

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 21, 2016

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, November 21, 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. Approval of Minutes
4. Communications
5. Audience to Patrons and Petitions
6. Information Items
 - 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 2013-2016.
 2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the following enrollment and participant hours for October 2012-2016.

- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of October 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 October and November 2016.
- F. Spring 2017 Community Education Schedule. The Director, Community Education, recommends courses and teachers for the Community Education Program for the Spring 2017 semester.

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

- G. 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.
- H. Annual Library & Learning Services Report. The Director, Library & Learning Services, provides the attached Annual Library and Learning Services Report for 2015-2016.
- I. Annual Employee Development Center Report. The Director, Employee Development Center (EDC), provides the attached Annual EDC Report for 2015-2016.
- J. Annual Energy Report. The Director, Facility Services, provides the attached energy usage report for the period of September 1, 2015 through August 31, 2016, which includes historical costs dating back to 1991.
- K. Grant Administration Annual Report. The Office of Grant Administration provides the attached Annual Report for 2015-2016.
- L. 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.

- M. Johnson Controls Performance Project Update. The Vice President, Financial Services & CFO, provides the attached update on the status of the Johnson Controls performance project.
- N. College Interpreter Update. At the August 15, 2016 Board meeting, the Board approved the negotiation of a contract for interpreter services by the Vice President, Financial Services & CFO. The contract with Community Access Ability Group (CAAG) has been signed for a one year term to begin January 1, 2017.
- O. LVN Pinning Ceremony. The LVN Pinning Ceremony has been rescheduled from Thursday, November 10, 2016, at 6:00 P.M. at the Clarion to Monday, November 28, 2016, at 6:00 P.M. in Gator Hall. The public is invited to attend.
- P. Lecture Event "A Dickens of a Christmas". A Women's Lecture Luncheon Series special event open to the public is planned for Thursday, December 1, 2016, at 7:30 P.M. at the Clarion. Guest lecturer, Elliot Engel, will present "A Dickens of a Christmas." A VIP Reception will be held at 6:30 P.M. for guests purchasing tickets at the \$100 level. Dr. Engel will also conduct a community outreach program for BISD on December 1, 2016. The Wood Group is a sponsor for the event. Proceeds from the evening benefit the Excellence Fund of the BC Foundation. Tickets are available for purchase on the Clarion website: www.brazosport.edu/Clarion.
- Q. Festival of Carols. The 2016 Festival of Carols begins on Friday, December 2nd at 7:30 P.M. with a concert from Keb' Mo' at the Clarion. Tickets are available from the Clarion box office. We Three Bands, a concert featuring holiday music by the combined community bands from Alvin Community College, College of the Mainland, and Brazosport College will take place at 4:00 P.M. on Sunday, December 4th at the Clarion. Admission is free. The Festival of Carols will conclude on December 8th at 7:30 P.M. with a concert from the Brazosport Choral Union, featuring the Angleton Middle School Choirs. Admission is free.
- R. Community Education Graduation. Community Education Graduation ceremonies for students completing Adult Basic Education and Workforce Programs will be held on Thursday, December 8, 2016, at 7:00 P.M. in Gator Hall.
- S. December 2016 Board Meeting. The December 2016 meeting of the Board of Regents is set for Thursday, December 8, 2016, at 12:30 P.M., preceded by the annual holiday luncheon at 11:30 A.M. in the Corporate Learning Center.
- T. BC Foundation Annual Holiday Meeting. The BC Foundation Annual Holiday meeting is scheduled for Tuesday, December 13, 2016, at 6:30 P.M. The meeting

will be at the home of Mrs. Doris Williams, 209 Teakwood, Lake Jackson, TX. Board of Regents and their guests are invited. Invitations have been sent.

