

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.

June 15, 2020

Board of Regents
Brazosport College

Members of the Board:

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 Summer I 2020 semester.
2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual and concurrent enrollment for the Summer I 2020 semester.
3. Community Education Courses. The Director, Community Education, reports the attached enrollment and participant hours for May 2016-2020.
4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for May 2016-2020.

- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of May 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 from the following contract employee:
- Dr. Douglas Walcerz, Dean of Planning, Institutional Effectiveness, and Research, has submitted his resignation to be effective July 6, 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 May and June 2020.
- G. Community Education Fall 2020 Schedule. The Vice President, Industry & Community Resources, recommends the attached Community Education Fall 2020 Schedule.
- H. Community Education Fall 2020 New Course Cost per Student. The Vice President, Industry & Community Resources, recommends the attached new course cost per student for the Community Education Program Fall 2020 semester.
- I. Adjunct Credit Teachers, Summer I 2020. The Interim Vice President, Academic & Student Affairs, recommends approval of adjunct teachers in the attached memo for 2020 Summer I semester credit courses. Each of the teachers is qualified in the area of assignment.
- J. Report on College Testing Program. The Director, Counseling & Testing, provides the attached report on the college testing program for the past year.
- K. Dual Credit Recognition. Brazosport College recognizes dual credit students by awarding cords and certificates to high school graduates with distinction. A report for the last academic year is attached.
- L. Community Education Annual Report. The Director, Community Education, provides the attached annual report.

- M. Guided Pathways Update. The Interim Vice President, Academic & Student Affairs, provides the attached update on the College's Guided Pathways efforts.
- N. Honors Program Annual Report. The Director, Honors Program, provides the attached update on activities of the Honors Program for the past year.
- O. Annual Report on Fine Arts Activities. The Division Chair for Communications & Fine Arts provides the attached report on the activities of the Art, Drama, and Music departments for the past year.
- P. Action Taken Under COVID-19 Board Resolution. In accordance with the COVID-19 Resolution passed at the April 20, 2020 Board Meeting, the following action was taken by Dr. Millicent Valek, President, during the period of May 8, 2020 through June 4, 2020 pursuant to the authority granted by the Resolution and was reported to the Board Chair on June 4, 2020:
1. Signed an agreement with RNDI Companies in the amount of \$189,590 for the removal of asbestos in the ceiling.
- Q. ADN Pinning Ceremony. The ADN Pinning Ceremony will be held at a date to be determined based on conditions that would allow people to gather safely.
- R. Law Enforcement Academy Graduation. The Law Enforcement Academy Graduation will be held at a date to be determined based on conditions that would allow people to gather safely.
- S. July Board Meeting – None Scheduled.
- T. 2020 CCATT Annual Conference. Due to COVID-19, the Community College Association of Texas Trustees (CCATT) has cancelled the 2020 CCATT Annual Conference.
- U. ACCT Leadership Congress 2020. 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/>.
- V. 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 rescheduled for October 29-30, 2020³ The Blue Jacket Social will be held Thursday,

October 29, 2020, at the Dow Academic Center at Brazosport College from 6:00-8:00 p.m. The Golf Tournament will be held Friday, October 30, 2020, at the Wilderness Golf Course.

W. 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 DGC (LEGAL) regarding Employee Rights and Privileges – Employee Expression and Use of College Facilities is attached for the Board's information and also can be found at:

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

X. Brazosport College Calendar. The Brazosport College Calendar for June 17, 2020 through August 20, 2020 is attached.

7. Reports/Presentations

A. Budget Study. The Vice President, Financial Services & CFO, has provided the attached handout to be used during the budget discussion at this meeting.

B. Quarterly Report on Performance. The Dean, Planning, Institutional Effectiveness & Research, provides information on selected measures of College performance in the attached Performance Report.

C. President's Report.

1. College Update
2. COVID-19 Outlook
3. Regents' Visibility

8. New Business

A. Endowment Account Scholarships. Attached is a communication from the Vice President, Financial Services & CFO, recommending approval of not reducing endowment account balances with scholarships. The President joins in this recommendation.

It would be appropriate for the Board to approve the request to not reduce endowment account balances with scholarships for fiscal years 2020 and 2021.

B. BASF/NeuAG, LLC Tax Abatement. On January 28, 2020, through Court Order No. 7.P.1, the Commissioners Court of Brazoria⁴County approved a tax abatement application for

BASF Corporation located in the existing BASF Corporation Reinvestment Zone No. 15. On March 16, 2020 the Brazosport College Board of Regents passed the seven (7) year, \$90,000,000 abatement request.

BASF Corporation has decided to partner with a third party, NeuAG, LLC, to build, own, and operate the facility that was proposed in the tax abatement agreement. BASF will continue to own the land and lease the land to NeuAG. BASF is requesting the modification to the agreement to include NeuAG, LLC. The request was approved by the Commissioners Court of Brazoria County on May 12, 2020 (attached).

It would be appropriate for the Board to consider the abatement modification request and consider authorizing the President to execute the assignment.

- C. Custodial Services Contract. Attached is a communication from the Vice President, Financial Services & CFO, recommending approval of the custodial services contract with McLemore Building Maintenance. The President joins in this recommendation.

