

## 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 18, 2019

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, November 18, 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. Attached is a communication from Dr. Lynda Villanueva announcing her resignation from her position as Provost and Vice President, Academic & Student Affairs.
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 2015-2019.
    2. Center for Business/Industry Training. The Director, Center for Business/Industry

Training, reports the attached enrollment and participant hours for October 2015-2019.

B. Report of Taxes Collected. Attached is the report of taxes collected for the month of October 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. Tempe Soell, Licensed Vocational Nursing Faculty, resigned effective November 1, 2019.

Dr. Lynda Villanueva, Provost and Vice President, Academic & Student Affairs, is resigning effective January 6, 2020.

E. Reassignments. Under authority granted by Board Policy DJ (LOCAL), the President has made the following appointments:

Ms. Dawn “Shelley” Moody will become the Project Manager, Student Information System, effective December 1, 2019 and will lead the implementation process. She is currently the Operations Manager for the Center for Business & Industry Training. Additionally, Mr. Gary Lackey, will remain in I.T. as a Programmer, but will be tasked with assisting Ms. Moody on the Student Information System implementation.

F. New Teachers for Community Education Program. Attached is a communication from the Director, Community Education, reporting on three new teachers for the Community Education Program.

G. 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 2019.

H. Community Development Block Grant Budget. Attached is a communication from the Director, Business Services, reporting on a notification from Brazoria County that Brazosport College has received approval for the Community Development Block Grant for 2019-2020 in the amount of \$30,000 for Community Education workforce program scholarships.

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

- I. Annual Library & Learning Services Report. The Director, Library & Learning Services, provides the attached update on activities for the past year.
- J. Annual Employee Development Center Report. The Director, Employee Development Center (EDC), provides the attached update on activities for the past year.
- K. Annual Energy Report. The Director, Facility Services, provides the attached energy usage report for the period of September 1, 2018 through August 31, 2019, which includes historical costs dating back to 2001.
- L. Police Department Annual Report. The Vice President, Human Resources, and Director, Campus Safety and Chief of Police, provide the attached annual report for the Brazosport College Police Department.
- M. Dual Credit Fall Update. The Dean, School and College Partnerships, provides the attached update on Brazosport College's dual credit program. This newsletter highlights current enrollment, program enhancements, and future initiatives.
- N. Community Education Graduation. Community Education Graduation ceremonies for students completing Adult Education and Literacy and Workforce Programs will be held at the Clarion on Thursday, December 5, 2019, at 7:00 p.m.
- O. December 2019 Board Meeting. The December 2019 meeting of the Board of Regents is scheduled for Thursday, December 12, 2019, at 12:30 p.m., preceded by the annual holiday luncheon at 11:30 a.m. at the Corporate Learning Center.
- P. Law Enforcement Academy Graduation. The Law Enforcement Academy Graduation will be held on Friday, December 13, 2019, at 6:00 p.m. in Gator Hall. The public is invited to attend.
- Q. Foundation Board Annual Holiday Meeting. The Foundation Board Annual Holiday Meeting is scheduled for Friday, December 13, 2019, at 6:00 p.m. at The Clarion at Brazosport College. Board of Regents and their guests are invited to attend. Invitations have been mailed.
- R. January 2020 Board Meeting. The January 2020 meeting of the Board of Regents is set for Tuesday, January 21, 2020, due to a College holiday on Monday.

- S. 2020 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 7, 2020, beginning at 11:30 a.m. and Saturday, February 8, 2020, beginning at 8:30 a.m.
- T. Counselor/Administrator Dinner. The annual Counselor/Administrator Dinner is scheduled for Thursday, March 5, 2020, at 6:00 p.m., at the Dow Academic Center. The dinner and program provide a forum for conveying appreciation for the work of ISD 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.
- U. 2020 Board of Trustees Institute. The 2020 Board of Trustees Institute (BOTI), as part of the Texas Success Center, has been set for March 23-25, 2020 in Lost Pines, 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.
- V. 2020 Career Fair. Brazosport College will host its annual Career Fair on Tuesday, April 14, 2020. 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 28th anniversary for this unique and exciting event.
- W. Commencement 2020. Commencement exercises for the 2019-2020 academic year are scheduled for Saturday, May 9, 2020, at the Dow Academic Center at Brazosport College. The two ceremonies are scheduled to begin at 10:00 a.m. and 2:00 p.m. The College will host a lunch in Gator Hall for faculty, staff, commencement guests, and Board members in between the two ceremonies.
- X. 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 DED (LOCAL) regarding Compensation and Benefits – Holidays is presented for the Board's information on page 94 and also can be found at: [https://pol.tasb.org/Policy/Download/215?filename=DED\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DED(LOCAL).pdf).

