

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 16, 2016

Board of Regents
Brazosport College

Members of the Board

A Regular meeting of the Brazosport College Board of Regents is scheduled for Monday, May 16, 2016, at 6:30 P.M., in Room 104, following a Budget Study Session at 5:30 P.M., in Room 103CD, in the Brazosport College Corporate Learning Center, located in Lake Jackson, Texas.

1. Roll Call
2. Invocation
3. Communications
4. Approval of Minutes
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 2013-2016.
 2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for April 2012-2016.
 - B. Report of Taxes Collected. Attached is the report of taxes collected for the month of April 2016.
 - 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 the attached report on fund development activities of the Brazosport College Foundation for the months of April and May 2016.
- F. Emergency Planning Update. Attached, on page 45, is the Emergency Planning Committee update.
- G. Johnson Controls Performance Contract Update.
-The construction trailer is in place, and the project kickoff meeting was held on May 3, 2016.
-All JCI employees and contractors are required to wear name badges and yellow vests.
-The roughly 3,000 tasks to be performed are contained in a real time job status program that is available to JCI and BC staff working on the project.
-The job status program is updated by workers using iPads, and the job status program is updated immediately.
- H. Police Department Update. The Vice President, Human Resources, and Director, Campus Safety and Chief of Police, provide the attached update on the status of the transition to a Police Department.
- I. 18th Annual Foundation Challenge Golf Tournament. The 18th Annual Foundation Challenge Golf Tournament will be held on Friday, May 20, 2016, at the Wilderness Golf Course. Sponsorship letters were mailed in April. Jay Gibson & Gary Crabtree are co-chairs of the event. Registration begins at 11:00 A.M. with a 12:30 P.M. shotgun start. The awards reception is scheduled for 5:30 P.M.
- J. CCATT Conference. The CCATT 2016 Annual Conference is scheduled for June 3-5, 2016, at the Westin Riverwalk in San Antonio, Texas. Registration for the conference is to be made through Kasie Guthrie, Executive Assistant to the President. Members of the Board of Regents are encouraged to attend with Dr. Millicent Valek, President.
- K. ACCT Leadership Congress 2016. The 46th Annual ACCT Leadership Congress is scheduled for October 5-8, 2016, in New Orleans, Louisiana. The theme for the Congress is *Call to Action: Lead with Intent*. Registration for the conference is now open and is to be made through Kasie Guthrie, Executive Assistant to the President. Members of the Board of Regents are encouraged to attend with Dr. Millicent Valek, President. Steve Solis and Carolyn Johnson have confirmed their attendance. A flyer for the 2016 ACCT Leadership Congress is included in the Agenda.
- L. 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, CLA (LEGAL), is presented for the Board's information on page 49 and also can be found at:

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

- M. Brazosport College Calendar. The Brazosport College Calendar for May 20, 2016 –

August 4, 2016, is attached.

7. Reports and Presentations

- A. Peer Recruiters' Annual Report. An oral presentation of enrollment activities for 2015-2016 will be made by the Peer Recruiters.

- B. President's Report.
 - Legislative Update
 - Tri-Agency Workforce Initiative
 - College Update

8. Unfinished Business

- A. Board Policy Revision - DAA (LOCAL) - Employment Objectives - Equal Employment Opportunity. The Vice President, Human Resources, recommends revisions to Policy DAA (LOCAL) – Employment Objectives – Equal Employment Opportunity. 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.

This proposed policy is presented for second reading and adoption.

- B. Board Policy Revision - DGD (LOCAL) - Employee Rights and Privileges - Employee Use of College District Facilities. The Vice President, Human Resources, recommends revisions to Policy DGD (LOCAL) – Employee Rights and Privileges - Employee Use of College District Facilities. 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.

This proposed policy is presented for second reading and adoption.

9. New Business

- A. Certification of Election and Statement of Officer. The Secretary of the Board of Regents certifies that each of the following Regents has been duly elected:
 - Steven D. Solis, Board of Regent, Position #3;
 - Jason M. Cordoba, Board of Regent, Position #7;
 - Carolyn H. Johnson, Board of Regent, Position #8; and
 - Roland K. Hendricks, Board of Regent, Position #9.

It would be appropriate for the Board to certify the election results and for each designated Regent to sign the Statement of Officer document.

- B. Oath of Office. Each duly elected Regent is required to take the Oath of Office.

It would be appropriate for the newly elected members to take the Oath of Office and sign the appropriate document.

- C. Election of Board Officers. Board Policy states that the Board shall elect Officers from its members at the next regular meeting following the election of Regents. Board Policy further states that the College President shall serve as Secretary and Chief Executive Administrator of the Board.

Election of a Chairman and Vice Chairman for two-year terms will be in order.

- D. Freeport Community Education Location Change. Attached is a memorandum and supporting documentation from the Vice President, Financial Services & CFO, outlining a proposal to relocate the Brazosport College Community Education facility in Freeport, Texas. The President joins in this recommendation.

It would be appropriate for the Board to authorize the President to negotiate and execute a contract with the City of Freeport for a new facility for Brazosport College Community Education usage.

- E. Board Policy Revision - GF (LOCAL) - Community Use of College District Facilities. The Vice President, Human Resources, recommends revisions to Policy GF (LOCAL) – Community Use of College District Facilities. 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 and new language in bold print.

This proposed policy is presented for first reading.

- F. Personnel.

1. Employment of Janey Flanagan as Director, Employee Development Center. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Janey Flanagan as Director, Employment Development Center, for the remainder of the 2015-2016 academic year and for the 2016-2017 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.

2. Employment of Kenneth Kaspar as Welding Faculty. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Kenneth Kaspar as Welding Faculty for the 2016-2017 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.

3. Employment of Kevin Spring as Biology Faculty. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Kevin Spring as Biology Faculty for the 2016-2017 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.

4. Employment of Chad Abney as Process Technology Faculty. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Chad Abney as Process Technology Faculty for the 2016-2017 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.

5. Employment of William Curry as Process Technology Faculty. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of William Curry as Process Technology Faculty for the 2016-2017 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.

6. Employment of Mark Farrar as Process Technology Faculty. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Mark Farrar as Process Technology Faculty for the 2016-2017 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.

7. Employment of Kenneth Springs as Process Technology Faculty. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Kenneth Springs as Process Technology Faculty for the 2016-2017 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 April 2016 is included as a separate exhibit.

It is recommended that the Board accept the financial report.

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.
- To discuss appointment of a public officer to fill Brazosport College, Board of Regent,

Position # 5.

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.)

Should additional information or explanations be desired, please contact me.

Sincerely,



Millicent Valek
President