

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.

December 10, 2015

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Thursday, December 10, 2015, 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. Approval of Minutes
3. Communications
4. Audience to Patrons and Petitions
5. 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 November 2012-2015.
 2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for November, 2011-2015.
 - B. Report of Taxes Collected. Attached is the report of taxes collected for the month of November 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. There were no new teachers to report 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 November – December 2015.
- F. 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 2015-2016 Adult Education and Literacy Program in the amount of \$545,400.00.

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

- G. Festival of Carols. The 2015 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.
- H. ADN Pinning Ceremony. The ADN Pinning Ceremony will be held on Thursday, December 10, 2015, at 6:00 p.m., in The Clarion. The public is invited to attend.
- I. Law Enforcement Graduation. The Law Enforcement Academy Graduation will be held on Friday, December 11, 2015, at 6:00 p.m. in The Clarion. The public is invited to attend.
- J. Refunding Limited Tax Bond Series 2015. The Vice President, Financial Services & CFO, provides an update to the bond refunding passed at the October 19th Board Meeting. The Bond Purchase Agreement was executed at 3:15 pm on Tuesday, November 17, 2015. Attached is the Post-Pricing Report from Estrada Hinojosa & Company which details (on page 3) the total savings to the College of \$1,849,568.75, an increase of \$387,287.75 from the originally estimated savings of \$1,462,281.
- K. 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.

- L. January 2016 Board Meeting. The January 2016 meeting of the Board of Regents is scheduled for Tuesday, January 19, 2016, at 6:30 p.m.

- M. Annual Board Workshop Meeting Dates. The annual Board Workshop is scheduled for Friday afternoon, and Saturday, February 5-6, 2016, in the Corporate Learning Center. The workshop will begin on Friday, February 5 at noon and recess at approximately 4:30 p.m. The meeting will reconvene on Saturday, February 6 at 8:30 a.m. The Board will recess at noon on Saturday for lunch and will reconvene in Executive Session following lunch.

- N. Freeport LNG Crafts Academy. The dedication of the Freeport LNG Crafts Academy is scheduled for Tuesday, February 16, 2016, from 4:00-5:30 p.m. in the Science Technology Corridor on the college campus. (Dedication Ceremony at 4:30.) The BCPC Welding Technologies Lab dedication will be held later in the spring semester.

- O. 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.

- 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. 2016 Commencement. Commencement exercises for the 2015-2016 academic year are scheduled for Saturday, May 7, 2016, in the Dow Academic Center. 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.

- R. Annual Confirmation of Regent Training. All regents, with the exception of newly appointed regent Jason Cordoba, have met legal requirements for Training in

Financial Management, Open Meeting Act, Conflict of Interest laws, and Public Information. Mr. Cordoba's training is scheduled to be completed by end of calendar year 2016.

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 CKD (Legal) is presented for the Board's information and also can be found at:

<http://pol.tasb.org/Policy/Download/215?filename=CKD%28LEGAL%29.pdf>

U. Brazosport College Calendar. The Brazosport College Calendar for December 10, 2015 – February 27, 2016 is attached.

6. Reports and Presentations

A. Presidents Report.

- TACC (Texas Association of Community Colleges) Update
- College Update

7. Unfinished Business

A. 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.

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

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

8. New Business

A. Audit Report. The Audit Report is provided as a separate attachment. Kevin Cadenhead of Kennemer, Masters & Lunsford, LLC, will be present to discuss the Audit Report and answer questions.

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

- B. Discussion of Campus Security Operations and Evaluation of Proposal to Create a College Police Department. The Vice President, Administrative Services, and the Vice President, Human Resources, submit the attached report for consideration of creation of a police department and recommend that campus security operations be transitioned to a police department, including the hiring of a Director of Public Safety/Police Chief.

The President recommends approval of the creation of a police department.

It would be appropriate for the Board to approve the creation of a police department, including the hiring of a Director of Public Safety/Police Chief.

- C. Dow Tax Abatement #15 Transfer to Olin. Attached is a letter from Olin Corporation informing the College of its ownership interests in the joint venture company Dow-Mitsui Chlor-Alkali LLC and the related tax abatement, and requesting modification of the current tax abatement. It is anticipated that this change will have no impact on the tax abatement.

It would be appropriate for the Board to approve this modification.

- D. Settlement of Cause No. 70781, Brazoria County v. CapitalSource Bank. Elizabeth Wang from the law office of PerdueBrandonFielderCollins&Mott LLP will be present to discuss and answer questions regarding this case.

It is recommended that the Board consider and take action to settle Cause No. 70781, Brazoria County v. CapitalSource Bank to collect the 2011 and 2012 delinquent taxes on account #8900-0531-000.

- E. Cisco/Key Government Finance Contract. Brazosport College Board Policy CF (LOCAL) states that bids valued at more than \$50,000 annually shall be reported to the Board at the next regular meeting. In accordance with this policy, the Vice President, Financial Services & CFO, provides the following report about a three-year contract the College is preparing to enter into with Cisco Systems.

Cisco provides technical help to the IT department when the College's phones, network, or wifi are offline, as well as issuing software updates, etc. In the past, the College had an annual agreement for these services; however, the IT department has negotiated a three-year agreement in order to lock in a discounted rate and avoid large annual rate increases. The total cost of this three-year agreement is \$235,291.32 or \$78,430.44 per year. Taking into consideration the annual rate

increases, the total savings to the College over the next three years will be approximately \$46,590 compared to what would have been the cost of continuing the year-to-year agreements.

It would be appropriate for the Board to approve this contract.

- F. Personnel. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Jeff Detrick as Dean of Instruction 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.

- G. Financial Report. The financial report for November 2015 is included as a separate exhibit.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek

President