It would be appropriate for the Board to approve custodial services contract with McLemore Building Maintenance for the period of October 1, 2020 through September 30, 2021.

- D. Request to Waive Provision of Board Policy BE (LOCAL). Due to recent Title IX regulations by the U.S. Department of Education related to the prevention of sexual discrimination, the President and the Vice President, Human Resources, request and recommend that the Board waive the provision of Board policy BE (LOCAL) that requires two Board meetings to amend policies. Specifically, policy BE (LOCAL) states: “proposed policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Action may be taken, however, to allow for special circumstances that demand an immediate response.” The U.S. Department of Education released new Title IX regulations on May 6, 2020 and states that colleges and universities should have their policy amendments in place by August 14, 2020. To be able to meet this quick deadline, amendments to policies DIAA (LOCAL), FFDA (LOCAL) and FMA (LOCAL) would be presented for reading and adoption at the Board’s meeting scheduled for Monday, August 3, 2020.

Therefore, due to these special circumstances, it would be appropriate for the Board to read and consider for adoption any necessary amendments to policies DIAA (LOCAL), FFDA (LOCAL), and FMA (LOCAL) at its August 3, 2020 meeting without a second reading at a subsequent meeting.

- E. Public Meeting for 2020-2021 Budget. State law requires a meeting for the purpose of considering a budget for public institutions and discussing the tax rate required to support the budget. If the proposed tax rate will exceed the rollback or the effective tax

rate (whichever is lower), a record vote is required and two public hearings must be scheduled.

It would be appropriate for the Board to set the public meeting for Monday, August 3, 2020, at 5:30 p.m. for the purpose of considering the 2020-2021 budget and to discuss the tax rate.

- F. First Public Hearing for Tax Rate. State law requires two public hearings for the purpose of considering and adopting a tax rate for public institutions. No action will be taken during this meeting.

It would be appropriate for the Board to set the first public hearing for Monday, August 17, 2020, at 6:30 p.m., immediately preceding the regularly scheduled Board meeting, for the purpose of considering the 2020-2021 tax rate.

- G. Second Public Hearing for Tax Rate. State law requires two public hearings for the purpose of considering and adopting a tax rate for public institutions. No action will be taken during this meeting.

It would be appropriate for the Board to set the second public hearing for Tuesday, September 8, 2020, at 5:30 p.m. for the purpose of considering the 2020-2021 tax rate.

- H. Proposed Amended Board Policy – FLA (LOCAL) – Student Rights and Responsibilities – Student Expression and Use of College Facilities. The Vice President, Human Resources, recommends adoption of amended Policy FLA (LOCAL) regarding student 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.

I. Personnel.

1. Employment of Ms. Susan Lancaster as Coordinator, ACE it Program. Included in the agenda is a communication from the Vice President, Academic & Student Affairs, recommending the employment of Ms. Susan Lancaster as Coordinator, ACE it Program, for the remainder of the 2019-2020 academic year and 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 Ms. Kamilah Campbell-Zorn as Humanities Faculty. Included in the agenda is a communication from the Vice President, Academic & Student Affairs, recommending the employment of Ms. Kamilah Campbell-Zorn as Humanities 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.

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

It is recommended that the Board accept the financial report.

Sincerely,



Millicent Valek
President

**Board of Regents
Brazosport College
May 18, 2020**

A regular meeting of the Brazosport College Board of Regents was held on 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 was 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 following regents were present:

Carolyn Johnson
Robert Perryman
Ron Barksdale
Roland Hendricks
Danny Yates
Steve Solis
Jason Cordoba
Jay Gibson
Jennifer Monical

The following staff members were present:

Dr. Millicent Valek
Marshall Campbell
Dr. Douglas Walcerz
David Marshall
Tracee Watts
Anne Bartlett
Kyle Smith
Kasie Guthrie

Also present were:

Jo Greathouse, Brazosport College
Jeff Detrick, Brazosport College
Priscilla Sanchez, Brazosport College
Brian Commons, Brazosport College
Ron Parker, Brazosport College
Lisa Baker, Brazosport College
Glenn Campbell, Brazosport College
Ashleigh Howell, Brazosport College
Shannon Willems, AB Bernstein
Ben Odem, McGriff, Seibels & Williams of Texas, Inc.

Open Session

Chair, Carolyn Johnson, called the meeting to order at 6:30 p.m. Roland Hendricks gave the invocation. Danny Yates moved that the minutes of April 20, 2020 be approved. Robert Perryman seconded the motion. The motion passed unanimously.

Communications

None

Audience to Patrons and Petitions

None

Information Items

a. Enrollment Reports

(1) **Community Education Courses.** The Director, Community Education, reported the following enrollment and participant hours for April 2016-2020:

April	2016	2017	2018	2019	2020	5 Year Average
Participant Enrollment						
Month	312	248	215	220	28	205
Year to Date	1,341	1,061	1,015	1,245	867	1,106
Participant Hours						
Month	4,369	8,845	10,799	9,364	294	6,734
Year to Date	53,963	51,422	46,017	49,425	40,253	48,216

- (2) **Center for Business/Industry Training.** The Director, Center for Business/Industry Training, reported the following enrollment and participant hours for April 2016- 2020:

