

## 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.

August 20, 2018

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, August 20, 2018, at 6:45 p.m. or upon adjournment of the First Public Hearing on Proposed Tax Rate, 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. June 18, 2018 Minutes
  - B. August 6, 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 Summer II 2018 semester.
2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Summer II 2018 semester.
3. Community Education Courses. The Director, Community Education, reports the attached enrollment numbers for the Community Education Program for the months of June and July 2015-2018.
4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for June and July 2014-2018.

B. Report of Taxes Collected. Attached are the reports of taxes collected for the months of June and July 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 six 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 June, July & August 2018.

F. Board Focus Report. The Vice President, College Advancement, provides the Board Focus report for the second quarter of 2018. The report is a summary of Regent Visibility activities from January 1, 2018 – June 30, 2018.

G. Adjunct Credit Teachers, Summer II 2018. The Provost and Vice President, Academic & Student Affairs, recommends approval of adjunct teachers in the

attached memo for 2018 Summer II semester credit courses. Each of the teachers is qualified in the area of assignment.

H. Fall 2018 Convocation Update. Fall 2018 Convocation Week will be held August 20-23, 2018. In addition to faculty and staff assessment days, a robust set of professional development programs will be provided focused on creating strong learner-centered environments in and outside of the classroom.

I. Affidavits for Disclosure of Conflict of Interest. Attached are the Affidavit Disclosing Substantial Interest in a Business Entity or Real Property, as defined in Local Government Code Sec. 171.002; the Affidavit for Disclosing Interest in Property under Government Code, Ch. 553, Subchapter A; the Affidavit for disclosing gifts exceeding \$100 accepted from any vendor doing business with Brazosport College by Board members or any family member of a Board member, as defined in Local Government Code 176; and Board Policy BBFA (LEGAL) which provides additional information referenced in the disclosure affidavits.

Affidavits for the new Board member will be distributed at the meeting. The affidavits will need to be completed and notarized following the meeting.

J. Brazosport College 50th Anniversary. Brazosport College will be celebrating its 50th Anniversary during the 2018-2019 academic year. The College will kick-off its anniversary with an employee dinner featuring a 60's theme on August 23, 2018, as a part of convocation week activities. The 50th Anniversary Week of Celebrations will be September 24-29, 2018, with community activities on the College campus.

Monday, September 24, 2018: The Corporate Learning Center will host an Open House from 1:00 p.m. – 3:00 p.m.

Wednesday, September 26, 2018: The 50th Anniversary Luncheon hosted by the Brazoria County Council of Chambers and The Economic Development Alliance for Brazoria County will be held from 11:00 a.m. – 1:00 p.m. at the Dow Academic Center. The Master of Ceremony will be Representative Dennis Bonnen and the Keynote Speaker will be Dr. Jonathan Turley, Shapiro Professor, George Washington Law School. His topic will be *Unpacking the Supreme Court: History, Hierarchy and Headlines*. The Friend of the College and Distinguished Alumnus will be announced. Invitations for complimentary seating will be sent to Board of Regents.

Thursday, September 27, 2018: The BC Bookstore will host an Open House from 11:00 a.m. – 2:00 p.m. on the Main Campus.

Friday, September 28, 2018: The May Children's Center will host an Open House from 4:00 p.m. – 6:00 p.m. There will also be a free concert at the Clarion featuring children's entertainer, 123 Andres from 7:00 p.m. – 8:00 p.m.

Saturday, September 29, 2018: The 50th Anniversary Community Block Party will be held at the Dow Academic Center and College gym beginning at 8:00 a.m. and ending at 10:00 p.m. Activities include Gator Gallop Fun Run, Food Trucks, Vendors, Motorcycle Ride for Scholarships, Kids Activities, Robotics Demonstrations, Music, Campus Tours, Washer Tournament, and Dance.

- K. President's Reception and Opening Concert - Celebrating BC's 50th Anniversary. The President's Reception and Opening Concert for the Clarion is scheduled for Friday, October 19, 2018. The reception will begin at 6:00 p.m. and will be held at the Corporate Learning Center. The concert, featuring *Little Texas* will begin at 7:30 p.m. The sponsors for the evening are MEGlobal, Kirksey Architecture, and DE Harvey Builders. Invitations will be extended to the Board of Regents by mail. The season brochure will be available at the board meeting.
- L. 2018 Texas Higher Education Leadership Conference. The 2018 Texas Higher Education Leadership Conference is scheduled for Thursday, November 29 – Friday, November 30, 2018, at the Hilton Austin Airport Hotel in Austin, Texas. The conference will begin at 8:00 a.m. on Thursday, November 29, with an orientation for new governing board members, which will satisfy the THECB Governing Board Training requirement for newly appointed regents and elected trustees. The annual State of Higher Education Luncheon on the 29th will feature a keynote address by Dr. Raymund Peredes, Commissioner of Higher Education. 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.
- 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 policies DC (LEGAL) regarding Employment Requirements and Restrictions – Non-school Employment are presented for the Board's information on page 72 and also can be found at:

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

- N. Brazosport College Calendar. The Brazosport College Calendar for August 20, 2018 through October 26, 2018 is attached.

