

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 learning by responding to student needs, creating a dynamic learning environment, and enriching our communities.

January 20, 2015

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Tuesday, January 20, 2015, at 6:30 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

December 10, 2014
4. Communications
5. Audience to Patrons and Petitions
6. Information Items
 - A. Enrollment Reports

1. Credit Courses. Attached is the enrollment information for the Spring 2015 semester.

2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Spring 2015 semester.
 3. Community Education Courses. The Director, Community Education, reports the attached enrollment for the Community Education Program for the month of December 2011-2014.
 4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for December 2010-2014.
- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of December 2014.
- C. Report of Unfilled Positions. The Vice President, Human Resources, provides the attached report on vacant positions that are currently being advertised.
- D. Approval of New Teachers for Community Education Program. Attached is a communication from the Director, Community Education, reporting on new teachers for the Community Education Program.
- E. Fund Development Report. The Vice President, College Advancement, provides the attached report on fund development activities of the Brazosport College Foundation for the months of December 2014 – January 2015.
- F. Small Business Development Center Report. Dr. Janice Goines, Director of the Small Business Development Center, has attached a report providing an annual update on activities supporting area small businesses.
- G. Institutional Employment Report. Attached is the 2013-2014 Institutional Employment Report. Marshall S. Campbell, Vice President, Human Resources, will be present to answer questions regarding this report.
- H. CCATT/TACC Legislative Conference. The Community College Association of Texas Trustees and Texas Association of Community Colleges (CCATT and

TACC) Joint Legislative Conference will be held on February 2, 2015, at the Omni Hotel, Austin, Texas. The event will include a presentation from a key legislator, a political pundit, and some of our own presidents and trustees. A detailed agenda and confirmed speaker list will be sent out soon. Please call Serena Andrews for trip details if you are interested in attending with Dr. Valek.

- I. 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 11:30 a.m. (**revised start time**) 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.

- J. 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.

- K. 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.

- L. 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 are invited as guests of the College.

- M. 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 between the ceremonies.

N. Affidavit for Disclosure of Conflict of Interest. Attached is a copy of the Affidavit Disclosing Substantial Interest in a Business Entity or Real Property, as defined in Local Gov't Code Sec. 171.002. Also attached is a copy of Board Policy BBFA (LEGAL) that provides additional information referenced in the disclosure affidavits. Additional affidavits are available for completion disclosing interest in:

- Property under Gov't Code, Ch. 553, Subch. A; or
- Gifts accepted by Board members and any family member which exceed \$250;

An affidavit for each Board member will be in place prior to the meeting. The affidavit will need to be completed and notarized following the meeting. Should Board members need one of the other affidavits, please see Marshall Campbell, Vice President, Human Resources for additional forms.

O. SACS Reaffirmation Update. The Dean of Planning, Institutional Effectiveness and Research provides the attached update on the SACS 2016 reaffirmation process.

P. Construction Update.

- Freeport LNG Crafts Academy (L Wing), first and second floors are finished with all furniture, flooring, window coverings, and built-in cabinetry.
- The new LED light fixtures for the pipefitting and automotive labs that arrived in December 2014 are being installed starting the week of January 12, 2015; installation is scheduled to begin shortly.
- M-Wing classroom and two offices are complete, including all furniture and flooring.
- The millwright lab was completely painted during the break and new LED light fixtures are also due to be installed starting the week of January 12, 2015.
- The Welding Lab construction trailer is in place. The building permit from the City of Lake Jackson is yet to be issued.

- Q. Policy Review. At the Board Workshop on February 13-14, 2009, Regents initiated a systematic review of Board policy. It was suggested that a number of Board policies be included for review as part of each monthly agenda. Questions regarding the referenced policy may be addressed to the President prior to the meeting for clarification and/or discussion. The attached policy, CHB (Legal), is presented for the Board's information and also can be found at:

[http://pol.tasb.org/Policy/Download/215?filename=CHB\(LEGAL\).pdf](http://pol.tasb.org/Policy/Download/215?filename=CHB(LEGAL).pdf)

- R. Brazosport College Calendar of Events. The calendar of events for January 24, 2015 - April 16, 2015. is attached.

