

## 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.

February 17, 2020

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, February 17, 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

A. January 21, 2020 Minutes.

B. February 7-8, 2020 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 January 2016-2020.
  4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for January 2016-2020.
- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of January 2020.
- 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. Approval of Adjunct Credit Teachers, Spring 2020. The Interim Vice President, Academic & Student Affairs, recommends approval of the part-time teachers in the attached credit program memo. References for the new teachers are included in the communication. Under authority granted by the Board of Regents, the President has approved this recommendation.
- 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 January and February 2020.
- G. Brazosport College Foundation Annual Report 2018-2019. The Vice President, College Advancement, provides the Brazosport College Foundation Annual Report for 2018-2019.
- H. ACE it Update. The Interim Vice President, Academic & Student Affairs, provides the attached update on the College's ACE it efforts.
- I. Budget Preparation for 2020-2021. The Vice President, Financial Services & CFO, provides the attached 2020-2021 budget development plan and calendar.
- J. Counselor/Administrator Dinner. The annual Counselor/Administrator Dinner is scheduled for Thursday, March 5, 2020, at 6:00 p.m., in 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. Members of the Board of Regents are invited as guests of the College.

- K. 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.
  
- L. 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'll 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.
  
- M. Gator Grab Auction/Gator Day/Strive 2 Drive Car Drawing. The annual Gator Grab Auction is scheduled for Thursday, April 16, 2020, from 11:00 a.m.–2:00 p.m. in the MEGlobal Student Pavilion at Brazosport College. The event is to raise funds for scholarships and is held in conjunction with Gator Day which is sponsored by Student Life. The drawing for the Strive 2 Drive car will be held at 1:00 p.m. as a part of these events. Member of the Board of Regents are invited to attend the events. Lunch is provided.
  
- N. 2020 Employee Recognition Dinner. The 2020 Employee Recognition Dinner will take place on Friday, April 17, 2020, at 6:30 p.m., in the Corporate Learning Center at Brazosport College. Regents, Jason Cordoba and Robert Perryman, will be recognized and receive awards for five and ten years of service, respectively. Members of the Board of Regents and their guests are invited to attend the annual event.
  
- O. Distinguished Student Ceremony. Brazosport College annually recognizes up to 20 students who, through a college-wide nomination process, are selected as distinguished students. The 2019-2020 Distinguished Student Awards Ceremony will be held Monday, April 27, 2020, at 2:00 p.m., in The Clarion at Brazosport College.
  
- P. BC Foundation Gator Classic. The Brazosport College Foundation Gator Classic, presented by Freeport LNG, will be held April 23rd and April 24th, 2020. The Blue Jacket Social, chaired by Courtney Birdsong, will be held Thursday, April 23rd, in the Dow Academic Center at Brazosport College from 6:00-8:00 p.m. The evening is dedicated to celebrating scholarship donors and recipients. Guests attending the Blue Jacket Social will include event sponsors, corporations, individual tournament players, business and community leaders, scholarship donors and Brazosport College scholarship

recipients and students. The social will provide fabulous food stations, drinks, a variety of interactive activities and contest.

The Golf Tournament, chaired by Jay Gibson, will be held Friday, April 24th, at the Wilderness Golf Course. Registration begins at 10:30 a.m., lunch served at 11:00 a.m., putting challenge at 12:00 p.m., helicopter ball drop at 12:15 p.m. and a 12:30 p.m. shotgun start. The tournament will begin in a standard scramble format with 144 players. Along the course, players will have an opportunity to participate in a variety of skills challenge holes and enjoy delicious cuisine prepared and served by area corporations. The tournament will conclude with a crawfish boil sponsored by Norrell Construction and the Blue Jacket Awards Presentation in which the winning team is presented blue jackets and thus growing the Blue Jacket Winners Club.

- Q. Commencement 2020. Commencement exercises for the 2019-2020 academic year are scheduled for Saturday, May 9, 2020, in 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.

The 2020 Commencement Speaker will be Chris Witte, Senior Vice President, BASF Corporation. He joined BASF in 1987 in the Engineering Professional Development Program. Since then, he has held numerous leadership positions, and is currently responsible for the BASF site in Freeport where he oversees the daily operations of 26 plants that manufacture 25 different products. Chris serves as Vice Chair of the Texas Chemical Council's Executive Board; past chair of the Brazoria County Petrochemical Council; as a member of the Brazoria County Economic Development Alliance Executive Board; and as Board Member for the Brazosport College Foundation. In addition, Chris leads BASF's 4.0 activities in North America.

- R. 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.
- S. ACCT Annual Leadership Congress. Registration for the 2020 ACCT Annual Leadership Congress is now open. It will be held at the Hyatt Regency Chicago Hotel, Wednesday, September 30th to Saturday, October 3rd. Members of the Board of Regents are encouraged to attend with Dr. Millicent Valek, President. Reservations are to be made through Kasie Guthrie, Executive Assistant to the President, no later than Monday, July 20, 2020, in order to ensure a lower rate for the conference and hotel.

