

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 19, 2019

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, August 19, 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
 - A. June 17, 2019 Minutes
 - B. August 5, 2019 Minutes
4. Communications. Attached is a communication from Rich Wells announcing his resignation from his position as Regent, Position 6.
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 2019 semester.

2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Summer II 2019 semester.
 3. Community Education Courses. The Director, Community Education, reports the attached enrollment and participant numbers for the Community Education Program for the months of June and July 2015 - 2019.
 4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for the months of June and July 2015 - 2019.
- B. Report of Taxes Collected. Attached are the reports of taxes collected for the months of June and July 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 one new teacher 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 2019.
- F. Board Focus Report. The Vice President, College Advancement, provides the Board Focus Report for the second quarter of 2019. The report is a summary of Regent Visibility activities from January 1, 2019 – June 30, 2019.
- G. Community Education Fall 2019 Schedule. The Vice President, Industry & Community Resources, recommends the attached Community Education Fall 2019 Schedule.
- H. Community Education Fall 2019 New Course Cost Per Student. The Vice President, Industry & Community Resources, recommends the attached new course cost per student for the Community Education Program Fall 2019 semester.
- I. Adjunct Credit Teachers, Summer II 2019. The Provost and Vice President, Academic & Student Affairs, recommends approval of adjunct teachers in the attached memo for 2019 Summer II semester credit courses. Each of the teachers is qualified in the area

of assignment.

- J. The Clarion at Brazosport College Annual Report 2018-2019. Attached is the 2018-2019 Annual Report of The Clarion at Brazosport College from Vorin Dornan, Administrator.

- K. Fall 2019 Convocation Update. Fall 2019 Convocation Week will be held August 19-23, 2019. 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.

This year's speaker is Marissa Meyers. Marissa is a practitioner-researcher at the Hope Center for College, Community, and Justice. The focus of her keynote address is basic needs security among community college students. Prior to joining the Hope Center, Marissa was a special projects manager for Integrated Health Services at Public Health Management Corporation, a program manager for The Moyer Foundation, and an admissions counselor at the University of Pennsylvania. She serves on the boards and advisory councils of many Philadelphia organizations addressing food insecurity, foster care, and trauma-informed practice. Marissa holds a bachelor's degree in psychology from Rosemont College and a masters in nonprofit leadership from the University of Pennsylvania.

- L. President's Reception and Opening Concert. The President's Reception and Opening Concert for the Clarion is scheduled for Friday, September 13, 2019. The reception will begin at 6:00 p.m. and will be held in the Corporate Learning Center. The concert, featuring *Mark Chesnutt*, will begin at 7:30 p.m. The sponsor for the evening is BASF Corporation. Invitations will be extended to the Board of Regents by mail. The season brochure will be available at the board meeting.

- M. Scholarship Soiree. The next biennial Scholarship Soiree, "Sip Sip Soiree: A Speakeasy Affair," will be held Friday, September 27, 2019, from 7:00 p.m. – 11:00 p.m. at the Dow Academic Center. Dow will be the presenting sponsor with Rich and Trudy Wells as Honorary Chairs. Matthew and Natalie Broaddus are the event chairs. The entertainment for the evening, sponsored by TDECU Wealth Advisors, will be produced by the Grand Ol' Production Co. featuring Will Hearn, Blue Water Highway and other local talents.

- N. 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 theme for this year's conference is *Knowledge and Skills Now: Higher Education as a Leader in Opportunity*. 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.

- O. 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 70 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).

- P. Brazosport College Calendar. The Brazosport College Calendar for August 19, 2019 through November 1, 2019 is attached.

7. Reports and Presentations

- A. President's Report
-College Update
-Regents Visibility

8. Unfinished Business

- A. 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 second reading and adoption.

9. New Business

- A. Consideration and Action to Fill Board Member Vacancy. Board Positions 1 and 6 are currently vacant due to the passing of Lucilla Henderson and the resignation of Rich Wells, respectively.

It would be appropriate for the Board to consider the appointment of a member to fill

either one or both of these positions.

- B. President's Leadership Goals for 2019-2020. The Board of Regents requested the President establish goals for 2019-2020 based on Vision 2025 and current college initiatives. The last four-year student success goal has been completed and outcomes will be evaluated in February 2020. A new five-year student success goal and sustainability plan are proposed for approval. 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. Food Service Contract. Attached is a communication from the Vice President, Industry & Community Resources, proposing the approval of Tommy's as the provider of College Food Service for the period of September 1, 2019 through August 31, 2024.

It would be appropriate for the Board to approve Tommy's as the provider of College Food Service for the period of September 1, 2019 through August 31, 2020 and authorize the President to execute the contract.

- D. Adoption of 2019-2020 Budget. A public hearing on the proposed budget was held on August 5, 2019. The proposed 2019-2020 budget is attached. A more detailed budget book will be provided at the Board meeting.

It would be appropriate for the Board to adopt the 2019-2020 budget.

- E. Cancel Scheduled Hearings. Since the proposed 2019-2020 budget will not require adoption of a tax rate that exceeds the effective tax rate, no public hearings are required. Two public hearings had been previously scheduled for August 19, 2019 and September 3, 2019.

