

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Tuesday, August 20, 2013, 12:00 p.m.

The Board of Trustees convened at 6:33 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; Dr. Henry J. Boehm, Jr.; Mrs. Carolyn D. Miller, CPA and Mr. Leon B. Toubin.

Board members not present: Mr. Norwood Lange.

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. John Beaver, Interim Vice President Academic Affairs/CAO; Dr. Cynthia Griffith, Vice President Allied Health Sciences; Ms. Cathy Boeker, Associate Vice President, Institutional Advancement/Governmental Affairs; Mr. Joe Baumann; Ms. Kris Beckendorf; Mr. Mark Bernier; Mr. Rich Bray; Mr. Tom Brazzel; Ms. Karen Buck; Mr. Brian Burk; Ms. Rebecca Garlick; Mr. Brian Gonyer; Ms. Marie Kirby; Ms. Andrea Liner; Dr. Cheryl Metz; Mr. Robert Nelson; Mr. Bradley Nies; Mr. Richard O'Malley; Mr. Kevin Patrick; Dr. Greg Phillips; Mr. Steve Rathbone; Ms. Rebecca Ruffino; Mr. Ross Schroeder; Mr. Jeff Tilley and Mr. Gary Waites.

Also registered as in attendance were: Mr. Aaron Cravens, Blinn College student; Mr. Willy Dilworth, Washington County Chief Appraiser; Dr. Russ Graves, Director, Transition Academic Programs, Texas A&M University; Ms. Colleen Dougan, Blinn College student; Mr. Zachary Yoke, Blinn College student 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. 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*).

• **Upcoming Events:**

- **First Day of Fall Semester Classes** – August 26
- **Washington County Chamber Annual TAILGATE 2013** – August 29, 6:00 p.m., Silver Wings Ballroom, Brenham
- **Football** – Aug. 31, vs Butler Community College, KS, Cub Stadium, 7:00 p.m.

- **Volleyball** – Aug. 30-31 – Applebee’s Classic
 - Blinn vs Hill, Aug. 30– 2:00 p.m.
 - Blinn vs Navarro, Aug. 30 – 6:00 p.m.
 - Blinn vs Temple, Aug. 31 – 1:00 p.m.
 - Blinn vs Panola, Aug. 31 – 5:00 p.m.
- **Holiday** – Blinn College closed for Labor Day
- **Volleyball** – Sept. 3, vs Trinity Valley Community College - 6:00 p.m.
- **Blinn College Foundation Board Meeting** – Sept. 4, 11:30 a.m., Board Dining Room, Student Center, Brenham campus
- **Brenham ISD Anniversary Luncheon** – Sept. 6, 11:15 a.m., Banquet Room, Student Center, Brenham campus
- **Football** – Sept. 7, vs Southeast Prep Academy, Cub Stadium, 7:00 p.m.
- **Workforce Solutions Brazos Valley Board Annual Meeting** – Sept. 11, Noon, Bryan
- **Washington County Fair** – Sept. 13-21
- **Region XIV Presidents and Athletic Directors Meeting** – Sept. 15-16, Galveston
- **Southwest Junior College Football Conference Meeting** – Sept. 16, Galveston
- **Regular Board Meeting** - Tuesday, September 24, 6:30 p.m., Board Room, Brenham campus

- **Brazos County Campuses Update**

Dr. Nolte also reviewed upcoming events for the Bryan Campus.

- **August 26, 2013:**
- **Fall 2013 Welcome Week Events**
- Campus Locators: 8:00 a.m. – 3:00 p.m. (Courtyard Areas)
- Ice Cream Social: 11:00 a.m. (Student Center)
- SLA Intro Welcome Walk Noon – 1:30 p.m. (Student Center Courtyard)
- Seminar: How to Control Personal Finance Spending @ 2:00 p.m. (E-120)

- **August 27, 2013:**
- **Fall 2013 Welcome Week Events**
- Campus Locators: 8:00 a.m. – 3:00 p.m. (Courtyard Areas)
- Ice Cream Social: 11:00 a.m. (Student Center)
- SLA Intro Welcome Walk Noon – 1:30 p.m.
- Seminar: Campus Safety @ 2:00 p.m. (E-120)

- **August 28, 2013:**
- **Fall 2013 Welcome Week Events**
- SLA Game Day: 11:00 a.m. – 3:00 p.m. (Student Center)
- Win cool prizes when SLA & SGA host a day of various games and tournaments. Play X-Box and browse the Game Room for a day of fun.
- Splash Bash w/DJ Easy EJ in the mix: 5:00 p.m. – 8:00 p.m. (College Edge Apts.)
College Edge Apts. @ 1512 Hollowhill Drive, Bryan, Texas 77802