April	2016	2017	2018	2019	2020	5 Year Average
Participant Enrollment						
Month	1,988	1,473	2,243	1,716	56	1,495
Year to Date	6,341	3,879	4,713	4,633	1,172	4,148
Participant Hours						
Month	21,953	14,607	26,395	13,232	515	15,340
Year to Date	93,465	53,578	67,705	61,624	16,251	58,524

- b. **Report of Taxes Collected.** The report of taxes collected for the month of April 2020 was included in the agenda.
- c. **Report of Unfilled Positions.** The Vice President, Human Resources, reported in a communication included in the agenda, on vacant positions that were currently being advertised.
- d. **Resignations and Retirements.** Pursuant to Board Policy DMD (LOCAL), the President 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 were no new teachers to report for the Community Education Program.
- f. **Fund Development Report.** The Vice President, College Advancement, reported in a communication included in the agenda, on fund development activities for the months of April and May 2020.
- g. **Emergency Planning Update.** The Vice President, Human Resources, and Director, Campus Safety & Chief of Police, provided an update on emergency planning from May 1, 2019 to present.
- h. **Dual Credit and Concurrent Enrollment Report.** The Dean, School & College Partnerships, provided an update on Brazosport College’s dual credit program.
- i. **ACE it Update.** The Dean, Student Services, provided an update on the ACE it Program.

- j. **Community Education 2020 Summer Schedule.** Under authority granted by the Board, the President approved the Summer 2020 Community Education Schedule as recommended by the Director, Community Education.
- k. **SBDC CARES Act Additional Funding.** Under authority granted by the Board, the President approved additional funding in the amount of \$58,629 under the CARES Act for the Small Business Development Center.
- l. **Action Taken Under COVID-19 Resolution.** The President reported two actions taken during the period of April 21, 2020 through May 7, 2020 pursuant to the COVID-19 Resolution passed at the April 20, 2020 Board Meeting.
- 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: <http://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 policies may be addressed to the President prior to the meeting for clarification and/or discussion.

Policy, DGBA (LOCAL), regarding Employee Rights and Privileges - Grievances was presented for the Board's information and is included with these minutes.

- t. **Brazosport College Calendar.** The Brazosport College Calendar for May 25, 2020 through June 15, 2020 was included in the agenda.

Reports/Presentations

- a. **Peer Recruiters' Annual Report.** Peer Recruiters gave an oral presentation of enrollment activities for 2019-2020.
- b. **Endowment Investment Update.** Mr. Shannon Willems, AB Bernstein, provided information on the performance and allocation of the College endowment funds. Mr. Willems' presentation was included in the agenda.
- c. **Compensation Study.** The Vice President, Human Resources, gave an oral presentation of an analysis and recommendation based on the FY 20 compensation study.
- d. **President's Report.**
 - 1. College Update
 - 2. COVID-19 Outlook
 - 3. Regents' Visibility

Unfinished Business

- a. **Proposed Amended Board Policy – EFCD (LOCAL) – Special Programs – High School Equivalency Testing Centers.** The Vice President, Human Resources, recommended 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. Included with these minutes 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.

The proposed amended policy was presented for second reading and adoption. Jason Cordoba moved that the Board approve the amended Policy EFCD (LOCAL) – Special Programs – High School Equivalency Testing Centers. Roland Hendricks seconded the motion. The motion passed unanimously.

- b. **Proposed Amended Board Policy – FKC (LOCAL) – Student Activities – Registered Student Organizations.** The Vice President, Human Resources, recommended 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. Included with these minutes 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.

The proposed amended policy was presented for second reading and adoption. Roland Hendricks moved that the Board approve the amended Policy FKC (LOCAL) – Student Activities – Registered Student Organizations. Jennifer Monical seconded the motion. The motion passed unanimously.

New Business

- a. **Certification of Election and Statement of Officer.** The Secretary of the Board of Regents certified that each of the following Regents had been duly elected:
- Jennifer Monical, Board of Regent, Position 1;
 - Jay F. Gibson, Board of Regent, Position 4;
 - Daniel L. Yates, Board of Regent, Position 5; and
 - Ron Barksdale, Board of regent, Position 6.

Steve Solis moved that the Board certify the election results and for each designated Regent to sign the Statement of Officer document. Robert Perryman seconded the motion. The motion passed unanimously.

- b. **Oath of Office.** The Oath of Office for the recently elected Board members, Jennifer Monical, Jay F. Gibson, Daniel L. Yates, and Ron Barksdale was administered by the Chairman.
- c. **Election of Board Officers.** Jason Cordoba moved that current Board Officers be re-elected with Carolyn Johnson serving as Chair and Robert Perryman serving as Vice Chairman of the Board for two-year terms. Roland Hendricks seconded the motion. The motion passed unanimously.
- d. **Property Insurance Renewal.** Steve Solis moved that the Board approve the property insurance for a minimum of one (1) year with McGriff, Seibels & Williams of Texas, Inc. Danny Yates seconded the motion. The motion passed unanimously.
- e. **Community Education Tuition and Fees for Summer Semester.** Jennifer Monical moved that tuition and fees for state-funded Community Education courses be approved as recommended by the Director, Community Education, in a communication included in the agenda. Ron Barksdale seconded the motion. The motion passed unanimously.

