

## 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 17, 2019

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, June 17, 2019, 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.
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 2019 semester.
    2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual and concurrent enrollment for the Summer I 2019 semester.
    3. Community Education Courses. The Director, Community Education, reports the

attached enrollment and participant numbers for the Community Education Program for the month of May 2015 - 2019.

4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for May 2015-2019.
  
- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of May 2019.
  
- 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 one new teacher.
  
- 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 2019.
  
- F. Adjunct Credit Teachers, Summer I 2019. The Provost and Vice President, Academic & Student Affairs, recommends approval of adjunct teachers in the attached memo for 2019 Summer I semester credit courses. Each of the teachers is qualified in the area of assignment.
  
- G. Report on College Testing Program. The Director, Counseling and Testing, provides the attached report on the college testing program for the past year.
  
- H. Quarterly Report on Performance. The Dean, Planning, Institutional Effectiveness and Research, provides information on selected measures of College performance in the attached Performance Report.
  
- I. Dual Credit Recognition. Brazosport College recognizes dual credit students by awarding cords and certificates to high school graduates with distinction. A report for the last academic year is attached.
  
- J. Community Education Annual Report. The Director, Community Education, provides the attached annual report.
  
- K. Guided Pathways Update. The Provost and Vice President, Academic & Student Affairs, provides the attached update on the College's Guided Pathways efforts.

- L. ACE it Update. The Provost and Vice President, Academic & Student Affairs, provides the attached update on the College's ACE it efforts.
- M. Honors Program Annual Report. The Director, Honors Program, provides the attached update on activities of the Honors Program for the past year.
- N. Annual Report on Fine Arts Activities. The Division Chair for Communications and Fine Arts provides the attached report on the activities of the Art, Drama, and Music departments for the past year.
- O. July Board Meeting – None Scheduled.
- P. BC Foundation Scholarship Soiree. The next biennial Scholarship Soiree, "Sip Sip Soiree: A Speakeasy Affair", will be held on Friday, September 27, 2019, from 7:00 p.m.-11:00 p.m. at the Dow Academic Center. The Dow Chemical Company is the presenting sponsor with Rich and Trudy Wells as Honorary Chairs. Matthew and Natalie Broaddus are the event chairs. The entertainment for the evening is sponsored by TDECU Wealth Advisors. Invitations will be mailed in mid-July. More information will follow!
- Q. ACCT 50th Annual Leadership Congress. Registration for the 2019 ACCT 50th Annual Leadership Congress is open. It will be held at the Hilton San Francisco Union Square Hotel, Wednesday, October 16th to Saturday, October 19th. The theme of this year's Congress is: *Past is Prologue, Building a Bridge to the Future*. Jason Cordoba has confirmed his attendance. If other Regents are interested in attending, reservations are to be made through Kasie Guthrie, Executive Assistant to the President. A presentation proposal, "JumpStart Your Life", was submitted on May 2, 2019 and has been selected for a session. More information on the ACCT Leadership Conference can be found at: <https://www.congress.acct.org/>.
- R. 2019 Higher Education Leadership Conference. The 2019 Higher Education Leadership Conference is scheduled for Thursday, November 21 through Friday, November 22, 2019, at the Crowne Plaza Austin Hotel in Austin, Texas. The annual conference brings together regents, trustees, chancellors, presidents and other higher education leaders to share information on critical higher education issues and discuss matters of shared interest. 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.
- 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 DEC (LEGAL) regarding Compensation and Benefits – Leaves and Absences is presented for the Board's information on page 69 and also can be found at: [https://pol.tasb.org/Policy/Download/215?filename=DEC\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DEC(LEGAL).pdf).

T. Brazosport College Calendar. The Brazosport College Calendar for June 18, 2019 through August 4, 2019 is attached.

## 7. Reports/Presentations

A. Budget Study. The Vice President, Financial Services & CFO, will provide a handout to be used during the budget discussion at this meeting.

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

## 8. Unfinished Business

A. Proposed Amended Board Policy DMC (LOCAL) - Termination of Employment - Reduction in Force. The Vice President, Human Resources, recommends adoption of amended Policy DMC (LOCAL) regarding reduction in force. 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 in red with a line through it, new language in blue font, and moved language in green font.

This proposed policy is presented for second reading and adoption.

## 9. New Business

A. Bank Depository. Attached is a communication from the Vice President, Financial Services & CFO, recommending Board approval to award the bank depository contract to First National Bank of Lake Jackson for the period of September 1, 2019 through August 31, 2021. The President joins in this recommendation.

It would be appropriate for the Board to approve awarding the bank depository contract to the First National Bank of Lake Jackson for the period of September 1, 2019 through August 31, 2021.

- B. Custodial Services Contract. Attached is a communication from the Vice President, Financial Services & CFO, recommending approval of the custodial services contract with McLemore Building Maintenance. The President joins in this recommendation.

It would be appropriate for the Board to approve custodial services contract with McLemore Building Maintenance for the period of October 1, 2019 through September 30, 2020.

- C. ABB Approval. Attached is a communication from the Director, Center for Business/Industry Training (CBIT), recommending Board approval of ABB expenditures for fiscal year 2019 which are anticipated to be greater than \$100,000. A major industry partner of the College has signed a MOU with CBIT to complete significant training using the ABB simulator that will more than account for this expense. It is requested that \$120,000 be added to the 2019 capital budget and that authorization be given to purchase the equipment in FY19. The Vice President, Financial Services & CFO, and President join in this recommendation.

It would be appropriate for the Board to authorize Dr. Millicent Valek, President, to execute a contract with ABB upon successful negotiations and to approve ABB expenditures for fiscal year 2018-2019.

- D. Public Meeting for 2019-2020 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 5, 2019, at 5:30 p.m. at the Brazosport College Corporate Learning Center, Room 104, for the purpose of considering the 2019-2020 budget and to discuss the tax rate.

- E. 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 19, 2019, at 6:30 p.m. at the Brazosport College Corporate Learning Center, Room 104, for the purpose of considering the 2019-2020 tax rate.

- F. 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 3, 2019, at 5:30 p.m. at the Brazosport College Corporate Learning Center, Room 104, for the purpose of considering the 2018-2019 tax rate.

- G. Step Increase for FY 2020. 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, 2019.

- H. Proposed Amended Board Policy - FLC (LOCAL) - Student Rights and Responsibilities - Interrogations and Searches. The Vice President, Human Resources, recommends adoption of amended Policy FLC (LOCAL) regarding interrogations and searches. 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 and new language in underlined red font.

This proposed policy is presented for first reading.

- I. Personnel.

1. Employment of Ms. Haley Ruthstrom as Director, Major Gifts. Included in the agenda is a communication from the Vice President, College Advancement, recommending the employment of Ms. Haley Ruthstrom as Director, Major Gifts, for the remainder of the 2018-2019 academic year and 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 period and conditions identified.

2. Employment of Ms. Priscilla Sanchez as Dean, School and College Partnerships. Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment of Ms. Priscilla Sanchez as Dean, School and College Partnerships, for the remainder

of the 2018-2019 academic year and 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 period and conditions identified.

J. Financial Report. The Vice President, Financial Services & CFO, provides the attached financial report for May 2019.

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 evaluation, contract and employment terms and contract renewal for President.
- To consider Executive Benefit Plan and terms.

### **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