenjura stated that the policies will be monitored and readdressed if needed.

On a motion by Mr. Toubin, seconded by Mr. Kenjura, the Board voted to adopt revisions to Board Policies *AD(LOCAL)*, *BFA(LOCAL)*, *CF(LOCAL)*, *DBD(LOCAL)*, *DC(LOCAL)*, *DDA(LOCAL)*, *DMAA(LOCAL)* and *DMAB(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 7:39 p.m.

The public was recessed for closed session at 7:49 p.m.

CLOSED SESSION:

ITEM 16.

- (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**

ITEM 17. RECONVENE PUBLIC SESSION

The public session was reconvened at 8:32 p.m.

ADDITIONAL ACTION ITEMS:

ITEM 18. ACTION ON CLOSED SESSION ITEMS:

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


On a motion by Mr. Sommer, seconded by Mr. Lange, 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*).

On a motion by Mrs. Boehm, seconded by Mrs. Miller, the Board voted to approve the performance objectives of the District President with amendment (a copy of the performance objectives of the District President are attached and made a part of these *Minutes*).

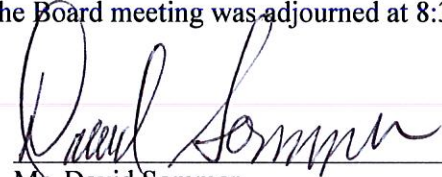
**(B) REVIEW AND ACTION TO PURCHASE, EXCHANGE OR LEASE REAL
PROPERTY IN BRENHAM, BRYAN, SCHULENBURG AND SEALY**

ITEM 19. ADJOURNMENT

On a motion by Mr. Sommer, seconded by Mr. Lange, the Board meeting was adjourned at 8:35 p.m.



Mr. Douglas R. Borchardt
President



Mr. David Sommer
Secretary