7. Reports/Presentations

- A. Endowment Investment Update. Mr. Chris Sheets, Bernstein Global Wealth Management, will provide information on the performance and allocation of the College endowment funds which is included in a separate exhibit.
- B. Report on Accountability System. The Texas Higher Education Coordinating Board and community colleges developed an accountability system based on specific measures designed to determine the effectiveness and quality of the education students receive at individual institutions. Selected measures are presented in the attached Accountability Report. The Vice President, Academic & Student Affairs, will be present to provide additional information about these measures.
- C. THECB Civil Rights On-site Review. Marshall S. Campbell, Vice President, Human Resources, and Beth Cassidy, Director, Workforce Development, shall present a report updating the Board of Regents on the Coordinating Board's upcoming Civil Rights On-Site Review.
- D. President's Report.
- Legislature
 - College Update

8. Unfinished Business

A. Client Advisory Comments Response. Attached is the response of the Vice President, Financial Services & CFO, to the Client Advisory Comments of the 2014 Audit Report.

9. New Business

A. Board Policy Revision- FFD (Local). The Vice President, Human Resources, recommends to the board, revisions to Student Welfare – Freedom from Discrimination, Harassment, and Retaliation, policy FFD (Local). Board policy provides that additions or revisions to policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the policy, with existing policy language appearing as regular text, deleted language appearing with a line through it, and new language underlined.

Revisions to this policy are presented for first reading.

B. Board Policy Revision- FMA (Local). The Vice President, Human Resources, recommends to the board, revisions to Discipline and Penalties – Discipline Procedure, policy FMA (Local). Board policy provides that additions or revisions to policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the policy, with existing policy language appearing as regular text, deleted language appearing with a line through it, and new language underlined.

Revisions to this policy are presented for first reading.

C. Board Policy Revision- FLD (Local). The Vice President, Human Resources, recommends to the board, revisions to Student Rights and Responsibilities – Student Complaints, policy FLD (Local). Board policy provides that additions or revisions to policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the policy, with existing policy language appearing as regular text, deleted language appearing with a line through it, and new language underlined.

Revisions to this policy are presented for first reading.

D. Non-Corporate Resolution. Bernstein Global Wealth, our Financial Advisor, requires a resolution to open and maintain cash accounts, which is required by all financial institutions utilized by the College. The attached resolution specifies

who is authorized on behalf of the College to establish and maintain one or more accounts with Bernstein Global Wealth. Adoption of this resolution replaces the prior resolution, adopted on November 21, 2011, removes Geronimo G. Hinojosa and Fred J. Scott from the authorized signatory list, and adds Sharon Rogers, Vice Chair, and David B. Marshall, Vice President, Financial Services & CFO, as authorized signatories.

It would be appropriate for the Board to adopt the resolution.

E. Audit Engagement for 2015-16 Fiscal Year. Attached is an engagement letter from the firm of Kennemer, Masters & Lunsford which describes the services they will perform for the college for the year ending August 31, 2015. The appointment will be an extension of a five year appointment awarded in January 2013. The fee estimate included in the engagement letter is \$42,500 for the services described in the letter. Listed below are the actual fee billings for the five previous audits.

August 31, 2010	\$39,111
August 31, 2011	\$49,382
August 31, 2012	\$33,100
August 31, 2013	\$39,407
August 31, 2014 (original estimate \$40,510)	\$45,610

It would be appropriate for the Board to accept the engagement letter and appoint the firm, Kennemer, Masters & Lunsford, the auditor for the fiscal year ending August 31, 2015.

F. Continuing Current Insurance Policies. The college has the option to continue the Property and Casualty insurance for a minimum period of one (1) year up to a maximum of two (2) one (1) year extensions without competitive quotations, with direct negotiation of any renewal premiums during that period on the basis of changed exposures, changed manual rates and loss experience. The policy renews each year on February 28.

Attached is a communication from the Vice President, Financial Services & CFO, proposing the 2nd one-year extension. The President recommends approval.

It would be appropriate for the Board to approve Property and Casualty insurance coverage for one (1) year with Victory Insurance.

G. Sale of Properties Held in Trust. Attached are documents from the Brazoria County Tax Office containing recommendations from the Property Tax Resale Committee of Brazoria County for the sale of properties held in trust by Brazoria County. The account numbers associated with these sales are:

7430-0039-001

8110-0408-000

8110-2890-000

It would be appropriate for the Board to approve the sale of these properties.

H. Financial Statement. The financial report for December 2014 is included as a separate exhibit.

It is recommended that the Board accept the financial statement.

Sincerely,



Millicent M. Valek

President