

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

**Student Center Building - Rooms 2 and 3
Blinn College, 1007 Walter Schwartz Way (formerly West Second Street)
Brenham, Texas**

Special Meeting, Wednesday, July 31, 2013, 6:00 p.m.

The Board of Trustees convened at 6:00 p.m. in the Student Center Building, rooms 2 and 3, 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; 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. Kelli Shomaker, Senior Vice President, Finance and Administrative Services/CFO; Dr. Dennis Crowson, Vice President, Student Services; Dr. Debra LaCour, Vice President, Academic Affairs; Dr. Cynthia Griffith, Vice President, Allied Health Sciences; Ms. Cathy Boeker, Associate Vice President, Institutional Advancement/Governmental Affairs; Mr. Mark Bernier; Mr. Rich Bray; Mr. Ted Hajovsky; Mr. Ronald Hammond; Mr. Michael Hutton; Ms. Tiffany Jenkins; Ms. Marie Kirby; Dr. Cheryl Metz; Mr. Richard O'Malley; Ms. Kris Ottmer; Mr. Steve Spaulding; Mr. Jeff Tilley and Ms. Elaine Vanderbilt.

Also registered as in attendance were: Mr. Kyle Cunningham, *Brenham Banner-Press*, Mr. Steve Spaulding, Mr. Frank Wagner, KTTX-KWHI and Mr. Steve M. Westbrook.

ITEM 1. PUBLIC COMMENT

There was no public comment.

ITEM 2. REVIEW OF THE PROPOSED BUDGET FOR THE 2013-2014 FISCAL YEAR

Ms. Shomaker reviewed highlights of the 2013-2014 proposed budget (a copy of the proposed budget is attached and made a part of these *Minutes*). The proposed budget includes \$89,101,051 in expenditures and revenues. Mrs. Carolyn Miller, Chair of the Board Budget Committee, reviewed the process used to arrive at the current proposed budget. Board Budget Committee members also commented on the process and thanked the Staff for their hard work to create a transparent budget. Ms. Shomaker responded to questions from the Board.

Budget contingency was discussed. Mr. Toubin would like a study to assess staffing efficiently and equitably across the institution.

Dr. Crowson addressed questions from the Board regarding enrollment and customer service. Enrollment is currently looking to increase in the Fall.

Replacements and renovations were discussed.

No action was taken on this item.

ITEM 3. DISCUSSION AND POSSIBLE ACTION TO ADOPT STAFF MARKET SALARY ADJUSTMENTS AS A RESULT OF THE COMPENSATION STUDY

Dr. Nolte reviewed the current positive position of Blinn College. He acknowledged the hard work of Faculty and Staff that contribute to Blinn's success.

Ms. Shomaker reviewed the recently completed compensation study conducted by Fox Lawson. According to the study, Administration and Staff salaries are on average 15% behind the market of Texas area Community Colleges. Ms. Shomaker stated that it would cost \$1.4M to fully implement the consultant's recommendation. The Board Budget Committee recommended an adjustment that would cost approximately \$756,000. The maximum salary increase being proposed is 10% with the Decision Band Method (DBM) A-D, average 5.9% (\$1,183,000). Anyone at the maximum of the band could receive a \$500 stipend to cover insurance premium increases. The DBM was discussed, as well as, adopting a merit pay system in the future. Mr. Sommer inquired about the process utilized by Fox Lawson to adjust how job descriptions are categorized.

On a motion by Mr. Toubin, seconded by Mrs. Miller, the Board voted to adopt the Administration's recommendation for a market salary increase on Staff salaries, and a 3% cost of living salary adjustment for faculty, as presented by the Administration.

ITEM 4. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE A COST OF LIVING SALARY ADJUSTMENT FOR FULL-TIME FACULTY AND STAFF FOR THE 2013-2014 FISCAL YEAR

Action taken with item Item 3 motion, above.

ITEM 5. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC.551.101)

The public was recessed for a break at 7:18 p.m.

The public was recessed for closed session at 7:52 p.m.

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**

ITEM 6. RECONVENE PUBLIC SESSION

The public session was reconvened at 9:17 p.m.

ADDITIONAL ACTION ITEMS:**ITEM 7. 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. 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 8. ADJOURNMENT

On a motion by Mrs. Miller, seconded by Dr. Boehm, the meeting was adjourned at 9:19 p.m.



Mr. Douglas R. Borchardt
President



Mr. David Sommer
Secretary