

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.

January 17, 2017

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Tuesday, January 17, 2017, 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. Credit Students. The Registrar's Office reports the attached headcount/contact hour enrollment for the Spring 2017 semester.
 2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual and concurrent enrollment for the Spring 2017 semester.
 3. Community Education Courses. The Director, Community Education, reports the

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

4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for December 2012-2016.

- B. Report of Taxes Collected. Attached are the reports of taxes collected for the months of November and December 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 one new teacher 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 December 2016 and January 2017.

- F. Institutional Employment Report. Attached is the 2015-2016 Institutional Employment Report. Marshall S. Campbell, Vice President, Human Resources, will be present to answer questions regarding this report.

- G. Brazosport College Foundation Annual Report 2015-2016. The Vice President, College Advancement, provides the Brazosport College Foundation Annual Report for 2015-2016.

- H. 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.

- I. Financial Aid Annual Report 2015-2016. The Director, Financial Aid, provides the Financial Aid Annual Report for 2015-2016.

- J. Tax Abatements. The Vice President, Financial Services & CFO, provides the attached information on current tax abatements.

- K. 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.

- L. Johnson Controls Performance Project Update. The Vice President, Financial Services & CFO, provides the attached update on the status of the Johnson Controls performance project.

- M. Annual Confirmation of Regent Training Update. Newly appointed Regent, Jason Cordoba, completed his regent training requirements as of December 8, 2016.

- N. Affidavits for Disclosure of Conflict of Interest. Attached are the Affidavit Disclosing Substantial Interest in a Business Entity or Real Property, as defined in Local Government Code Sec. 171.002; the Affidavit for Disclosing Interest in Property under Government Code, Ch. 553, Subchapter A; the Affidavit for disclosing gifts exceeding \$100 accepted from any vendor doing business with Brazosport College by Board members or any family member of a Board member, as defined in Local Government Code 176; and Board Policy BBFA (LEGAL) which provides additional information referenced in the disclosure affidavits.

Affidavits for each Board member will be distributed at the meeting. The affidavits will need to be completed and notarized following the meeting.

- O. 2017 Board Workshop. The annual Board Workshop is scheduled for Friday afternoon, and Saturday, February 3-4, 2017, in the Corporate Learning Center. The workshop will begin on Friday, February 3, at noon and recess at approximately 4:30 P.M. The meeting will reconvene on Saturday, February 4, at 8:30 A.M. After the Open Session, the Board will convene in Executive Session at 11:30 A.M.

- P. 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.

- Q. 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.

- R. Brazoria County Day. 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, from 5:00-8:00 P.M.

- S. 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. Registration is now open and reservations are to be made through Kasie Guthrie, Executive Assistant to the President, no later than February 3, 2017.

- T. 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 ISDs. 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.

- U. 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.

- V. 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 CMD (LEGAL) regarding a Construction Manager at Risk during Facilities Construction is presented for the Board's information on page ___ and also can be found at:

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

- W. Brazosport College Calendar. The Brazosport College Calendar for January 17 through March 31, 2017, is attached.

7. Reports/Presentations

- A. Endowment Investment Update. Mr. Chris Sheets, Bernstein Private Wealth Management, will provide information on the performance and allocation of the College endowment funds. Mr. Sheets' presentation is attached.

- B. Report on Accountability System. The Texas Higher Education Coordinating Board and community colleges developed an accountability system based on specific measures designed to determine the effectiveness and quality of the education students receive at individual institutions. Selected measures are presented in the attached Accountability Report. The Vice President, Academic & Student Affairs, will be present to provide additional information about these measures.

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

8. Unfinished Business

- A. Proposed New Board Policy - FFDA (LOCAL) - Student Welfare - Freedom from Sexual Discrimination, Harassment, and Retaliation. The Vice President, Human Resources, recommends adoption of new Policy FFDA (LOCAL) regarding Student Welfare - Freedom from Sexual Discrimination, Harassment, and Retaliation. Board policy provides that new or amended policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the proposed language of this new policy appearing as regular text.

This proposed policy is presented for second reading and adoption.

- B. Proposed New Board Policy - FFDB (LOCAL) - Freedom from Discrimination, Harassment, and Retaliation - Other Protected Characteristics. The Vice President, Human Resources, recommends adoption of new Policy FFDB (LOCAL) regarding Student Welfare - Freedom from Discrimination, Harassment, and Retaliation. Board policy provides that new or amended policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the proposed language of this new policy appearing as regular text.

This proposed policy is presented for second reading and adoption.

- C. Proposed Amended Board Policy - FMA (LOCAL) - Discipline and Penalties - Discipline Procedure. The Vice President, Human Resources, recommends amendments to Policy FMA (LOCAL) regarding Discipline and Penalties –

Discipline Procedure. Board policy provides that new or amended 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 amended policy is presented for second reading and adoption.

9. New Business

- A. Concealed Carry Rules. The Vice President, Industry and Community Resources, will provide an update on the Campus Carry Task Force's recommendations establishing rules regarding the carrying of concealed handguns by license holders on the BC campus.

The draft rules are presented for first reading.

- B. Audit Engagement for 2016-2017 Fiscal Year. Attached is an engagement letter from the firm of Kennemer, Masters & Lunsford, LLC which describes the services they will perform for the College for the year ending August 31, 2017. This will be the fourth year of a five year appointment awarded in January 2013. The fee estimate included in the engagement letter is \$46,940 for the services described in the letter. Also attached is a list of the actual fee billings for the seven previous audits.

It would be appropriate for the Board to accept the engagement letter and appoint the firm, Kennemer, Masters & Lunsford, LLC, as auditor for the fiscal year ending August 31, 2017.

- C. Continuing Current Liability Insurance Policies. Attached is a communication from the Vice President, Financial Services & CFO, proposing the second year of a five year extension of the College's liability and automobile insurance. The President joins in the recommendation.

It would be appropriate for the Board to approve General Liability, Business Automobile and Umbrella Liability insurance coverage for one (1) year with Neal Insurance.

- D. Proposed Board Policy - DIAA (LOCAL) - Employee Welfare - Freedom from Sexual Discrimination, Harassment, and Retaliation. The Vice President, Human Resources, recommends adoption of new Policy DIAA (LOCAL) regarding Employee Welfare - Freedom from Sexual Discrimination, Harassment, and Retaliation. Board policy provides that new or amended policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the

proposed language of this new policy appearing as regular text.

This proposed policy is presented for first reading.

- E. Proposed Board Policy – DIAB (LOCAL) - Employee Welfare - Freedom from Discrimination, Harassment, and Retaliation. The Vice President, Human Resources, recommends adoption of new Policy DIAB (LOCAL) regarding Employee Welfare - Freedom from Discrimination, Harassment, and Retaliation. Board policy provides that new or amended policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the proposed language of this new policy appearing as regular text.

This proposed policy is presented for first reading

- F. Sale of Property Held in Trust. Attached are two communications from the Brazoria County Tax Office containing recommendations from the Property Tax Resale Committee of Brazoria County for the sale of certain property held in trust by Brazoria County (account numbers 8110-0711-000, 8110-0394-000, 8110-0418-000, and 8110-0465-000).

It would be appropriate for the Board to approve the sale of properties held in trust.

- G. Financial Report. Attached is the financial report for December 2016.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek
President