- **August 29, 2013:**
- **Fall 2013 Welcome Week Events**
- SLA Game Day: 11:00 a.m. – 3:00 p.m. (Student Center)
- Win cool prizes when SLA & SGA host a day of various games and tournaments. Play X-Box and browse the Game Room for a day of fun.
- Casino Night: 6:00 p.m. - 8:00 p.m. (Student Center)

- **August 30, 2013:**
- **Fall 2013 Welcome Week Events**
- SLA Professional Sports Day: Noon – 2:00 p.m. (Student Center) The first 50 students who come by the SLA office and present a valid Blinn ID will receive a free Blinn t-shirt or free ticket to eat or shop at a local business in Brazos County.

- **September 3-4, 2013:**
- **Community Orientation Days: 10:00 a.m. – 3:00 p.m. (Student Center/walkway)**
- Blinn College is inviting area businesses and organizations to come out to the Bryan Campus to meet our students. This is the perfect opportunity for local businesses to advertise their company, offer giveaways, or discuss job opportunities with Blinn College students.

- **September 5, 2013:**
- **Student Leadership & Activities Movie Night: 6:00 p.m. – 8:00 p.m. E-105**

- **September 9-13, 2013:**
- **Student Involvement Fair 10:00 a.m. – 2:00 p.m. (Student Center/walkway)**
- The Involvement Fair is offered each fall semester in order to provide students an opportunity to learn about different clubs and organizations on campus and get involved!

- **September 14, 2013:**
- **Campus Leadership Summit 9:00 a.m. – 5:00 p.m. Student Center**
- The Blinn College- Campus Leadership Summit is a FREE campus-wide conference for all students on the Brenham, Bryan, Schulenburg, and Sealy Campuses. The summit offers students a unique opportunity to interact with a diverse community of leaders and to develop and refine leadership skills through participation in breakout sessions, group activities and special workshops that speak to the following topics: Emerging Leadership, Unifying Campus, Civic Engagement and Volunteerism, and Student Organization Risk Management

- **September 16-18, 2013:**
- **Constitution Week Table Exhibit 10:00 a.m. – 2:00 p.m. Student Center**
- The celebration of the U.S. Constitution's 226th anniversary continues with a wide-variety of interactive programs and on-site activities designed to honor this momentous occasion.

ITEM 3. REPORTS:

- **BUILDINGS AND GROUNDS**

Mr. Richard O'Malley, Executive Director, Facilities, Planning and Construction, reviewed highlights from the written buildings and grounds report (a copy of the buildings and grounds report is attached and made a part of these *Minutes*).

- **ENROLLMENT REPORT**

Ms. Andi Liner, Dean of Admissions and Records/Registrar, reviewed preliminary Fall enrollment progress. Currently, approximately 200 students are being registered per day. The last day of registration for the 16-week semester will be Sunday, August 25 (a copy of the enrollment report is attached and made a part of these *Minutes*).

- **HOUSING REPORT**

Dr. Dennis Crowson, Vice President for Student Services, reported that all campus housing is full for the Fall semester with 36 females and 55 males on a waiting list (a copy of the housing report is attached and made a part of these *Minutes*).

- **STUDENT SUCCESS FUNDING - SENATE BILL 1**

Dr. Crowson reviewed a community college student success funding model, which included \$1M core operations, contact hour funding and student success funding (a copy of the student success funding report is attached and made a part of these *Minutes*). Dr. Crowson reviewed the student success points model. Dr. Crowson discussed how Blinn College's student success points compare to other community colleges. Blinn is high in several categories such as transfer rate but have room for improvement in areas such as graduation rates. Dr. Crowson responded to questions from the board. Mrs. Miller encouraged the administration to keep the board aware of needs that would assist in the effort to increase success points.

- **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES - REAFFIRMATION UPDATE**

Mr. Joe Baumann, Dean of Institutional Effectiveness and Enrollment Management, reviewed highlights of his written report on SACS review (a copy of the Board Update on Blinn's Reaffirmation of Accreditation is attached and made a part of these *Minutes*). The monitoring report should be submitted to SACS in advance of the September 9 deadline. He responded to questions from the board.

- **STRATEGIC PLANNING UPDATE**

Mr. Baumann reviewed the strategic planning process to date (a copy of the Board Update on the Strategic Planning Process is attached and made a part of these *Minutes*). There were no questions from the board.

