

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.

April 20, 2020

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, April 20, 2020, at 6:30 p.m. by videoconference due to the imminent threat to public health and safety caused by COVID-19. This meeting is being held in compliance with the suspension of certain provisions of the Open Meetings Act as issued by the Office of the Governor in accordance with Section 418.016 of the Texas Government Code.

The agenda is as follows:

1. Roll Call
2. Invocation
3. Approval of Minutes
 - A. March 16, 2020 Emergency Special Meeting Minutes.
 - B. March 16, 2020 Regular Meeting 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 and participant hours for March 2016-2020.

2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for March 2016-2020.

B. Report of Taxes Collected. Attached is the report of taxes collected for the month of March 2020.

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:

Mr. Harvey Yarborough, Professor of Mathematics, is retiring effective August 31, 2020 after fifty years at Brazosport College.

Mr. Kyle Smith, Director, Marketing & Communications, has postponed his resignation. It is now effective June 30, 2020.

E. New Teachers for Community Education Program. There are no new teachers to report for the Community Education Department.

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 March and April 2020.

G. Board Focus Report. The Vice President, College Advancement, provides the attached Board Focus Report for the first quarter of 2020. The report is a summary of Regent Visibility activities from January 1, 2020 through March 31, 2020.

H. Budget Amendment - Carl D. Perkins Grant. The Texas Higher Education Coordinating Board has approved a budget increase for the Carl D. Perkins Grant. Attached is a memo from the Director, Business Services, requesting approval for this change.

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

I. Title IX Incident Report. Effective September 1, 2019, under Texas Education Code, Section 51.253(c), the Chief Executive Officer of a post-secondary educational institution is required to submit a data report at least once each fall or spring semester to the institution's governing body concerning incidents that constitute sexual harassment, sexual assault, dating violence, or stalking. In compliance with this new legislation, the President provides the attached Title IX Incident Report.

J. Bookstore Performance. The Vice President, Financial Services & CFO, provides the attached communication relating to the performance and management of the Texas Book Company bookstore.

K. BC Foundation Gator Classic. Due to COVID-19, the Brazosport College Foundation Gator Classic presented by Freeport LNG has been postponed. Two dates have been secured for either a summer or fall event. Updated details will be shared as soon as they are available.

- L. ADN Pinning Ceremony. Due to COVID-19, the ADN Pinning Ceremony has been postponed until a new date or alternative modality is determined. Updated details will be shared as soon as they are available.
- M. Law Enforcement Academy Graduation. Due to COVID-19, the Law Enforcement Academy Graduation has been postponed until a new date or alternative modality is determined. Updated details will be shared as soon as they are available.
- N. Commencement 2020. Due to COVID-19, the 2020 Brazosport College Commencement exercises have been postponed until a new date or alternative modality is determined. Updated details will be shared as soon as they are available.
- O. 2020 CCATT Annual Conference. Due to COVID-19 the Community College Association of Texas Trustees (CCATT) has postponed the 2020 CCATT Annual Conference. Updated details will be shared as soon as they are available.
- P. 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. Presentation proposals are due by Wednesday, July 1, 2020. More information on the ACCT Leadership Conference can be found at: <https://www.congress.acct.org/>.
- 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 DGBA (LEGAL) regarding Employee Rights and Privileges – Grievances is presented for the Board's information and also can be found at: [https://pol.tasb.org/Policy/Download/215?filename=DGBA\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DGBA(LEGAL).pdf).

- R. Brazosport College Calendar. The Brazosport College Calendar for May 12, 2020 through June 24, 2020 is attached. As we closely monitor COVID-19, events and meetings are subject to change as we adhere to guidelines established by state and federal officials.

7. Reports and Presentations

- A. President's Report
 - COVID-19 Update
 - College Update
 - Regents' Visibility

8. Unfinished Business

- A. Proposed Amended Board Policy - DH (LOCAL) - Employee Standards of Conduct. The

Vice President, Human Resources, recommends adoption of amended Policy DH (LOCAL) regarding employee standards of conduct. 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 New Board Policy - DHC (LOCAL) - Employee Standards of Conduct - Child Abuse and Neglect Reporting. The Vice President, Human Resources, recommends adoption of Policy DHC (LOCAL) regarding child abuse and neglect reporting. 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 new policy with new policy language appearing as regular text.

This proposed new policy is presented for second reading and adoption.

- C. Proposed Amended Board Policy - DGC (LOCAL) - Employee Rights and Privileges - Employee Expression and Use of College Facilities. The Vice President, Human Resources, recommends adoption of amended Policy DGC (LOCAL) regarding employee expression and use of college facilities. 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 - FLB (LOCAL) - Student Rights and Responsibilities - Student Conduct. The Vice President, Human Resources, recommends adoption of amended Policy FLB (LOCAL) regarding student conduct. 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.

