

## 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.

June 20, 2016

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, June 20, 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
5. Audience to Patrons and Petitions
6. Information Items
  - A. Enrollment Reports
    1. Credit Students. Enrollment information for the Summer I 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 Summer I 2016 semester.
    3. Community Education Courses. The Director, Community Education, provides the

attached enrollment numbers for the Community Education Program for the month of May 2013-2016.

4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the following enrollment and participant hours for May 2012-2016.
  
- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of May 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. 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 May and June 2016.
  
- F. Approval of Community Education Fall 2016 Schedule. The Director, Community Education, recommends the attached Community Education Fall 2016 Schedule.
  
- G. Approval of Community Education Fall 2016 Tuition and Fees. The Director, Community Education, recommends the attached changes in tuition and fees for the Community Education Program for the Fall 2016 semester.
  
- H. Adjunct Credit Teachers, Summer I 2016. The Vice President, Academic and Student Affairs, recommends approval of adjunct teachers in the attached memo for 2016 Summer I semester credit courses. Each of the teachers is qualified in the area of assignment.
  
- I. Report on College Testing Program. The Director, Counseling and Testing, provides the attached report on the College testing program for the past year.
  
- J. Dual Credit Recognition. Brazosport College recognizes dual credit students by awarding cords and certificates to high school graduates with distinction. A full report for the last academic year is attached.
  
- K. Community Education Annual Report. The Director, Community Education, provides

the attached annual report on the Community Education program.

L. Board Evaluation of Investment Advisor. A provision in the Endowment Policy requires that the Investment Advisor be evaluated by the Board annually. Included is the evaluation of the Investment Advisor. This document will be sent to the Investment Advisor with instructions to return with comments. The final version will be presented at the August 2016 Board meeting.

M. Additional Funding for Small Business Development Center (SBDC). Attached is a communication from the Director, Business Services, regarding notification from the University of Houston U.S. Small Business Administration of additional funding in the amount of \$5,769 for 2015-2016 for the Small Business Development Center bringing the total budget to \$133,185.

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

N. Honors Program Annual Report. The Director, Honors Program, provides the attached update on activities of the Honors Program for the past year.

O. Annual Report on Fine Arts Activities. The Division Chair for Communications and Fine Arts provides the attached report on the activities of the Art, Drama, and Music departments for the past year.

P. July Board Meeting – None Scheduled.

Q. Johnson Controls Performance Contract Update.

-The new road to the boiler room is in place.

-All subcontractors are now under contract and ready to mobilize.

-The glass was removed from the west wall and an overhead door was installed (this opening will be utilized for removal of old equipment and to bring in replacement equipment).

-Removal and replacement of the damaged switchgear is scheduled for early July when electricity will need to be turned off.

R. 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.

S. 18th Annual Foundation Challenge Golf Tournament. The 18th Annual Foundation Challenge Golf Tournament is rescheduled for Friday, July 15, 2016, at the

Wilderness Golf Course due to a rainout of the May 20, 2016 event. Registration begins at 7:00 A.M. with an 8:00 A.M. shotgun start. The awards reception is scheduled for 1:00 P.M. Jay Gibson & Gary Crabtree are co-chairs of the event.

T. 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.

U. 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, CM (LEGAL), is presented for the Board's information on page 72 and also can be found at:

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

V. Brazosport College Calendar. The Brazosport College Calendar for July 1, 2016 – August 10, 2016, is attached.

## 7. Reports/Presentations

A. Budget Study. Attached is a document titled “Brazosport College Budget Update FY 2016-2017” that contains highlights and assumptions of the proposed 2016-2017 budget to be discussed during this meeting.

B. Report on Performance. The Vice President, Academic and Student Affairs, provides information on selected measures of College performance in the attached Performance Report. The Vice President, Academic and Student Affairs, will be present to provide additional information about these measures.

C. President's Report.  
-College Update  
-Legislative Update

## 8. Unfinished Business

- A. 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 revision is presented for second reading and adoption.

- B. Oath of Office. The duly elected Regent for Position 9, Roland K. Hendricks, is required to take the Oath of Office.

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

## 9. New Business

- A. Consideration and Action to Fill Board Member Vacancy. It would be appropriate for the Board to consider the appointment of a member to fill Board Position 5. The vacancy was created by the death of Harry Koester, Jr.

- B. Custodial Services Contract. Attached is a communication from the Vice President, Financial Services & CFO, recommending the third of four possible renewals of the contract with McLemore Building Maintenance to provide the College's custodial services. The President joins in this recommendation.

