

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.

November 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, November 19, 2018, at 6:30 p.m., in Room 104, in the Brazosport College Corporate Learning Center, located in Lake Jackson, Texas, where a quorum of the governmental body will be physically present and where the member of the governmental body presiding over the meeting will be physically present.

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 October 2014-2018.
 2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for October 2014-2018.
 - B. Report of Taxes Collected. Attached is the report of taxes collected for the month of October 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. 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 October and November 2018.
- F. Resignations and Retirements. Pursuant to Board Policy DMD (LOCAL), the President has accepted the written notice of retirement from:
- Serena Andrews, Vice President of College Advancement, effective January 31, 2019.
- G. Reassignments. Under authority granted by Board Policy DJ (LOCAL), the President has made the following appointment:
- Tracee Watts, Vice President, College Advancement, effective upon the retirement of Serena Andrews.
- H. Explanation of Conflict of Interest Forms. The Vice President, Human Resources, provides the attached explanation of the Conflict of Interest rules and forms in preparation of the Board's annual execution of affidavits and conflicts disclosure statements at the Board's meeting on January 22, 2019.
- I. Grant Administration Annual Report. The Office of Grant Administration provides the attached Annual Report for 2017-2018.
- J. Marketing & Communications Annual Report. The Director, Marketing & Communications, provides the attached annual report of the Marketing & Communications Department for the year 2017-2018.
- K. Spring 2019 Community Education Schedule. The Director, Community Education, recommends the attached courses and teachers for the Community Education Program for the Spring 2019 semester.
- The President, under authority granted by the Board, has approved this recommendation.
- L. Annual Library & Learning Services Report. The Director, Library & Learning Services, provides the attached update on activities for the past year.
- M. Annual Employee Development Center Report. The Director, Employee Development Center (EDC), provides the attached update on activities for the past year.
- N. Annual Energy Report. The Director, Facility Services, provides the attached energy usage report for the period of September 1, 2017 through August 31, 2018, which includes historical costs dating back to 2002.

- O. Police Department Annual Report. The Vice President, Human Resources, and Director, Campus Safety & Chief of Police, provide the attached annual report for the Brazosport College Police Department.
- P. Dual Credit Fall Update. The Dean of Student Services provides the attached update on Brazosport College's dual credit program. This newsletter highlights current enrollment, program enhancements, and future initiatives.
- Q. December 2018 Board Meeting. The December 2018 meeting of the Board of Regents is scheduled for Thursday, December 6, 2018, at 12:30 p.m., preceded by the annual holiday luncheon at 11:30 a.m. in the Corporate Learning Center.
- R. Community Education Graduation. The Community Education Graduation ceremony for students completing Adult Education and Literacy and Workforce Programs will be held on Thursday, December 6, 2018, at 7:00 p.m. in Gator Hall.
- S. 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 and their guests are invited to attend. Invitations have been mailed.
- T. 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.
- U. January 2019 Board Meeting. The January 2019 meeting of the Board of Regents is set for Tuesday, January 22, 2019, due to a College holiday on Monday.
- V. Community College Day. Community College Day is scheduled for Wednesday, January 30, 2019, in Austin, TX.
- W. 2019 Board Workshop. As part of the College's evolving planning process, the Board meets in an annual workshop to study information, measure progress toward milestones, and discuss future directions. The workshop is scheduled for Friday, February 1, 2019, beginning at 11:30 a.m., and Saturday, February 2, 2019, beginning at 8:30 a.m.
- X. 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. 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.
- Y. 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.
- Z. Brazoria County Day 2019. 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.

AA. 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.

BB. 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 at Gator Hall for faculty, staff, commencement guests, and Board of Regents members between the two ceremonies.

CC. 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 DCB (LOCAL) regarding Employment Practices – Tenure is presented for the Board's information on page 104 and also can be found at:
[https://pol.tasb.org/Policy/Download/215?filename=DCB\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DCB(LOCAL).pdf).

DD. Brazosport College Calendar. The Brazosport College Calendar for November 20, 2018 through January 22, 2019 is attached.

7. Reports and Presentations

A. Outline for Development of Agenda for February 1-2, 2019 Board Workshop. Attached is a draft agenda for the annual Board Workshop scheduled for February 1-2, 2019.

B. ACE it and BC Connect. The Director, ACE it, provides an update on the College's ACE it program.

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

8. Unfinished Business

- A. Proposed New Board Policy - DHB (LOCAL) - Employee Standards of Conduct - Searches and Alcohol/Drug Testing. The Vice President, Human Resources, recommends adoption of Policy DHB (LOCAL) regarding searches and alcohol/drug testing. 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 new policy.

This proposed policy is presented for second reading and adoption.

- B. Proposed Amended Board Policy - FLB (LOCAL) - Student Rights and Responsibilities - Student Conduct. The Vice President, Human Resources, recommends adoption of amended Policy FLB (LOCAL) regarding student conduct. 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 or green font.

This proposed amended policy is presented for second reading and adoption.

9. New Business

- A. Tax Abatement Modification. Attached are a letter from Freeport LNG requesting modification to the Freeport LNG Development, LP, et al. Reinvestment Zone No. 6 originally approved by the Board on October 17, 2016 and the modification as approved by Brazoria County.

It would be appropriate for the Board to consider the abatement modification request and consider authorizing the President to execute the assignment.

- B. Air Handlers for Children's Center. Attached is a memo from the Director, Facility Services, requesting the replacement of three air handler units for the May Children's Center. It is further requested that the budget savings from the switch gear project be transferred to the air handlers for the Children's Center project in the amount of \$151,564.00.

It would be appropriate for the Board to approve the Hunton Services proposal and the requested budget transfer.

- C. Air Conditioning for Chiller Room. Attached is a memo from the Director, Facility Services, requesting air conditioning of the chiller room. It is further requested that the budget savings from the switch gear project be transferred to the air conditioning for chiller room project in the amount of \$88,985.00.

It would be appropriate for the Board to approve the Fort Bend Mechanical & Construction proposal and the requested budget transfer.

- D. Chiller Rebuild. Attached is a memo from the Director, Facility Services, requesting rebuild of the Trane chiller. It is further requested that the budget savings from the switch gear project be transferred to the chiller rebuild project in the amount of \$87,110.00.

It would be appropriate for the Board to approve the Hunton Services proposal and the requested budget transfer.

- E. Banking Resolution. Attached is a resolution adding Robert Perryman, Vice Chair, Board of Regents, to the Brazosport College District banking documents.

It would be appropriate for the Board to pass the resolution.

- F. Employment of Rodney Cooper-Sweat as Industrial Management Faculty. Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment of Dr. Rodney Cooper-Sweat as Industrial Management 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.

- G. Financial Report. Attached is the financial report for October 2018.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent Valek
President