

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Tuesday, January 17, 2012, 7:00 p.m.

The Board of Trustees convened at 7:05 p.m. in the Board Room with the following members present: Mr. Atwood C. Kenjura, President, presiding; Mr. Leon B. Toubin, Vice President; Mr. Douglas R. Borchardt, Secretary; Mr. Norwood Lange; Mrs. Carolyn D. Miller, CPA and Mr. David Sommer.

Board members not present: Dr. Henry J. Boehm, Jr.

Members of the College staff in attendance were: Dr. Harold Nolte, President; Dr. Ted Raspiller, President Brazos County Campuses; Dr. Robert Brick, Dr. Debra LaCour, and Dr. Van Miller, Vice Presidents; Dr. Kathy Anzivino, Interim Vice President; Ms. Cathy Boeker, Executive Administrator External Affairs; Mr. Richard Bray; Mr. Brian Burk; Mr. Thomas Brazzel; Ms. Jeri Thornton-Dulaney; Ms. Becky Garlick; Mr. James Harvill; Ms. Kris Janes; Ms. Julie Maass; Ms. Melanie Morgan; Mr. Gus Mutscher; Mr. Richard O'Malley; Mr. Doug Pierce; Dr. Milton Radke; Ms. Karla Roper; Mr. Richard Speas; Mr. Ross Schroeder; Mr. Jeff Tilley; Dr. Larry Watson; Ms. Ann Weir and Dr. Mark Workman.

Also registered as in attendance were: Mr. John Barkman; Blinn College Volleyball Team representatives; Mr. Michael Ehlert, Brenham Wholesale; Mr. Dane Legg, Lott, Vernon & Company, P.C.; and Ms. Allison P. Smith, *Brenham Banner-Press*

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. Nolte.

ITEM 2. PUBLIC COMMENT

Mr. Doug Pierce read a Resolution of Appreciation to the Board and Administration for the \$500.00 stipend given to Full-Time Faculty and Staff in December, 2011.

Dr. Larry Watson read a Resolution of Appreciation to the Board and Administration for the \$500.00 stipend given to Full-Time Faculty and Staff in December, 2011.

NON-ACTION ITEMS:

ITEM 3. READING OF A RESOLUTION FOR THE 2011 NATIONAL CHAMPIONSHIP VOLLEYBALL TEAM AND COACH OF THE YEAR

Mr. Kenjura read a Resolution for the 2011 National Championship Volleyball Team and Coach of the Year and thanked the players and coaches (a copy of the Resolution is attached and made a part of these *Minutes*).

ITEM 4. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING DECEMBER 31, 2011

Dr. Miller reviewed the recent activities of the newly formed Budget/Audit Committee. He then reviewed the financial statement and list of checks for the period ending December 31, 2011 (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 regarding various line items.

CONSENT AGENDA ITEMS:

ITEM 5. REVIEW AND ACTION TO APPROVE MINUTES FOR THE NOVEMBER 15, 2011, REGULAR MEETING

ITEM 6. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO DISPOSE OF SURPLUS COLLEGE VOLLEYBALL JERSEYS VIA PUBLIC SALE

ITEM 7. REVIEW AND ACTION TO APPOINT AND RE-APPOINT MEMBERS TO THE BRAZOS COUNTY ADVISORY COMMITTEE

ITEM 8. REVIEW AND ACTION TO APPROVE REVISIONS TO THE LIST OF AUTHORIZED REPRESENTATIVES FROM THE COLLEGE TO: (1) LONE STAR INVESTMENT POOL; (2) TEXPOOL AND (3) TEXSTAR

On a motion by Mr. Sommer, seconded by Mr. Borchardt, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 5** - Minutes for the November 15, 2011, Regular Meeting; **ITEM 6** - Administration to Dispose of Surplus College Volleyball Jerseys via Public Sale for \$40.00 each with any money raised from the sale of these jerseys to be deposited into the volleyball account at the Blinn College Foundation; **ITEM 7** - Brazos County Advisory Committee Appointment of Ms. Ann Horton, City of Bryan Councilwoman, for a two-year term from January 2012 thru December 2013 to replace Ms. Maritza Hoffman and Re-Appointment of Dr. Pamela Matthews, Vice Provost for Academic Affairs, Texas A&M, for a two-year term from January 2012 thru December 2013 (a copy of the brief bios is attached and made a part of these *Minutes*); **ITEM 8** - Revisions to add Dr. Nolte to the List of Authorized Representatives to the List of Authorized Representatives from the College to: (1) Lone Star Investment Pool; (2) TexPool and (3) TexStar, as presented by the Administration.

