

**MINUTES  
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

**Regular Meeting, Tuesday, September 21, 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; Dr. Ted Raspiller, Provost Brazos County Campuses; Ms. Cathy Boeker, Executive Administrator of External Affairs; Mr. Tom Brazzel, Ms. Leslie Ellis, Ms. Jennifer Garcia, Ms. Becky Garlick, Mr. Ted Hajovsky, Mr. Grady Hendricks, Mr. Stan Kubicek, Mr. Richard O'Malley, Dr. Milton Radke, Ms. Rebecca Ruffino, Mr. Michael Schaefer, Mr. Jeff Tilley, Mr. Michael Welch, Dr. Mark Workman, and Dr. Michel Zuch.

Also registered as in attendance were: Mr. Brad Cutright, Cutright and Allen Architects, Inc.; Mr. Marc Eckhart, Mr. Robert Featherston, Ms. Sharon Green, Barnes & Noble College Booksellers; Mr. C.H. Harvey, TFE Company, Inc.; 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. C.H. Harvey addressed the Board regarding administrative actions surrounding sale of college football stadium seats. Mr. Harvey feels that the Administration and the Board have put the College in legal jeopardy regarding events after the situation. Mr. Harvey also questioned the Board about why a public Board meeting is planned to be held in Bryan. Mr. Harvey pledged to monitor the actions of the Administration and the Board. Mr. Kenjura stated that the Board would not comment on a personnel issue but said that the Administration had clarified with an attorney that it is legal to hold a public meeting outside of Washington County.

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

Dr. Miller reviewed the financial statement and list of checks for the period ending August 31, 2010 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). Dr. Miller responded to questions from the Board.

**CONSENT AGENDA ITEMS:**

- ITEM 4. REVIEW AND ACTION TO APPROVE MINUTES FOR THE AUGUST 17, 2010, REGULAR MEETING**
- ITEM 5. REVIEW AND ACTION TO REVISE BOARD POLICIES:**
- (A) *FBA (LOCAL): ADMISSIONS AND ATTENDANCE - ADMISSIONS REQUIREMENTS***
- (B) *FBC (LOCAL): ADMISSIONS AND ATTENDANCE - RESIDENCY***
- ITEM 6. REVIEW AND ACTION TO CHANGE THE DATE FOR THE OCTOBER REGULAR MEETING OF THE BOARD TO OCTOBER 26, 2010**
- ITEM 7. REVIEW AND ACTION TO CHANGE THE LOCATION OF THE NOVEMBER 16, 2010, REGULAR MEETING OF THE BOARD TO THE BRYAN CAMPUS**
- ITEM 8. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD BIDS FOR THE CONSTRUCTION OF THE UNDERGROUND COMMUNICATIONS TO THE W.J. "BILL" RANKIN AGRICULTURAL COMPLEX AND THE RELOCATION AND UPGRADE OF CHILLED WATER LINES SERVING THE NEW STUDENT HOUSING FACILITY**
- ITEM 9. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO NEGOTIATE A PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH JONES & CARTER, INC., FOR THE DESIGN OF STORM WATER DETENTION FACILITIES TO SERVE THE APPROXIMATELY 32 ACRES OF CURRENTLY UNDEVELOPED LAND LOCATED WEST OF THE STUDENT APARTMENTS ON SAEGER STREET**
- ITEM 10. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO RENEW THE EXPIRED LEASE AGREEMENT WITH "ICE IS NICE" SNOW CONE VENDOR LOCATED ON THE BRYAN CAMPUS**
- ITEM 11. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO RENEW THE EXPIRING LEASE AGREEMENT FOR THE KINESIOLOGY BUILDING AT 3608 OLD COLLEGE ROAD IN BRYAN, TEXAS**
- ITEM 12. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO CREATE AN ESCROW ACCOUNT TO FACILITATE THE PAYMENT OF TENANT IMPROVEMENTS FOR THE ALLIED HEALTH FACILITY ON THE HEALTH SCIENCE CENTER CAMPUS IN BRYAN, TEXAS**
- ITEM 13. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO ADD THE CHIEF FINANCIAL OFFICER AS AN AUTHORIZED CHECK SIGNER AT BRENHAM NATIONAL BANK**

