

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.

June 19, 2017

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, June 19, 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 Summer I 2017 semester.
2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual and concurrent enrollment for the Summer I 2017 semester.
3. Community Education Courses. The Director, Community Education, provides the attached enrollment numbers for the Community Education Program for the

month of May, 2014-2017.

4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the following enrollment and participant hours for May, 2013-2017.

- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of May, 2017.

- C. Report of Unfilled Positions. The Vice President, Human Resources, provides the attached report on vacant positions that are currently being advertised.

- D. 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, 2017.

- F. Community Education Fall 2017 Schedule. The Vice President, Industry and Community Resources, recommends the attached Community Education Fall 2017 Schedule.

- G. Community Education Fall 2017 New Course Cost Per Student. The Vice President, Industry and Community Resources, recommends the attached new course cost per student for the Community Education Program for the Fall 2017 semester.

- H. Adjunct Credit Teachers, Summer I 2017. The Vice President, Academic and Student Affairs, recommends approval of adjunct teachers in the attached memo for 2017 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. Honors Program Annual Report. The Director, Honors Program, provides the attached update on activities of the Honors Program for the past year.
- M. 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.
- N. Quarterly Report on Performance. The Vice President, Academic and Student Affairs, provides the attached report on selected measures of College performance.
- O. 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, 2017 Board meeting.
- P. July Board Meeting – None Scheduled.
- Q. 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.
- R. Johnson Controls Performance Project Update. The Vice President, Financial Services & CFO, provides the attached update on the status of the Johnson Controls performance project.
- S. Guided Pathways Update. The Vice President, Academic and Student Affairs, provides the attached update on the College's Guided Pathways efforts.
- T. ACE it Update. The Vice President, Academic and Student Affairs, provides the attached update on the College's ACE it efforts.
- U. 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.

V. 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.

W. 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 CRA (LEGAL) regarding Technology Resources – Website Postings is presented for the Board's information on page 85 and also can be found at:

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

X. 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 GF (LOCAL) to GD (LOCAL). The language of the policy – which relates to Community Use of College District Facilities – is not being amended. This recoding of GF (LOCAL) to GD (LOCAL) will be effective as of the date of this Board meeting.

Y. Brazosport College Calendar. The Brazosport College Calendar for June 21, 2017 through August 5, 2017, is attached.

7. Reports/Presentations

A. Student Senate, Student Life, Intramural Reports. Representatives from Student Government, the Student Life Board, and Intramurals will provide information on their 2016-2017 goal accomplishments as well as an update on events and activities held during this last academic year.

B. Budget Update. The Vice President, Financial Services and CFO, provides the attached document to be used during the budget presentation and discussion at this meeting.

C. President's Report.
-Legislative Update

- College Update
- Regents Visibility

8. Unfinished Business

- A. 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 second reading and adoption.

- B. 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 second reading and adoption.

- C. 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 second reading and adoption.

- D. Proposed Amended Board Policy - CR (LOCAL) - Technology Resources. The Vice President, Human Resources, recommends that 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 second reading and adoption.

E. Proposed Amended Board Policy - DMAA (LOCAL) - Term Contracts - Termination Mid-Contract. The Vice President, Human Resources, recommends that 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 second reading and adoption.

F. Proposed Amended Board Policy - EBA (LOCAL) - Alternate Methods of Instruction - Distance Education. The Vice President, Human Resources, recommends that 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 second reading and adoption.

G. Proposed Amended Board Policy - FB (LOCAL) - Admissions. The Vice President, Human Resources, recommends that 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 second reading and adoption.

9. New Business

A. Bank Depository. Attached is a communication from the Vice President, Financial Services and CFO, recommending Board approval to award the bank depository contract to First National Bank of Lake Jackson for the period September 1, 2017 through August 31, 2018. The President joins in this recommendation.

It would be appropriate for the Board to approve awarding the bank depository contract to the First National Bank of Lake Jackson for the period of September 1, 2017 through August 31, 2018.

B. Custodial Services Contract. Attached is a communication from the Vice President, Financial Services and CFO, recommending the fourth of four possible renewals of

the custodial services contract with McLemore Building Maintenance. The President joins in this recommendation.

It would be appropriate for the Board to approve the renewal of the custodial services contract with McLemore Building Maintenance for the period of October 1, 2017 through September 30, 2018.

- C. Tuition Increase at Children's Center. Attached is a communication from the Vice President, Industry and Community Resources, containing a recommendation to increase annual tuition at the Bill and Julia May Children's Center by an average of 4% effective September 1, 2017. This increase, which equates to between \$7 and \$8 per week, is a result of local increases in costs for goods and services needed for operation of the Center.

It would be appropriate for the Board to approve the tuition increase.

- D. Public Meeting for 2017-2018 Budget. State law requires a meeting for the purpose of considering a budget for public institutions and discussing 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 7, 2017, at 5:30 p.m. in the Brazosport College Corporate Learning Center, Room 104 for the purpose of considering the 2017-2018 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 21, 2017, at 6:30 p.m. in the Brazosport College Corporate Learning Center, Room 104, for the purpose of considering the 2017-2018 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 5, 2017, at 5:30 p.m. in the Brazosport College Corporate Learning Center, Room 104, for the purpose of considering the 2017-2018 tax rate.

- G. Adjustment to Administrative/Support Staff Salary Structure. 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 analyzed and provided 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. For FY17, the Board approved an increase of up to 8%, but the study showed that positions with DBM ratings from B22 to D62 were above an 8% increase. Therefore, it is proposed that the Administrative and Support Staff Salary Structure be increased as shown in the attached salary structure. This salary structure change completes the recommended increase to the positions with DBM rating from B22 to D62.

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, 2017.

- H. Step Increase for FY 2018. Brazosport College's faculty, administrative professionals, and staff progress through their respective salary structures via steps. Each step represents approximately a 3% increase in salary. A step increase for each eligible faculty, administrative professionals, and support staff member helps minimize this salary compression.

It would be appropriate for the Board to approve a step increase for faculty, administrative professionals, and staff, to be effective September 1, 2017.

- I. Proposed Amended Board Policy - CAM (LOCAL) - Appropriations and Revenue Sources - Grants, Funds, Donations from Private Sources. The Vice President, Human Resources, recommends that Policy CAM (LOCAL) – Appropriations and Revenue Sources – Grants, Funds, Donations from Private Sources 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 first reading.

- J. Proposed Board Policy - CC (LOCAL) - Annual Operating Budget. The Vice President, Human Resources, recommends adoption of new Policy CC (LOCAL)

regarding the College's Annual Operating Budget. 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.

- K. Proposed Board Policy - GCB (LOCAL) - Requests for Information. The Vice President, Human Resources, recommends adoption of new Policy GCB (LOCAL) regarding Requests for Information. 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.

- L. Proposed Board Policy - GDA (LOCAL) - Conduct on College District Premises. The Vice President, Human Resources, recommends adoption of new Policy GDA (LOCAL) regarding Conduct on College District Premises. 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.

- M. Financial Report. The Vice President, Financial Services and CFO, provides the attached financial report for May, 2017.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek
President