

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 and safe learning environment, and enriching our communities.

May 15, 2017

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, May 15, 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. Community Education Courses. The Director, Community Education, reports the attached enrollment numbers for the Community Education Program for the month of April, 2014-2017.
2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for April, 2013-2017.

- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of April, 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. There are 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 April and May, 2017.
- F. Emergency Planning Update. The Vice President, Human Resources, and Director, Campus Safety and Chief of Police, provide the attached update on emergency planning from May, 2016 to present.
- G. 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.
- H. Johnson Controls Performance Project Update. The Vice President, Financial Services & CFO, provides the attached update on the status of the Johnson Controls performance project.
- I. Budget Update. The Vice President, Financial Services & CFO, reports that work on the 2017-2018 budget is ongoing and will continue in preparation for the presentation to be made at the June 19, 2017 Board Meeting.
- J. Guided Pathways Update. The Vice President, Academic & Student Affairs, provides the attached update on the College's Guided Pathways efforts.
- K. ACE it Update. The Vice President, Academic & Student Affairs, provides the attached update on the College's ACE it efforts.
- L. CCATT Annual Conference 2017. The CATT Annual Conference is scheduled for Friday, June 2 and Saturday, June 3, 2017, at the Westin Riverwalk in San Antonio, Texas. Registration for the conference is to be made through Kasie Guthrie, Executive Assistant to the President.
- M. 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.

N. 2017 Texas Higher Education Leadership Conference. The 2017 Texas Higher Education Leadership Conference is scheduled for Thursday, November 30 through Friday, December 1, 2017, at the Crowne Plaza Austin Hotel in Austin, Texas. The theme for this year's conference is *Working with Industry to Increase Skills and Reduce Debt*. Members of the Board of Regents are encouraged to attend with Dr. Millicent Valek, President. Registration for the conference is to be made through Kasie Guthrie, Executive Assistant to the President.

O. 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 CR (LEGAL) regarding Technology Resources is presented for the Board's information on page 47 and also can be found at:
[http://pol.tasb.org/Policy/Download/215?filename=CR\(LEGAL\).pdf](http://pol.tasb.org/Policy/Download/215?filename=CR(LEGAL).pdf).

P. Policy Update. Brazosport College receives policy service and proposed policy updates from the Texas Association of School Boards (TASB). The Vice President, Human Resources, reports that TASB has moved and recoded the College's policy GC (LOCAL) to GL (LOCAL). The language of the policy – which relates to the Friend of the College District Award – is not being amended. This recoding of GC (LOCAL) to GL (LOCAL) will be effective as of the date of this Board meeting.

Q. Brazosport College Calendar. The Brazosport College Calendar for May 16, 2017 through July 26, 2017, is attached.

7. Reports/Presentations

A. Peer Recruiters' Annual Report. An oral presentation of enrollment activities for 2016-2017 will be made by the Peer Recruiters.

B. Compensation Presentation. The Vice President, Human Resources, will present an analysis and recommendation to the Board of Regents on the proposed FY18 salary structure adjustments and step increases. These proposed compensation increases will be an action item at the Board's meeting in June.

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

8. New Business

- A. Operating Agreement with Brazosport College and the Brazosport College Foundation. The Operating Agreement with Brazosport College and the Brazosport College Foundation is to be approved biennially. The Brazosport College Foundation Board approved two changes to the Operating Agreement on April 12, 2017, at their Board of Directors meeting. The recommendations are highlighted on pages 1 and 2. The change on page 2 was approved by the Board of Regents on February 20, 2017, from a recommendation presented through Vision 2020.

It would be appropriate to approve the Operating Agreement as presented.

- B. Property Insurance Renewal. The College has the option to continue its property insurance coverage in one year increments for a period of five years without competitive bidding. The initial policy covered a period of fifteen months and renews on May 18, 2017. Ben Odom of McGriff, Seibels & Williams of Texas, Inc. provides the attached property insurance renewal proposal, premium comparison, and premium versus rate chart documents and will be in attendance to answer any questions. It is our recommendation that we accept the 2017-2018 program premium in the amount of \$435,661 which includes sublimit increases over the prior year coverage.

It would be appropriate for the Board to approve the property insurance for a minimum of one (1) year with McGriff, Seibels & Williams of Texas, Inc.

- C. Proposed Board Policy - CHE (LOCAL) - Site Management - Mail and Delivery. The Vice President, Human Resources, recommends adoption of new Policy CHE (LOCAL) regarding Site Management – Mail and Delivery. 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.

- D. Proposed Board Policy - CHF (LOCAL) - Site Management - Weapons. The Vice President, Human Resources, recommends adoption of new Policy CHF (LOCAL) regarding Site Management – Weapons. 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 - DBA (LOCAL) - Employment Requirements and Restrictions - Credentials and Records. The Vice President, Human Resources, recommends adoption of new Policy DBA (LOCAL) regarding Employment Requirements and Restrictions – Credentials and Records. 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. Proposed Amended Board Policy - CR (LOCAL) - Technology Resources. The Vice President, Human Resources, recommends Policy CR (LOCAL) – Technology Resources 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 Amended Board Policy - DMAA (LOCAL) - Term Contracts - Termination Mid-Contract. The Vice President, Human Resources, recommends Policy DMAA (LOCAL) – Term Contracts – Termination Mid-Contract 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 Amended Board Policy - EBA (LOCAL) - Alternate Methods of Instruction - Distance Education. The Vice President, Human Resources, recommends Policy EBA (LOCAL) – Alternate Methods of Instruction – Distance Education 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.

- I. Proposed Amended Board Policy - FB (LOCAL) - Admissions. The Vice President, Human Resources, recommends Policy FB (LOCAL) – Admissions 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.

J. Personnel.

1. Employment of Arlana Walters as Counselor. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Arlana Walters as Counselor for the remainder of the 2016-2017 academic year and for the 2017-2018 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.

2. Employment of Dawn Shelley Moody as Operations Manager, CBIT. Included in the agenda is a communication from the Vice President, Industry & Community Resources, recommending the employment of Dawn Shelley Moody as Operations Manager, Center for Business & Industry Training for the remainder of the 2016-2017 academic year and for the 2017-2018 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.

- K. Sale of Property 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 property held in trust by Brazoria County (account number 8110-0418-000).

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

- L. Financial Report. The Vice President, Financial Services & CFO, provides the attached financial report for April, 2017.

It is recommended that the Board accept the financial report.

Executive Session – Room 105

The President requests an Executive Session as provided in the Texas Government Code, Section 551.074.

For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

- To discuss evaluation, contract and employment terms and contract renewal for President.

Open Session – Room 104

Action on Items Discussed in Executive Session

Consideration and action, if any, regarding items discussed in Executive Session.
(Those listed under Executive Session in this notice.)

Sincerely,



Millicent M. Valek

President