

## 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.

April 15, 2019

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, April 15, 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. Community Education Courses. The Director, Community Education, reports the attached enrollment and participant numbers for the Community Education Program for the month of March 2015-2019.
2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for March 2015-2019.

- B. Report of Taxes Collected. Attached are the reports of taxes collected for the months of February and March 2019.
- C. Report of Unfilled Positions. The Vice President, Human Resources, provides the attached report on vacant positions that are currently being advertised.
- D. Resignations and Retirements. Pursuant to Board Policy DMD (LOCAL), the President has accepted the written notice of resignation and retirement from the following contract employees:
- Ms. Chesney Sisson, Assistant Professor and Coordinator of the LVN Nursing Program, is resigning effective August 11, 2019.
- Ms. Teresa LeBlanc-Collins, Associate Professor of Criminal Justice and Coordinator of the Law Enforcement Academy, is retiring effective August 31, 2019.
- E. New Teachers for Community Education Program. There are no new teachers to report for the Community Education Department.
- F. 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 March and April 2019.
- G. Board Focus Report. The Vice President, College Advancement, provides the attached Board Focus Report for the first quarter of 2019. The report is a summary of Regent Visibility activities from January 1, 2019 – March 31, 2019.
- H. Bookstore Performance. The Vice President, Financial Services & CFO, provides the attached communication relating to the performance and management of the Texas Book Company bookstore.
- I. Emergency Management Consulting Services Contract. Brazosport College Board Policy CF (LOCAL) states that bids valued at more than \$50,000 annually shall be reported to the Board at the next regular meeting. In accordance with this policy, the Vice President, Human Resources, provides the following report about a contract the College is preparing to enter into with Margolis Healy for emergency management consulting services.

Margolis Healy specializes in campus safety, security, and regulatory compliance for higher education and K-12. The company will consult with the College to develop a

NIMS and TDEM compliant Emergency Operations Plan, including a Hazard Mitigation Plan and a Continuity of Operations Plan, as well as leading a tabletop, functional, or full-scale training exercise with local first responders. The proposal from Margolis Healy for one year is a retainer of \$52,794.

- J. 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.

- K. Budget Amendment - Carl D. Perkins Grant. The Texas Higher Education Coordinating Board has approved a budget increase for the Carl D. Perkins Grant. Attached is a memo from the Director, Business Services, requesting approval for this change.

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

- L. Community Education 2019 Summer Schedule. The Director, Community Education, provides the attached Summer 2019 Community Education Schedule.

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

- M. 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.

- N. Gator Grab Auction/Gator Day/Strive 2 Drive Car Drawing. The annual Gator Grab Auction is scheduled for Thursday, April 18, 2019, from 11:00 a.m. – 2:00 p.m. in the Student Pavilion. The event is to raise funds for scholarships and is held in conjunction with Gator Day which is sponsored by Student Life. The drawing for the

Strive 2 Drive car will be held at 1:00 p.m. as a part of these events. Board of Regent members are invited to attend the events. Lunch is provided.

- O. Distinguished Student Ceremony. Brazosport College annually recognizes up to 20 students who, through a college-wide nomination process, are selected as distinguished students. The 2018-2019 Distinguished Student Awards Ceremony will be held April 22, 2019, at 2:00 p.m. at the Clarion. College Board of Regents members are invited as guests of the College.
- P. BC Foundation Gator Classic. The Brazosport College Foundation Gator Classic, presented by Freeport LNG, will be held April 25th and April 26th, 2019.

The Blue Jacket Social, co-chaired by Kim Bonnen and Courtney Birdsong, will be held Thursday, April 25th, at the Dow Academic Center from 6:00 - 8:00 p.m. Guests attending the Blue Jacket Social will include event sponsors, corporations, individual players, business and community leaders, scholarship donors and Brazosport College students. The social will provide fabulous food, drinks, activities and guest speaker, Bill Rogers, former PGA Player of the Year and current UTSA Women's Golf Coach.

The Golf Tournament, chaired by Jay Gibson, will be held Friday, April 26th, at the Wilderness Golf Course. Registration begins at 10:30 a.m. with a 12:30 p.m. shotgun start. The tournament will begin in a standard scramble format with 144 players. Along the course, players will have an opportunity to participate in a variety of skills challenge holes, enjoy delicious cuisine prepared and served by area corporations, and interact with Brazosport College students. The tournament will conclude with the Blue Jacket Awards Presentation in which the winning team is presented blue jackets and thus growing the Blue Jacket Winners Club.