On a motion by Dr. Boehm, seconded by Mr. Westbrook, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 4** - Minutes for the August 17, 2010, Regular Meeting; **ITEM 5** - Revisions to Board Policies: *FBA (Local): Admissions And Attendance - Admissions Requirements* and *FBC (Local): Admissions And Attendance - Residency* (copies of the policy revisions are attached and made a part of these *Minutes*); **ITEM 6** - Change the Date for the October Regular Meeting of the Board to October 26, 2010; **ITEM 7** - Change the Location of the November 16, 2010, Regular Meeting of the Board to the Bryan Campus; **ITEM 8** - Authorization of the Administration to Seek and Award Bids for the Construction of the Underground Communications to the W.J. "Bill" Rankin Agricultural Complex and the Relocation and Upgrade of Chilled Water Lines Serving the New Student Housing Facility; **ITEM 9** - Authorization of the Administration to Negotiate a Professional Engineering Services Contract with Jones & Carter, Inc., for the Design of Storm Water Detention Facilities to Serve the Approximately 32 Acres of Currently Undeveloped Land Located West of the Student Apartments on Saeger Street; **ITEM 10** - Authorization of the Administration to Renew the Expired Lease Agreement with "Ice Is Nice" Snow Cone Vendor Located on the Bryan Campus (a copy of the lease agreement is attached and made a part of these *Minutes*); **ITEM 11** - Authorization of the Administration to Renew the Expiring Lease Agreement for the Kinesiology Building at 3608 Old College Road in Bryan, Texas (a copy of the lease agreement is attached and made a part of these *Minutes*); and **ITEM 12** - Authorization of the Administration to Create an Escrow Account to Facilitate the Payment of Tenant Improvements for the Allied Health Facility on the Health Science Center Campus in Bryan, Texas (a copy of the Exhibit "E" Work Letter is attached and made a part of these *Minutes*) as presented by the Administration.

**ITEM 13** was pulled from the Consent Agenda due to Mr. Borchardt's employment at Brenham National Bank. On a motion by Mr. Toubin, seconded by Mr. Lacina, the Board voted to approve the Authorization of the Administration to Add the Chief Financial Officer as an Authorized Check Signer at Brenham National Bank (copies of the Resolution and letter to Brenham National Bank are attached and made a part of these *Minutes*) as presented by the Administration. Mr. Borchardt abstained from voting on the matter.

#### **OTHER ACTION ITEMS:**

#### **ITEM 14. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD BIDS FOR THE PREPARATION OF BID SPECIFICATIONS AND THE REPLACEMENT OF MILLWORK AND CARPET IN THE ACADEMIC BUILDING ON THE BRYAN CAMPUS TO CORRECT THE DEFICIENCIES OF MERRELL CONSTRUCTION**

Mr. O'Malley advised the Board the project has been substantially complete for eight months; however, there are punch list items that are not complete. The Administration requests to Seek and Award Bids for the Preparation of Bid Specification and the Replacement of Millwork and Carpet in the Academic Building on the Bryan Campus to Correct the Deficiencies of Merrell Construction.

On a motion by Mr. Borchardt, seconded by Dr. Boehm, the Board voted to Seek and Award Bids for the Preparation of Bid Specification and the Replacement of Millwork and Carpet in the Academic Building on the Bryan Campus to Correct the Deficiencies of Merrell Construction as presented by the Administration.

**ITEM 15. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD REQUESTS FOR PROPOSALS FOR AN ADDITIONAL FOOD SERVICE VENDOR ON THE BRYAN CAMPUS**

Dr. Miller reported an additional food service vendor is needed on the Bryan Campus due to the volume of students, faculty, and staff. Dr. Miller recommended seeking Requests for Proposals for a food vendor who is very flexible and inexpensive to set up given the limited available space. Dr. Miller responded to questions from the Board.