ACTION ITEMS:

ITEM 9. REVIEW AND ACTION TO APPROVE THE AUDIT FOR THE 2010-2011 SCHOOL YEAR:

(A) APPROVE THE FINANCIAL STATEMENT AND SINGLE AUDIT FOR THE YEAR ENDING AUGUST 31, 2011

(B) APPROVE THE AUDIT AS THE AMENDED BUDGET FOR THE 2010-2011 SCHOOL YEAR

Mrs. Miller introduced Mr. Dane Legg from Lott, Vernon & Company, P.C. Mr. Legg reviewed the Annual Financial Report for the Fiscal Year ending August 31, 2011 (a copy of the financial report is attached and made a part of these *Minutes*). Mr. Legg responded to questions from the Board.

Following the vote, Mrs. Miller commended Dr. Miller and Mr. Tom Brazzel on a good job which led to a clean audit. She also gave an overview on goals of the Budget/Audit Committee moving forward.

On a motion by Mr. Lange, seconded by Mrs. Miller, the Board voted to Approve the Audit for the 2010-2011 School Year: Approving the Financial Statement and Single Audit for the Year Ending August 31, 2011 and Approving the Audit as the Amended Budget for the 2010-2011 School Year, as presented by the Administration.

ITEM 10. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD BIDS FOR FROZEN FOOD PRODUCTS, GROCERY PRODUCTS, COOLER PRODUCTS, MEAT PRODUCTS, MILK PRODUCTS AND BREAD PRODUCTS FOR MARCH 1, 2012 - AUGUST 31, 2012

Mrs. Miller abstained from discussion and voting on this item.

Mr. Ross Schroeder reviewed bid results for Food Service items (a copy of the presentation including bid tabulation is attached and made a part of these *Minutes*). He reviewed historical bid results, as well as, new and old bidding procedures.

On a motion by Mr. Sommer, seconded by Mr. Toubin, the Board voted to Authorize the Administration to Award:

- Bid 872 to the lowest bidder of Frozen products to Brenham Wholesale for \$107,247.04;
- Bid 873 to the third lowest bidder of Dry Grocery products to Brenham Wholesale for \$50,086.83 (due to the advantageous delivery frequency);
- Bid 874 to the second lowest bidder of Cooler products to Brenham Wholesale for \$8,569.03 (due to the supply of preferred brand product);
- Bid 875 to the lowest bidder of Meats products to Ruffino Meats for \$1,346.71;
- Bid 876 to the lowest bidder of Milk products to Oak Farms for \$11,779.22; and
- Bid 877 to the lowest bidder of Bread products to Flowers Bakery for \$10,443.36.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:

ITEM 11. REPORTS:

- **BUILDINGS AND GROUNDS**

Mr. Richard O'Malley reviewed highlights of the written Buildings and Grounds report (a copy of the Buildings and Grounds report is attached and made a part of these *Minutes*). Mr. O'Malley responded to questions from the Board.

Bryan Campus:

- Allied Health HSC Campus - the construction is complete.
- Building E, Student Center - The original scope of this project was divided into two phases: 1. The student activity portion of the building was scheduled for a remodel to accommodate student activities, and 2. The food service portion was scheduled to be updated and expanded to meet the growth of the campus. Both of these phases have been put on hold until the funding of these improvements can be budgeted.
- Building H (presently, the Allied Health Building) - This project is complete.
- Central Plant - Chiller #2 replacement project is substantially complete with a few punch list items remaining. The chiller is fully operational and working. The design work has begun on the ice tank replacement project. The improvements are scheduled for completion by the first of June.
- Parking Lot Project - We have hired Bleyl & Associates, a local engineering firm, for the planning of street access from Villa Maria and the additional parking lot. The parking lot will be located north of the existing campus and the lot will be accessible from the campus

with a pedestrian bridge. The proposed lot can also be accessed with vehicular traffic from Villa Maria. The project will be divided into phases with an estimated construction cost for the first phase being \$500,000.00. The first phase will consist of: a) pedestrian bridge, b) Approximately 500 linear feet of street improvements connecting to Villa Maria, and c) parking spaces for approximately 100 cars. The project is budgeted within the R&R budget.

