

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

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

Regular Meeting, Tuesday, July 16, 2013, 12:00 p.m.

The Board of Trustees convened at 12:04 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.; 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; Dr. Ted Raspiller, President, Brazos County Campuses; Ms. Kelli Shomaker, Senior Vice President, Finance and Administrative Services/CFO; 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; Ms. Elaine Abshire; Mr. Joe Baumann; Mr. Mark Bernier; Mr. Rich Bray; Mr. Tom Brazzel; Mr. Mordecai Brownlee; Ms. Debra Groves; Mr. Tim Hardy; Ms. Tiffany Jenkins; Ms. Marie Kirby; Ms. Becky Krebs; Ms. Andrea Liner; Dr. Cheryl Metz; Mr. Richard O'Malley; Ms. Kris Ottmer; Mr. Steve Rathbone; Ms. Rebecca Ruffino; Mr. Ross Schroeder; Mr. Keith Thomas; Mr. Jeff Tilley and Mr. Gary Waites.

Also registered as in attendance were: 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 Dr. Raspiller and the prayer was given by Dr. Raspiller.

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*). He also reviewed information received at the summer TACC Conference. He highlighted bills signed into law affecting community colleges (a copy of the TACC Conference handout is attached and made a part of these *Minutes*).

• **Upcoming Events:**

- Sealy Advisory Committee - July 17, Noon, Maribelli's Restaurant, Sealy
- Retirement Reception for Glen Vierus - August 15, 9:30-10:30 a.m., Student Center, Student Leadership and Activities Office, Brenham Campus
- Technical Education Advisory Committee meeting - July 18, 11:30 a.m. - A.W. Hodde, Jr., Technical Education Center

- American Association of Community Colleges President's Academy Summer Institute - July 19-22, Baltimore, Maryland
- New Student Orientation - July 18 and July 30, O'Donnell Center, Brenham Campus
- Southwest Junior College Football Conference Media Day - July 25, Kilgore Community College
- Vocational Nursing Pinning Ceremony - August 7, 7 p.m., O'Donnell Center, Brenham Campus
- Board of Trustees Retreat - August 13, 8 a.m. to 4 p.m., *to be announced*
- Workforce Solutions - Brazos Valley Board Meeting - August 15, Bryan
- Washington County Chamber Annual TAILGATE 2013 - August 29, 6 p.m., Silver Wings Ballroom, Brenham
- Regular Board Meeting - Tuesday, August 20, 6:30 p.m., Board Room, Brenham Campus

ITEM 3. BRAZOS COUNTY CAMPUSES UPDATE

Dr. Raspiller thanked the board for the opportunities that Blinn College has provided him throughout his career. He reviewed upcoming events for the Bryan Campus:

- July 19, 2013 Student Orientation, Registration & Advising, 8 a.m., E-105
- July 22, 2013 Student Orientation, Registration & Advising, 8 a.m., E-105
- July 26, 2013 City of Bryan/Firefighter Applicant Exam, 11 a.m., E-105
- August 2, 2013 Emergency Medical Service/Paramedic Graduation, 5 p.m., E-105
- August 12, 2013 International Student Orientation, 10 a.m., E-105

ITEM 4. REPORTS:

- **BUILDINGS AND GROUNDS**

Mr. Richard O'Malley, Executive Director, Facilities, Planning and Construction, responded to questions from the board. The board would like a walk-through of the renovation projects, such as the kitchen and dorm remodels on the Brenham Campus (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, told the board that Summer II enrollment is slightly down but the increase in Summer I more than made up for that decrease (a copy of the Summer II and Fall 2013 enrollment report is attached and made a part of these *Minutes*).

- **HOUSING REPORT**

Mr. Keith Thomas, Director Resident Life/Judicial Officer, reviewed the housing occupancy for Summer II and informed the board that Fall housing, and privately owned apartments in Brenham, are 100 percent full.

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

Mr. Joe Baumann, Dean of Institutional Effectiveness and Enrollment Management, told the board that a preliminary draft of the Monitoring Report for SACS has been distributed to the executive council for review (a copy of the Board Update on Blinn's Reaffirmation of Accreditation is attached and made a part of these *Minutes*).

- **STRATEGIC PLANNING UPDATE**

Mr. Baumann reviewed the strategic planning process to date. Three strategic priorities have been identified and subcommittees are working to identify goals and objectives for each priority. The board was reminded that the strategic planning process began with them and will be brought back to them for approval upon completion (a copy of the Board Update on the Strategic Planning Process is attached and made a part of these *Minutes*).

ITEM 5. PUBLIC COMMENT

There was no public comment.

ITEM 6. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING JUNE 30, 2013

Ms. Shomaker reviewed the financial statements and list of checks for the period ending June 30, 2013 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). She responded to questions from the board regarding the financial statement. A new statement of net assets was added this month for a better explanation of assets.