- Y. Brazosport College Calendar. The Brazosport College Calendar for November 21, 2019 through January 25, 2020 is attached.

## 7. Reports and Presentations

- A. Outline for Development of Agenda for February 7-8, 2020 Board Workshop. Attached is a draft agenda for the annual Board Workshop scheduled for February 7-8, 2020.
- B. Catalyst Update. The Dean, School and College Partnerships, provides an update on the College's Catalyst program.
- C. President's Report.  
-College Update  
-Regents' Visibility

## 8. Unfinished Business

- A. Proposed Amended Board Policy - ECC (LOCAL) - Instructional Arrangements - Course Load and Schedules. The Vice President, Human Resources, recommends adoption of amended Policy ECC (LOCAL) regarding course load and schedules. 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-out.

This proposed policy is presented for second reading and adoption.

## 9. New Business

- A. Consideration and Action to Fill Board Member Vacancy. Board Position 4 is currently vacant due to the resignation of Dr. Jane Leidlein.

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

- B. Community Health Network MOU. Vision 2025 calls for Brazosport College to ensure the needs of underserved students are met in order to promote social and economic mobility. We know that access to quality and affordable medical and behavioral healthcare is a hurdle for many students. A presentation given by the CEO of the Stephen F. Austin Community Health Network at the October 2019 Board Meeting provided information on the possible establishment of a "CHN at BC Clinic" for the provision of providing medical and behavioral health services by Community Health Network to all active Brazosport College students, faculty, and staff. The MOU has been reviewed by legal counsel.

It would be appropriate for the Board to authorize the President to execute a one-year MOU with Community Health Network for the establishment of the "CHN at BC Clinic."

- C. Freeport LNG Modification of Modification to Tax Abatement. Attached is a letter from Freeport LNG requesting a deferred commencement date to the Freeport LNG Development, LP, et al. Reinvestment Zone No. 6 abatement agreement originally approved by the Board on October 17, 2016. The attached request delays the start of the abatement from January 1, 2020 until January 1, 2021. The deferral was approved by the Brazoria County Board at their October 22, 2019 Board meeting.

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

- D. Selection of Architectural Firm. Ten architectural firms responded to the College's RFQ for the remodeling of D-Wing and creation of a new facility structure. Staff rated all ten proposals and conducted interviews with the top three firms. Based on this process, staff rated Kirksey Architecture's proposal for consideration by the Board. Members of Kirksey's team will provide information about their firm, as well as answer questions regarding their qualifications and pricing.

It would be appropriate for the Board to consider authorizing the President to finalize and sign a contract with Kirksey Architecture.

- E. Proposed Revisions to Compensation Plan Procedures. The Vice President, Human Resources, recommends revisions to the College's Compensation Schedules and Educational Growth Credit (EGC) Guidelines. These guidelines are the College's compensation plan procedures. The existing Guidelines require that at least 50% of the EGCs required to advance to a higher level must be earned through approved college-credit coursework. It is requested that the Guidelines be amended to state that "at least 50% of EGCs required to advance to a higher level must be earned through approved coherent, substantive learning experiences, including both credit and non-credit course work." (See the proposed revisions on pages 3, 6 and 7.)

It would be appropriate for the Board to approve the proposed revisions to the College's Compensation Schedules and Educational Growth Credit Guidelines.

F. Financial Report. Attached is the financial report for October 2019.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek  
President