

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.

October 16, 2017

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, October 16, 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 Fall 2017 semester.
 2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Fall 2017 semester.
 3. Community Education Courses. The Director, Community Education, reports the

attached enrollment numbers for the Community Education Program for the month of September 2014-2017.

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

- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of September 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. 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 September and October 2017.

- F. Quarterly Report on Performance. The Vice President, Academic & Student Affairs, provides the attached report on selected measures of College performance.

- G. Student Success Center Report. The Director, Student Success Center, provides the attached update on activities of the Student Success Center for the past year.

- H. Writing Center Report. The Director, Writing Center, provides the attached update on activities of the Writing Center for the year 2016-2017.

- I. Marketing & Communications Annual Report. The Director, Marketing & Communications, provides the attached annual report of the Marketing & Communications Department for the year 2016-2017.

- J. Grant Administration Report. The Office of Grant Administration provides the attached annual report for the year 2016-2017.

- K. Guided Pathways Update. The Vice President, Academic & Student Affairs, provides the attached update on the College's Guided Pathways efforts.

- L. ACE it Update. The Vice President, Academic & Student Affairs, provides the

attached update on the College's ACE it efforts.

- M. LVN Pinning Ceremony. The LVN Pinning Ceremony is scheduled for Monday, November 13, 2017, at 6:00 p.m. in the Clarion. The public is invited to attend.
- N. 2017 Texas Higher Education Coordinating Board 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. CE Graduation. Community Education Graduation ceremonies for students completing Adult Basic Education and Workforce Programs will be held on Thursday, December 7, 2017, at 7:00 p.m. in Gator Hall.
- P. BC Foundation Annual Holiday Meeting. The annual holiday meeting of the BC Foundation is scheduled for Tuesday, December 12, 2017, 6:30-8:30 p.m. at Brody's Blacksmith Shop, 104 N. Parking Place, Lake Jackson. Board of Regents and their guests are invited to attend. Invitations will follow.
- Q. Law Enforcement Academy Graduation. The Law Enforcement Academy Graduation will be held on Friday, December 15, 2017, at 6:00 p.m. in the Clarion. The public is invited to attend.
- R. BC Foundation Scholarship Soiree. Due to Hurricane Harvey, the Scholarship Soiree, "Stars Over Texas Soiree," that was to be held on Friday, September 8, 2017, 7:00-11:00 p.m. at the Dow Academic Center has been re-scheduled for Friday, January 12, 2018. Communication with sponsors and vendors has taken place with the new date highlighted. Further communication will take place in October with sponsors and vendors to continue to promote the event. To reserve a table and purchase raffle tickets, go to www.brazosport.edu/soiree or contact Tracee Watts, Development Officer, at 230-3163.
- S. January 2018 Board Meeting. The January 2018 meeting of the Board of Regents is set for Tuesday, January 16, 2018, due to a College holiday on Monday.
- T. 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 CT (LOCAL) regarding Intellectual Property is presented for the Board's information on page 122 and also can be found at:
[http://pol.tasb.org/Policy/Download/215?filename=CT\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/215?filename=CT(LOCAL).pdf).

U. Brazosport College Calendar. The Brazosport College Calendar for October 28, 2017 through December 15, 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. Included is Mr. Sheets' presentation.

- B. Piping Maintenance. John Ditto, Director of Facility Services, will provide information and answer questions on the attached piping evaluation report received from Garrett Brown of Summit Consultants, Inc.

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

8. Unfinished Business

- A. Proposed Amended Board Policy - FL (LOCAL) - Student Rights and Responsibilities. The Vice President, Human Resources, recommends adoption of amended Policy FL (LOCAL) regarding Student Rights and Responsibilities. 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 policy is presented for second reading and adoption.

- B. Proposed Amended Board Policy - FLB (LOCAL) - Student Rights and Responsibilities - Student Conduct. The Vice President, Human Resources, recommends adoption of amended Policy FLB (LOCAL) regarding Student Conduct. 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 policy is presented for second reading and adoption.

- C. Proposed Amended Board Policy - FLAA (LOCAL) - Student Use of College District Facilities. The Vice President, Human Resources, recommends adoption of amended Policy FLAA (LOCAL) regarding Student Use of College District Facilities. 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 policy is presented for second reading and adoption.

- D. Proposed Amended Board Policy - FM (LOCAL) - Discipline and Penalties. The Vice President, Human Resources, recommends adoption of amended Policy FM (LOCAL) regarding Discipline and Penalties. 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 policy is presented for second reading and adoption.

9. New Business

- A. Groundskeeping Amendment. Attached is a revised communication from the Vice President, Financial Services & CFO, recommending an amendment to the Board approval awarded on September 18, 2017, for the College groundskeeping services. It is recommended that Wells Nursery be awarded the groundskeeping service contract for only Area A of the College grounds as shown in the attached maps for the five year period beginning October 1, 2017 through September 30, 2022. The President joins in this recommendation.

It would be appropriate for the Board to amend approval of the award for College groundskeeping services to Wells Nursery to include only Area A of the College grounds for the five year period beginning October 1, 2017 through September 30, 2022.

- B. Request for Approval of Modifications to Vision 2020. In April of 2017, the Board adopted revisions to Vision 2020. As in previous planning cycles, staff have the

opportunity to make changes to objectives. Modifications to objectives primarily reflect clarifications or changes in timing. The updated Vision 2020 document is attached and presented for consideration. Changes are highlighted within the document.

It would be appropriate for the Board to consider the request for approval of modifications to Vision 2020 objectives.

- C. December 2017 Board Meeting. The December 2017 meeting of the Board of Regents is proposed for Thursday, December 7, 2017, at 12:30 p.m., preceded by the annual holiday luncheon at 11:30 a.m. in the Corporate Learning Center.

It would be appropriate for the board to set the date for the December 2017 Board Meeting.

- D. Schedule 2018 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 proposed for Friday and Saturday, February 2-3, 2018.

It would be appropriate for the board to set the date for the 2018 Board Workshop.

- E. Proposed Amended Board Policy – CAK (LOCAL) – Appropriations and Revenue Sources - Investments. The Vice President, Financial Services and CFO, recommends adoption of amended Policy CAK (LOCAL) regarding Appropriations and Revenue Sources - Investments. 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 policy is presented for first reading.

- F. Employment of Monty Payne as Pipefitting Faculty. Included in the agenda is a communication from the Vice President, Academic & Student Affairs, recommending the employment of Monty Payne as Pipefitting Faculty for the remainder of 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.

- G. Financial Report. Attached are the financial reports for the months of August and September 2017.

It is recommended that the Board accept the financial report.

Sincerely,

A handwritten signature in blue ink that reads "Millicent Valek". The signature is written in a cursive style with a large initial 'M'.

Millicent M. Valek

President