- **BLINN COLLEGE TEAM PROGRAM**

Dr. John Beaver and Dr. Russ Graves, Director, Transition Academic Programs, Texas A&M University, reviewed a presentation on the Blinn College Transfer Enrollment at A&M (TEAM) program, which was recently given to the Texas Higher Education Coordinating Board (The TEAM Program report is attached and made a part of these *Minutes*). The Blinn TEAM program is entering its 13th year. Dr. Graves reviewed the structure and purpose of the program. The benefits to the students, TAMU and Blinn College were reviewed. They discussed success of the program and lessons learned.

ITEM 4. PUBLIC COMMENT

Mr. Kevin Patrick and Mr. Brad Nies and Blinn College students, promoted their upcoming production of Red. This production will be a faculty showcase featuring Kevin Patrick. The show opens September 5 and continues thru September 8.

ITEM 5. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING JULY 31, 2013

Ms. Shomaker reviewed the financial statements and list of checks for the period ending July 31, 2013 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). She discussed financial statement highlights, annual comparisons and outliers. Ms. Shomaker responded to questions from the board.

CONSENT AGENDA ITEMS:

ITEM 6. REVIEW AND POSSIBLE ACTION TO APPROVE THE MINUTES FOR THE JULY 16, 2013, REGULAR MEETING AND JULY 31, 2013, BUDGET WORKSHOP

ITEM 7. REVIEW AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR LIGHT POLE BANNERS

On a motion by Dr. Boehm, seconded by Mr. Kenjura, the board voted to approve the **CONSENT AGENDA ITEMS: ITEM 6:** Minutes for the July 16, 2013, regular meeting, and July 31, 2013, budget workshop (a copy of the proposed minutes are attached and made a part of these *Minutes*); **ITEM 7:** administration to seek bids for light pole banners, as presented by the administration.

PUBLIC HEARING ON BUDGET:

ITEM 8. PUBLIC HEARING ON THE PROPOSED BUDGET FOR THE 2013-2014 FISCAL YEAR

Ms. Shomaker reviewed the proposed budget for the 2013-14 fiscal year.

Mr. Borchardt invited members of the audience to comment on the proposed budget. No comments were made.

ACTION ITEMS:

ITEM 9. REVIEW AND POSSIBLE ACTION TO ADOPT BUDGET FOR THE 2013-2014 FISCAL YEAR

On a motion by Mrs. Miller, seconded by Dr. Boehm, the board voted to adopt the Budget for the 2013-2014 Fiscal Year, as presented by the administration (a copy of the budget is attached and made a part of these *Minutes*).

ITEM 10. REVIEW AND POSSIBLE ACTION TO:

- (A) **ADOPT A RESOLUTION TO SET TAX RATE FOR 2013, OR**
- (B) **ADOPT A RESOLUTION TO PLACE A PROPOSAL TO ADOPT A TAX RATE THAT EXCEEDS THE EFFECTIVE RATE ON THE AGENDA OF A FUTURE MEETING AND**
- (C) **ANNOUNCE DATES, TIMES AND LOCATIONS FOR PUBLIC HEARINGS AND ADOPTION OF THE TAX RATE FOR 2013**

Ms. Cathy Boeker and Ms. Kelli Shomaker reviewed the board's options regarding the tax rate (copies of the Overview of Legal Requirements of the Property Tax Code for Setting Tax Rate (2013); Proposed Dates for Public Hearing on Budget, Adopting Budget and Setting Tax Rate; Published Tax Rate Notice; both Resolutions for adopting the tax rate and a Tax Rate Information spreadsheet are attached and made a part of these *Minutes*).

On a motion by Dr. Boehm, seconded by Mr. Kenjura, on a record vote, adopted a resolution stating its intent to set the 2013 tax rate at \$0.06 at the next regular meeting to be held on September 24, 2013, as presented by the administration. All Board members voted in favor of the resolution (a copy of the resolution is attached and made a part of these *Minutes*). It was agreed to set September 3, 2013, at 12:00 p.m. and September 11, 2013, at 6:30 p.m. as the dates and times for the public hearings.

ITEM 11. REVIEW AND POSSIBLE ACTION TO REVISE BOARD POLICY *CF(LOCAL): PURCHASING AND ACQUISITION*

Ms. Shomaker reviewed the proposed policy change which would move an unbudgeted item purchase threshold from \$20,000 to \$50,000. Mr. Ross Schroeder, Director of Purchasing/Transportation, and Ms. Shomaker responded to questions from the board. The current practice has been to bring all purchases over

\$25,000 regardless of being budgeted or not. The board budget committee discussed the change in May, but no recommendation came forward. Board members expressed concern and questions. Mr. Sommer requested that the budget committee review the issue and come back to the board with a recommendation.

On a motion by Mr. Sommer, seconded by Mr. Toubin, the board voted to table agenda item 11.

