

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.

September 16, 2019

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, September 16, 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 enrollment information for the Fall 2019 semester.
 2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Fall 2019 semester.
 3. Community Education Courses. The Director, Community Education, reports the

attached enrollment and participation for the Community Education Program for the month of August 2015-2019.

4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for the month of August 2015-2019.

- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of August 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 five 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 August and September 2019.

- F. Adjunct Credit Teachers, Fall 2019. The Provost and Vice President, Academic & Student Affairs, recommends approval of adjunct teachers in the attached memo for 2019 Fall semester credit courses. Each of the teachers is qualified in the area of assignment.

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

- G. Affidavits for Disclosure of Conflict of Interest. Attached are the Affidavit Disclosing Substantial Interest in a Business Entity or Real Property, as defined in Local Government Code Sec. 171.002; the Affidavit for Disclosing Interest in Property under Government Code, Ch. 553, Subchapter A; the Affidavit for disclosing gifts exceeding \$100 accepted from any vendor doing business with Brazosport College by Board members or any family member of a Board member, as defined in Local Government Code 176; and Board Policy BBFA (LEGAL) which provides additional information referenced in the disclosure affidavits.

Affidavits for the newly appointed Board members will be distributed at the meeting. The affidavits will need to be completed and notarized following the meeting.

- H. Guided Pathways Update. The Provost and Vice President, Academic & Student Affairs, provides the attached update on the College's Guided Pathways efforts.
- I. ACE it Update. The Provost and Vice President, Academic & Student Affairs, provides the attached update on the College's ACE it efforts.
- J. Additional Funding for Small Business Development Center (SBDC). Attached is a communication from the Director, Business Services, regarding notification from the University of Houston U.S. Small Business Administration of additional funding in the amount of \$2,400 for 2018-2019 for the Small Business Development Center bringing the total budget to \$137,711.

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

- K. Approval of 2019-2020 SBDC Budget. Attached is a communication from the Director, Small Business Development Center, recommending a budget in the amount of \$135,311 for the Small Business Development Center (SBDC) program for 2019-2020. The SBDC operates on an October 1 to September 30 fiscal year in order to coincide with the federal fiscal year.

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

- L. Student Success Center Annual Report. The Director, Student Success Center, provides the attached update on activities of the Student Success Center for the past year.

- M. Writing Center Annual Report. The Director, Writing Center, provides the attached update on activities of the Writing Center for the past year.

- N. 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.

- O. President's Circle of Excellence Reception. The President's Circle of Excellence Reception is scheduled for Thursday, October 24, 2019, from 4:30 p.m. – 6:30 p.m. in the President's Office Suite at Brazosport College. The reception is to honor the

Founding Members of the President's Circle of Excellence initiative which was launched in support of Brazosport College's 50th Anniversary.

The President's Circle of Excellence was established through the Brazosport College Foundation to provide discretionary funds that allow for maximum flexibility in meeting priorities aligned with the College's Strategic Plan. Dr. Millicent Valek, President, has selected the Emergency Aid Fund as the first priority of the President's Circle of Excellence which launched in Fall 2019. Emergency aid funding is available to students who experience an unexpected or unforeseen circumstance that may prevent them from achieving their immediate educational and career goals at Brazosport College.

P. 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 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.

Q. 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, DECA (LEGAL), regarding Leaves and Absences – Family and Medical Leave is presented for the Board's information on page 77 and also can be found at: [https://pol.tasb.org/Policy/Download/215?filename=DECA\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DECA(LEGAL).pdf).

R. Brazosport College Calendar. The Brazosport College Calendar for September 27, 2019 through November 29, 2019 is attached.

7. Reports/Presentations

A. CBIT Annual Report. The Director, Center for Business/Industry Training, will present information about current CBIT activities and plans for the future.

B. Writing Center Annual Report. Dr. April Sikorski, Writing Center Director, will provide a brief overview and summary of accomplishments of the Brazosport College Writing Center.

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

8. New Business

- A. Statement of Officer and Oath of Office. The Oath of Office for the recently appointed Regents for Positions 1 and 6 will be administered to Jennifer Monical and Ron Barksdale by the Chair of the Board.

It would be appropriate for the designated Regents to sign the Statement of Officer and Oath of Office documents.

- B. Authorization to Apply Section 130.0032(a) of the Texas Education Code Regarding Tuition and Residency. Texas Education Code Section 130.0032(a) provides that the governing board of a public junior college district may allow a person who resides outside the district and who owns property subject to ad valorem taxation by the taxing district, or a dependent of the person, to pay tuition at the rate applicable to a student who resides in the district.

It would be appropriate for the Board to authorize the administration to apply Section 130.0032(a) to eligible students.

- C. Swagelok Vendor Approval. The Division of Chemical Technology is in the process of equipping two new instrumentation labs to support Catalyst, College degree programs, and industry training. The labs are being developed through a combination of industry donations, grant funding, and College resources. Purchases for equipment and work stations in the two labs are anticipated to exceed \$100,000, and therefore require Board approval.

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

- D. Proposed Amended Board Policy - FDA (LOCAL) - Tuition and Fees - Residency. The Vice President, Human Resources, recommends adoption of amended Policy FDA (LOCAL) regarding tuition and fees and residency. 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 blue font.

This proposed policy is presented for first reading.

- E. Proposed Amended Board Policy – DHB (LOCAL) – Employees Standards of Conduct – Searches and Alcohol/Drug Testing. The Vice President, Human Resources, recommends adoption of amended Policy DHB (LOCAL) regarding Employees Standards of Conduct – 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 amended policy with existing policy language appearing as regular text, new language in blue font, and deleted language in red font with a strike-through.

This proposed policy is presented for first reading.

- F. Proposed Amended Board Policy – EFCD (LOCAL) – Special Programs – High School Equivalency Testing Centers. The Vice President, Human Resources, recommends adoption of amended Policy EFCD (LOCAL) regarding the operation of a high school equivalency testing center. 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, new language in blue font, and deleted language in red font with a strike-through.

This proposed policy is presented for first reading.

- G. Employment of Jerry Martinez as Director, Admissions & Registrar. Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment of Mr. Jerry Martinez as Director, Admissions & Registrar, 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.

- H. Financial Report. Attached is the financial report for August 2019.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek
President