

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.

June 18, 2018

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, June 18, 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
4. Communications. Attached is a communication from Sharon Rogers announcing her resignation from her position as Regent, Position 6.
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 Summer I 2018 semester.
 2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual and concurrent enrollment for the Summer I 2018 semester.
 3. Community Education Courses. The Director, Community Education, reports the

attached enrollment numbers for the Community Education Program for the month of May 2015-2018.

4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for May 2014-2018.

- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of May 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 three 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 May and June 2018.

- F. Community Education Fall 2018 Schedule. The Vice President, Industry & Community Resources, recommends the attached Community Education Fall 2018 Schedule.

- G. Community Education Fall 2018 New Course Cost Per Student. The Vice President, Industry & Community Resources, recommends the attached new course cost per student for the Community Education Program Fall 2018 semester.

- H. Adjunct Credit Teachers, Summer I 2018. The Provost and Vice President, Academic & Student Affairs, recommends approval of adjunct teachers in the attached memo for 2018 Summer I semester credit courses. Each of the teachers is qualified in the area of assignment.

- I. Report on College Testing Program. The Director, Counseling & Testing, provides the attached report on the college testing program for the past year.

- J. Dual Credit Recognition. Brazosport College recognizes dual credit students by awarding cords and certificates to high school graduates with distinction. A full report for the last academic year is attached.

- K. Community Education Annual Report. The Director, Community Education, provides the attached annual report on the Community Education program.
- L. Guided Pathways Update. The Provost and Vice President, Academic & Student Affairs, provides the attached update on the College's Guided Pathways efforts.
- M. ACE it Update. The Provost and Vice President, Academic & Student Affairs, provides the attached update on the College's ACE it efforts.
- N. Additional Funding for Small Business Development Center (SBDC). Attached is a communication from the Director, Business Services, regarding notification from the University of Houston U.S. Small Business Administration. The communication announces additional funding in the amount of \$5,000 for 2017-2018 for the Small Business Development Center bringing the total budget to \$138,273.
- O. Honors Program Annual Report. The Director, Honors Program, provides the attached update on activities of the Honors Program for the past year.
- P. Annual Report on Fine Arts Activities. The Division Chair for Communications & Fine Arts provides the attached report on the activities of the Art, Drama, and Music departments for the past year.
- Q. July Board Meeting – None Scheduled.
- 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*. Dr. Jane Leidlein will be attending with Dr. Millicent Valek. Additional reservations are to be made through Kasie Guthrie, Executive Assistant to the President.
- 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 policy DBF (LOCAL) regarding Employment Requirements and Restrictions – Non-school Employment is presented for the Board's information on page 66 and also can be found at:

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

T. Brazosport College Calendar. The Brazosport College Calendar for June 19, 2018 through August 23, 2018 is attached.

7. Reports/Presentations

A. Report on Performance. The Dean, Planning, Institutional Effectiveness & Research, provides information on selected measures of College performance in the attached Performance Report. The Provost and Vice President, Academic & Student Affairs, will be present to provide additional information about these measures.

B. Budget Update. The Vice President, Financial Services & CFO, provides the attached document to be used during the budget discussion at this meeting.

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

8. New Business

A. Election of Board Officer. Board Policy states that the Board shall elect Officers from its members at the next regular meeting following the election of Regents or at any time thereafter in order to fill a vacancy. With the resignation of Sharon Rogers, a vacancy exists for the office role of Vice Chairman.

It would be appropriate for the Board to elect a Vice Chairman for a two-year term, ending in May 2020.

B. Public Meeting for 2018-2019 Budget. State law requires a meeting for the purpose of considering a budget for public institutions and discussing the tax rate required to support the budget. If the proposed tax rate will exceed the rollback or the effective tax rate (whichever is lower), a record vote is required and two public hearings must be scheduled.

It would be appropriate for the Board to set the public meeting for Monday, August 6, 2018, at 5:30 p.m. in the Brazosport College Corporate Learning Center room 104 for the purpose of considering the 2018-2019 budget and to discuss the tax rate.

C. First Public Hearing for Tax Rate. State law requires two public hearings for the purpose of considering and adopting a tax rate for public institutions. No action will be taken during this meeting.

It would be appropriate for the Board to set the first public hearing for Monday,

August 13, 2018, at 6:30 p.m. in the Brazosport College Corporate Learning Center room 104 for the purpose of considering the 2018-2019 tax rate.

- D. Second Public Hearing for Tax Rate. State law requires two public hearings for the purpose of considering and adopting a tax rate for public institutions. No action will be taken during this meeting.

It would be appropriate for the Board to set the second public hearing for Tuesday, September 4, 2018, at 5:30 p.m. in the Brazosport College Corporate Learning Center room 104 for the purpose of considering the 2018-2019 tax rate.

- E. Public Safety Radio Distributed Antenna System Approval. Attached is a communication from the Director of Information Technology recommending Board approval to award AWS Communications the contract for the Public Safety Radio Distributed Antenna System for the bid of \$262,000. The Vice President, Financial Services & CFO, the Vice President, Human Resources, and the President join in this recommendation.