f. **Personnel.**

1. **Employment of Mr. Sunil Khanal as Mathematics Faculty.** Included in the agenda was 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 were also included. Steve Solis moved that the Board approve the contract for the period and conditions identified. Jason Cordoba seconded the motion. The motion passed unanimously.
2. **Employment of Mr. Michael McIntosh as Drama Faculty.** Included in the agenda was 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 were also included. Roland Hendricks moved that the Board approve the contract for the period and conditions identified. Ron Barksdale seconded the motion. The motion passed unanimously.
3. **Employment of Mr. Jacob Rey as Economics Faculty.** Included in the agenda was 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 were also included. Danny Yates moved that the Board approve the contract for the period and conditions identified. Jennifer Monical seconded the motion. The motion passed unanimously.
4. **Employment of Ms. Tabatha Rhodes as English Faculty.** Included in the agenda was 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 were also included. Robert Perryman moved that the Board approve the contract for the period and conditions identified. Ron Barksdale seconded the motion. The motion passed unanimously.
5. **Employment of Dr. Cordelia Ross as English Faculty.** Included in the agenda was 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 were also included. Jennifer Monical moved that the Board approve the contract for the period and conditions identified. Roland Hendricks seconded the motion. The motion passed unanimously.

- g. **Financial Report.** Danny Yates moved that the Board accept the financial report as presented for April 2020. Steve Solis seconded the motion. The motion passed unanimously.

The meeting adjourned at 8:16 p.m.

Carolyn Johnson
Chair

Robert Perryman
Vice Chairman

Dr. Millicent M. Valek
Secretary

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

The grievance policy provides a formal means for processing the matters defined as a formal grievance. Occasionally an employee will have a concern or a problem that does not fit within the definition of a formal grievance but deserves the attention of the administration and should be heard. For the most part, these concerns are of an administrative nature, which can be resolved through an informal process without involvement of the Board. Although the following list is not made by way of limitations, concerns that fall within these specific areas may be brought to the administration's attention through the following process.

Concerns are any and all items that do not fall within the College District's formal grievance policy definition of a grievance. The content or ratings received in employee performance evaluations, performance reviews, and termination of employment as provided by Board policy shall be regarded as a concern. Employee concerns of the nature described above may first be presented to the employee's immediate supervisor. If the matter is not resolved to the employee's satisfaction by the immediate supervisor, the employee may discuss the matter with the appropriate successive administrator until the employee has been satisfied or after the College President or designee has met with the employee. Employee concerns that are presented through this informal process shall terminate with the College President or designee with no appeal to the Board. However, employees who continue to have an unresolved concern may appear before the Board under the policy for hearing of citizens.

The College President shall be authorized to develop procedures for hearing employee problems and complaints and to establish such committees as deemed necessary to ensure the orderly due process for employees with complaints.

PURPOSE

The College District shall receive, process, and resolve employee complaints fairly, equitably, and promptly. All College District employees shall be free to make use of the established complaint procedures without fear of prejudice, discrimination, restraints, coercion, or reprisal of any nature.

DEFINITIONS

As used in this policy, the word or term:

1. "College" shall mean a public community or junior college district.
2. "President" shall mean the chief administrator of the College District.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

3. "Vice President or Associate Vice President" shall mean the administrator of the College District in charge of the division in which an employee works, i.e., vice president, administrative services and CFO; vice president, academic and student affairs; associate vice president, industry and community resources; vice president, human resources; and associate vice president, institutional advancement.
4. "Employee" shall mean any person employed by the College District.
5. "Complaint" shall mean a dispute or disagreement alleging a violation or misapplication of a specific Board policy or a specific administrative procedure, which is related to wages, hours, or conditions of work of the complainant. The definition of 'complaint' shall also include disputes or disagreements involving specific allegations of discrimination in employment based upon sex, color, race, age (if 40 years or older), religion, national origin, disability, pregnancy, marital status, or veteran's status, or based upon the exercise of the First Amendment rights or other rights conferred by statute. A complaint must establish that the employee has suffered individual harm and must establish the existence of an available remedy.
6. "Immediate supervisor" shall mean the administrator or employee of the College District who regularly supervises the day-to-day work of an employee.
7. "Complainant" shall mean the employee bringing the complaint.
8. "Working day" shall mean any day that the administrative office of the College District is open.

EXCLUSIONS

This policy does not apply to harassment complaints based on sex, race, color, religion, age, disability, or other protected status. Employees with harassment complaints shall file their complaints in accordance with policy DIA.

The dismissal or nonrenewal of an employee shall not be subject to this complaint procedure except when an employee makes specific factual allegations that the termination was in violation of the employee's constitutional or civil rights and the College District does not otherwise provide for a termination hearing. [See DM series]

REPRESENTATION

The employee filing a complaint or any employee who is the subject of a complaint may be represented at his or her own expense

DATE ISSUED: 3/10/2014

2 of 5

UPDATE 29

DGBA(LOCAL)-X

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

by a fellow employee, attorney, person, or an organization that does not claim the right to strike. The College District may be assisted in processing complaints as it deems appropriate.

