

## 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.

March 16, 2020

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, March 16, 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. Community Education Courses. The Director, Community Education, reports the attached enrollment and participant hours for February 2016-2020.
    2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for February 2016-2020.

- B. Report of Taxes Collected. The report of taxes collected for the month of February 2020 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. Resignations and Retirements. Pursuant to Board Policy DMD (LOCAL), the President has accepted the written notice of resignation from the following contract employee:
- Mr. Kyle Smith, Director, Marketing & Communications, is resigning effective April 10, 2020.
- E. New Teachers for Community Education Program. Attached is a communication from the Director, Community Education, reporting on four new teachers 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 February and March 2020.
- G. Guided Pathways Update. The Interim Vice President, Academic & Student Affairs, provides the attached update on the College's Guided Pathways efforts.
- H. 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.
- I. 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 Brazosport Christian School, Foundation Preparatory Academy and homeschool students 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.
- J. 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. Members of the Board of Regents are invited to attend the events. Lunch is provided.

- K. 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.
- L. 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 will be served at 11:00 a.m., the putting challenge will occur at 12:00 p.m., the helicopter ball drop will take place at 12:15 p.m. and the tournament will begin at 12:30 p.m. with a shotgun start. The tournament will start 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.

- M. 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.
- N. ADN Pinning Ceremony. The ADN Pinning Ceremony will be held on Thursday, May 7, 2020, at 6:00 p.m. in The Clarion at Brazosport College.

- O. 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 in 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.

- P. 2020 CCATT Annual Conference. The 2020 Community College Association of Texas Trustees (CCATT) Annual Conference has been set for Thursday, June 4th to Saturday, June 6th 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.

- Q. 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, April 15, 2020. More information on the ACCT Leadership Conference can be found at: <https://www.congress.acct.org/>.

- 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, DGA (LEGAL) and DGA (LOCAL), regarding Employee Rights and Privileges – Freedom of Association are presented for the Board's information on page 68 and also can be found at: [https://pol.tasb.org/Policy/Download/215?filename=DGA\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DGA(LEGAL).pdf) and

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

- S. Brazosport College Calendar. The Brazosport College Calendar for March 18, 2020 through May 25, 2020 is attached.

7. Reports and Presentations

A. President's Report

- College Update
- Regents' Visibility

8. Unfinished Business

- A. 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 second reading and adoption.

- B. 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 second reading and adoption.

- C. 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 second reading and adoption.

- D. 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 second reading and adoption.

- E. 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 second reading and adoption.

- F. 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 second reading and adoption.

- G. 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 second reading and adoption.

## 9. New Business

- A. Certification of Unopposed Candidates. Attached is the Certification of Unopposed

Candidates certifying there were no other candidates who filed by the deadline of February 14, 2020 at 5:00 p.m. for Positions 1, 4, 5, and 6 of the Brazosport College Board of Regents.

It would be appropriate for the Board to certify the election is unopposed and declare the candidates for Positions 1, 4, 5, and 6 of the Brazosport College Board of Regents elected.

- B. Cancellation of Elections. Attached is an Order of Cancellation as provided by Section 2.053 of the Election Code. The Board is authorized to cancel the election for Positions 1, 4, 5, and 6 of the Brazosport College Board of Regents scheduled for May 2, 2020 since only one application was received for each of the positions scheduled for election as of the February 14, 2020 filing deadline.

It would be appropriate for the Board to cancel the May 2, 2020 election.

- C. BASF Tax Abatement Request. Attached is a court order from the Commissioners' Court of Brazoria County granting approval of a BASF Corporation tax abatement for a term of seven (7) years at 100% abatement of eligible real and personal properties in the existing BASF Corporation Reinvestment Zone No. 15. BASF will be investing \$90,000,000 and creating 45 jobs in Brazoria County for a new warehousing and distribution of product from production facility. The project anticipates to bring in 20 construction jobs at the start of construction, 200 construction jobs at the peak, and finish with 20 construction jobs. Additionally, the Brazosport College Tax Abatement Review Committee (TARC) met with representatives from BASF to discuss the attached tax abatement application on January 28, 2020 and determined that the request met all requirements included in the Brazosport College tax abatement guidelines. In accordance with state regulations the abatement request was posted to the College website on February 6, 2020.

It would be appropriate for the Board to consider the abatement requested by BASF and consider authorizing the President to execute the abatement.

- D. Dual Credit Agreements. The college desires to enter into cost-sharing agreements with local school districts to provide greater access to dual credit courses. Each year, the College enters into or renews a Memorandum of Understanding (MOU) with local schools to provide dual credit services. These agreements detail a number of program terms such as eligible courses and staffing arrangements. Additionally, these agreements identify sources of funding for tuition/fees and text books. Included in the agenda is a recommendation for establishing a dual credit agreement that provides incentives for schools or districts who opt to pay the cost of attendance for students enrolled in dual credit courses offered by Brazosport College.

The President recommends adoption of this dual credit proposal, beginning with the 2020-2021 academic year. It would be appropriate for the Board to approve this recommendation and authorize the President to enter into agreements with schools or districts who elect to participate.

- E. Interlocal Security Agreements. Pursuant to Chapter 791 of the Texas Government Code, Brazosport College plans to enter into interlocal agreements with local law enforcement and emergency response agencies for mutual aid and assistance. These interlocal agreements will provide additional emergency aid to the College in case of emergencies. Additionally, the College is negotiating memorandums of understanding with local churches whereby the churches agree to act as reunification sites if an evacuation of the campus was necessary.

It would be appropriate for the Board to authorize the President to negotiate and sign interlocal agreements with other local agencies and memorandums of understanding with local churches for the purpose of campus safety and security.

- F. United Way. In order for Brazosport College to participate in the local United Way Campaign, the Board of Regents must exercise its option to do so. This action provides local Boards the option of choosing not to participate in the State Employee Charitable Campaign (SECC). Attached is a communication from the Vice President, Human Resources, recommending participation in the 2020 United Way Campaign of Brazoria County.

It would be appropriate for the Board to exercise its option not to participate in the SECC for the 2020 campaign, and instead, participate in the 2020 United Way Campaign of Brazoria County.

- G. Personnel.

1. Employment of Shelley Diviney as Vice President, Academic & Student Affairs.

The President recommends the employment of Shelley Diviney as Vice President, Academic & Student Affairs, for the remainder of the 2019-2020 academic year and the 2020-2021 academic year, with a start date of no later than June 15, 2020.

A biographical summary and position notice are included.

It would be appropriate for the Board to approve the contract for the periods and conditions identified.

2. Employment of Sherry Batts as Operations Manager, CBIT. Included in the agenda is a communication from the Vice President, Industry & Community Resources, recommending the employment of Sherry Batts as Operations Manager, CBIT, for

the remainder of the 2019-2020 academic year and the 2020-2021 academic year, with a start date of March 23, 2020. 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.

3. Annual Contracts. Faculty listed in the attachments are recommended for contracts for Academic Year 2020-2021 as follows:

a. One-Year Faculty Contracts. The President recommends the faculty listed in the attached list for one year contracts from September 1, 2020 to August 31, 2021. It would be appropriate for the Board to approve the contracts for the period identified.

b. Two-Year Faculty Contracts. The President recommends the faculty listed in the attached list for two year contracts from September 1, 2020 to August 31, 2022. It would be appropriate for the Board to approve the contracts for the period identified.

H. 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 first reading.

I. 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 first reading.

J. 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 first reading.

- K. 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 first reading.

- L. 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 first reading.

- M. 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 first reading.

- N. 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 first reading.

O. Financial Report. Attached is the financial report for February 2020.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek  
President