- Q. ADN Pinning Ceremony. The ADN Pinning Ceremony will be held on Thursday, May 9, 2019, at 6:00 p.m. at the Clarion.
- R. Law Enforcement Academy Graduation. The Law Enforcement Academy Graduation is scheduled for Friday, May 10, 2019, at 6:00 p.m. at the Clarion.
- S. CCATT Annual Conference. The CCATT Annual Conference will be held at the Westin Austin at The Domain on Friday, June 14 and Saturday, June 15, 2019. The conference features respected keynote speakers, breakout sessions on successful college support programs and workforce building partnerships and a special legislative guest speaker who will share an insightful narrative of what transpired during the 86th State Legislature. Regents are encouraged to attend with their college president to further cultivate relationships among the college leadership and governance. Reservations are to be made through Kasie Guthrie, Executive Assistant

to the President.

T. 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*. Reservations are to be made through Kasie Guthrie, Executive Assistant to the President, no later than Friday, April 26, 2019, in order to ensure a lower rate for the conference and hotel. Presentation proposals are due by Friday, May 3, 2019. More information on the ACCT Leadership Conference can be found at: <https://www.congress.acct.org/>.

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 policy DEA (LOCAL) regarding Compensation and Benefits – Salaries and Wages is presented for the Board's information on page 56 and also can be found at: [https://pol.tasb.org/Policy/Download/215?filename=DEA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DEA(LOCAL).pdf).

V. Brazosport College Calendar. The Brazosport College Calendar for April 16, 2019 through June 26, 2019 is attached.

## 7. Reports and Presentations

A. Endowment Investment Update. Mr. Shannon Willems, AB Bernstein, will provide information on the performance and allocation of the College endowment funds. Attached is Mr. Willems' presentation.

B. Student Senate/Student Life/Intramural Reports. Representatives from Student Government, the Student Life Board, and Intramurals will provide information on their 2018-2019 goal accomplishments as well as an update on events and activities held during this last academic year.

C. Commencement 2019. Tracee Watts, Vice President, College Advancement, will present an overview for the Board of Regents on Commencement exercises for the 2018-2019 academic year scheduled for Saturday, May 11, 2019, at the Dow Academic Center. Jarrod Smith will be presenting the keynote address. The two ceremonies are scheduled to begin at 10:00 a.m. and 2:00 p.m. The College will host a lunch for faculty, staff, commencement guests, and board members in between the

ceremonies.

D. President's Report

- College Update
- Legislative Update
- Regents' Visibility

8. New Business

- A. Investment and Endowment Policy. In accordance with requirements of the Public Funds Investment Act, the Investment policy must be reviewed annually. Attached is Board Policy CAK (LOCAL) – Appropriations and Revenue Sources – Investments. No changes are being recommended to Board Policy CAK (LOCAL).

It would be appropriate for the Board to reaffirm Board Policy CAK (LOCAL).

- B. Job Order Contractors. Attached is a communication from the Vice President, Financial Services & CFO, proposing approval of contractors to be used for repair and renovation projects less than \$500,000 in scope for the period of May 1, 2019 through August 31, 2021. Staff reviewed qualifications and references on the companies, and all agree to carry the appropriate insurance needed to enter into a contract with the College on a job order project of less than \$500,000.

It would be appropriate for the Board to approve the job order contractors for the period of May 1, 2019 through August 31, 2021.

- C. Community Education Tuition and Fees for Summer 2019. Attached is a communication from the Director, Community Education, recommending tuition and fees for all Summer 2019 Community Education Courses.

The President recommends approval of these fees as presented.

It would be appropriate for the Board to approve this recommendation.

- D. Mission, Vision and Core Values. At the annual Board Workshop, the Mission, Vision and Core Values were reviewed. No changes were recommended. The Mission, Vision, and Core Values are attached.

It would be appropriate for the Board to confirm the Brazosport College Mission, Vision and Core Values.

- E. Vision 2025. Vision 2025 is presented to the Board as part of the annual planning

process. Input for these proposed changes and additions were gathered from the annual Board Workshop, the college community, and the Planning and Institutional Effectiveness Council. The attachments include an Executive Summary and Vision 2025.

The Dean, Planning, Institutional Effectiveness and Research, will present a brief overview of the process.

It would be appropriate for the Board to consider approval of the updated Vision 2025.

F. Personnel.

1. Employment of Dr. Joel Quiros as Biology Faculty. Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment of Dr. Joel Quiros as Biology 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 period and conditions identified.

- G. Proposed Amended Board Policy – DH (LOCAL) – Employee Standards of Conduct. The Vice President, Human Resources, recommends adoption of amended Policy DH (LOCAL) regarding employee standards of 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 in red with a line through it, and new language underlined in blue font.

This proposed policy is presented for first reading.

- H. Proposed Amended Board Policy – GDA (LOCAL) – Community Use of College District Facilities – Conduct on College District Premises. The Vice President, Human Resources, recommends adoption of amended Policy GDA (LOCAL) regarding the communities conduct on College District premises. 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, and new language underlined in red font.

This proposed policy is presented for first reading.

- I. 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 2101-0178-000).

It would be appropriate for the Board to approve the sale of property held in trust.

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

**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