

## 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.

November 16, 2015

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, November 16, 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. Administration of Oath of Office to Board Member. The Oath of Office for the recently appointed Position 7 Board member will be administered to Jason Cordoba by the Chair of the Board.
4. Approval of Minutes
5. Communications
6. Audience to Patrons and Petitions
7. Informational Reports
  - A. Enrollment Reports
    1. Community Education Courses. The Director, Community Education, reports the attached enrollment numbers for the Community Education Program for the month of October 2012-2015.

2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the following enrollment and participant hours for October, 2011-2015.
- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of October 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 two new teachers 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 October – November 2015.
- F. Annual Library & Learning Services Report. The Director, Library Services and Director, Learning Services, provide the attached Annual Library and Learning Services Report for 2014-2015.
- G. Annual Employee Development Center Report. The Director, Employee Development Center (EDC), provides the attached Annual EDC Report for 2014-2015.
- H. Annual Energy Report. The Director, Facility Services presents the college's annual energy use for the period September 2014 through August 2015.
- I. Dual Credit Fall Update. The Dean of Student Services provides the attached update on Brazosport College's dual credit program. This newsletter highlights current enrollment, program enhancements, and future initiatives.
- J. Community Education Graduation. Community Education Graduation ceremonies for students completing Adult Basic Education and Workforce Programs will be held on Thursday, December 3, 2015, at 7:00 p.m., in Gator Hall.
- K. Spring 2016 Community Education Schedule. The Director, Community Education, recommends the attached courses and teachers for the Community Education Program for the Spring 2016 semester.

The President, under authority granted by the Board, has approved this

recommendation.

- L. Brazoria County Petrochemical Council (BCPC) Announcement. The Brazosport College Foundation, in conjunction with Brazosport Area Chamber of Commerce, will host a Business After-Hours on Thursday, November 19th at 5:00 PM (Announcement at 5:30) in the Dow Academic Center. Invitations will be extended to the Board of Regents by mail.
- M. December 2015 and January 2016 Board Meetings. The December meeting of the Board of Regents is scheduled for Thursday, December 10, 2015, at 12:30 p.m. preceded by the annual holiday luncheon at 11:30 a.m. The January 2016 meeting of the Board of Regents is scheduled for Tuesday, January 19, 2016, at 6:30 p.m.
- N. Festival of Carols. The 2015 Festival of Carols begins on Friday, December 4th with a concert by Christopher Cross, sponsored by BASF Corporation. On Saturday, December 5th at 7:30 p.m., there will be a concert featuring the Lake Jackson Intermediate School Choirs. Admission is free. On Monday, December 7th at 7:30 p.m., the College and Community Band will perform at the Lake Jackson Museum. Admission is free. The Festival of Carols will conclude on December 12th at 7:30 p.m. with a concert at The Clarion. The show will feature the Brazosport Symphony Orchestra. Tickets are available from The Clarion.
- O. Counselor/Administrator Dinner. The annual Counselor/Administrator Dinner is scheduled for Tuesday, February 2, 2016, 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.
- P. 2016 Career Fair. Brazosport College will host its annual Career Fair on Tuesday, April 12, 2016. 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 23rd time Brazosport College has hosted this very unique and exciting event.
- Q. Annual Board Workshop Meeting Dates. The annual Board Workshop is scheduled for Friday afternoon, and Saturday, February 5-6, 2016.
- R. 2016 Board of Trustees Institute. The 2016 Board of Trustee Institute (BOTI) for Achieving the Dream has been set for March 31 – April 2, 2016 in Santa Fe, New Mexico. Two members of the Board of Regents are invited to attend in addition to

Dr. Millicent Valek, President. Reservations are to be made through Serena Andrews, Vice President, College Advancement.

S. Construction Update. Attached is the Construction Update from the Vice President, Administrative Services.

T. 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 policy CKC (Legal) is presented for the Board's information and also can be found at:

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

U. Brazosport College Calendar. The Brazosport College Calendar for November 19, 2015 – January 18, 2016, is attached.

## 8. Reports and Presentations

A. Outline for Development of Agenda for February 5-6, 2016 Board Workshop. Attached is a draft agenda for the annual Board Workshop scheduled for February 5-6, 2016.

It would be appropriate for the Board to review this draft and make suggestions for additions or changes.

B. President's Report.

- CCATT Regional Meeting

- College Update

<http://goo.gl/SVo2c5>

## 9. Unfinished Business

A. Board Policy Revision – FFD (Local). The Vice President, Human Resources, recommends revisions to Policy FFD (Local) – Student Welfare – Freedom from Discrimination, Harassment, and Retaliation. 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 and in bold print.

Revisions to this policy are presented for a second reading and adoption.

It would be appropriate for the Board to approve these revisions.

- B. Board Policy Revision – FMA (Local). The Vice President, Human Resources, recommends revisions to Policy FMA (Local) – Discipline and Penalties – Discipline Procedure. 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 and in bold print.

Revisions to this policy are presented for a second reading and adoption.

It would be appropriate for the Board to approve these revisions.

#### 10. New Business

- A. 2016-2017 College Calendar Recommendation. The Vice President, Academic and Student Affairs, submits the attached 2016-2017 college calendar.

The President recommends approval of the calendar as submitted.

It would be appropriate for the Board to approve the college calendar as submitted.

- B. Proposed Board Policy – CDE (Local). The Vice President, Human Resources, recommends Policy CDE (Local) – Financial Ethics as a new policy. Board policy provides that new policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the proposed new policy.

This proposed policy is presented for a first reading.

- C. Personnel. Employment of Samuel Chamberlain as Safety, Health, and Environmental Management Faculty. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Samuel Chamberlain as Safety, Health, and Emergency Management faculty for the remainder of the 2015-2016 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.

D. Financial Report. The financial report for October 2015 is included as a separate exhibit.

It is recommended that the Board accept the financial report.

11. Executive Session - Room 105

The President requests an Executive Session as pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:

- 1) Private consultation with Board's attorney regarding privileged matters authorized by law to be discussed in closed session under the Texas Disciplinary Rules of Professional Conduct and the Texas Open Meetings Act
- 2) Deliberate the employment, evaluation, reassignment, duties, discipline, or dismissal of public employees

Sincerely,



Millicent M. Valek

President