CONSENT AGENDA ITEMS:

ITEM 7. REVIEW AND POSSIBLE ACTION TO APPROVE THE MINUTES FOR THE JUNE 18, 2013, REGULAR MEETING AND JUNE 26, 2013, SPECIAL MEETING

ITEM 8. REVIEW AND POSSIBLE ACTION TO REVISE BOARD POLICY *FFD (LOCAL): STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION*

ITEM 9. REVIEW AND ACTION TO RE-APPOINT MEMBERS TO THE A.W. HODDE, JR., TECHNICAL EDUCATION CENTER ADVISORY COMMITTEE

Mr. Toubin inquired about the process for renewing advisory committee members. Ms. Cathy Boeker responded that a policy exists governing the terms, meetings, and purpose of advisory committees.

On a motion by Dr. Boehm, seconded by Mr. Lange, the board voted to approve the **CONSENT AGENDA ITEMS: ITEM 7:** Minutes for the June 18, 2013, regular meeting, and June 26, 2013, special meeting (a copy of the minutes are attached and made a part of these *Minutes*); **ITEM 8:** Revision of board policy *FFD(LOCAL)*, (a copy of the revision is attached and made a part of these *Minutes*); **ITEM 9:** Re-appointment of Tommy Blackburn III, Vice President, John Simms, Secretary, and Terry Roberts to the A.W. Hodde, Jr., Technical Education Center advisory committee to serve a term of three years from June 2013 through June 2016, as presented by the administration.

NON-ACTION ITEM:

ITEM 10. PRELIMINARY REVIEW OF THE BUDGET FOR THE 2013-2014 FISCAL YEAR

Carolyn D. Miller, CPA, Chair of the Board Budget Committee, reviewed the process for arriving at the proposed 2013-2014 budgets. Ms. Shomaker reviewed the increases in state appropriations, tuition and fees, etc. Ms. Shomaker responded to questions from the board regarding revenues and expenses. Ms. Shomaker also discussed staff increases. Fox Lawson reported a 15.7 percent lag in staff salaries. A 5.9 percent average increase related to the salary study, a 3 percent salary across-the-board increase and \$400 per

person faculty longevity pay, are included in the proposed budget (a copy of the Budget for the 2013-2014 Fiscal Year is attached and made a part of these *Minutes*).

Ms. Shomaker responded to questions related to the comparison of budget to actuals.

ACTION ITEMS:

ITEM 11. DISCUSSION AND POSSIBLE ACTION TO ADOPT STAFF MARKET SALARY ADJUSTMENTS AS A RESULT OF THE COMPENSATION STUDY

Ms. Shomaker requested that agenda item 11 be tabled due to a number of questions on this matter.

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

ITEM 12. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE A COST OF LIVING SALARY ADJUSTMENT FOR FULL-TIME FACULTY AND STAFF FOR THE 2013-2014 FISCAL YEAR

Ms. Shomaker requested agenda that item 12 be tabled due to a number of questions on this matter.

On a motion by Dr. Boehm, seconded by Mr. Toubin, the board voted table agenda item 12.

ITEM 13. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE NEW POSITIONS FOR THE 2013-2014 FISCAL YEAR

Ms. Shomaker reviewed a request to authorize new positions for 2013-2014 (a copy of the new positions are attached and made a part of these *Minutes*).

On a motion by Mr. Sommer, seconded by Mr. Kenjura, the board voted to authorize 15 new faculty/staff positions for the 2013-2014 fiscal year, as presented by the administration

ITEM 14. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE ADMINISTRATION TO REMOVE THE STANDS AT SPENCER STADIUM ON THE BRENHAM CAMPUS

Mr. O'Malley and Mr. Gary Waites, Emergency Management/Safety Coordinator, requested to authorize the administration to remove the stands at Spencer Stadium on the Brenham Campus. The stands will be placed on *GOVDEALS.COM* for disposal. If unsuccessful a contractor will be secured to dispose of the stands (a copy of the proposal is attached and made a part of these *Minutes*).

On a motion by Ms. Miller, seconded by Mr. Kenjura, the board voted to authorize the administration to remove the stands at Spencer Stadium on the Brenham Campus, as presented by the administration.

ITEM 15. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY *GOV'T. CODE, SEC.551.101*)

The public was recessed for closed session at 1:01 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 16. RECONVENE PUBLIC SESSION

The public session was reconvened at 1:24 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**

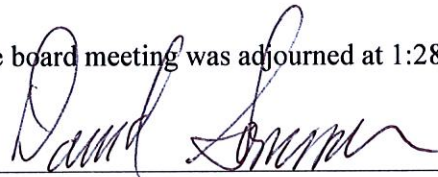
On a motion by Mr. Kenjura, seconded by Dr. Boehm, the board voted to employ new full-time faculty and professional staff on one-year contracts, as presented by the administration (a copy of the list of persons employed is attached and made a part of these *Minutes*).

ITEM 18. ADJOURNMENT

On a motion by Dr. Boehm, seconded by Mr. Sommer, the board meeting was adjourned at 1:28 p.m.



Mr. Douglas R. Borchardt
President



Mr. David Sommer
Secretary