

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.

May 18, 2015

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, May 18, 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
4. Communications
5. Audience to Patrons and Petitions
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 April 2012-2015.

2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for April 2011-2015.

- B. Report of Taxes Collected. Attached is the Brazoria County Tax Collector Monthly Report for April, 2015.

- 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 one new teacher for the Community Education Program.

- 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 April – May 2015.

- F. Budgeting Process Update. A Budget Workshop for the 2015-2016 Budget was provided by David Marshall, Vice President, Financial Services & CFO, and Marshall Campbell, Vice President, Human Resources, on April 20, 2015, prior to the regularly scheduled Board Meeting. Work will continue on the budget in preparation for the Board budget workshop to be held prior to the June 15, 2015, Board meeting.

- G. CCATT Conference. The CCATT Annual Conference Trustee Leadership will be held on Friday & Saturday, June 5-6, 2015, in San Antonio, TX at the Westin Riverwalk San Antonio.

- H. Skills Development Fund Grant Check Presentation. Chairman of the Texas Workforce Commission, Andres Alcantar, will be making a Skills Development Grant check presentation on June 16, 2015, at 2:00 p.m. in Hall E of the Dow Academic Center at Brazosport College. The grant is for \$458,393 and includes SI Group and Dow Chemical as partners in the project. Invitations to the event will be mailed.

- I. ACCT Leadership Congress 2015. The 46th Annual ACCT Leadership Congress is scheduled for October 14 – 17, 2015, in San Diego, CA. The theme for the

Congress is High Expectations: The New Community College Model. Registration for the conference is now open and is to be made through Serena Andrews, Vice President, College Advancement. Two members of the Board of Regents are encouraged to attend with Dr. Millicent Valek, President.

- J. Community Education Graduation. Community Education Graduation ceremonies for students completing Adult Basic Education and Workforce Programs has been cancelled. Students will receive certificates by mail and are invited to participate in a future ceremony.
- K. Bookstore Performance. Included in the agenda is a communication from the Vice President, Administrative Services relating to the performance of Texas Book Company's management of our bookstore over the past year. The material provided in last month's agenda was from 2014. This correct version is for your information.
- L. Emergency Planning Update. Included in the agenda is the Emergency Planning Committee update.
- M. Construction Update. The following is now underway at the Welding Lab:
- All underground, under slab electrical work is now in place
 - Forms and steel reinforcing bars are in place ready for concrete to be poured
 - The 10" water line to provide potable water for drinking, restrooms and the sprinkler system is in place, connected to the City of Lake Jackson main running along the western portion of the jogging trail, and was tested for adequate pressure
- N. 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 policies may be addressed to the President prior to the meeting for clarification and/or discussion.

The attached policies, CIB (Legal) and CIB (Local), are presented for the Board's information and also can be found at:

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

O. Brazosport College Calendar. The Brazosport College Calendar for May 22 – August 2, 2015, is attached.

7. Reports/Presentations

A. Peer Recruiters' Annual Report. An oral presentation of enrollment activities for 2014-2015 will be made by the Peer Recruiters.

B. New Student Orientation. The Dean of Student Services and the Student Life Coordinator will provide a report on New Student Orientation.

C. President's Report.

- Legislative Update
- College Update

8. Unfinished Business

A. Board Policy Revision- DED (Local). The Vice President, Human Resources, recommends revisions to Policy DED (Local) – Compensation and Benefits - Vacations and Holidays. 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 a second reading and for adoption.

It would be appropriate for the Board to adopt the revisions as presented.

B. Board Policy Revision- DEB (Local). The Vice President, Human Resources, recommends revisions to Policy DEB (Local) – Compensation and Benefits - Fringe Benefits. 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 a second reading and for adoption.

It would be appropriate for the Board to adopt the revisions as presented.

9. New Business

- A. Employment. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Priscilla Sanchez as Director, Admissions and Registrar for the remainder of the 2014-2015 academic year. A biographical summary and position notice are also included.

The President joins in this recommendation. It would be appropriate for the Board to approve the contract for the period and conditions identified.

- B. Sale of Property Held in Trust. Attached is a communication from the Brazoria County Tax Office containing two recommendations from the Property Tax Resale Committee of Brazoria County for the sale of property held in trust by Brazoria County (Account No. 2190-0219-000 and Account No. 3410-0006-000).

It would be appropriate for the Board to approve the Sale of Properties Held in Trust.

- C. Financial Report. The financial report for April 2015 is included as a separate exhibit.

It is recommended that the Board accept the financial statement.

Executive Session – Room 105

The President requests an Executive Session as provided in the Texas Government Code, Section 551.074.

For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

- To discuss evaluation, contract and employment terms and contract renewal for

President.

Open Session – Room 104

Action on Items Discussed in Executive Session

Consideration and action, if any, regarding items discussed in Executive Session.
(Those listed under Executive Session in this notice.)

Sincerely,



Millicent M. Valek

President