

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.

September 18, 2017

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, September 18, 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 enrollment information 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 for the Community Education Program for the month of

August, 2014-2017.

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

B. Report of Taxes Collected. Attached is the report of taxes collected for the month of August, 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 five new teachers for the Community Education Program.

The President, under authority granted by the Board, has approved this recommendation.

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 August and September, 2017.

F. Adjunct Credit Teachers, Fall 2017. The Vice President, Academic & Student Affairs, recommends approval of adjunct teachers in the attached memo for 2017 Fall semester credit courses. Each of the teachers is qualified in the area of assignment.

The President, under authority granted by the Board, has approved this recommendation.

G. Approval of 2017-2018 SBDC Budget. Attached is a communication from the Director, Small Business Development Center, recommending a budget in the amount of \$286,502 for the Small Business Development Center (SBDC) program for 2017-2018. The SBDC operates on an October 1 to September 30 fiscal year in order to coincide with the federal fiscal year.

The President, under authority granted by the Board, has approved this recommendation.

H. THECB Accountability Report. The Texas Higher Education Coordinating Board regularly updates its accountability system for Texas institutions

of higher education. Attached for the Board's information is a memorandum from the Texas Higher Education Coordinating Board with online access to the accountability report for Brazosport College. Also attached are a Quick Start Guide for the accountability system and the Financial Condition Analysis of Texas Public Community College Districts.

- I. Police Department Update. The Vice President, Human Resources, and Director, Campus Safety & Chief of Police, provide the attached update on the status of the transition to a Police Department.

- J. President's Reception and Opening Concert. The President's Reception and Opening Concert for the The Clarion at Brazosport College is scheduled for Friday, September 29, 2017. The reception will begin at 6:00 p.m. and will be held in the Corporate Learning Center. The concert, featuring *America*, will begin at 7:30 p.m. The sponsor of the evening for the 11th year is STP Nuclear Operating Company. Invitations will be extended to the Board of Regents by mail.

- K. 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.

- L. 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 p.m. – 11:00 p.m. at the Dow Academic Center is rescheduled 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.

- M. 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 (LEGAL) regarding Intellectual Property is presented for the Board's information on page 99 and also can be found at:
[http://pol.tasb.org/Policy/Download/215?filename=CT\(LEGAL\).pdf](http://pol.tasb.org/Policy/Download/215?filename=CT(LEGAL).pdf).

N. Brazosport College Calendar. The Brazosport College Calendar for September 29, 2017 through October 28, 2017, is attached.

7. Reports/Presentations

A. CBIT Annual Report. The Director, Center for Business/Industry Training, will present information about current CBIT activities and plans for the future.

B. President's Report.

-College Update

-Regents Visibility

8. Unfinished Business

A. Proposed Board Policy – CAA (LOCAL) – Appropriations and Revenue Sources – State and Federal Revenue Sources. The Vice President, Human Resources, recommends adoption of new Policy CAA (LOCAL) regarding State and Federal Revenue Sources. 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 Amended Board Policy – CDE (LOCAL) – Accounting – Financial Ethics. The Vice President, Human Resources, recommends adoption of amended Policy CDE (LOCAL) regarding Financial Ethics. 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 – CIA (LOCAL) – Equipment and Supplies Management – Records Management. The Vice President, Human Resources, recommends adoption of amended Policy CIA (LOCAL) regarding Records Management. 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 – DBD (LOCAL) – Employment Requirements and Restrictions – Conflict of Interest. The Vice President, Human Resources, recommends adoption of amended Policy DBD (LOCAL) regarding Employment Requirements and Restrictions – Conflict of Interest. 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.

- E. Proposed Amended Board Policy – DGD (LOCAL) – Employee Rights and Privileges – Employee Use of College District Facilities. The Vice President, Human Resources, recommends adoption of amended Policy DGD (LOCAL) regarding Employee 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.

- F. Proposed Amended Board Policy – ECC (LOCAL) – Instructional Arrangements – Course Load and Schedules. The Vice President, Human Resources, recommends adoption of amended Policy ECC (LOCAL) regarding Instructional Arrangements – Course Load and Schedules. 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.

- G. Proposed Amended Board Policy – EFCD (LOCAL) – Special Programs – High School Equivalency Testing Centers. The Vice President, Human Resources, recommends adoption of amended Policy EFCD (LOCAL) regarding High School Equivalency Testing Centers. 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. Attached is a communication from the Vice President, Financial Services & CFO, recommending Board approval to award the College groundskeeping services to Wells Nursery 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 approve awarding the College groundskeeping services to Wells Nursery for the five year period beginning October 1, 2017 through September 30, 2022.

- B. 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 first reading.

- C. 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 first reading.

- D. 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 first reading.

- E. 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 first reading.

F. Personnel

1. Payroll Related to Emergency Closure Due to Hurricane/Tropical Storm Harvey. Due to Hurricane/Tropical Storm Harvey, Brazosport College closed on Friday, August 25, 2017, and reopened on Friday, September 8, 2017. The College is located in a declared disaster area and this emergency closure prevented employees from working their normal, scheduled shifts from Friday, August 25, 2017 through the re-opening of the College.

Policy DEA (LOCAL) states that if “the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure.”

The Vice President, Human Resources, recommends that the Board authorize that the College pay its full-time, part-time, and student employees who were scheduled to work during the emergency closure, unless any of those days are scheduled to be made up at a later date. Half a day was made up on the afternoon of Friday, September 8, 2017. Another half day will be made up on Tuesday, November 21, 2017. Employees should not have to expend leave or go without pay due to the College’s decision to close due to the emergency.

The President joins in this recommendation. It would be appropriate for the Board to approve that the College pay its full-time employees and part-time employees who were scheduled to work but could not due to the emergency closure that occurred between August 25, 2017 and September 8, 2017, unless any of those days are scheduled to be made up.

2. Holiday Calendar Change. Policy DED (LOCAL) states that “[i]n addition to vacation time earned, 12-month, ten and one-half month, and nine-month non-

instructional personnel shall also be granted holidays as follows: ... 2. Thanksgiving – three days.” The three days of the 2017 Thanksgiving holiday were planned to be a half day on Tuesday, November 21, a full day on Wednesday and Thursday, November 22 and 23, and a half day on Friday, November 24. Due to Hurricane/Tropical Storm Harvey, the start of the fall 2017 semester was delayed by two weeks. In order to have sufficient, balanced instructional time, the academic calendar will be adjusted and the College will be the open in the afternoon and evening of Tuesday, November 21, 2017.

The Vice President, Human Resources, recommends that the Board make an exception to policy DED (LOCAL) so that, for the fall of 2017, the Thanksgiving holiday will be two and one-half days on November 22, 23 and the morning of November 24. The President joins in this recommendation.

Therefore, it would be appropriate for the Board to approve an exception to policy DED (LOCAL) so that the fall 2017 Thanksgiving holiday will be two and one-half days from Wednesday, November 22, 2017 through noon on Friday, November 24, 2017.

- G. Sale of Properties 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 properties held in trust by Brazoria County (account numbers 8110-0097-000, 8110-0097-110, and 8110-3556-000).

It would be appropriate for the Board to approve the Sale of Properties Held in Trust.

- H. Financial Report. Attached is the financial report for August, 2017.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek
President