

## 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.

February 19, 2018

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, February 19, 2018, 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
  - A. January 22, 2018 Minutes.
  - B. February 2-3, 2018 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 Spring 2018 semester.

2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Spring 2018 semester.
  3. Community Education Courses. The Director, Community Education, reports the attached enrollment numbers for the Community Education Program for the month of January 2015-2018.
  4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the following enrollment and participant hours for January 2014-2018.
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- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of January 2018.
  - 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 four new teachers for the Community Education Program.
  - E. Approval of Adjunct Credit Teachers, Spring 2018. The Provost and Vice President, Academic & Student Affairs, recommends approval of the part-time teachers in the attached credit program memo. References for the new teachers are included in the communication. Under authority granted by the Board of Regents, the President has approved this recommendation.
  - F. 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 January and February 2018.
  - G. Budget Preparation for 2018-2019. The Vice President, Financial Services & CFO, provides the attached 2018-2019 budget development plan and calendar.
  - H. Audit Engagement for 2017-2018 Fiscal Year. Attached is the engagement letter from the firm of Kennemer, Masters & Lunsford, LLC which describes the services they will perform for the College for the year ending August 31, 2018. This will be the first year of a five year appointment awarded by the Board in January 2018. The fee estimate included in the engagement letter is \$46,500 for the services described in the letter. Also attached is a list of the actual fee billings for the eight previous audits.

- I. Counselor/Administrator Dinner. The annual Counselor/Administrator Dinner is scheduled for Thursday, March 22, 2018, at 6:00 p.m., at the Dow Academic Center. The dinner and program provide a forum for conveying appreciation for the work of school district 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.
- J. 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. Jason Cordoba and Robert Perryman have confirmed their attendance.
- K. Gator Gallop. Gator Gallop welcomes avid and recreational runners to the beautiful campus of Brazosport College for a 5K race, 1 Mile race, and Kids Fun Run. This year's Gator Gallop will take place on Saturday, April 7, 2018. Registration will begin at 6:30 a.m. and races will begin at 7:20 a.m. More details and the registration page can be found at [www.brazosport.edu/gatorgallop](http://www.brazosport.edu/gatorgallop).
- L. 2018 Career Fair. Brazosport College will host its annual Career Fair on Tuesday, April 17, 2018. 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 26th anniversary for this unique and exciting event.
- M. Gator Grab Auction/Gator Day/Strive2Drive Car Drawing. The annual Gator Grab Auction is scheduled for Thursday, April 19, 2018, from 11:00 a.m. - 2:00 p.m. in the Student Pavilion. The event is to raise funds for scholarships and is held in conjunction with Gator Day which is sponsored by Student Life. For the first time, the drawing for the Strive2Drive car will be held at 1:00 p.m. as a part of these events. Board of Regent members are invited to attend the events. Lunch is provided.
- N. Distinguished Student Ceremony. Brazosport College annually recognizes up to 20 students who, through a college-wide nomination process, are selected as distinguished students. The 2017-2018 Distinguished Student Awards Ceremony will be held April 26, 2018, at 2:00 p.m., at the Clarion. College Board of Regents

members are invited as guests of the College.

- O. 2018 Employee Recognition Dinner. The 2018 Employee Recognition Dinner will take place on Friday, April 20, 2018, at 6:30 p.m., in the Corporate Learning Center at Brazosport College. Regents, Carolyn Johnson and Dr. Jane Leidlein, will be recognized and receive service awards. Board of Regent members and their guests are invited to attend the annual event.
- P. BC Foundation Gator Classic. The Brazosport College Foundation Gator Classic presented by Freeport LNG will be held April 26th and April 27th, 2018. This new event combines two existing foundation events into one event with Freeport LNG as the presenting sponsor. The Blue Jacket Social, chaired by Kim Bonnen, will be held Thursday, April 26th, at the Dow Academic Center from 6:00 - 8:30 p.m. Guests attending the Blue Jacket Social will include event sponsors, corporations, individual players, business and community leaders, scholarship donors and Brazosport College students. The social will provide fabulous food, drinks, activities and a motivational speaker, Dennis Walters. The Golf Tournament, chaired by Jay Gibson, will be held Friday, April 27th, at the Wilderness Golf Course. Registration begins at 10:30 a.m. with a 12:30 p.m. shotgun start. A golf demonstration and motivational message will be presented by Dennis Walters at 11:15 a.m. The tournament will begin in a scramble format with 144 players. The tournament will conclude with the Blue Jacket Awards Presentation in which the winning team is presented blue jackets and thus forming the Blue Jacket Winners Club.
- Q. 2018 Commencement. Commencement exercises for the 2017-2018 academic year are scheduled for Saturday, May 12, 2018, at 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. The 2018 Commencement Speaker will be Dr. Ramon Resa, a pediatrician from Porterville, California who has written a book, *Out of the Fields*, reflecting his youth of poverty, neglect, abuse and total disregard for education. His journey is featured in a documentary film, *Ramon Rising*, as a story that inspires audiences to dare to dream of a better life.
- R. ACCT Leadership Congress 2018. Registration for the 2018 ACCT Annual Leadership Congress is now open. It will be held at the New York Marriott Marquis, Wednesday, October 24th to Saturday, October 27th. The theme of this year's Congress is *Partnerships: Building Blocks for Student Success*. Reservations are to be made through Kasie Guthrie, Executive Assistant to the President, no later than Friday, May 11, 2018, in order to ensure a lower rate for the conference and hotel.

