

## ADMINISTRATIVE COUNCIL

### MINUTES

November 5, 2018

3:00 p.m.

Bryan Campus – S128 and Brenham Campus – AN322

#### 1. Meeting Call to Order

Ms. Karen M. Buck, Vice Chancellor of Student Services and Administration, called the meeting to order at 3:00 p.m.

#### 2. Approval of Minutes for the February 26, 2018 meeting (handout).

On a motion by Dr. John Turner seconded by Mr. Max Hibbs, the Minutes of the February 26, 2018 meeting were approved. (A copy of the Minutes are attached and made a part of these **Minutes**). Motion passed unanimously.

#### 3. Facilities Update (handout)

Mr. Richard O'Malley presented the facilities update.

##### RELLIS Campus

##### A. RELLIS Academic Complex – Phase 1 and Health Science Programs Move to RELLIS

The TAMUS Academic Alliance building is under construction and on schedule for use by Blinn's Health Sciences programs for the Fall 2019 semester.

The Facilities Department is seeking bids for relocation of the radiology equipment, medical equipment, AV/IT equipment, and furnishings from the HSC (Health Science Center) to the RELLIS Academic Alliance building. The relocation will begin in March 2019 with a scheduled completion before the start of the Fall 2019 semester.

##### B. RELLIS Faculty Office Renovation Project

The Facilities Department will seek bids in January for the renovation of Building 8004 at the RELLIS Campus for additional faculty offices. The renovated space will have 40 workstations, including two private offices. Construction will begin in March 2019 with a scheduled completion before the start of the Fall 2019 semester.

##### C. RELLIS Agriculture and Workforce Education Complex

TAMUS has contracted with the design/build team of PBK and Bartlett Cocke for the design and construction of the new Agriculture and Workforce Education Complex. The building will include seven (7) classrooms, office and administrative support space, and two (2) 11,000-

square-foot pavilions for the construction trades and agriculture programs. The project currently is in design. Blinn College District construction trade end users are meeting weekly with the design team to discuss the needs of each space. Construction will begin in May 2019 with a scheduled completion by June 2020.

### **Bryan Campus**

#### A. Bryan Campus Cast Stone Repair and Replacement

The facilities department received the Bryan Campus Building Envelope Condition Assessment on October 25, 2018, and attended a debriefing of this report on November 2, 2018, with representatives of Aestimo, Inc. and Kirksey to discuss the findings and the recommendation for corrective action. The findings expressed in the report identify that water infiltration and an inferior cast stone product contributed to the cast stone failure in March. The recommendation by Aestimo is the replacement of all suspended cast stone at walkway openings and window headers. Additionally, other repairs were recommended to address the water infiltration, including replacement of all exterior wall expansion joint sealants, replacement of all window frame perimeter sealants, and the replacement of missing or deteriorated gutters and downspouts. The next steps in the process include determining the best product, i.e. brick and plaster, etc. to replace the cast stone with and the estimated cost for these repairs.

### **Brenham Campus**

#### A. W.L. Moody Library Roof Replacement

The project is at substantial completion and will be entering the warranty phase.

#### B. W.L. Moody Library Renovations

The renovation project includes new lighting, upgrading finishes and furnishings throughout, and ADA upgrades to the public restrooms. The renovations will relocate the circulation desk closer to the front of the building to create a more welcoming atmosphere while providing room to widen the space connecting the original building to the 1981 addition. Students will enjoy seven study rooms and an enclosed computer classroom. Additionally, the plan includes electrical, HVAC, and technology upgrades.

The renovation project was presented to the Board of Trustees at the October 2018 board meeting for approval.

The CMAR (Madison Construction) currently is bidding the plans and a Guaranteed Maximum Price (GMP) will be presented to the Board of Trustees in January for approval. Construction will begin in March 2019 with a scheduled completion by Fall 2019.

#### C. Brenham Campus monument signs, lighting, and landscaping improvements

The Blinn College District has contracted with PBK Architects to develop plans for monument signs at four (4) campus entrances, plans for sidewalks, and landscaping. Included are lighting improvements at the Student Center, College Park Apartments, and sidewalk connectivity to the Kruse Center.

The authorization to seek bids for these improvements will be presented to the Board of Trustees in November. Once the final selection of monument sign details are determined the College will seek bids for the project and start construction.

D. Agriculture Complex Expansion

The Blinn College District has contracted with Hawkins Architecture for the design of improvements for the Agriculture Complex expansion. The expansion project includes the addition of a 6,000-square-foot metal building that will include a livestock demonstration room, tack room, farrowing house, livestock pens, and a livestock chute.

The authorization to seek bids for these improvements will be presented to the Board of Trustees in November. Once plans are complete, the College will seek bids and start construction. The schedule for completion is January 2020.

E. Old Main Window Replacement

The Blinn College District has contracted with Killis Almond Architects for the design of window replacements at Old Main. The plans include the complete replacement of all wood windows with aluminum windows. The option to use aluminum windows has been submitted to the Texas Historical Commission for approval. Upon approval by the Texas Historical Commission, the College will seek bids for this project.

F. O'Donnell Performing Arts Center Roof Replacement

The Blinn College District has contracted with Aestimo, Inc. for the design of the roof replacement. The authorization to seek bids will be presented to the Board of Trustees in November. Once design plans are complete, the College will seek bids and start construction. The schedule for completion is August 2019.