GENERAL
PROVISIONS

General provisions and considerations in processing employee complaints are as follows:

1. Complaints shall be heard in informal administrative conferences.
2. All the time limits stated in the complaint procedure are working days. All time limits may be extended by mutual consent.
3. Should a decision not be rendered within the time limits provided for in the complaint procedure, the employee may immediately proceed to the next step of the procedure.
4. The complaint shall be considered settled if the decision of any step is not appealed within the given time limit or mutually agreed extension thereof.
5. At each step of the formal complaint procedure, the person(s) hearing the complaint shall determine whether the allegation states a complaint as defined under this policy.
6. Costs of any complaint shall be paid by the party incurring them. The employee may call witnesses at the employee's own expense.
7. All complaints arising out of an event or series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints arising from an event or series of events complained of previously.

INFORMAL
GENERAL RULE

Any employee having a complaint shall first discuss it with the vice president, human resources or the employee's immediate supervisor within 15 working days of the time when the complainant first knew, or should have known, of the decision or action causing the complaint. The employee is not entitled to representation at this informal level. If the complaint is not settled to the employee's satisfaction, or if the vice president, human resources or immediate supervisor fails to or refuses to discuss the complaint within 15 working days, the employee shall present the complaint in accordance with Level One.

LEVEL ONE

To file a formal complaint at Level One, the employee must present a signed complaint that contains sufficient detail to identify and clarify the basis of the complaint, must state the individual harm suffered by the employee because of the decision or action being

complained about, must explain the efforts made to resolve the complaint informally, and must specify the relief sought by the employee. If the employee has a representative, the representative's name, address, and telephone number shall also be included. All documentation shall be attached to the complaint.

The employee must file the Level One complaint with 15 working days of the immediate supervisor's decision or refusal to discuss the complaint. The employee shall present the complaint in writing to the appropriate vice president, associate vice president, or vice president, human resources. The vice president, associate vice president, or vice president, human resources shall schedule a meeting within 15 working days with the employee, discuss the complaint with the employee and the employee's representative, if any, and render a decision in writing 15 working days after the meeting.

Although most grievances shall be resolved within 15 working days of the filing of the Level One complaint, additional time may be needed depending on the scope and complexity of the grievance and the availability of witnesses and evidence. If more than 15 days will be needed for the official hearing of the grievance to gather information pertaining to the issues presented in the grievance, the official shall notify the employee in writing how much additional time reasonably will be needed to respond to the grievance.

LEVEL TWO

In the event the decision of the appropriate vice president or associate vice president or other official does not satisfy the employee, within 15 working days after receipt of the decision, the employee may appeal in writing to the College President. After receiving the decision and a copy of the complaint, the President shall promptly schedule a meeting with the employee, discuss the complaint with the employee and the employee's representative, if any, and render a decision in writing within 15 working days after the meeting. The meeting with the College President shall be based on the complaint record developed at Level One, and no new evidence shall be accepted by the President.

LEVEL THREE

If the decision of the College President is not satisfactory to the employee, the employee may, within 15 working days after receipt of the decision, appeal the complaint to the Board. The request shall be submitted to the College President in writing at least three days before the agenda for the meeting is prepared. The request shall include an outline of the problem and shall describe the efforts at Level One and Level Two to resolve the grievance. Upon timely receipt of the request, the College President shall place the

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

matter on the agenda of the Board meeting to allow the employee or his or her representative to address the Board. The hearing before the Board shall be based on the complaint record developed at Levels One and Two, and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within time restrictions as established by the Board.

EXECUTIVE SESSION If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee, it will be heard in executive session unless the employee requests it to be public. If the complaint involves complaints or charges about another employee, it will be heard in executive session unless the other employee requests it to be public.

BOARD'S OPTIONS The Board Chairperson may set reasonable time limits on complaint presentation. The Board shall listen to the complaints but it is not required necessarily to respond or take any action on the matter, at its sole discretion.

AMENDED: 06/24/2015

SPECIAL PROGRAMS
HIGH SCHOOL EQUIVALENCY TESTING CENTERS

EFCD
(LOCAL)

An official high school equivalency testing center shall be located at one or more College District facilities designated by the Board.

Procedures

The College President or designee shall develop written procedures concerning the operation of the center and administration of the test. The procedures shall:

1. Address the selection, requisition, and storage of test materials;
2. Address the provision of a suitable place for administering the test;
3. Address test security;
4. Include a written emergency plan; and
5. Address other operational matters as appropriate.

Testing Information

The College President or designee shall publish information about the available testing opportunities on the College District's website and in appropriate College District publications.

Fees

If permitted by the Texas Education Agency (TEA) and the test provider, the Board may approve a fee for the administration of a test.

Annual Report

The College President or designee shall report to the Board annually concerning the center, including the number of tests administered and the funds received for administering the test.

AMENDED: / / 2020

STUDENT ACTIVITIES
REGISTERED STUDENT ORGANIZATIONS

FKC
(LOCAL)

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the [dean of student services](#)~~associate dean of students~~.

Registered student organizations shall abide by College District policies and procedures and applicable law. Registered status shall not imply that the College District endorses a student organization's opinions and activities.

**Registration
Required**

An eligible group of students shall be entitled to register as a student organization. Approval for registration of an organization on any one campus or center shall be effective College ~~District-~~[Districtwide](#).