It would be appropriate for the Board to approve awarding the Public Safety Radio Distributed Antenna System contract to AWS Communications for the bid of \$262,000.

- F. Adjustment to Faculty Salary Structure. When the Board of Regents adopted the salary structure models in February of 1999, there was a commitment by the Board to periodically review the compensation structures to ensure salaries reflect parity within the labor market. Prior salary surveys occurred in 2002, 2004, 2006, 2008, 2010, 2013, and 2015. The market surveyed for 2017 included the Gulf Coast Colleges, two-year colleges in Texas awarding baccalaureate degrees, and select employers in Brazoria County. As in previous market surveys, Brazosport College collected and compiled the data and Arthur J. Gallagher/Fox Lawson & Associates analyzed and provided recommendations for the revisions to the current salary structure. The current Administrative and Support Staff Salary Structure was found to be highly competitive with the market. The Faculty Salary Structure was found to be competitive; however, the structure midpoint was -6.0% below the 67th percentile of the market. To remain competitive with market adjustments for next year and to ensure the structure does not fall behind the market, it is recommended that the College increase the Faculty salary structure by 5% for Levels III and IV and by 2.5% for Levels I and II.

It would be appropriate for the Board of Regents to approve the proposed revision to the Faculty Salary Structure, to be effective September 1, 2018.

- G. Step Increase for FY 2019. Brazosport College's faculty, administrative

professionals, and staff progress through their respective salary structures via steps. Each step represents approximately a 3% increase in salary. A step increase for each eligible faculty, administrative professional, and support staff member helps minimize salary compression.

It would be appropriate for the Board to approve a step increase for faculty, administrative professionals, and staff, to be effective September 1, 2018.

- H. Proposed Revisions to Compensation Plan Procedures. The Vice President, Human Resources, recommends revisions to the College's Compensation Schedules and Educational Growth Credit Guidelines. These guidelines are the College's compensation plan procedures. The existing Guidelines require that new faculty be placed at either Level I or II on the faculty salary structure. It is requested that the Guidelines be amended to allow new faculty to be placed at Level III if they join the College already meeting the experience and educational growth credit requirements of Level III. (See the proposed revisions at page 2 and 3.) Additionally, it is requested that the language in Section 3.4 on page 13, creating a cap on incentive payments to staff for educational growth credits, be removed.

It would be appropriate for the Board to approve the proposed revisions to the College's Compensation Schedules and Educational Growth Credit Guidelines.

- I. Proposed Revisions to the Pay Rates for Part-Time Hourly Instructors and Learning Support Staff. A communication on page 112, from the Provost and Vice President, Academic & Student Affairs, recommends revisions to the pay rates for part-time hourly instructors and learning support staff. These positions are not paid on the salary structures. These proposed revisions follow the review process for hourly rates for Brazosport College's compensation system. The last increase to the pay for these positions occurred in August of 2012. In the ensuing six years, these pay rates have fallen below other colleges in the area. The Vice President, Human Resources and the Provost and Vice President, Academic & 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 for part-time hourly instructors would be August 20, 2018, which is the beginning of the FY19 academic year, and the effective date of these rates for part-time learning support staff would be September 1, 2018.

It would be appropriate for the Board to approve the proposed revisions to the pay rates for part-time hourly instructors and learning support staff on the effective dates of August 20, 2018 and September 1, 2018, respectfully.

- J. Proposed Amended Board Policy - BFA (LOCAL) - Chief Executive Officer -

Qualifications and Duties. The Vice President, Human Resources, recommends adoption of amended Policy BFA (LOCAL) regarding the qualifications and duties of the Chief Executive Officer. 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 and in red font.

This proposed policy is presented for first reading.

- K. Proposed Amended Board Policy - CDDA (LOCAL) - Payroll Procedures - Salary Deductions. The Vice President, Human Resources, recommends adoption of amended Policy CDDA (LOCAL) regarding payroll procedures for salary deductions. 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 and in red font.

This proposed policy is presented for first reading.

- L. Proposed Amended Board Policy - FK (LOCAL) - Student Activities. Proposed Amended Board Policy – FK (LOCAL) – Student Activities. The Vice President, Human Resources, recommends adoption of amended Policy FK (LOCAL) regarding student activities. 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 and in red font.

This proposed policy is presented for first reading.

- M. Employment of Gracie Pequeño as Grant Project Manager – Adult Education and Literacy. Included in the agenda is a communication from the Vice President, Industry & Community, recommending the employment of Ms. Gracie Pequeño as the Grant Project Manager – Adult Education and Literacy in Community Education for the remainder of the 2017-2018 academic year and the 2018-2019 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.

- N. Financial Report. The Vice President, Financial Services & CFO, provides the

attached financial report for May 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 551.074.

For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

- To discuss appointment of a public officer to fill Brazosport College, Board of Regent, Position #6.

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