

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.

December 12, 2019

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Thursday, December 12, 2019, at 12:30 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 numbers for the Community Education Program for the month of November 2015-2019.
 2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for the month of November 2015-2019.

- B. Report of Taxes Collected. The report of taxes collected for the month of November 2019 was not received in time to be included in the agenda.
- 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 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 November and December 2019.
- F. 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 2019-2020 Adult Education and Literacy Program in the amount of \$700,000.

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

- G. Annual Confirmation of Regent Training. New Regents, Ron Barksdale, Jay Gibson and Jennifer Monical, are in process to meet legal requirements for training. Mr. Barksdale's, Mr. Gibson's and Mrs. Monical's training is scheduled to be completed by end of calendar year 2020. Attached is a chart indicating the status of their training process.
- H. Spring 2020 Community Education Schedule. The Director, Community Education, recommends the attached courses and teachers for the Community Education Program for the Spring 2020 semester.

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

- I. Explanation of Conflict of Interest Forms. The Vice President, Human Resources, provides the attached explanation of the Conflict of Interest rules and forms in preparation of the Board's annual execution of affidavits and conflicts disclosure statements at the Board's meeting on January 21, 2020.

J. 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.

K. 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.

L. 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.

M. 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.

N. 2020 Board Workshop. The annual Board Workshop is scheduled for Friday afternoon and Saturday, February 7-8, 2020, at the Corporate Learning Center. The workshop will begin on Friday, February 7, 2020, at 11:30 a.m. and recess at approximately 4:30 p.m. The meeting will reconvene on Saturday, February 8, 2020, at 8:30 a.m. The Board will recess at 11:30 a.m. on Saturday for lunch and will reconvene in Executive Session following lunch.

O. 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.

P. 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.

- Q. 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.
- R. 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 at Gator Hall for faculty, staff, commencement guests, and Board members in between the two ceremonies.
- 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 policies, DEE (LEGAL) and DEE (LOCAL), regarding Compensation and Benefits – Expense Reimbursement are presented for the Board's information on page 46 and also can be found at:

[https://pol.tasb.org/Policy/Download/215?filename=DEE\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DEE(LEGAL).pdf) and

[https://pol.tasb.org/Policy/Download/215?filename=DEE\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DEE(LOCAL).pdf).

- T. Brazosport College Calendar. The Brazosport College Calendar for December 13, 2019 through February 29, 2020 is attached.

7. Reports and Presentations

- A. 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 Regent for Position 4 will be administered to Jay Gibson by the Chair of the Board.

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

- B. Audit Report. The audit report from Kennemer, Masters & Lunsford, LLC is attached. A separate hard copy of the report will be provided at the meeting. Kevin Cadenhead and Kaysie Stewart of Kennemer, Masters & Lunsford, LLC will be present to discuss the audit report and answer questions.

It would be appropriate for the Board to approve the audit report.

- C. Approval of Spring Tuition and Fees for Community Education. The Vice President, Industry and Community Resources, recommends the attached amendments and additions to tuition and fees for Community Education courses for the Spring 2020 semester.

It would be appropriate for the Board to approve the 2020 tuition and fees for Community Education as recommended.

- D. Selection of Interpreter. At the November 20, 2018 meeting, the Board approved a one year contract for interpreter services with Community Axess Ability Group (CAAG) which will end on December 31, 2019. CAAG recently sold and assigned assets to another interpreter company, Sorenson Community Interpreting Services, a service of Sorenson Communications, LLC, a Utah limited liability company (Sorenson). Attached is the new rates and terms of service document received for interpreter services going forward with Sorenson.

It would be appropriate for the Board to approve the attached rates and terms of service document.

- E. Employment of Janena Norris as Director, Health Professions. Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment of Janena Norris as Director, Health Professions, for the remainder of 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 periods and conditions identified.

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

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek

President