

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.

December 7, 2017

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Thursday, December 7, 2017, at 12:30 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 November 2014-2017.
 2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the following enrollment and participant hours for November 2013-2017.

- B. Report of Taxes Collected. The report of taxes collected for the month of November 2017 was not received in time to be included in the agenda.
- 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 November and December 2017.
- F. Budget for Adult Education and Literacy Program. The Director, Business Services, provides the attached communication regarding notification from the Houston-Galveston Area Council of funding for the 2017-2018 Adult Education and Literacy Program in the amount of \$765,000.

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

- G. Annual Confirmation of Regent Training. Newly appointed Regent, Danny Yates, is in process to meet legal requirements for training. Mr. Yates' training is scheduled to be completed by the end of calendar year 2017. Included in the Agenda is a chart indicating the status of his training process.
- H. 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.
- I. 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. Invitations were mailed November 1, 2017.
- J. 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.

- K. 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.
- L. 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.
- M. 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, with a lunch at 11:30 a.m. and a presentation at noon. The meeting will begin immediately following the presentation 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.
- N. 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.
- O. 2018 Board of Trustees Institute. The 2018 Board of Trustees 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.
- P. 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.

- Q. 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.
- R. 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 DAA (LEGAL) regarding Equal Employment Opportunity is presented for the Board's information on page 31 and also can be found at:
[https://pol.tasb.org/Policy/Download/215?filename=DAA\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DAA(LEGAL).pdf).

- S. Brazosport College Calendar. The Brazosport College Calendar for December 7, 2017 through February 24, 2018 is attached.

7. Reports and Presentations

- A. Presidents Report.
- College Update
- Regent Visibility

8. New Business

- A. Audit Report. The audit report is provided both as an electronic attachment and as a separate hard copy. Kevin Cadenhead and Kaysie Stewart of Kennemer, Masters & Lunsford, LLC will be present to discuss the audit report and answer questions.

It would be appropriate for the Board to approve the audit report.

- B. Personnel.

1. Revisions to the Adjunct Instructional Rates. A communication on page 165, from the Vice President, Human Resources, recommends revisions to adjunct instructional rates. These proposed revisions follow the review process for adjunct

instructional rates for Brazosport College's compensation system. The last increase to adjunct instructional rates occurred in August of 2012. In the ensuing five years, Brazosport College's adjunct rates have fallen below other colleges in the area. The Vice President, Human Resources, and the Vice President, Academic and Student Affairs, recommend that they be increased as set forth in the attachment.

The President recommends approval of these rate revisions as presented. If approved, the effective date of these rates would be January 8, 2018.

C. Financial Report. Attached is the financial report for November 2017.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek
President