On a motion by Dr. Boehm, seconded by Mr. Toubin, the Board voted to authorize the Administration to Seek and Award Requests for Proposals for an Additional Food Service Vendor on the Bryan Campus as presented by the Administration.

**ITEM 16. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND AWARD REQUESTS FOR PROPOSALS FOR THIRD PARTY ADMINISTRATION OF CLAIM SERVICES RELATED TO ATHLETIC MEDICAL ISSUES**

Dr. Miller reported the College is self insured for athletic injuries other than catastrophic injuries. The College has been approached and is interested in employing the services of a third party vendor to handle medical rate negotiations and medical claim services. The Administration recommends seeking requests for proposals for third party administration of claim services related to athletic medical issues. Dr. Miller responded to questions from the Board.

On a motion by Mr. Toubin, seconded by Mr. Lange, the Board voted to authorize the Administration to Seek and Award Requests for Proposals for Third Party Administration of Claim Services Related to Athletic Medical Issues as presented by the Administration.

**ITEM 17. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO PURCHASE AN ACCOUNT PROVISION AND MANAGEMENT SOLUTION FROM BMC/HITACHI-ID**

Mr. Michael Welch explained the need to automate the management of student and staff accounts. This will automate assigning and changing permissions in different software systems by: authenticating password reset, automating account permissions, auditing actions of user accounts, and provide automatic password and username synchronization. After proposals from three companies, the recommendation of the Administration is to purchase the account provision and management solution from BMC/HITACHI-ID.

On a motion by Mr. Lacina, seconded by Dr. Boehm, the Board voted to authorize the Administration to Purchase an Account Provision and Management Solution from BMC/HITACHI-ID as presented by the Administration.

Dr. Miller reviewed the costs which is approximately \$150,000.00, \$80,000.00 of which is already in the Budget from unused money.

**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 elevator is scheduled for delivery on September 20<sup>th</sup>, and should be installed by the end of the month.

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. On September 13<sup>th</sup>, I e-mailed the contractor stating that Blinn would seek bids to correct the millwork and replace the carpet in the classroom building and deduct the cost of this work from the balance owed. I have also demanded that the contractor provide the close-out documents before we release any funds.

Allied Health HSC Campus - The project is under construction and according to the contractor, they are seven weeks ahead of schedule. We have scheduled the programming meetings with the Allied Health Staff and the Audiovisual Consultant (SM&W) for September 20<sup>th</sup> and 21<sup>st</sup>. The kick-off meeting for the procurement of equipment is scheduled for the week of October 12<sup>th</sup>.

Building E, Student Center - This is a multi-phase project designed to enhance the student services offered on the Bryan Campus. I have negotiated a professional services agreement with Oza Bouchard, Morris Architects, and we have started the programming phase of the project. The first task will be a "Student Center Reimplementation Plan" that emphasizes the use of this space for student use. Once the "Student Center Reimplementation Plan" is complete, we will present our findings to the Board at the October Board meeting and seek additional authorizations for the design and construction phases. The budget for this project is \$ 500,000.00, and will be funded in this year's Repair and Replacement budget.

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:**

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. The contractor has completed the subgrade preparation for the building slab and plumbing is starting to go in the ground. We have encountered our first unknown when the existing chilled water lines were uncovered directly under the proposed student housing facility. This will result in a change order to relocate the chill water lines out into the middle of Third Street.

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 on October 14<sup>th</sup>, awarded at the October Board meeting, and start construction in early November. The project is scheduled for completion in 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 dirt work and subgrade material under the slab have been completed and the contractor will begin concrete pours on the 16<sup>th</sup> and 17<sup>th</sup> of September.

The Ag Classroom Building – The project is prepared and out for bids. Collier Construction will take bids on October 19<sup>th</sup>, and we will award a (GMP) at the October Board meeting.

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 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.

The underground communications project will be out for bids in late September and awarded at the October Board meeting.