Brenham Campus:

- Student Housing - The project is substantially complete. There are still warranty items and operational training items that need to be completed.
- Central Plant - We have hired DBR for the design and construction phase services for an electrical switchgear replacement project and the replacement and upgrades to pumps and frequency drives at buildings located along the chilled water loop in zone 3 and zone 1. These improvements will enhance the capacity of our existing chillers and will provide a more efficient use of both energy and chilled water. The electrical switchgear project was bid on January 5th. We received four bids and the facilities committee awarded the project to Haarmeyer Electric for \$ 73,000.00
- Band Hall - The project is substantially complete. There are a few warranty and operational issues to resolve. There are two projects that were not included in the original design of this expansion that will need to be completed this year: 1. Exterior Signage - we are developing plans in-house for the exterior signage for this building; and 2. Irrigation System - there were no plans in the original design for an irrigation system. These plans are being prepared and we will be seeking bids from contractors for the installation of an irrigation system. Both of these improvements will be paid for from budgeted funds in the R&R Budget.
- Agriculture Shop Facility - Complete.
- The Ag Classroom Building - The project is substantially complete. There are a few warranty and operational issues to resolve. There are items including the fencing, irrigation systems, and exterior signage that still need to be completed. The funds to pay for these improvements are included in the project budget.
- Master Campus Lighting Plan - Late last year 2011, representatives from the facilities staff, the student services staff, police department, and students toured the campus after dark to determine areas that needed improved lighting. We found several areas where light bulbs and fixtures simply need replacing and we found areas that need lighting improvements. The replacement of bulbs and fixtures has begun and will continue until completed. The areas needing additional lighting are being incorporated into a master lighting plan and we will be seeking the Board's approval for adding fixtures and lights to the campus. The design work for these improvements will be done in-house with the facilities staff. This same observation and eventual lighting plan is being scheduled for the Bryan Campus.
- Structural Issues - We have hired a structural consultant, Paul Malek with MBC Management, to evaluate two structural issues on the Brenham Campus. The first is the outfield retaining wall at the baseball field and the second is the elevator addition to the Arts and Sciences Building. The outfield retaining wall is slowly creeping down the slope towards Old Mill Creek Road. Cracking has occurred in the wall and the grass and soil located adjacent to the wall is subsiding. This does not appear to be a safety hazard, but an eventual wall failure would be very costly to repair. Once Mr. Malek has completed his analysis, we will bring recommendations to the Board for subsequent corrective action. The second is the elevator addition at the Arts and Sciences Building. The addition is settling and pulling away from the main structure. This does not appear to be a safety hazard at this time, but a plan should be put in place to stabilize the movement before the condition worsens. Mr. Malek is preparing an analysis and recommendations to rectify this concern, and once completed, we will bring to the Board for further action.
- Major HVAC Equipment Replacement Schedule - The following is a list of major HVAC expenditures anticipated for the next five years based on current information and excluding any catastrophic failure of equipment before scheduled replacement date.

Brenham Campus:

- 2012-2013 (budget year):
Remove antiquated ice tank equipment and replace a 200-ton chiller (#1) with a new 500-ton chiller with the appropriate piping, pumps, and appurtenances for \$750,000.00.
- 2013-2014 (budget year):
Remove and replace a 500-ton chiller (#3) with a new 500-ton chiller with the appropriate piping, pumps, and appurtenances for \$550,000.00.
Remove and replace the vintage 1988 air handling units (ahu) located in Old Main with the appropriate piping, controls, and appurtenances for \$250,000.00.
- 2014-2015 (budget year):
Extend chill water piping and add Solons Hall, Moody Library, and Katherine Atkinson Hall to the central plant chilled water system for \$250,000.00.
Add cooling tower and replace cooling tower pumps at central plant for \$250,000.00.

Bryan Campus:

- 2012-2013 (budget year):
Remove and replace ice tank for \$130,000.00.
- 2016-2017 (budget year):
- Remove and replace a 500-ton chiller (#3) with a new 500-ton chiller with the appropriate piping, pumps, and appurtenances for \$550,000.00.

The above equipment replacements and estimates do not take into account any additional new buildings that may be constructed on either campus. This event would accelerate the need for additional cooling capacity. Additionally, for the period of time that I have been the Executive Director of Facilities, Planning and Construction, the constant need to replace compressors, pumps, and minor equipment in the existing HVAC equipment has been inherent. This cost ranges from \$100,000.00 - \$200,000.00 each year for these items.

- **SCHULENBURG CAMPUS GOALS AND MEASURES**

Ms. Becky Garlick reviewed goals for the Schulenburg Campus in four areas: marketing, recruiting, scheduling and positive campus atmosphere (copies of the 2011-13 Schulenburg Campus Narrative Report and Campus Goals; Blinn College Fall 2011 Registration Numbers; Blinn College Fall 2009 Registration Numbers; and Schulenburg Campus Visits & Special Programs and Proposed Events/Activities for Students for Academic Year 2011-12 are attached and made a part of these *Minutes*). She also reviewed current activities on campus.

