

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.

November 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, November 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
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 October 2014-2017.
 2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the following enrollment and participant hours for October 2013-2017.

- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of October 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 one new teacher 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 October and November 2017.
- F. Spring 2018 Community Education Schedule. The Director, Community Education, recommends courses and teachers for the Community Education Program for the Spring 2018 semester.

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

- G. Dual Credit Fall Update. The Dean of Student Services provides the attached update on Brazosport College's dual credit program. This newsletter highlights college-wide initiatives under the leadership of the Vice President for Academic & Student Affairs and the Vice President for College Advancement.
- H. Annual Library & Learning Services Report. The Director, Library & Learning Services, provides the attached Annual Library & Learning Services Report for the past year.
- I. Annual Employee Development Center Report. The Director, Employee Development Center (EDC), provides the attached Annual EDC Report for the past year.
- J. Annual Energy Report. The Director, Facility Services, provides the attached energy usage report for the period of September 1, 2016 through August 31, 2017, which includes historical costs dating back to 1991.
- 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. 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.
- N. December 2017 Board Meeting. The December 2017 meeting of the Board of Regents is set 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.
- O. Community Education 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 p.m. - 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. Invitation 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 p.m. - 11:00 p.m. at the Dow Academic Center is re-scheduled for Friday, January 12, 2018. Communication with sponsors and vendors has taken place with the new date highlighted. 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, at 6:30 p.m. due to a College holiday on Monday.
- T. 2018 Board Workshop. The annual Board Workshop is scheduled for Friday afternoon and Saturday, February 2-3, 2018, in the Corporate Learning Center. The

workshop will begin on Friday, February 2, at noon and recess at approximately 4:30 p.m. The meeting will reconvene on Saturday, February 3, at 8:30 a.m. The Board will recess at noon on Saturday for lunch and will reconvene in Executive Session following lunch.

- U. Counselor/Administrator Dinner. The annual Counselor/Administrator Dinner is scheduled for Thursday, March 22, 2017, at 6:00 p.m. at the Dow Academic Center. The dinner and program provide a forum for conveying appreciation for the work of ISD administrators and counselors who collaboratively work with Brazosport College in efforts to support college readiness and student success. College Board of Regents members are invited as guests of the College.

- V. 2018 Board of Trustees Institute. The 2018 Board of Trustee Institute (BOTI) for Achieving the Dream has been set for March 26-28, 2018, 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.

- W. 2018 Career Fair. Brazosport College will host its annual Career Fair on Tuesday, April 17, 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. This year students will have the opportunity to participate in four educational sessions on specific career areas and general topics (impression management, resume development, communication and more). 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 25th anniversary for this unique and exciting event.

- X. Commencement 2018. Commencement exercises for the 2017-2018 academic year are scheduled for Saturday, May 12, 2018, in the Dow Academic Center. 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 ceremony in the lobby of the Dow Academic Center. The College will host a lunch at Gator Hall for faculty, staff, commencement guests, and Board members in between the two ceremonies.

- Y. 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 CU (LEGAL) regarding Research is presented for the Board's information on page 79 and also can be found at:
[https://pol.tasb.org/Policy/Download/215?filename=CU\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=CU(LEGAL).pdf).

- Z. Brazosport College Calendar. The Brazosport College Calendar for November 22, 2017 through January 27, 2018, is attached.

7. Reports and Presentations

- A. Outline for Development of Agenda for February 2-3, 2018 Board Workshop.

Attached is a draft agenda for the annual Board Workshop scheduled for February 2-3, 2018.

- B. President's Report.

-College Update
-Hurricane Harvey Student Feedback
-Regent Visibility

8. Unfinished Business

- A. Proposed Amended Board Policy - CAK (LOCAL) - Appropriations and Revenue

Sources - Investments. The Vice President, Financial Services & 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 second reading and adoption.

9. New Business

- A. Shintech, Inc. (DBA K-Bin, Inc.) Tax Abatement Request. On November 6, 2017, members of the Brazosport College Tax Abatement Review Committee (TARC) met with Mr. Richard Przeworski, Director of Manufacturing for K-Bin, Inc., and Mr. S. Kirk Glasby, Director of Property Tax for DuCharme, McMillen & Associates, to discuss the Shintech, Inc. tax abatement application.

Attached is a signed copy of the County of Brazoria's approval of the Shintech, Inc. abatement request. The abatement request is for seven (7) years with an effective start

date of January 1, 2018. Mr. Przeworski will provide a brief overview of the project and be available to answer any questions that the Board might have.

It would be appropriate for the Board to consider the abatement application of Shintech, Inc. and consider authorizing the President to execute the abatement agreement.

- B. Approval of Spring 2018 Tuition and Fees for Community Education. The Vice President, Industry & Community Resources, recommends amendments and additions to tuition and fees for Community Education courses for the Spring 2018 semester.

It would be appropriate for the Board to approve the 2018 tuition and fees for Community Education as recommended.

- C. 2018-2019 College Calendar Recommendation. The Vice President, Academic & Student Affairs, submits the attached 2018-2019 College calendar.

The President recommends approval of the calendar as submitted.

- D. College Interpreter Contract. At the August 15, 2016 Board meeting, the Board approved the negotiation of a contract for interpreter services by the Vice President, Financial Services & CFO. The contract with Community Access Ability Group (CAAG) was signed for a one year term which ends on December 31, 2017. Attached is a new one year contract with CAAG covering the period of January 1, 2018 through December 31, 2018.

It would be appropriate for the Board to approve the attached contract.

- E. Employment of Ivory Stokes-Robinson as Office Administration Faculty. Included in the agenda is a communication from the Vice President, Academic & Student Affairs, recommending the employment of Ivory Stokes-Robinson as Office Administration 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.

- F. Financial Report. Attached is the financial report for October 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, stylized initial 'M'.

Millicent M. Valek

President