Eligibility

A group shall be eligible for registration if:

1. Its membership consists of seven or more students.
2. It does not deny membership to anyone on the basis of sex, disability, age, color, race, nationality, or religion.
3. It has an ~~adviser~~[adviser](#) who is a member of the faculty or the staff.
4. It is not under a disciplinary penalty prohibiting registration.
5. It conducts its affairs in accordance with College District policies, procedures, rules, and regulations; as well as with local, state, and federal laws.
6. Its membership is limited only to students, staff, and faculty of the College District.

Regardless of the above criteria, the College District shall not deny an application for registration based on a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or any expressive activities of the organization.

**Rejection of
Application**

~~If the dean of student services~~[If the associate dean of students](#) does not approve the application for registration, he or she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the College President.

The College President may take one of the following actions:

1. Affirm the ~~dean of student services~~[associate dean of students](#)'s decision.
2. Reverse the ~~dean of student services~~[associate dean of students](#)'s decision.

STUDENT ACTIVITIES
REGISTERED STUDENT ORGANIZATIONS

FKC
(LOCAL)

3. Appoint a committee to conduct a hearing and report its findings to the applicant and the College President, who shall then take final action.

The College President's decision may be appealed to the Board.

Rights and Duties

Each registered student organization shall adopt a written charter, constitution, or other governing document. A copy shall be filed with the College District.

A registered student organization may conduct meetings, events, performances, and similar activities in accordance with College District facilities use policies and procedures. [See ~~FLA~~FLAA]- The organization shall not advertise, promote, or represent that an event or activity is associated with the College District unless prior approval is obtained in accordance with applicable procedures. [See FK]

A registered student organization may distribute written or printed materials or other visual or auditory materials in accordance with College District literature distribution policies and procedures. [See FLA]- The organization may not represent that visual or auditory materials are sponsored by the College District unless prior approval is obtained in accordance with applicable procedures. [See FKA]

In accordance with state law, officers of a registered student organization shall attend a risk management program provided by the College District.

Required Submissions

Each registered student organization shall submit the following:

1. At the beginning of each semester, a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the College District on behalf of the organization. The list shall be kept current and accurate by the organization.
2. At the beginning of each semester, an affidavit stating that the organization or group does not, and will not, accept any member who is not a student or a member of the faculty or staff of the College District.
3. A financial statement form supplied by the business office to be filed on the first workday of July and January.

Loss of Registration

Upon written notice, a student organization's registered status may be revoked by the [dean of student services associate dean of students](#) if it:

1. No longer meets the eligibility requirements; or

2. Violates College District policies and procedures or local, state, or federal law.

A student organization whose registered status has been revoked may appeal to the College President, who may take appropriate action regarding the issue. If the organization is not satisfied with the decision, it may appeal that decision to the Board.

A student organization whose registered status has been revoked shall be prohibited from reapplying for registered status for a period described in the revocation notice. The prohibition shall be for a period of not less than four months following the date of the notice and may be permanent. The revocation shall be effective College ~~District-wide~~Districtwide.

**Disciplinary
Violations**

In addition to the revocation of registered status, violations of College District policies and procedures or local, state, or federal law shall subject the student organization and its individual members to disciplinary action in accordance with policies FM and FMA.

AMENDED: / /2020

Credit Students – Headcount/contact hour enrollment for the Summer I 2020 semester is as follows:

	2016	2017	2018	2019*	2020**	5 Year Average
Regular Credit Enrollment Headcount (DW top; LC bottom)	2,224	2,208	2,162	2,155	1,779	2,106
Total Contact Hours	212,560	212,944	210,272	216,144	178,528	206,090
Bachelor of Applied Technology***	111	116	83	89	133	106

* Uncertified Headcount (Source CBM Report)

**Uncertified Headcount (Source Enrollment Summary Research, terms 4F, 4E, 3M, 3S, 5E, 5T)

*** Students in upper division only

Dual Credit and Concurrent Enrollment Report. The Office of Institutional Research reports the following dual credit and concurrent enrollment for the Summer I 2020 semester:

	2019 Headcount	2020 Headcount
Angleton	96	54
Brazosport	53	34
Brazoswood	186	153
Columbia	42	45
Danbury	1	0
Sweeny	49	36
Other Schools (Includes Home School)	15	20
Totals	442	342

*Numbers not certified

*Source: ZogoTech, 2020-05-26 1:25PM

COMMUNITY EDUCATION ENROLLMENT DATA 2020

May	2016	2017	2018	2019	2020	5 Year Average
Participant Enrollment						
Month	167	55	86	65	47	84
Year to Date	1,508	1,116	1,101	1,310	914	1,190
Participant Hours						
Month	2,732	1,290	3,578	1,427	2,076	2,221
Year to Date	56,695	52,712	49,595	50,852	42,329	50,437

**CENTER FOR BUSINESS/INDUSTRY TRAINING
 ENROLLMENT DATA 2020**

May	2016	2017	2018	2019	2020	5 Year Average
Participant Enrollment						
Month	1,436	750	758	654	61	732
Year to Date	7,777	4,629	5,471	5,287	1,233	4,879
Participant Hours						
Month	17,897	9,140	11,560	6,691	730	9,203
Year to Date	111,362	62,717	79,265	68,314	16,981	67,728



Brazoria County Tax Office

Ro'Vin Garrett, PCC
Tax Assessor-Collector

Brazoria County
111 East Locust
Angleton, Texas 77515-4682

June 2, 2020

I hereby certify the attached to be a true and correct copy of the collections of the Brazoria County Tax Office for the month of May 1, 2020 – May 31, 2020.