It would be appropriate for the Board to approve the renewal of the contract with McLemore Building Maintenance to provide the College's custodial services.

- C. DataVox Upgrade. Attached is a communication from the Vice President, Financial Services & CFO, recommending approval of the attached DataVox upgrade contract. The President joins in this recommendation.

It would be appropriate for the Board to approve and authorize the President to execute the DataVox Upgrade Contract.

- D. Public Meeting for 2016-2017 Budget. State law requires a meeting for the purpose of considering a budget for public institutions and for discussion of the tax rate required to support the budget. If the proposed tax rate will exceed the rollback or the effective tax rate (whichever is lower), a record vote is required and two public hearings must be scheduled.

It would be appropriate for the Board to set the public meeting for Monday, August 1, 2016, at 5:30 P.M. in the Brazosport College Corporate Learning Center Room 104 for the purpose of considering the 2016-2017 Budget and to discuss the tax rate.

- E. First Public Hearing for Tax Rate. State law requires two public hearings for the purpose of considering and adopting a tax rate for public institutions. No action will be taken during this meeting.

It would be appropriate for the Board to set the first public hearing for Monday, August 15, 2016, at 6:30 P.M. in the Brazosport College Corporate Learning Center Room 104 for the purpose of considering the 2016-2017 tax rate.

- F. Second Public Hearing for Tax Rate. State law requires two public hearings for the purpose of considering and adopting a tax rate for public institutions. No action will be taken during this meeting.

It would be appropriate for the Board to set the second public hearing for Tuesday, September 6, 2016, at 5:30 P.M. in the Brazosport College Corporate Learning Center Room 104 for the purpose of considering the 2016-2017 tax rate.

- G. Faculty and Administrative/Support Staff Salary Structures. When the Board of Regents adopted the salary structure models in February of 1999, there was a commitment by the Board to periodically review the compensation structures to ensure salaries reflect parity within the labor market. Prior salary surveys occurred in 2002, 2004, 2006, 2008, 2010, and 2013. The market surveyed for 2015 included the Gulf Coast Colleges, two-year colleges in Texas awarding baccalaureate degrees, and select employers in southern Brazoria County. As in previous market surveys, Brazosport College collected and compiled the data and Arthur J. Gallagher/Fox Lawson & Associates was responsible for the analysis and providing any recommendations for the revisions to the current salary structure. The current Faculty Salary Structure was found to be highly competitive with the market. The Administrative and Support Staff salary structure for positions with a DBM rating of A12 and above was found to be significantly misaligned below the target market point. Therefore, it is proposed that the Administrative and Support Staff salary structure be increased as shown in the attached Administrative and Support Staff salary structure.

It would be appropriate for the Board of Regents to approve the proposed revision to the Administrative and Support Staff Salary Structure, to be effective September 1, 2016.

- H. Step Increase for FY 2017. Brazosport College's employees progress through both

salary structures via steps. Each step represents approximately a 3% increase in salary. The recent compensation study found that the faculty and the staff at the DBM rating of A10 and A11 were highly competitive with the market. Therefore, a step increase for these employees is recommended. The compensation study also found that an increase to the Administrative and Staff Salary Structure was necessary for the positions with a DBM rating of A12 or higher. Due to this increase, a step increase for these positions is not recommended for FY17.

It would be appropriate for the Board to approve a step increase for the faculty and for staff with a DBM rating of A10 or A11, to be effective September 1, 2016.

- I. Board Policy Revision – AB (LOCAL) – College District Name and Definition. The Vice President, Human Resources, recommends revisions to Policy AB (LOCAL) – College District Name and District. 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, deletions appearing with a strike-through, and new language underlined.

This proposed policy revision is presented for first reading.

- J. Board Policy Revision – BA (LOCAL) – Board Legal Status. The Vice President, Human Resources, recommends revisions to Policy BA (LOCAL) – Board Legal Status. 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, deletions appearing with a strike-through, and new language underlined.

This proposed policy revision is presented for first reading.

- K. Employment of Kimberly Milligan as Director, Employee Development Center. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Kimberly Milligan 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.

- L. Employment of Lea Ann Quave as Associate Degree Nursing Faculty. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Lea Ann Quave as Associate Degree Nursing 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.

- M. Sale of Properties Held in Trust. Attached is a communication from the Brazoria County Tax Office containing a recommendation from the Property Tax Resale Committee of Brazoria County for the sale of certain properties held in trust by Brazoria County (Account Numbers 7310-0062-000 and 8110-0410-000).

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

- N. Financial Report. Attached is the financial report for May 2016.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek  
President