

## 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 6, 2018

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Thursday, December 6, 2018, 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 2014-2018.
    2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for November 2014-2018.

- B. Report of Taxes Collected. The report of taxes collected for the month of November 2018 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 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 November and December 2018.
- 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 2018-2019 Adult Education and Literacy Program in the amount of \$700,000.

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

- G. Community Development Block Grant Budget. Attached is a communication from the Director, Business Services, reporting on a notification from Brazoria County that Brazosport College has received approval for the Community Development Block Grant for 2018-2019 in the amount of \$30,000 for scholarships for Community Education workforce programs.

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

- H. Annual Confirmation of Regent Training. All Regents, with the exception of newly appointed Regent, Rich Wells, have met legal requirements for training in Open Government Training – Open Meeting Act, Public Information Act, Protecting Public Funds and THECB Governing Board Training. Mr. Wells' training is scheduled to be completed by the end of calendar year 2019.
- I. Resignations and Retirements. Pursuant to Board Policy DMD (LOCAL), the President has accepted the written notice of retirement from:

Mr. Byron Gernand, Communications and Fine Arts – Speech Faculty, effective August 15, 2019.

- J. Community Education Graduation. The Community Education Graduation ceremony for students completing Adult Education, Literacy and Workforce Programs will be held on Thursday, December 6, 2018, at 7:00 p.m. in Gator Hall.
- K. Foundation Board Annual Holiday Meeting. The Foundation Board Annual Holiday Meeting is scheduled for Wednesday, December 12, 2018, at 6:30 p.m. at the home of Doris Williams located at 209 Teakwood, Lake Jackson, TX. Board of Regents members and their guests are invited to attend. Invitations were mailed November 5, 2018.
- L. Law Enforcement Academy Graduation. The Law Enforcement Academy Graduation will be held on Friday, December 14, 2018, at 6:00 p.m. at the Dow Academic Center. The public is invited to attend.
- M. January 2019 Board Meeting. The January 2019 meeting of the Board of Regents is set for Tuesday, January 22, 2019, at 6:30 p.m. at the Corporate Learning Center due to a College holiday on Monday.
- N. Legislative Reception & Community College Day. The Texas Gulf Coast Community College Consortium Legislative Reception is scheduled for Tuesday, January 29, 2019, at the Bullock Texas History Museum in Austin, TX in conjunction with Community College Day scheduled for Wednesday, January 30, 2019. A group of students and sponsors from Brazosport College will be in attendance. Reservations are to be made through Kasie Guthrie, Executive Assistant to the President.
- O. 2019 Board Workshop. The annual Board Workshop is scheduled for Friday afternoon and Saturday, February 1-2, 2019, at the Corporate Learning Center. The workshop will begin on Friday, February 1, 2019, at 11:30 a.m. and recess at approximately 4:00 p.m. The meeting will reconvene on Saturday, February 2, 2019, at 8:30 a.m. The Board will recess at 11:30 a.m. on Saturday for lunch and will reconvene in Executive Session following lunch.
- P. 2019 Board of Trustees Institute. The 2019 Board of Trustee Institute (BOTI), as part of the Texas Success Center, has been set for February 5-7, 2019 in Horseshoe Bay, TX. The institute will begin at 2:00 p.m. on Tuesday, February 5, 2019, and will adjourn at noon on Thursday, February 7, 2019. 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.

- Q. Counselor/Administrator Dinner. The annual Counselor/Administrator Dinner is scheduled for Tuesday, February 26, 2019, 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.
- R. Brazoria County Day. Brazoria County Day will be held March 3-5, 2019 in Austin, TX. The schedule of events is attached. This year the Alvin Community College Jazz band will perform at the *World's Largest Shrimp Cocktail Party* on March 5th from 5:00 – 8:00 p.m.
- S. 2019 Career Fair. Brazosport College will host its annual Career Fair on Tuesday, April 16, 2019. 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. As in previous years, 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 27th anniversary for this unique and exciting event.
- T. Commencement 2019. Commencement exercises for the 2018-2019 academic year are scheduled for Saturday, May 11, 2019, at the Dow Academic Center. The two ceremonies are scheduled to begin at 10:00 a.m. and 2:00 p.m. The College will host a lunch in Gator Hall for faculty, staff, commencement guests, and Board of Regents members between the two ceremonies.
- U. 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, DCC (LEGAL) and DCC (LOCAL), regarding Employment Practices – At-Will Employment are presented for the Board's information on page 38 and also can be found at:

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

V. Brazosport College Calendar. The Brazosport College Calendar for December 14, 2018 through March 2, 2019 is attached.

7. Reports and Presentations

A. Presidents Report.

- College Update
- Regents' 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. Employment of Michael Comley as Machine Technology/Millwright Faculty.

Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment of Michael Comley as Machine Technology/Millwright Faculty for the remainder of 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.

2. Employment of Marc Diefenderfer as English Faculty. Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment of Marc Diefenderfer as English Faculty for the 2019-2020 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.

3. Employment of Art Longoria as Project Manager for the TWC Accelerate Texas IV Grant. Included in the agenda is a communication from the Vice President, Industry & Community Resources, recommending the full-time employment of

Art Longoria as Program Manager for the TWC Accelerate Texas IV Grant. A biographical summary is 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.

C. Financial Report. Attached is the financial report for November 2018.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek  
President