

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.

January 21, 2020

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Tuesday, January 21, 2020, 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 headcount/contact hour enrollment for the Spring 2020 semester.
 2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Spring 2020 semester.
 3. Community Education Courses. The Director, Community Education, reports the

attached enrollment and participant hours for December 2015-2019.

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

- B. Report of Taxes Collected. Attached are the reports of taxes collected for the months of November and December 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 employee:

Mr. William Fenn, Assistant Professor and Program Coordinator of Computer Technology, is retiring effective August 31, 2020.

- E. 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.

- 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 December 2019 and January 2020.

- G. Institutional Employment Report. Attached is the 2018-2019 Institutional Employment Report. The Vice President, Human Resources, will be present to answer questions regarding this report.

- H. Small Business Development Report. The Director of the Small Business Development Center submitted the attached report providing an annual update on activities supporting area small businesses.

- I. Financial Aid Annual Report 2018-2019. The Director, Financial Aid, provides the Financial Aid Annual Report for 2018-2019.

- J. Guided Pathways Update. Guided Pathways is a conceptual framework for higher education that emphasizes highly structured, comprehensive, coherent educational programs that align with students' goals for careers and transfer. Brazosport College

adopted Guided Pathways in January 2017 and has structured the entire student success agenda around it. The attached update describes our current work in this area.

- K. 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 each Board member will be distributed at the meeting. The affidavits will need to be completed and notarized following the meeting.

- L. 2020 Board Workshop. The annual Board Workshop is scheduled for Friday afternoon and Saturday, February 7-8, 2020, at the Corporate Learning Center at Brazosport College. 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.
- M. 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 at Brazosport College. 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.
- N. 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. Steve Solis and Jay Gibson will attend with Dr. Millicent Valek, President. Reservations are to be made through Kasie Guthrie, Executive Assistant to the President.
- O. 2020 Career Fair. The 28th Annual Career Fair will take place on Tuesday, April 14, 2020. Approximately 1,700 juniors from the Angleton, Brazosport, Columbia-Brazoria, Damon, Danbury, Sweeny Independent School Districts and private schools will participate in this career exploration event. Students will be able to speak with business vendors representing many career fields. They will also have the opportunity to participate in four educational sessions on specific career areas and general topics (impression management, resume development, communication and more). This is a

cooperative effort between Brazosport College, the ISDs, private schools, business, industry, and civic organizations.

- P. 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.
- Q. 2020 CCATT Annual Conference. The 2020 Community College Association of Texas Trustees (CCATT) Annual Conference has been set for Friday and Saturday, June 5-6, 2020, at the Omni Hotel in Corpus Christi, TX. 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.
- R. 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, DF (LEGAL) and DF (LOCAL), regarding Retirement Programs are presented for the Board's information on page 63 and also can be found at: [https://pol.tasb.org/Policy/Download/215?filename=DF\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DF(LEGAL).pdf) and [https://pol.tasb.org/Policy/Download/215?filename=DF\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DF(LOCAL).pdf).
- S. Brazosport College Calendar. The Brazosport College Calendar for January 25, 2020 through March 20, 2020 is attached.

7. Reports/Presentations

- A. Endowment Investment Update. Mr. Shannon Willems, AB Bernstein, will provide information on the performance and allocation of the College endowment funds. Included is Mr. Willems' presentation.
- B. Report on Performance. The Dean of Planning, Institutional Effectiveness and Research provides information on selected measures of College performance in the attached Performance Report. The Dean of Planning, Institutional Effectiveness and Research will be present to provide additional information about these measures.

C. Student Information System Overview. The Project Manager, myBC Next Project, will present information about current Student Information System activities and plans for the future.

D. President's Report.

-College Update

-Regents Visibility

8. New Business

A. Continuing Current Liability Insurance Policies. Attached is a communication from the Vice President, Financial Services & CFO, proposing the fifth year of a five year extension of the College's liability and automobile insurance. The President joins in the recommendation.

It would be appropriate for the Board to approve General Liability, Business Automobile and Umbrella Liability insurance coverage for one (1) year with Neal Insurance.

B. Audit Engagement for 2019-2020 Fiscal Year. Attached is an engagement letter from the firm of KM&L Certified Public Accountants describing the services to be performed for the College for the year ending August 31, 2020. This will be the third year of a five year appointment awarded in January 2018. The fee estimate included in the engagement letter is \$47,740 for services as described in the letter. Also attached is a list of the actual fee billings for previous audits.

It would be appropriate for the Board to accept the engagement letter and appoint the firm KM&L Certified Public Accountants as auditor for the fiscal year ending August 31, 2020.

C. Order Elections for Board of Regents Positions 1, 4, 5, and 6. Attached is a memo from the Vice President, Financial Services & CFO, regarding the Board of Regents Election on May 2, 2020 with an Order of Election for Brazosport College attached and a list of voting locations in Brazoria County.

It is recommended that the Board order the May 2, 2020 election, authorize the President to execute a Joint Election Agreement with Brazoria County as appropriate, and allow posting of election notices as directed by the County Election Office in accordance with Texas Statutes.

D. Proposed Amended Board Policy – BBF (LOCAL) – Board Members – Ethics. The Vice President, Human Resources, recommends adoption of amended Policy BBF

(LOCAL) regarding ethic requirements for Board members. 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 amended policy is presented for first reading.

- E. Proposed Amended Board Policy – BBI (LOCAL) – Board Members – Technology Resources and Electronic Communications. The Vice President, Human Resources, recommends adoption of amended Policy BBI (LOCAL) regarding Technology Resources and Electronic Communications related to Board members. 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 amended policy is presented for first reading.

- F. Proposed Amended Board Policy – BD (LOCAL) – Board Meetings. The Vice President, Human Resources, recommends adoption of amended Policy BD (LOCAL) regarding Board meetings. 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 amended policy is presented for first reading.

- G. Proposed Amended Board Policy – BDB (LOCAL) – Board Meetings – Public Participation. The Vice President, Human Resources, recommends adoption of amended Policy BDB (LOCAL) regarding public participation at Board meetings. 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 amended policy is presented for first reading.

- H. Personnel.

1. Employment of Shanna Jones as Licensed Vocational Nursing Faculty. Included in the agenda is a communication from the Interim Vice President, Academic &

Student Affairs, recommending the employment of Shanna Jones as Licensed Vocational Nursing faculty 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.

2. Employment of Angela Johnson as Licensed Vocational Nursing Faculty. Included in the agenda is a communication from the Interim Vice President, Academic & Student Affairs, recommending the employment of Angela Johnson as Licensed Vocational Nursing faculty 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.

- I. Financial Report. Attached is the financial report for December 2019.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek
President