- T. 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 DG (LEGAL) regarding Employee Rights and Privileges is presented for the Board's information on page 69 and also can be found at:  
[https://pol.tasb.org/Policy/Download/215?filename=DG\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DG(LEGAL).pdf).

U. Brazosport College Calendar of Events. The Brazosport College Calendar for February 17, 2020 through April 28, 2020 is attached.

## 7. Reports and Presentations

A. Phi Theta Kappa Annual Report. Caitlyn Freshour, President of the Brazosport College Phi Theta Kappa Honor Society, will provide an overview of the organization's accomplishments and activities for 2019.

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

## 8. Unfinished Business

A. 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 second reading and adoption.

B. 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 second reading and adoption.

C. 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 second reading and adoption.

D. 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 second reading and adoption.

## 9. New Business

A. Approval of Course Fees. The Interim Vice President, Academic & Student Affairs, recommends the attached fees for courses in the credit instructional programs.

The President recommends approval of the course fees as submitted. It would be appropriate for the Board to approve this recommendation.

B. Capital Budget Request. The Vice President, Financial Services & CFO, requests a capital budget increase in the amount \$145,000 in order to complete Phase I and Phase II of the project to create two new instrument labs in the D-Wing. A partial offset of \$75,000 will be provided by BASF. Attached is a memo from Gary Hicks, Physical Sciences and Process Technologies Faculty/Division Chair, detailing the request.

It would be appropriate for the Board to approve a capital budget increase in the amount of \$145,000 to complete two new instrument labs in the D-Wing.

C. Revisions to the Adult Education and Literacy Pay Rates. The attached communication from the Vice President, Industry & Community Resources, recommends revisions to two Adult Education and Literacy pay rates. Members of the program consortium were surveyed and Brazosport College's rates are not in alignment with its peers. The Vice President, Human Resources, concurs with the recommendation as set forth in the attachment.

The President recommends approval of these rate revisions as presented. If approved, the effective date of these rates would be for work performed after February 1, 2020.

- D. Proposed Amended Board Policy - CAK (LOCAL) - Appropriations and Revenue Sources - Investments. The Vice President, Human Resources, recommends adoption of amended Policy CAK (LOCAL) regarding the College's investments. 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 blue font with a strike-through.

This proposed amended policy is presented for first reading.

- E. Proposed Amended Board Policy - CF (LOCAL) - Purchasing and Acquisition. The Vice President, Human Resources, recommends adoption of amended Policy CF (LOCAL) regarding purchasing and acquisition. 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 blue font with a strike-through.

This proposed amended policy is presented for first reading.

- F. Proposed Amended Board Policy - CGC (LOCAL) - Safety Program - Emergency Plans and Alerts. The Vice President, Human Resources, recommends adoption of amended Policy CGC (LOCAL) regarding emergency plans and alerts. 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.

- G. Proposed Amended Board Policy - CHA (LOCAL) - Site Management - Security. The Vice President, Human Resources, recommends adoption of amended Policy CHA (LOCAL) regarding site management and security. 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 blue font with a strike-through.

This proposed amended policy is presented for first reading.

H. Proposed Amended Board Policy - CHF (LOCAL) - Site Management - Weapons. The Vice President, Human Resources, recommends adoption of amended Policy CHF (LOCAL) regarding prohibited weapons. 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.

I. Proposed Amended Board Policy - CIA (LOCAL) - Equipment and Supplies Management - Records Management. The Vice President, Human Resources, recommends adoption of amended Policy CIA (LOCAL) regarding records management. 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.

J. Proposed Amended Board Policy - CS (LOCAL) - Information Security. The Vice President, Human Resources, recommends adoption of amended Policy CS (LOCAL) regarding site information security. 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 blue font with a strike-through.

This proposed amended policy is presented for first reading.

K. Personnel.

1. Employment of Ozlem “Amy” Sisman as Government Faculty. Included in the agenda is a communication from the Interim Vice President, Academic & Student Affairs, recommending the employment of Ozlem “Amy” Sisman as Government faculty for the 2020-2021 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. Annual Contracts. Employees listed in the attachments are recommended for contracts as follows:
  - a. The President recommends the individuals listed in the attached list for one year contracts from September 1, 2020 to August 31, 2021, and it would be appropriate

for the Board to approve the contracts for the period identified.

- b. The President recommends the individuals listed in the attached list for two year contracts from September 1, 2020 to August 31, 2022, and it would be appropriate for the Board to approve the contracts for the period identified.
- c. The President recommends Janice Goines for a one year contract from October 1, 2020 to September 30, 2021, and it would be appropriate for the Board to approve the contract for the period identified.

L. Financial Report. Attached is the financial report for January 2020.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek

President