**Warranty Projects**

The following projects are in the one (1)-year warranty phase;

- Mill Creek Hall Parking Lot
- Student Center Food Service
- Student Center Façade Repair
- Bryan Campus Landscaping
- RELLIS Walter C. Schwartz Building

**4. RELLIS Update**

Mr. Chris Marrs, Executive Dean of the RELLIS Campus, presented the RELLIS update.

**Blinn College at RELLIS**

August 23, 2018: Grand Opening

August 27, 2018: First day of classes

The Walter C. Schwartz Building at RELLIS consists of 27 classrooms, with a capacity of 888

students. The total capacity of the building is estimated to be approximately 3,000 students per semester.

Number of Classrooms	Student Capacity	Description of Classroom	Total
12	32	Student classrooms	384
8	32	Student labs (biology, chemistry, microbiology and physics)	256
4	30	Student (versatile) computer classrooms	120
2	32	Student interactive classrooms	64
1	64	Student multi-purpose room	64
<b>27 – Total Classrooms with Capacity of 888 Students</b>			

Several areas are equipped with computers for student use. Students are able to log in, print, and then visit one of four printers located throughout the building to retrieve their print jobs. Print jobs are deducted from a pre-paid student account.

### **RELLIS Enrollment**

Currently, only first-year TEAM and Texas A&M Engineering Academy at Blinn-Bryan (TEAB) students are attending classes at RELLIS. Next year, classes will be provided to all TEAM and TEAB students. In addition, Blinn is moving the health science programs from the TAMU Health Science Center to RELLIS next Fall.

- Blinn Fall 2018 Enrollment: 1,515
  - Texas A&M-Blinn Engineering Academy Students: 313
  - Texas A&M-Blinn TEAM Students: 522
  - General Blinn students: 680
- Bachelor’s Degree (TAMU System) Students: ~100

Texas A&M System schools are conducting classes in the Blinn Walter C. Schwartz Building for five of the 10 system schools: Tarleton State, Texas A&M Corpus Christi, Texas A&M-Texarkana, Prairie View and West Texas A&M. Next fall these classes will move across the street to the TAMUS Academic Alliance building.

There currently are a variety of ongoing collaborative recruitment efforts in cooperation with TAMUS RELLIS Academic Alliance. Of the 188 students who have attended transfer fairs, 128 students met personally with RELLIS Academic Advisor Rebecca Reyes, who advised them on academic program offerings. Of the 128, 73 students currently are enrolled in bachelor’s degree programs.

### **RELLIS Workforce Offerings**

Currently, there are two leased buildings at RELLIS that conduct workforce programs: Building 8236 and Building 7901.

Building 8236 currently offers HVAC, Electrical, Pathways to Electrical Lineman, and Industrial Maintenance. The Electrical Lineman degree pathway is a cooperative program between Blinn and TEEX. The first class completed two week ago. The Industrial Maintenance Program is ready

to launch. Location will be determined based on class size and building utilization.

Building 7901 is located near the southern part of the campus next door to TEEEX ITSI (Infrastructure Training and Safety Institute). Carpentry, Plumbing, Surveying Site Layout and Industrial Maintenance are offered at Building 7901. Most of the learning is hands-on and occurs outside on the adjacent concrete pad. The concrete pad is equipped with both water and electrical hookups.

### **RELLIS Roads and Construction**

The Highway 21 entrance is closed until mid-January. On or about January 14, 2019, the Highway 47 entrance will close and the Highway 21 entrance will open for all traffic.

## **5. Academic Affairs Update**

Dr. Marcelo Bussiki, Interim Vice Chancellor for Instruction, presented the Academic Affairs update.

Related to the Faculty Handbook review - to make the handbook more efficient, additional web links will be used.

## **6. Distance Learning Committee Update**

Dr. Marcelo Bussiki, Interim Vice Chancellor for Instruction, presented the Distance Learning Committee update.

Distance Learning has increased by 16% for Fall 2018. There are multiple issues with online proctoring. Blinn currently uses the Learning Center, Tegrity, and Proctor U for online test proctoring. The Proctor U System is cumbersome and expensive. The alternative would be to purchase a proctoring system that is automated at less cost. The College currently is testing proctoring software via a free trial system.

For on-campus testing, a scheduling system has been put into place at the Learning Center to schedule exams for all students. This has helped with proper alignment of staffing at the Learning Center to student demand.

## **7. Curriculum Committee Update**

Dr. Marcelo Bussiki, Interim Vice Chancellor for Instruction, presented the Curriculum Committee update.

Curriculum Committee is meeting monthly. Backlog of jobs from last year have been cleared. New course approval is ongoing.

## **8. Adjournment**

On a motion by Mr. Richard Cervantes, seconded by Dr. Marcelo Bussiki, Vice Chancellor Buck adjourned the meeting at 3:45 pm.

Members present: Mr. Bryn Behnke, Mr. Mark Bernier, Ms. Karen Buck, Dr. Marcelo Bussiki, Mr. Richard Bray, Dr. Jimmy Byrd, Ms. Lisa Caton, Mr. Richard Cervantes, Ms. Laurie Clark, Ms. Becky Garlick, Mr. Ted Hajovsky, Dr. Mary Hensley, Mr. Max Hibbs, Mr. Chris Marrs, Ms. Michelle McGehee, Ms. Dagmar Poteet, Mr. Todd Quinlan, Mr. Leighton Schubert, Mr. Mason Sumrall, Mr. Nathan Stinson, and Dr. John Turner.

Guests: Mr. Richard O'Malley