A handwritten signature in black ink that reads "Ro'Vin Garrett". The signature is written in a cursive, flowing style.

Ro'Vin Garrett, PCC
Tax Assessor-Collector
Brazoria County

FISCAL START: 09/01/2019 END: 08/31/2020 JURISDICTION: 0045 BRAZOSPORT COLLEGE

CURRENT YEAR	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	9,443,603,314	48,941,118	9,492,544,432	00.300177	28,494,488.03	32,147

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2019	28,347,578.22	5,053.58-	147,282.03	4,675,035.42	27,766,750.78	728,109.47	97.44	0.04-
2018	174,453.90	1,790.38-	19,608.21-	1,107.58	69,338.66	85,507.03	44.78	0.02-
2017	70,879.81	.00	3,580.27-	1,917.93	19,779.04	47,520.50	29.39	2.95-
2016	32,275.04	.00	4,913.37-	527.42	1,524.04	25,837.63	5.57	2.77-
2015	22,286.76	.00	1,133.56	91.11	3,227.91	20,192.41	13.78	123.56-
2014	13,666.30	.00	649.09	37.70	1,429.32	12,886.07	9.98	1.71-
2013	12,570.13	.00	1.64-	98.20	846.89	11,721.60	6.74	1.64-
2012	9,600.81	.00	1.35-	30.29	649.45	8,950.01	6.77	1.35-
2011	5,482.23	.00	0.00	30.77	191.26	5,290.97	3.49	0.00
2010	5,766.44	.00	0.00	15.21	236.31	5,530.13	4.10	0.00
2009	4,820.82	.00	0.04-	8.06	57.72	4,763.06	1.20	0.04-
2008	2,919.53	.00	417.65-	0.00	128.52	2,373.36	5.14	0.56-
2007	1,801.95	.00	205.37-	0.00	56.56	1,540.02	3.54	0.00
2006	1,639.81	.00	157.26-	0.00	13.20	1,469.35	.89	0.00
2005	1,502.22	.00	243.13-	0.00	32.11	1,226.98	2.55	0.00
2004	1,729.21	.00	532.48-	0.00	31.24	1,165.49	2.61	0.00
2003	1,151.37	.00	381.31-	0.00	1.58	768.48	.21	0.00
2002	544.00	.00	25.49-	14.57	15.88	502.63	3.06	0.00
2001	504.81	.00	8.88-	0.53	2.96	492.97	.60	0.00
2000	449.36	.00	10.36-	0.00	2.74	436.26	.62	0.00
1999	450.63	.00	383.03-	0.00	0.23	67.37	.34	0.00
1998	170.91	.00	21.92-	0.00	9.08	139.91	6.09	0.00
****	28,712,244.26	6,843.96-	118,572.92	4,678,914.79	27,864,325.48	966,491.70		134.64-

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2019	M & O	.253401	3,946,533.69	.00	6,863.61	.00	3,953,397.30	1,368.37	.00	.00	3,954,765.67
	I & S	.046776	728,501.73	.00	1,266.79	.00	729,768.52	.00	.00	.00	729,768.52
	TOTAL	.300177	4,675,035.42	.00	8,130.40	.00	4,683,165.82	1,368.37	.00	.00	4,684,534.19
2018	M & O	.250704	930.21	.00	648.37	.00	1,578.58	722.79	.00	.00	2,301.37
	I & S	.047796	177.37	.00	123.61	.00	300.98	.00	.00	.00	300.98
	TOTAL	.298500	1,107.58	.00	771.98	.00	1,879.56	722.79	.00	.00	2,602.35
2017	M & O	.250934	1,587.05	.00	573.39	.00	2,160.44	467.74	.00	.00	2,628.18
	I & S	.052315	330.88	.00	119.53	.00	450.41	.00	.00	.00	450.41
	TOTAL	.303249	1,917.93	.00	692.92	.00	2,610.85	467.74	.00	.00	3,078.59
2016	M & O	.228890	423.52	.00	212.33	.00	635.85	157.70	.00	.00	793.55
	I & S	.056150	103.90	.00	52.07	.00	155.97	.00	.00	.00	155.97
	TOTAL	.285040	527.42	.00	264.40	.00	791.82	157.70	.00	.00	949.52
2015	M & O	.213912	70.22	.00	43.01	.00	113.23	27.88	.00	.00	141.11
	I & S	.063598	20.89	.00	12.77	.00	33.66	.00	.00	.00	33.66
	TOTAL	.277510	91.11	.00	55.78	.00	146.89	27.88	.00	.00	174.77
2014	M & O	.211300	28.37	.00	20.67	.00	49.04	10.65	.00	.00	59.69
	I & S	.069578	9.33	.00	6.79	.00	16.12	.00	.00	.00	16.12
	TOTAL	.280878	37.70	.00	27.46	.00	65.16	10.65	.00	.00	75.81
2013	M & O	.198000	72.74	.00	63.12	.00	135.86	36.43	.00	.00	172.29
	I & S	.069309	25.46	.00	22.10	.00	47.56	.00	.00	.00	47.56
	TOTAL	.267309	98.20	.00	85.22	.00	183.42	36.43	.00	.00	219.85
2012	M & O	.184000	21.49	.00	21.27	.00	42.76	12.06	.00	.00	54.82
	I & S	.075436	8.80	.00	8.71	.00	17.51	.00	.00	.00	17.51
	TOTAL	.259436	30.29	.00	29.98	.00	60.27	12.06	.00	.00	72.33
2011	M & O	.172710	22.22	.00	24.65	.00	46.87	12.98	.00	.00	59.85
	I & S	.066488	8.55	.00	9.50	.00	18.05	.00	.00	.00	18.05
	TOTAL	.239198	30.77	.00	34.15	.00	64.92	12.98	.00	.00	77.90
2010	M & O	.158000	12.64	.00	15.54	.00	28.18	6.78	.00	.00	34.96
	I & S	.032175	2.57	.00	3.17	.00	5.74	.00	.00	.00	5.74
	TOTAL	.190175	15.21	.00	18.71	.00	33.92	6.78	.00	.00	40.70
2009	M & O	.145000	6.65	.00	8.98	.00	15.63	3.79	.00	.00	19.42
	I & S	.030754	1.41	.00	1.90	.00	3.31	.00	.00	.00	3.31
	TOTAL	.175754	8.06	.00	10.88	.00	18.94	3.79	.00	.00	22.73
2002	M & O	.085000	14.57	.00	25.47	.00	40.04	4.50	.00	.00	44.54
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.085000	14.57	.00	25.47	.00	40.04	4.50	.00	.00	44.54

