

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 20, 2017

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, February 20, 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
 - A. January 17, 2017 Minutes.
 - B. February 3-4, 2017 Minutes.
4. Communications
5. Audience to Patrons and Petitions
6. Information Items
 - A. Enrollment Reports
 1. Credit Courses. 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 January 2014-2017.
 4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for January 2013-2017.
-
- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of January 2017.
 - 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. Approval of Adjunct Credit Teachers, Spring 2017. 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. Under authority granted by the Board of Regents, the President has approved this recommendation.
 - F. 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 2017.
 - G. Budget Preparation for 2017-2018. The Vice President, Financial Services & CFO, provides the attached 2017-2018 budget development plan and calendar.
 - 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. Johnson Controls Performance Project Update. The Vice President, Financial Services & CFO, provides the attached update on the status of the Johnson Controls performance project.

- J. Guided Pathways Update. The Vice President, Academic & Student Affairs, provides the attached update on the College's Guided Pathways efforts.
- K. Brazoria County Day. Brazoria County Day will be held March 5-7, 2017, in Austin, Texas. 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.
- L. 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.
- M. 2017 Employee Recognition Dinner. The 2017 Employee Recognition Dinner will take place on Friday, April 7, 2017, at 6:00 P.M., in the Dow Academic Center at Brazosport College. Board of Regents members and their guests are invited to attend the annual event.
- N. Gator Gallop. The annual Gator Gallop run is scheduled for Saturday, April 8, 2017. This year's event will feature a BASF sponsored Kids Run, 1 mile run, and 5K run. Gator Gallop is open to all community members. Registration and information for the race is available at <https://register.chronotrack.com/r/23791>.
- O. 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.
- P. Gator Grab Auction/Gator Day. The annual Gator Grab Auction is scheduled for Thursday, April 13, 2017, 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. Board of Regents members are invited to attend the events. Lunch is provided.

- Q. Distinguished Student Ceremony. Brazosport College annually recognizes up to 20 students who, through a college-wide nomination process, are selected as distinguished students. The 2016-2017 Distinguished Student Awards Ceremony will be held April 27, 2017, at 2:00 P.M. in the Clarion. College Board of Regents members are invited as guests of the College.
- R. 19th Annual Foundation Challenge Golf Tournament. The 19th Annual Foundation Challenge Golf Tournament will be held on Friday, April 28, 2017, at the Wilderness Golf Course to raise funds for scholarships. Jay Gibson & Gary Crabtree will co-chair the event. Registration begins at 7:00 A.M. with an 8:30 A.M. shotgun start. The awards reception with lunch is scheduled for 1:00 P.M. Sponsor/Player flyers were sent out February 3, 2017.
- S. 2017 Commencement. Commencement exercises for the 2016-2017 academic year are scheduled for Saturday, May 13, 2017, in the Dow Academic Center at Brazosport College. 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.
- T. ACCT Leadership Congress 2017. The 47th Annual ACCT Leadership Congress is scheduled for Monday, September 25 through Thursday, September 28, 2017, at The Cosmopolitan in Las Vegas, Nevada. The theme for the Congress is Pathways to Progress. Members of the Board of Regents are encouraged to attend with Dr. Millicent Valek, President. Registration for the conference is now open and is to be made through Kasie Guthrie, Executive Assistant to the President.
- 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 CME (LEGAL) regarding Facilities Contracting – Design Build is presented for the Board's information on page 98 and also can be found at:
[http://pol.tasb.org/Policy/Download/215?filename=CME\(LEGAL\).pdf](http://pol.tasb.org/Policy/Download/215?filename=CME(LEGAL).pdf).

- V. Brazosport College Calendar of Events. The Brazosport College Calendar for February 23 through April 29, 2017, 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 2016.

B. President's Report.

- College Update
- Legislative Update
- Regent Visibility

8. Unfinished Business

A. Concealed Carry Rules. The Board was presented with recommendations establishing rules regarding the carrying of concealed handguns by licensed holders on the BC campus at the January 17, 2017 Board Meeting.

Attached are amended recommendations for the Board's review and discussion.

B. 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 second reading and adoption.

C. 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 second reading and adoption.

9. New Business

A. Brazosport College and Foundation Scholarships. Included in Goal 5, College

Legacy, was a 2016 Measurable Objective and Outcomes from Vision 2020, to conduct a feasibility study to determine the legal and financial impact of transitioning the College Endowment to the Brazosport College Foundation by the Vice President, College Advancement, and the Vice President, Financial Services and CFO. The complete feasibility study and outcome is attached for review with the recommendation to transfer any future scholarship funds received by Brazosport College to the Brazosport College Foundation at the time of receipt.

It would be appropriate for the Board to approve the transfer of future scholarship funds to the Brazosport College Foundation, beginning in 2017.

- B. Refunding Limited Tax Bonds, Series 2017. Attached is an order authorizing the issuance, sale, and delivery of Brazosport College District Limited Tax Refunding Bonds, Series 2017 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; and containing other matters 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 order.

It is recommended that the Board approve the order authorizing the issuance, sale, and delivery of Brazosport College District Limited Tax Refunding Bonds, Series 2017 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 and containing other matters related thereto.

- C. Conference Technologies, Inc. The Dow Academic Center (DAC) has experienced consistent problems with both sound and video equipment. The video system has already been replaced by Conference Technologies, Inc. It has been determined that the audio system must be replaced in order for the audio and sound system to function properly. It is recommended that the Board approve and authorize the President to execute the audio upgrade proposal from Conference Technologies, Inc. Funds are available in the FY 2017 Capital Budget. The Vice President, Financial Services & CFO, provides the following attached report.

It would be appropriate for the Board to approve and authorize the President to execute this item.

- D. Approval of Course Fees. The Vice President, Academic and Student Affairs, recommends the attached fees for courses in the credit instructional programs.

The President recommends approval of the course fees as submitted.

It would be appropriate for the Board to approve this recommendation.

E. Personnel. Employees listed in the attachments are recommended for contracts as follows:

1. The President recommends the individuals listed in the attached list for one year contracts from September 1, 2017, to August 31, 2018, and it would be appropriate for the Board to approve the contract for the period identified.
2. The President recommends the individuals listed in the attached list for two year contracts from September 1, 2017, to August 31, 2019, 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, 2017, to September 30, 2018, and it would be appropriate for the Board to approve the contract for the period identified.

F. Proposed Board Policy – DI (LOCAL) – Employee Welfare. The Vice President, Human Resources, recommends Policy DI (LOCAL) – Employee Welfare be amended. Board policy provides that 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 policy is presented for a first reading.

G. Proposed Board Policy – DJ (LOCAL) – Assignment, Work Load, and Schedules. The Vice President, Human Resources, recommends Policy DJ (LOCAL) – Assignment, Work Load, and Schedules be amended. Board policy provides that 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 policy is presented for a first reading.

H. Proposed Board Policy – DEA (LOCAL) – Compensation and Benefits – Salaries and Wages. The Vice President, Human Resources, recommends Policy DEA (LOCAL) – Compensation and Benefits – Salaries and Wages be amended. Board policy provides that 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, new language underlined and moved language double-underlined.

This proposed policy is presented for a first reading.

- I. Sale of Property. 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 property held in trust by Brazoria County (account number 8110-3446-000).

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

- J. Financial Report. Attached is the financial report for January 2017.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek
President