

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.

May 18, 2020

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, May 18, 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
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 April 2016-2020.
2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for April 2016-2020.

B. Report of Taxes Collected. Attached is the report of taxes collected for the month of April 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 employee:

Ms. Karen Rowland, Assistant Professor of Associate Degree Nursing, resigned effective May 8, 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 April and May 2020.
- G. Emergency Planning Update. The Vice President, Human Resources, and Director, Campus Safety & Chief of Police, provide the attached update on emergency planning from May 1, 2019 to present.
- H. Dual Credit and Concurrent Enrollment Report. The Dean, School & College Partnerships, provides the attached update on Brazosport College's dual credit program.
- I. ACE it Update. The Dean, Student Services, provides the attached update on the ACE it program.
- J. Community Education 2020 Summer Schedule. The Director, Community Education, provides the attached Summer 2020 Community Education Schedule. This schedule may be modified based on federal, state, or local government guidance regarding COVID-19.

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

- K. SBDC CARES Act Additional Funding. The Director, Business Services, provides the attached communication regarding notification from the Small Business Development Center of the CARES Act Funding in the amount of \$58,629.

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

- L. Action Taken Under COVID-19 Resolution. In accordance with the COVID-19 Resolution passed at the April 20, 2020 Board Meeting, the following actions were taken during the period of April 21, 2020 through May 7, 2020 by Dr. Valek pursuant to the authority granted by the Resolution. These actions were reported to the Board Chair on May 7, 2020.

1. The offering of a Digital Literacy Course to High School Equivalency and English as a Second Language students.
2. Entered into a MOU with CHI St. Luke's Brazosport for an equipment loan for 12 hospital beds and 12 pumps (if needed).

- M. ADN Pinning Ceremony. Due to COVID-19, the ADN Pinning Ceremony will be held at a date to be determined based on conditions that would allow people to gather safely.
- N. Law Enforcement Academy Graduation. Due to COVID-19, the Law Enforcement Academy Graduation will be held at a date to be determined based on conditions that would allow people to gather safely.
- O. Commencement 2020. Brazosport College will host its first ever virtual commencement ceremony for more than 600 graduates on June 13, 2020 at 10:00 a.m. Brazosport College has secured the assistance from a Hollywood production company to produce this one-of-a-kind ceremony honoring our 2020 graduates. There will be more details to follow on how to view the ceremony.
- P. 2020 CCATT Annual Conference. Registration for the 2020 Community College Association of Texas Trustees (CCATT) Annual Conference is now open. It will be held at the Omni Hotel in Corpus Christi, TX, Friday, August 6, 2020 to Sunday, August 8, 2020. The theme of the 2020 Conference is Leading Together. 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. The deadline to register is July 13, 2020.
- 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, July 1, 2020. More information on the ACCT Leadership Conference can be found at: <https://www.congress.acct.org/>.
- R. BC Foundation Gator Classic. Due to COVID-19, the Brazosport College Foundation Gator Classic presented by Freeport LNG has been postponed. The two day event is tentatively rescheduled for October 29-30, 2020. Updated details will be shared as soon as they are available.
- 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 policy DGBA (LOCAL) regarding Employee Rights and Privileges – Grievances is attached for the Board's information and also can be found at: [https://pol.tasb.org/Policy/Download/215?filename=DGBA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DGBA(LOCAL).pdf).
- T. Brazosport College Calendar. The Brazosport College Calendar for May 25, 2020 through June 15, 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/Presentations

- A. Peer Recruiters' Annual Report. A presentation of enrollment activities for 2019-2020 will be made by the Peer Recruiters. The Peer Recruiters are a unique College department comprised of six part-time peer recruiters that are also Brazosport College students. Five of the recruiters represent a local high school in our service area, and the sixth recruiter represents our non-traditional student population.
- B. 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.
- C. Compensation Study. The Vice President, Human Resources will present an analysis and recommendation to the Board of Regents based on the FY20 compensation study.
- D. President's Report.
 - College Update
 - COVID-19 Outlook
 - Regents' Visibility

8. Unfinished Business

- A. 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 second reading and adoption.

- B. 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 second reading and adoption.

9. New Business

- A. Certification of Election and Statement of Officers. The Secretary of the Board of Regents certifies that each of the following Regents have been duly elected:

Jennifer Monical, Board of Regents, Position 1
Jay F. Gibson, Board of Regents, Position 4
Daniel L. Yates, Board of Regents, Position 5
Ron Barksdale, Board of Regents, Position 6

It would be appropriate for the Board to certify the election results and for each designated Regent to sign the Statement of Officer document.

- B. Oath of Office. Each duly elected Regent is required to take the Oath of Office.

It would be appropriate for the newly elected members to take the Oath of Office and sign the appropriate document.

- C. Election of Board Officers. Board Policy states that the Board shall elect Officers from its members at the next regular meeting following the election of Regents. Board Policy further states that the College President shall serve as Secretary and Chief Executive Administrator of the Board.

Election of a Chairman and Vice Chairman for two-year terms will be in order.

- D. Property Insurance Renewal. The College has the option to continue its property insurance coverage in one year increments for a period of five years without competitive bidding. This is the fifth year of the five year option period. Ben Odom of McGriff, Seibels & Williams of Texas, Inc. provides the attached renewal comparison. It is our recommendation that we accept the 2020-2021 program premium in the amount of \$538,935.

It would be appropriate for the Board to approve the property insurance for a minimum of one (1) year with McGriff, Seibels & Williams of Texas, Inc.

- E. Community Education Tuition and Fees for Summer Semester. Attached is a communication from the Director, Community Education, recommending tuition and fees for all Summer 2020 Community Education Courses.

The President recommends approval of these fees as presented.

It would be appropriate for the Board to approve this recommendation.

- F. Personnel.

1. Employment of Mr. Sunil Khanal as Mathematics Faculty. Included in the agenda is a communication from the Interim Vice President, Academic & Student Affairs, recommending the employment of Mr. Sunil Khanal as Mathematics 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 period and conditions identified.

2. Employment of Mr. Michael McIntosh as Drama Faculty. Included in the agenda is a communication from the Interim Vice President, Academic & Student Affairs, recommending the employment of Mr. Michael McIntosh as Drama 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 period and conditions identified.

3. Employment of Mr. Jacob Rey as Economics Faculty. Included in the agenda is a communication from the Interim Vice President, Academic & Student Affairs, recommending the employment of Mr. Jacob Rey as Economics 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 period and conditions identified.

4. Employment of Ms. Tabatha Rhodes as English Faculty. Included in the agenda is a communication from the Interim Vice President, Academic & Student Affairs, recommending the employment of Ms. Tabatha Rhodes as English 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 period and conditions identified.

5. Employment of Dr. Cordelia Ross as English Faculty. Included in the agenda is a communication from the Interim Vice President, Academic & Student Affairs, recommending the employment of Dr. Cordelia Ross as English 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 period and conditions identified.

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

It is recommended that the Board accept the financial report.

Sincerely,



Millicent Valek
President