- E. Proposed Amended Board Policy - GCB (LOCAL) - Public Information Program - Requests for Information. The Vice President, Human Resources, recommends adoption of amended Policy GCB (LOCAL) regarding requests for public information. 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.

- F. Proposed Amended Board Policy - GD (LOCAL) - Community Expression and Use of College Facilities. The Vice President, Human Resources, recommends adoption of amended Policy GD (LOCAL) regarding community expression and use of college facilities. 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 second reading and adoption.

- G. Proposed Amended Board Policy - GDA (LOCAL) - Community Expression and Use of College Facilities - Conduct of College District Premises. The Vice President, Human Resources, recommends adoption of amended Policy GDA (LOCAL) regarding the community members' conduct on College District premises. 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 second reading and adoption.

9. New Business

- A. Mission, Vision and Core Values. At the annual Board Workshop, the Mission, Vision and Core Values were reviewed, and the Vision was changed to include "reaching" all members of the community. The Mission, Vision, and Core Values are attached.

It would be appropriate for the Board to approve the Brazosport College Mission, Vision and Core Values.

- B. Vision 2025. Vision 2025 is presented to the Board as part of the annual planning process. Input for these proposed changes and additions were gathered from the annual Board Workshop, the College community, and the Planning and Institutional Effectiveness Council. The attachments include an Executive Summary and Vision 2025.

It would be appropriate for the Board to consider approval of the updated Vision 2025.

- C. Board Resolution Regarding COVID-19 Emergency. Attached is a Board Resolution for discussion and action to delegate certain authorities vested in the Board of Regents to the President of the College in order to ensure a prompt response to emergencies and modifications to College operation necessitated by the COVID-19 Emergency.

It would be appropriate for the Board to adopt the Resolution.

- D. Piping Recommendation. The piping in BC Central that distributes water for heating and cooling has major deterioration. There is risk of water damage should any of the pipes develop a major leakage. Currently, a major leak would result in the loss of cooling and heating to parts of BC Central, as well as incur significant costs for remediation. To minimize disruption to BC Central, the first phase of the project replaced the main loop of the piping over the December 2019 holiday break and January 2020 weekends. The additional sections were planned to be completed over the December 2020 holiday break.

Hunton Services has submitted a proposal that would begin the project in May 2020 with a completion date of September 1, 2020. By extending the number of days to complete the project, Hunton reduces the overtime premium paid to their employees, as well as the sign-up bonuses needed to entice their employees to work around the clock during the holidays. Hunton is passing the savings along to the College in the amount of \$171,663. The project will leave the College without air conditioning to 25% of BC Central during June and July.

Due to altered operations resulting from the College's COVID-19 response, employees and students are projected to have minimal on campus presence during this time. In addition to the cost savings, completing the project earlier than planned will reduce the risk of a major leakage for the rest of calendar 2020. Attached is the Hunton Services executive summary, proposal, and an elementary drawing of the area of piping replacement. Representatives from Hunton Services will be available to answer any questions. Additional fees will be incurred for asbestos abatement from a separate organization. Due to the project originally being planned for FY 2021, there is no FY 2020 capital budget available for the project.

The President and the Vice President, Financial Services & CFO, join in recommending that the Board approve the Hunton Services proposal in the amount of \$1,444,694 and increase the approved FY 2020 budget by \$1,500,000 to cover the asbestos removal and the project.

- E. Alvin Community College MOU. Alvin Community College and Brazosport College have been collaborating on the development of an instructional program including Commercial Truck Driving and a contextualized reading course. In this agreement, Alvin Community College would provide the truck driving instruction and Brazosport College would provide the reading course. The cost of both programs would be underwritten by Brazosport College's Adult Education and Literacy grant. The Brazoria County Adult Probation Office will be providing the students.

It would be appropriate for the Board to authorize the President to execute a one-year MOU with Alvin Community College for the implementation of this collaborative instructional program.

- 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 high school equivalency testing centers on College District premises. 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.

- G. Proposed Amended Board Policy – FKC (LOCAL) – Student Activities – Registered Student Organizations. The Vice President, Human Resources, recommends adoption of amended Policy FKC (LOCAL) regarding registered student organizations. 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 either red or blue font, and deleted language in red or blue font with a strike-through.

This proposed amended policy is presented for first reading.

- H. Financial Report. The Vice President, Financial Services & CFO, provides the attached financial report for March 2020.

It is recommended that the Board accept the financial report.

Sincerely,

Millicent Valek

Millicent Valek
President