

MISSION STATEMENT

Brazosport College exists to improve quality of life by providing certificate, associate and baccalaureate degree programs, academic transfer programs, workforce development, and cultural enrichment in an efficient and cost-effective manner. The Board, faculty and staff are committed to student success and lifelong learnings by responding to student needs, creating a dynamic learning environment, and enriching our communities.

December 10, 2014

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Wednesday, December 10, 2014, at 12:30 PM, in Room 104, in the Brazosport College Corporate Learning Center, located in Lake Jackson, Texas.

The agenda is as follows:

1. Roll Call

2. Invocation

3. Approval of Minutes
November 17, 2014

4. Communications
None

5. Audience to Patrons and Petitions

None Schedule

6. Information Items

A. Enrollment Reports

1. Community Education Courses. The Director, Community Education, provides the attached enrollment numbers for the Community Education Program for the month of November 2011-2014.

2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, provides the attached enrollment and participant hours for the month of November 2010-2014.

B. Report of Taxes Collected. Attached is the report of taxes collected for the month of November 2014.

C. Report of Unfilled Positions. Attached is a report from the Vice President, Human Resources, on currently advertised vacant positions.

D. Approval of New Teachers for Community Education Program. There are no new teachers to report.

E. Fund Development Report. The Vice President, College Advancement, provides a report on fund development activities of the Brazosport College Foundation for the months of November - December 2014.

F. Brazosport College Foundation Annual Report 2013-2014. The Vice President, College Advancement, provides the Brazosport College Foundation Annual Report for 2013-2014.

G. Financial Aid Annual Report 2013-2014. The Director, Financial Aid, provides the Financial Aid Annual Report for 2013-2014.

- H. SACS Reaffirmation Update. The Dean of Planning, Institutional Effectiveness and Research provides the attached update on the SACS 2016 reaffirmation process.
- I. Budget for Adult Education and Literacy Program. The Director, Business Services, provides the attached communication regarding notification from the Houston-Galveston Area Council of funding for the 2014-2015 Adult Education and Literacy Program in the amount of \$519,459.00. The President, under authority granted by the Board, has approved this recommendation.
- J. Bill and Julia May Children's Center Reaccreditation. The Bill and Julia May Children's Center recently completed a year-long process of reaccreditation with the National Association for the Education of Young Children (NAEYC). Notification was received on November 11, 2014, that the Children's Center achieved a five-year term of NAEYC Accreditation that is valid until April 1, 2020. This mark of quality in early childhood education is recognized worldwide and means that the Center demonstrates and offers a higher standard of care for Early Care and Education populations.
- K. BC Foundation Annual Holiday Meeting. The BC Foundation Annual Holiday meeting is scheduled for Friday, December 12, 2014 at 6:30 p.m. The meeting will be at the home of Mrs. Doris Williams, 209 Teakwood, Lake Jackson, TX. Board of Regents and their guests are invited. Invitations will follow.
- L. Festival of Carols. The Festival of Carols will conclude on December 14th at 4:00 p.m. with a concert at The *Clarion*. The show will feature the Brazosport Symphony Orchestra. Tickets are available from The *Clarion*.
- M. January 2015 Board Meeting. The January 2015 meeting of the Board of Regents is scheduled for Tuesday, January 20, 2015 at 6:30 p.m. in Room CLC--104 of the Corporate Learning Center.
- N. Annual Board Workshop Meeting Dates. The annual Board Workshop is scheduled for Friday afternoon and Saturday, February 6-7, 2015. The workshop will begin on Friday, February 6 at noon and recess at approximately 4:30 p.m.

The meeting will reconvene on Saturday, February 7 at 8:30 a.m. in the Corporate Learning Center. The Board will recess at noon on Saturday for lunch and will reconvene in Executive Session following lunch.

- O. Texas Higher Education Coordinating Board Civil Rights Onsite Review. The Texas Higher Education Coordinating Board (THECB) will be visiting Brazosport College from February 23 – 26, 2015 to undertake a Civil Rights Onsite Review. As part of this review, the THECB reviews the College's policies, procedures, practices, documents and facilities to ensure that the College is compliant in identifying, remedying and preventing discrimination on the basis of race, color, national origin, sex, disability, and age. This is a standard review; each year the THECB reviews two community colleges. Brazosport College employees are in the process of reviewing its policies and procedures, gathering documents, and inspecting its facilities in preparation for this visit. As requested by the THECB, the documentation will be provided to the THECB on January 23, 2015, which is thirty days prior to their onsite visit.

- P. 2015 Board of Trustees Institute. The 2015 Board of Trustee Institute for Achieving the Dream has been set for March 26 – 28, 2015 in Santa Fe, New Mexico. The institute is designed to share knowledge and practices that contribute to effective governance to close achievement gaps and improve student success and completion. Two members of the Board of Regents, Roland Hendricks and Steve Solis will attend in addition to Dr. Millicent Valek, President.

