

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.

February 15, 2016

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, February 15, 2016, 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. Communications
4. Approval of Minutes
 - A. January 19, 2016 Minutes.
 - B. February 5-6, 2016 Minutes.
5. Audience to Patrons and Petitions
6. Information Items
 - A. Enrollment Reports
 1. Credit Courses. Headcount/contact hour enrollment for the Spring 2016 semester is attached.

2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Spring 2016 semester.
 3. Community Education Courses. The Director, Community Education, reports the attached enrollment numbers for the Community Education Program for the month of January 2013-2016.
 4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for January 2012-2016.
- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of January 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. Attached is a communication from the Director, Community Education, reporting on two new teachers for the Community Education Program.
- E. Dual Credit Spring Update. An update on Brazosport College's dual credit program is attached. This report highlights current enrollment, program enhancements, and future initiatives.
- F. Approval of Part-Time Credit Teachers, Spring 2016. The Vice President, Academic & Student Affairs, recommends approval of the part-time teachers in the attached credit program memo. References for the new teachers are included in the communication.
- G. 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 January and February 2016.
- H. Budget Preparation for 2016-2017. The Vice President, Financial Services & CFO, provides the attached 2016-2017 Budget Development Plan and Calendar.
- I. Small Business Development 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.

- J. 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 P.M.)
- K. BCPC Welding Technologies Lab. The BCPC Welding Technologies Lab dedication will be on Wednesday, March 23, 2016, from 9:30 A.M. – 11:00 A.M. at the new welding lab in the Science Technology Corridor on the College campus. (Dedication Ceremony at 9:45 A.M.)
- L. 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. Jason Cordoba and Robert Perryman have confirmed their attendance.
- M. Gator Gallop. The Gator Gallop will be held Saturday, April 2, 2016. The One Mile Run will begin at 7:30 A.M., the BASF Kid's Fun Run will begin at 7:45 A.M., and the 5K Run will begin at 8:00 A.M. The race will be held in front of the gym and registrations are being accepted in advance through The Driven website (www.thedrive.net) or on the day of the race at the gym.
- N. 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 ISDs, business, industry, and civic organizations. This year marks the 23rd time Brazosport College has hosted this very unique and exciting event.
- O. Distinguished Student Ceremony. Brazosport College annually recognizes up to 20 students, who through a College-wide nomination process, are selected as distinguished students. The 2015-2016 Distinguished Student Awards Ceremony will be held April 18, 2016, at 3:00 P.M. in The Clarion. College Board of Regents members are invited as guests of the College.
- P. Gator Grab Auction/Gator Day. The annual Gator Grab Auction is scheduled for Thursday, April 21, 2016, from 11:00 A.M. – 2:00 P.M. in the Student Pavilion. The event is to raise funds for scholarships and is held in conjunction with Gator Day, which is sponsored by Student Life.
- Q. 2016 Employee Recognition Dinner. The 2016 Employee Awards Recognition Dinner will take place on Friday, April 22, 2016, at 6:00 P.M., in the Corporate Learning

Center. Board of Regent members and their guests are invited to attend the annual event.

- R. Cheers to 10 Years - A Clarion Celebration. The Former Students Association is hosting Cheers to 10 Years – A Clarion Celebration event, scheduled for Friday, April 29, 2016, at 5:00 P.M. The evening will be in celebration of The Clarion's 10th Anniversary to raise funds for the Spirit of Music Fund. The event will feature the Blue Water Highway Band in concert. Brats & Beer will be served while enjoying the music of Cole Degges on The Clarion veranda before the concert. The Dow Chemical Company is the presenting sponsor for the evening.
- S. 2016 Commencement. Commencement exercises for the 2015-2016 academic year are scheduled for Saturday, May 7, 2016, in the Dow Academic Center. The Honorable Marc Holder will be the 2016 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 in between the ceremonies.
- T. 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 to raise funds for scholarships. Save-the-Dates will be mailed in mid-February.
- U. 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. The 2016 ACCT Leadership Congress flyer is attached.
- V. Construction Update. Attached is the Construction Update from the Vice President, Administrative Services.
- W. 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, CKE (LEGAL), is presented for the Board's information on page 54 and also can be found at:

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

- X. Brazosport College Calendar of Events. The Brazosport College Calendar for February 15, 2016 – April 29, 2016, is attached.