- S. 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 policies DBA (LEGAL) and DBA (LOCAL) regarding Employment Requirements and Restrictions – Credentials and Records are presented for the Board's information on page 65 and also can be found at:

[https://pol.tasb.org/Policy/Download/215?filename=DBA\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DBA(LEGAL).pdf) and  
[https://pol.tasb.org/Policy/Download/215?filename=DBA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DBA(LOCAL).pdf).

- T. 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 moved and recoded the College's policy GFA (LOCAL) regarding Community Use of College District Facilities - Conduct on College District Premises to Policy GDA (LOCAL). Additionally, the provision regarding weapons was moved from Policy GFA (LOCAL) to Policy CHF (LOCAL). The Board adopted CHF (LOCAL) on June 19, 2017 and GDA (LOCAL) on August 21, 2017. Therefore, policy GFA (LOCAL) is unnecessary and will be deleted as of the date of this Board meeting.
- U. Brazosport College Calendar of Events. The Brazosport College Calendar for February 19, 2018 through April 29, 2018, is attached.

## 7. Reports and Presentations

- A. Phi Theta Kappa Annual Report. Officers of the Brazosport College Phi Theta Kappa Honor Society will provide an overview of the organization's accomplishments and activities for 2017.
- B. President's Report.
- College Update
  - Legislative Update
  - Regent Visibility

## 8. Unfinished Business

- A. Proposed Amended Board Policy - CDC (LOCAL) - Accounting - Audits. The Vice President, Financial Services & CFO, recommends adoption of amended Policy CDC (LOCAL) regarding Accounting -- Audits. 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. Approval of Course Fees. The Provost and Vice President, Academic & Student Affairs, recommends the attached fees for courses in the credit instructional programs.

The President recommends approval of the course fees as submitted.

It would be appropriate for the Board to approve this recommendation.

- B. Elevator Maintenance RFP. Attached is a communication from the Vice President, Financial Services & CFO, recommending Board approval to award the College elevator modernization services to thyssenkrupp Elevator for the bid of \$132,556. The President joins in this recommendation.

It would be appropriate for the Board to approve awarding the College elevator modernization services to thyssenkrupp Elevator for the bid of \$132,556.

- C. Tax Abatement Modification. At the November 20, 2017 Board meeting, the Board authorized the President to execute a tax abatement request received from Shintech, Inc. dba K-Bin, Inc. The Vice President, Financial Services & CFO, was informed about a pending modification to the agreement which delayed execution of the prepared agreement. Attached is a Modification to Tax Abatement Agreement for Property Located in Shintech, Inc. dba K-Bin, Inc. Reinvestment Zone No. 10 received from and approved by Brazoria County. The owner has requested to modify the original agreement and delay the effective date by one year to January 1, 2019 and continue through December 31, 2025. If approved, the College will update the previously prepared agreement with the modifications.

It would be appropriate for the Board to consider the abatement modification requested by Shintech, Inc. dba K-Bin, Inc. and consider authorizing the President to execute the modified abatement agreement.

- D. Personnel.

1. Employment of John Jason Flores as Emergency Medical Services Faculty.

Included in the agenda is a communication from the Provost and Vice President,

Academic & Student Affairs, recommending the employment of John Jason Flores as Emergency Medical Services 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 periods and conditions identified.

2. Employment of Brandon Hartman as Instrumentation Faculty. Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment of Brandon Hartman as Instrumentation 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 periods and conditions identified.

- E. Annual Contracts. Employees listed in the attachments are recommended for contracts as follows:

1. The President recommends the individuals listed in the attached list for one year contracts from September 1, 2018 to August 31, 2019, and it would be appropriate for the Board to approve the contracts for the period identified.
2. The President recommends the individuals listed in the attached list for two year contracts from September 1, 2018 to August 31, 2020, and it would be appropriate for the Board to approve the contracts for the period identified.
3. The President recommends Janice Goines for a one year contract from October 1, 2018 to September 30, 2019, and it would be appropriate for the Board to approve the contract for the period identified.

- F. Proposed Amended Board Policy – CHF (LOCAL) – Site Management - Weapons.

The Vice President, Human Resources, recommends adoption of amended 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 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.

- G. Proposed Amended Board Policy – CR (LOCAL) – Technology Resources. The Vice

President, Human Resources, recommends adoption of amended Policy CR (LOCAL) regarding Technology Resources. 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.

- H. Proposed Amended Board Policy – CS (LOCAL) – Information Security. The Vice President, Human Resources, recommends adoption of amended Policy CS (LOCAL) regarding Information Security. 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.

- I. Proposed Amended Board Policy – GCB (LOCAL) – Public Information Program - Requests for Information. The Vice President, Human Resources, recommends adoption of amended Policy CS (LOCAL) regarding Public Information Program - 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 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. Sale of Property. 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 (7750-0103-000).

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

- K. Financial Report. Attached is the financial report for January 2018.

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 551.071.

Private consultation with Board's attorney regarding privileged matters authorized by law to be discussed in closed session under the Texas Disciplinary Rules of Professional Conduct and the Texas Open Meetings Act.

**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