- Q. 2015 Career Fair. Brazosport College will host its annual Career Fair on Tuesday, April 7, 2015. The event serves approximately 1,700 juniors from the Angleton, Brazosport, Columbia-Brazoria, Danbury, and Sweeny Independent School Districts. A variety of activities that are designed to provide career and educational information will be provided through this cooperative effort between Brazosport College, the ISD's, business, industry, and civic organizations. This year marks the 22nd time Brazosport College has hosted this very unique and exciting event.

- R. Counselor/Administrator Dinner. The annual Counselor/Administrator Dinner is scheduled for Thursday, April 16, 2015, at 6:00 p.m., at the Dow Academic Center. The dinner and program provide a forum for conveying appreciation for the work of ISD administrators and counselors who collaboratively work with

Brazosport College in efforts to support college readiness and student success. College Board of Regents members are invited as guests of the College.

S. 2015 Commencement. Commencement exercises for the 2014-2015 academic year are scheduled for Saturday, May 9, 2015, in the Dow Academic Center. Mrs. Debra Grandjean, Brazosport College Distinguished Alumnus 2005, will be commencement speaker. In order to accommodate the increasing number of graduates and their families, two ceremonies are scheduled to begin at 10:00 a.m. and 2:00 p.m. Each ceremony will have a reception for graduates immediately following. The college will host a lunch for faculty, staff, commencement guests, and board members in between the ceremonies.

T. Annual Confirmation of Regent Training. All regents have met legal requirements for training in Financial Management, Open Meetings Act, Conflict of Interest laws, and Public Information.

U. Construction Update.

- All overhead, rollup doors on campus are painted gloss black and during the coming months, Facility Services will be painting all painted handrails gloss black (some at the Crafts Academy are already gloss black).
- Freeport LNG Crafts Academy (L Wing), first floor is finished with furniture in two offices and the conference room. Faculty office furniture is scheduled to arrive the week of December 15, 2014. New LED light fixtures for the pipefitting and automotive labs arrived on December 2, 2014. Installation is scheduled to begin shortly.
- Freeport LNG Crafts Academy (L Wing), second floor is scheduled to have new VCT flooring installed in the industrial electricity lab and hallway and be completed during the week of December 15, 2014.
- M-Wing classroom and two offices are complete with furniture scheduled for the week of December 15, 2014. The millwright lab is scheduled to be painted after fall classes are complete and new LED light fixtures will be installed during the same timeframe.
- A pre-construction meeting with Construction Masters of Houston, Inc. was held on December 2, 2014, and construction on the Welding Center will begin on January 5, 2015.

V. Brazosport College Calendar of Events. The calendar of events for December 14, 2014 - February 28, 2015, is attached.

7. Reports/Presentations.

A. President's Report.

- THECB Leadership Conference
- College Update

8. Unfinished Business.

A. Finance Plan. Attached is a memo from Marcus Deitz, Partner with Fulbright & Jaworski LLP, outlining the financing alternatives for the construction of the Freeport LNG Crafts Academy. Marcus Deitz and David Gordon, Senior Vice President with Estrada Hinojosa, will present these alternatives to the Board.

It would be appropriate for the Board to consider these options and provide direction to staff to proceed with determining the preferred financing alternative.

9. New Business.

A. Audit Report. The Audit Report is provided as 3 separate attachments. Kevin Cadenhead will be on hand to discuss the Audit Report and answer questions.

It would be appropriate for the Board to approve the Audit Report.

B. Audit Fee. Audit Fee. On January 21, 2014, the Board approved an engagement contract for fiscal year ending August 31, 2014 in the amount of \$40,510. Kennemer, Masters & Lunsford, LLC incurred costs of \$10,200 above their anticipated expenses for the Brazosport College audit, primarily due to audit inefficiencies as referenced on page 3 of the Management Advisory Letter. Mr. Kevin Cadenhead has requested that Brazosport College pay a supplemental audit fee of \$5,100, which is one-half of the additional expense for the fiscal 2014 audit.

It would be appropriate for the Board to approve the \$5,100 fee increase for the

fiscal year ending August 31, 2014, audit.

C. Employment.

(1) Attached a communication from the Vice President, Academic and Student Affairs recommending the employment of Dr. April Julier as the Faculty and Writing Center Director, for the remainder of the 2014-2015 academic year. Also included are a biographical summary and position notice.

(2) Attached is a communication from the Vice President, Academic and Student Affairs recommending the employment of Cassie Bruner as the Director, Library Services for the remainder of the 2014-2015 academic year. Also included are a biographical summary and position notice.

The President joins in these recommendations, and it would be appropriate for the Board to approve the contract for the period identified.

10. Financial Report. The financial report for November 2014 is included as a separate exhibit.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek
President