ITEM 12. REVIEW AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD RFP #122 FOR 2013-2014 ATHLETICS AND BAND CHARTER BUS TRAVEL

Mr. Ross Schroeder reviewed the RFP #122 results. He responded to questions from the board. Mr. Schroeder informed the board of the \$71,550 savings due to the purchase of the bus.

On a motion by Dr. Boehm, seconded by Mrs. Miller, the board voted to authorize the administration to award RFP #122 for 2013-2014 Athletics and Band Charter Bus Travel to Clark Travel for \$101,246.17 (a copy of the bid results are attached and made a part of these *Minutes*), as presented by the administration.

ITEM 13. REVIEW AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD RFP #118 FOR EMERGENCY NOTIFICATION SYSTEM

Mr. Gary Waites, Emergency Management/Safety Coordinator, reviewed the process for selecting RAVE Mobile Safety. Mr. Waites responded to questions from the board about the vendor and emergency notification system process.

On a motion by Dr. Boehm, seconded by Mr. Sommer, the board voted to award RFP #118 Emergency Notification System for all Blinn College Campuses to RAVE Mobile Safety for a three-year contract with the option to renew for an additional one year, with an estimated cost of \$29,650, not including onetime startup fees of \$10,700 (a copy of the bid summaries are attached and made a part of these *Minutes*), as presented by the administration.

ITEM 14. REVIEW AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD BIDS 922, 923, 924, 925, 926 AND 927 FOR FOOD PURCHASES ON THE BRENHAM CAMPUS FOR FALL 2013

Mr. Schroeder reviewed the administration's recommendation on bids 922 - Frozen Bid; 923 - Grocery Products; 924 - Cooler Items; 925 - Meat; 926 - Milk and 927 - Bread Products for purchases on the Brenham campus for Fall 2013.

Mrs. Miller excused herself from the room to avoid any conflict of interest.

On a motion by Mr. Kenjura, seconded by Dr. Boehm, the board voted to award bids 922 in the amount of \$95,176.70, 923 in the amount of \$16,705.69 and 924 in the amount of \$8,104.22 to Brenham Wholesale Grocery; bid 925 in the amount of \$17,832.15 to Ben E. Keith; bid 926 in the amount of \$11,524.55 to Oak Farms and bid 927 in the amount of \$5,652.21 to Flowers Bakery, as presented by the administration (a copy of the bid summary is attached and made a part of these *Minutes*).

ITEM 15. REVIEW AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION TO NEGOTIATE A THREE-YEAR CONTRACT FOR CUSTODIAL SERVICES WITH MARCIS AND ASSOCIATES FOR THE BRAZOS COUNTY CAMPUS, BRENHAM CAMPUS, STAR OF THE REPUBLIC MUSEUM AND SEALY CAMPUS.

Mr. O'Malley reviewed the selection process for custodial services. He reviewed qualifications of Marcis and Associates for the Brazos County Campus, Brenham Campus, Star of the Republic Museum and the Sealy Campus. Mr. O'Malley responded to questions from the board. He asked that the motion include a 1½-year renewal in addition to a three-year contract.

On motion by Mr. Toubin, seconded by Mr. Sommer, the board voted to authorize the administration to negotiate a three-year contract for custodial services with Marcis and Associates for the Brazos County Campus, Brenham and Sealy Campuses and the Star of Republic Museum, as presented by the administration (a copy of the RFP Tabulation Sheet is attached and made a part of these *Minutes*).

ITEM 16. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC.551.101)

The public was recessed for a break at 8:25 p.m.

The public was recessed for closed session at 8:38 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 17. RECONVENE PUBLIC SESSION

The public session was reconvened at 10:19 p.m.

ADDITIONAL ACTION ITEMS:


ITEM 18. ACTION ON CLOSED SESSION ITEMS:

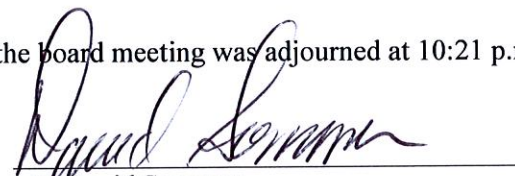
- (A) **REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS**
- (B) **REVIEW AND ACTION TO PURCHASE, EXCHANGE OR LEASE REAL PROPERTY IN BRENHAM, BRYAN, SCHULENBURG AND SEALY**

On a motion by Mr. Sommer, seconded by Mr. Toubin 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 19. ADJOURNMENT

On a motion by Dr. Boehm, seconded by Mr. Sommer, the board meeting was adjourned at 10:21 p.m.


 Mr. Douglas R. Borchardt
 President


 Mr. David Sommer
 Secretary