7. Reports and Presentations

- A. Phi Theta Kappa Annual Report. Officers of the Brazosport College Phi Theta Kappa Honor Society will provide an overview of the organization's accomplishments and activities for 2015.
- B. President's Report.
- College Update
 - Legislative Update

8. New Business

- A. Refunding Limited Tax Bonds. Attached is a proposal for discussion, consideration and approval of an order authorizing the issuance, sale, and delivery of Brazosport College District Limited Tax Refunding Bonds in one or more series; authorizing a pricing officer to approve the amount, interest rates, price, redemption provisions, and terms thereof, and certain other procedures and provisions related thereto, from our financial advisors, Estrada Hinojosa & Company, Inc. Andres Diamond-Ortiz, Senior Vice President at Estrada Hinojosa & Company, Inc., will be available to discuss this proposal.

It is recommended that the Board approve the order authorizing the issuance, sale, and delivery of Brazosport College District Limited Tax Refunding Bonds in one or more series; authorizing a pricing officer to approve the amount, interest rates, price, redemption provisions, and terms thereof, and certain other procedures and provisions related thereto.

- B. Property Insurance Proposal. Attached is a communication from the Vice President, Financial Services & CFO, outlining the recommended insurance agent selection for the College's property insurance coverage for the period of February 29, 2016, through February 28, 2017, with the option to extend annually for the next four years.

The President recommends acceptance of the insurance agent selection as outlined in the attachment for property insurance coverage for the period of February 29, 2016, through February 28, 2017.

- C. Call Election for Board of Regents Positions 3, 7, 8, and 9. Attached is a memo from the Vice President, Financial Services & CFO, regarding the Board of Regents Election on May 7, 2016, the Joint Election Agreement and Contract for Election Services with Brazoria County, and a list of Early Voting locations in Brazoria County.

It is recommended that the Board call for the May 7, 2016, election, approve the contract with Brazoria County, and allow posting of election notices as directed by the County Election Office in accordance with Texas Statutes.

- D. Investment Pool Policy. Attached is Brazosport College Board Policy CAK (LOCAL) - Appropriations and Revenue Sources – Investments which states that, “The College District shall comply with Government Code 2256.005(d). The authorized investment instruments shall be as follows...Public funds investment pools as permitted by Government Code 2256.016-2256.019 and approved by Board resolution up to \$10 million.” Currently, as a result of an influx of tax receipts, the College’s investment pool account is over the \$10 million threshold. While we believe this to be a temporary timing issue, the College is currently in violation of the Board Policy. We would like to request that the Board amend the policy, as highlighted in yellow in the attached policy, and increase the investment pool account threshold from \$10 million to \$15 million.

Revisions to this policy are submitted for first reading.

- E. Sale of Property. Attached is a communication 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 (Account Numbers 3410-006-000 and 7541-0005-000.)

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

- F. Personnel. Employees listed below are recommended for contracts for Academic Year 2016-2017 as follows:

1. The President recommends these individuals for one year contracts from September 1, 2016, to August 31, 2017, and it would be appropriate for the Board to approve the contract for the period identified.
2. The President recommends these individuals for two year contracts from September 1, 2016, to August 31, 2018, and it would be appropriate for the Board to approve the contract for the period identified.

3. The President recommends Janice Goines for a one year contract from October 1, 2016, to September 30, 2017, and it would be appropriate for the Board to approve the contract for the period identified.

G. Financial Report. The financial report for January 2016 is included as a separate exhibit.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek
President