- U. January 2017 Board Meeting. The January 2017 meeting of the Board of Regents is set for Tuesday, January 17, 2017, at 6:30 P.M. due to a College holiday on Monday.
- V. 2017 Board Workshop. As part of the College's evolving planning process, the Board meets in an annual workshop to study information, measure progress toward milestones, and discuss future directions. The workshop is scheduled for Friday and Saturday, February 3-4, 2017.
- W. TACC/CCATT Legislative Meeting & Community College Day. The TACC/CCATT Legislative Meeting is scheduled for Monday, February 6, 2017, in Austin, TX in conjunction with Community College Day scheduled for Tuesday, February 7, 2017. Reservations are to be made through Kasie Guthrie, Executive Assistant to the President.
- X. Counselor/Administrator Dinner. The annual Counselor/Administrator Dinner is scheduled for Thursday, February 9, 2017, 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.
- Y. Brazoria County Day 2017. Brazoria County Day will be held March 5-7, 2017, in Austin, TX. The schedule of events is attached along with information to make a hotel reservation. This year the Brazosport College Jazz Band will perform at the World's Largest Shrimp Cocktail Party on March 7, 2016, from 5:00 – 8:00 P.M.
- Z. 2017 Board of Trustees Institute. The 2017 Board of Trustee Institute (BOTI) for Achieving the Dream has been set for March 30 – April 1, 2017, 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 Kasie Guthrie, Executive Assistant to the President.
- AA. 2017 Career Fair. Brazosport College will host its annual Career Fair on Tuesday, April 11, 2017. The event serves approximately 1,700 juniors from the Angleton, Brazosport, Columbia-Brazoria, Danbury, and Sweeny Independent School Districts. Students from Angleton Christian School, Brazosport Christian School, and Foundation Preparatory Academy will also participate. 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 24th time Brazosport College has hosted

this unique and exciting event.

BB. Commencement 2017. Commencement exercises for the 2016-2017 academic year are scheduled for Saturday, May 13, 2017, in the Dow Academic Center. Distinguished Alumna & Board Regent, Lucilla Henderson, will be presenting the keynote address. The 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.

CC. 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 CMB (LEGAL) regarding Competitive Sealed Proposals for Facilities Construction is presented for the Board's information on page 73 and also can be found at:

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

DD. Brazosport College Calendar. The Brazosport College Calendar for November 22, 2016 through January 28, 2017, is attached.

7. Reports and Presentations

A. Quarterly 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 & Student Affairs, will be present to provide additional information about these measures.

B. Texas Book Company. Ms. Stacy Dyer, Texas Book Company Business Development & College Relations, will provide information on the College bookstore.

C. Marketing & Communications 2016-17 Marketing Update. The Director, Marketing & Communications, will provide an update on the 2016-17 marketing plans for Brazosport College.

D. Outline for Development of Agenda for February 3-4, 2017 Board Workshop. Attached is a draft agenda for the annual Board Workshop scheduled for February 3-4, 2017.

E. President's Report.

- College Update
- Legislative Update
- Regent Visibility

8. Unfinished Business

- A. Proposed Board Policy - DH (LOCAL) - Employee Standards of Conduct. The Vice President, Human Resources, recommends amendments to Policy DH (LOCAL) regarding Employee Standards of Conduct. 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 amended 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 a second reading and adoption.

- B. Proposed Board Policy - FLAA (LOCAL) - Student Use of College District Facilities. The Vice President, Human Resources, recommends amendments to Policy FLAA (LOCAL) regarding Student Use of College District Facilities. 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 amended 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 a second reading and adoption.

9. New Business

- A. Tuition Rate Increase. Attached is a communication from the Vice President, Financial Services and CFO, recommending a tuition and fees increase for credit courses beginning with the Fall 2017 semester.

It would be appropriate for the Board to approve the proposed tuition and fees rates.

- B. Approval of Spring 2017 Tuition and Fees for Community Education. The Vice President, Industry and Community Resources, recommends amendments and additions to tuition and fees for Community Education courses for the Spring 2017 semester.

It would be appropriate for the Board to approve the 2017 tuition and fees for Community Education as recommended.

- C. 2017-2018 College Calendar Recommendation. The Vice President, Academic and Student Affairs, submits the attached 2017-2018 college calendar.

The President recommends approval of the calendar as submitted.

- D. Texas Book Company Contract. The College's contract with Texas Book Company (TBC) expires October 31, 2017, but allows for a three year renewal with the same terms and conditions. Thereafter the agreement provides for automatic one year renewals. TBC has asked for the contract to be extended now for either three or five years. If a three year extension is permitted, TBC will invest \$100,000 in bookstore renovations. If a five year extension is authorized, TBC will invest \$150,000 in bookstore renovations. A small portion of the investment will be used to improve the Java Hut. TBC has also offered to upgrade the student financial aid module to their point of sale technology. Attached is an email from Stacy Dyer, TBC Business Development & College Relations, and preliminary bookstore remodeling renderings.

TBC representatives attended the October 31 Bookstore Advisory Committee meeting to discuss the contract extension. There were no objections from committee members present at the meeting. Additionally, the College's external auditors were consulted regarding the contract renewal. Should the project move forward, the Executive Council will recommend final TBC plans for approval by the President before renovations begin.

It is recommended that the Board authorize a five year renewal of the TBC contract under the current terms and conditions with the \$150,000 TBC renovation investment and student financial aid module upgrade.

- E. Financial Report. Attached is the financial report for October 2016. It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek

President