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

Dr. Harris reviewed the 2010 Fall Enrollment and Housing Occupancy (copies of the enrollment and housing occupancy reports are attached and made a part of these *Minutes*). Dr. Harris reported that Fall 2010 enrollment is 17,680, which is up 435 over Fall 2009. He also reported that Housing Occupancy is at 100%, which means there are 1,012 students living on campus.

- **FALL 2009 AND SPRING 2010 STUDENT ENROLLMENT REPORT AS REQUIRED BY TEXAS EDUCATION CODE 51.403(B)(C)**

This report required by Texas Education Code 51.403 (B)(C) was made available for the Board to review prior to the Board Meeting.

- **BARNES & NOBLE COLLEGE BOOKSELLERS**

Dr. Miller introduced Marc Eckhart, Regional Manager for Barnes & Noble. Mr. Eckhart introduced Bookstore Managers and reviewed the sales figure trends. Mr. Eckhart introduced the textbook rental program, saving Blinn students \$62,132.00 during the Fall Semester. Mr. Eckhart reviewed the upcoming option for students to order textbooks when they register for classes. Mr. Eckhart responded to questions from the Board.

**ITEM 19. ADMINISTRATIVE ANNOUNCEMENTS:**

- **NEWLY ENDOWED SCHOLARSHIP**

Dr. Holt announced the Technical Education Scholarship, which was created in part from a gift from the Alice Kolwes Estate. Additional amounts were given by community supporters of the Blinn College Technical Education Program. Scholarships will be awarded to students enrolled in the A.W. Hodde, Jr. Technical Education Training Center.

- **UPCOMING EVENTS**

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

- A) Mobile Go Center Ribbon Cutting, Thursday, September 30, 10:00 a.m., Student Center, Brenham Campus.
- B) Association of Community College Trustees 41<sup>st</sup> Annual Leadership Congress, October 20-23, Toronto, Canada.
- C) Sealy Advisory Committee Meeting, Thursday, October 21, Noon.
- D) Annual Endowed Scholarship Luncheon, honoring Donors and Students, Saturday, October 23, 11:30 a.m., Janis Sneed Banquet Room, Student Center, Brenham Campus.
- E) Camp for All "Rocks" Annual Event, Saturday, October 23, 6:00 p.m., *Camp For All*, Rehburg – honoring Mimi and Leon Toubin.
- F) Blinn Homecoming, Saturday, October 30.
  - Ex Students Association Annual Meeting, 9:30 a.m.;
  - Buccaneer Alumni Lettermen Association Meeting, 10:30 a.m.;
  - Hall of Honor BBQ Luncheon, 11:30 a.m.; and
  - Football Game, 3:00 p.m., vs Cisco Junior College.

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

The public was recessed for a break at 8:14 p.m.

The public was recessed for closed session at 8:28 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 9:46 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

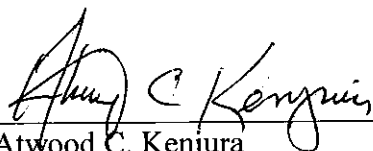
On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to employ new Faculty and Professional Staff on one-year contracts for the 2010-2011 school year (a copy of the list of persons employed is attached and made a part of these *Minutes*).

On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to employ part-time Faculty for the Fall 2010 semester (copies of the lists of part-time persons employed is attached and made a part of these *Minutes*). Mr. Lacina abstained from voting on the employment of part-time faculty.

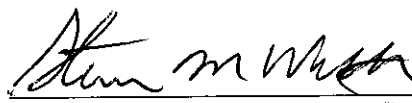
On a motion by Mr. Lange, seconded by Dr. Boehm, the Board voted to purchase property at 906 West Sixth Street.

**ITEM 24. ADJOURNMENT**

On a motion by Mr. Borchardt, seconded by Mr. Lange, the Meeting was adjourned at 9:47 p.m.



Mr. Atwood C. Kenjura  
President



Mr. Steve M. Westbrook  
Secretary