- **PRELIMINARY ENROLLMENT AND HOUSING OCCUPANCY FOR THE 2012 SPRING SEMESTER**

Ms. Julie Maass reported 16,064 students currently registered with 16,407 as the final number (a copy of the Spring 2012 Registration report is attached and made a part of these *Minutes*). She reported 15,872 students were registered at this time in 2011. Ms. Maass reported contact hours are also showing an increase. Dr. Nolte asked Ms. Maass to update the Board on the new Meningitis requirement. Ms. Maass advised that numbers are currently being collected of students who must be turned away due to this requirement.

Ms. Ann Weir reviewed the Move In Occupancy Report for the 2012 Spring Semester (a copy of the Move In Spring Occupancy Report for the 2012 Spring Semester report is attached and made a part of these *Minutes*). She reported the dorms at 84% occupancy and the apartments at 86% occupancy and said the numbers continue to change. Ms. Weir reported that occupancy will increase over the coming days and responded to questions from the Board.

- **ENROLLMENT FOR THE 2011 WINTER MINIMESTER**

Ms. Julie Maass reported that enrollment for the 2011 Winter Minimester is down 180 students from 2010 (a copy of the 2011 Winter Minimester report is attached and made a part of these *Minutes*).

ITEM 12. BRAZOS COUNTY CAMPUSES UPDATE

Dr. Raspiller reviewed Brazos County Campuses update (a copy of the events is attached and made a part of these *Minutes*):

- December 8, 2011-The College Station City Council approved \$25,000 of Hotel Occupancy Funds to be used towards the Brazos Valley Bowl Game presented by Blinn College.
- January 23-27, 2012-Student Government Welcome Back 2012 Social & Club Information Week.
- February 14, 2012-Fine Arts Lecture Series: Jim Avery (discussing campaigning).
- February 14, 2012-Student Government Valentine's Day Extravaganza.
- February 16, 2012-Next meeting of the Brazos County Campuses Advisory Committee.
- February 16, 2012-Student Leadership & Activities Transfer Fair.
- February 16, 2012-Blinn College Nursing Student Association will be attending Texas Nursing Student Conference in Irving, Texas.
- February 17, 2012-Emergency Medical Services Conference will be held in the Barbara L. Pearson Banquet Room.

ITEM 13. ADMINISTRATIVE ANNOUNCEMENTS:

- **NEWLY ENDOWED SCHOLARSHIP**

Dr. Nolte announced the Lone Star Scholarship, which was established from royalty income from the sale of A Lone Star Reader (the Texas history reader used in classes) and was edited by Bryan Campus faculty members Chuck Swanlund and Kirk Bane. The Lone Star Scholarship will be awarded to a student attending the Bryan campus and majoring in Social Science (preferably history) or Education.

- **UPCOMING EVENTS**

Dr. Nolte announced the following upcoming events (copies of the newly endowed scholarship description and administrative announcements are attached and made a part of these *Minutes*):

- Sealy Advisory Committee meeting on Thursday, January 19 at Noon.
- Texas Association of Community Colleges Association and Texas Higher Education Coordinating Board meetings to be held January 25 & 26 in Austin.
- Lifetime Learning Luncheon on Thursday, January 26, 11:30 - 1:00 p.m., in the Janis Sneed Banquet Room, Student Center. The speaker is Diana C.K. Untermeyer. For reservations, contact www.lifetimelearning.org.
- Blinn Sports Banquet to honor the National Championship Volleyball Team will be on Saturday, January 28, 7:00 p.m., Janis Sneed Banquet Room, Brenham Campus.
- Washington County Chamber of Commerce and EDF Annual Banquet on Tuesday, January 31, Social at 5:30 p.m.; Dinner at 6:30 p.m., Fireman's Training Center, in Brenham.
- Blinn College Reunion for Phi Theta Kappa students to be held Saturday, February 11, 2012 at the Washington County Fair Grounds Event Center. For more information contact Glen Vierus at 979/830-4181.
- Schulenburg Advisory Committee meeting to be held on Wednesday, February 15 at Noon.
- Next Regular Board meeting is Tuesday, February 21, 2012 at 7:00 p.m. on the Bryan campus.

ITEM 14. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The public was recessed for a break at 8:36 p.m.

The public was recessed for closed session at 8:52 p.m.

CLOSED SESSION:

ITEM 15. 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 16. RECONVENE PUBLIC SESSION

The public session was reconvened at 9:42 p.m.

ADDITIONAL ACTION ITEMS:

ITEM 17. 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. Borchardt, seconded by Mr. Toubin, the Board voted to employ new Faculty and Professional Staff on one-year contracts for the 2011-2012 school year (a copy of the list of persons employed is attached and made a part of these *Minutes*).

ITEM 18. ADJOURNMENT

On a motion by Mrs. Miller, seconded by Mr. Sommer, the Meeting was adjourned at 9:44 p.m.



Mr. Atwood C. Kenjura
President



Mr. Douglas R. Borchardt
Secretary