It would be appropriate for the Board to cancel the August 19, 2019 and September 3, 2019 public hearings.

- F. Adoption of Tax Rate. The proposed 2019-2020 tax rate does not exceed the effective tax rate, and the levy to fund maintenance and operations expenditures exceeds the prior year maintenance and operations tax levy.

It would be appropriate for the Board to adopt the attached resolution setting the tax rate for the 2019-2020 fiscal year.

- G. 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.

- H. Student Information System Recommendation. Vision 2025 calls for the selection and implementation of a comprehensive student information system (SIS) to meet college wide needs. A budget for acquisition of a new SIS has been carried over from the FY 2019 budget to be included in the FY 2020 budget to support this strategy.

Since the SIS is the primary tool for almost all campus operations, the search was a lengthy process with broad engagement from a college wide committee, representative of users from a significant number of college departments. The process included vendor demonstrations, reference checks, and conversations with other colleges regarding their experience with the various software systems under consideration.

After careful consideration, the Executive Council and President are recommending Campus Management as the vendor that will best fit the long term needs of the College and best support the goals in Vision 2025.

It would be appropriate for the Board to authorize the President to enter into contract negotiations with Campus Management.

- I. Piping Recommendation. The piping in BC Central that distributes water for heating and cooling has major deterioration. There is risk of water damage should any of the pipes develop a major leakage. Currently, a major leak would result in the loss of cooling and heating to all of BC Central as well as incur significant costs for remediation.

The initial plan for piping replacement was to run new piping across the roof and abandon the old piping in place; however, it was determined through engineering analysis that the roof would not be able to support the extra weight of the new piping. Engineering reviews were conducted by Henderson and Rogers Structural Engineers and Testengeer Incorporated. Both engineering firms concluded that the roof cannot support the weight of the new piping. Hunton Services has since come up with a three phase plan to replace the piping where it is currently installed. To minimize the disruption to BC Central, the first phase of the project will be to replace the main loop of the piping over the December holiday break and January weekends. The additional two sections will be replaced in future years.

Hunton Services has completed a number of tasks and projects for the College,

including the recent electrical switchgear project. Hunton Services is a member of Choice Partners Purchasing Cooperative. Attached is Hunton Service's executive summary, proposal, and an elementary drawing of the area of piping replacement. Representatives from Hunton Services will be available to answer any questions. Additional fees will be incurred for asbestos abatement from a separate organization.

The President and Vice President, Financial Services and CFO, join in recommending that the Board approve the Hunton Services proposal in the amount of \$1,307,697.

- J. Information Technology Vendor Approval-Ford AV. Attached is a communication from the Information Technology department recommending Board approval of Ford AV purchases for fiscal year 2019-2020 which are anticipated to be greater than \$100,000. The Vice President, Financial Services & CFO, and President join in this recommendation.

It would be appropriate for the Board to approve Ford AV purchases for fiscal year 2019-2020.

- K. Information Technology Vendor Approval after the Fact. Attached is a communication from the Information Technology department recommending Board approval of Presidio purchases for fiscal year 2018-2019 which are greater than \$100,000. Due to unexpected problems with wireless controllers, an emergency purchase order in excess of \$100,000 was issued to Presidio in July. By issuing the purchase order, the College was able to begin restoring the campus wireless system more quickly and take advantage of a special \$50,000 incentive offer.

It would be appropriate for the Board to approve Presidio after the fact purchases for fiscal year 2018-2019.

- L. Tradition Energy. In April 2016 the College engaged the broker services of Tradition Energy through an Interlocal Agreement with the Texas Association of Community Colleges Cooperative Procurement Network. The College is currently contracted with Hudson Energy through June 2021 at a rate of \$0.0398/kWh. In September 2018, a contract was signed with TXU Energy to secure a rate of \$0.0387967/kWh, effective July 2021 through June 2026. The Vice President, Financial Services & CFO, has been informed of an opportunity to secure a rate of \$0.03536/kWh with TXU Energy for the term beginning July 2026 through June 2031. This would be 8.8% lower than the 2026 rate and would create an additional \$37,800 in annual savings. The Vice President, Financial Services & CFO, recommends the Board authorize the President to secure the rate of \$0.03536/kWh for the term beginning July 2026 through June 2031.

It would be appropriate for the Board to authorize the President to secure the

electricity rate with TXU Energy for the period beginning July 2026 through June 2031.

- M. Employment of Dr. Kimberly Hebert as Associate Degree Nursing and Licensed Vocational Nursing Faculty. Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment of Dr. Kimberly Hebert as Associate Degree Nursing and Licensed Vocational Nursing Faculty for the 2019-2020 academic year, starting August 20, 2019. 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.

- N. Employment of Danny Morgan as Criminal Justice Faculty. Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment of Mr. Danny Morgan as Criminal Justice Faculty for the 2019-2020 academic year, starting January 6, 2020. 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.

- O. Financial Report. Attached is the financial report for July 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 appointment of a public officer to fill Brazosport College Board of Regent position.

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,

A handwritten signature in blue ink that reads "Millicent Valek". The signature is written in a cursive style with a large initial 'M'.

Millicent M. Valek

President