## 7. Reports and Presentations

- A. Endowment Investment Update. Mr. Shannon Willems, Vice President, AB Bernstein, has provided the attached information on the performance and allocation of the College endowment funds.

B. President's Report

- College Update
- Legislative Update
- Regents Visibility

## 8. Unfinished Business

- A. 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 second reading and adoption.

- B. 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 second reading and adoption.

- C. 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 second reading and adoption.

## 9. New Business

- A. Statement of Officer and Oath of Office. The Oath of Office for the recently appointed Regent for Position 6 will be administered to by the Chair of the Board.

It would be appropriate for the designated Regent to sign the Statement of Officer and Oath of Office documents.

- B. Leadership Goals for 2018-2019. The Board of Regents requested the President establish goals for 2018-2019 based on Vision 2025 and current College initiatives. The accomplishment of these goals will be incorporated in the review of Vision 2025 and the President's evaluation.

The President recommends approval of these leadership goals.

- C. Adoption of 2018-2019 Budget. A public hearing on the proposed budget was held on August 6, 2018. The proposed budget as discussed at the hearing is attached. A more detailed budget book will be provided at the Board meeting.

It would be appropriate for the Board to adopt the 2018-2019 budget.

- D. Custodial Services Contract. Attached is a communication from the Vice

President, Financial Services & CFO, recommending renewal of the custodial services contract with McLemore Building Maintenance. The President joins in this recommendation.

It would be appropriate for the Board to approve the renewal of the custodial services contract with McLemore Building Maintenance for the period October 1, 2018 through September 30, 2019.

- E. Board Evaluation of Investment Advisor. A provision in the Endowment Policy requires that the investment advisor be evaluated by the Board annually. Included is the evaluation of the investment advisor.

It would be appropriate for the Board to approve the evaluation of the investment advisor.

- F. JCAR (Junior College Audit Report). Attached is the Junior College Audit Report (JCAR) as required by the Texas Education Code Section 37.108, which requires that the safety and security audit results be submitted to governing boards and to the Texas School Safety Center (TxSSC). The results of the audits of all fifty community colleges will be aggregated by the TxSSC and a statewide report will be issued. The President and the Executive Council reviewed the JCAR and concur with the results.

It would be appropriate for the Board to acknowledge receipt of the JCAR as required by the Texas Education Code.

- G. Concealed Carry Rules. The Board approved the Brazosport College Concealed Carry Rules at its meeting on April 17, 2017. The Concealed Carry Advisory Committee met during the 2017-2018 academic year to review implementation of campus carry rules and make recommendations to the President regarding any proposed amendments to policies, rules, and procedures. The Concealed Carry Advisory Committee recommends that the Millwright Lab, Room M.102, be added to the list of areas that are gun free zones since there are compressed tanks of flammable and/or combustible chemicals in that area. The President and the Executive Council reviewed this recommendation and concur with this amendment.

It would be appropriate for the Board to approve the attached amended Concealed Carry Rules.

H. Proposed Amended Board Policy – CIB (LOCAL) - Equipment and Supplies Management - Disposal of Property. The Vice President, Human Resources, recommends adoption of amended Policy CIB (LOCAL) regarding disposal of property. 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 in blue font.

This proposed policy is presented for first reading.

I. Proposed Amended Board Policy – DEC (LOCAL) - Compensation and Benefits - Leaves and Absences. The Vice President, Human Resources, recommends adoption of amended Policy DEC (LOCAL) regarding leaves and absences. 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. Also attached is a final version without edits for ease of review.

This proposed policy is presented for first reading.

J. Proposed Amended Board Policy – DED (LOCAL) - Holidays. The Vice President, Human Resources, recommends adoption of amended Policy DED (LOCAL) regarding holidays. 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.

K. Sale of Property 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 property held in trust by Brazoria County (account number 7750-0103-000).

It would be appropriate for the Board to approve the sale of properties held in

trust.

L. Financial Report. Attached is the financial report for July 2018.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek

President