06/01/2020 16:54:40 3474774
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 05/01/2020 THRU 05/31/2020
 JURISDICTION: 0045 BRAZOSPORT COLLEGE

PAGE: 41
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY FEES	REFUND AMOUNT	PAYMENT AMOUNT
2001	M & O	.085000	.53	.00	.99	.00	1.52	.17	.00	1.69
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.085000	.53	.00	.99	.00	1.52	.17	.00	1.69
ALL	M & O		3,949,723.90	.00	8,521.40	.00	3,958,245.30	2,831.84	.00	3,961,077.14
ALL	I & S		729,190.89	.00	1,626.94	.00	730,817.83	.00	.00	730,817.83
ALL	TOTAL		4,678,914.79	.00	10,148.34	.00	4,689,063.13	2,831.84	.00	4,691,894.97
DLQ	M & O		3,190.21	.00	1,657.79	.00	4,848.00	1,463.47	.00	6,311.47
DLQ	I & S		689.16	.00	360.15	.00	1,049.31	.00	.00	1,049.31
DLQ	TOTAL		3,879.37	.00	2,017.94	.00	5,897.31	1,463.47	.00	7,360.78
CURR	M & O		3,946,533.69	.00	6,863.61	.00	3,953,397.30	1,368.37	.00	3,954,765.67
CURR	I & S		728,501.73	.00	1,266.79	.00	729,768.52	.00	.00	729,768.52
CURR	TOTAL		4,675,035.42	.00	8,130.40	.00	4,683,165.82	1,368.37	.00	4,684,534.19

TO: Dr. Millicent M. Valek
FROM: Marshall S. Campbell
DATE: June 4, 2020
SUBJECT: Advertisement for Vacant Positions – June Report

The following approved positions are currently vacant or will soon become vacant due to an announced retirement or resignation or an institutional need and are being advertised following approved college procedures:

<u>Vacancy</u>	<u>Budget, New Line Item</u>	<u>Comments</u>
Process Technology Faculty	No/Yes	Refill replacement due to the passing of Allen Baragar and one additional new faculty necessary
Computer Technology Faculty	No	Refill replacement – retirement of Bill Fenn
Physics Faculty	No	Refill replacement – Due to the passing of John Cooper
Engineering Faculty & Program Coordinator	Yes	New Program (currently on hold)
Dean, Planning, Institutional Effectiveness, & Research	No	Refill replacement – Due to resignation of Douglas Walcerz
Shared Counselor with C-BISD and SISD	No	Refill replacement – Due to promotion of Susan Lancaster
Director, Marketing & Communications	No	Refill replacement – resignation of Kyle Smith
Librarian, Technical Services	No	Refill replacement – resignation of Ashley DeLaGarza
ACE it Coaches	Yes	Two full-time coaches for additional support to ACE it (Currently, on hold)
Part-Time ACE it Coaches – Multi-Campus	Yes	Additional support for ACE it and dual credit students
Police Officers	Yes/No	One additional new officer and one replacement due to resignation of Veronica Saenz

Part-Time Administrative Office Specialist (Grant Funded)

No

Refill replacement – promotion of Lois Alexander; position designated to AEL

Respectfully submitted,

A handwritten signature in blue ink that reads "Marshall S. Campbell" with a long horizontal flourish extending to the right.

Marshall S. Campbell
Vice President, Human Resources
VPHR:board information/bd_info19-20/June20-rpt



***Brazosport College Foundation
Development Activities Report
May & June 2020***

Board of Directors 2019-2020

OFFICERS:

David Howarth, President
Rod Hall, Vice President
Al Olvera, Secretary
Gary Hockstra, Treasurer
Diane Tasto, Past President

Kim Bonnen
Natalie Broaddus
Greg Brooks
Tess Bullock
Al Capristo
Scott Daigle
Barry Foster

MEMBERS:

George Franklin
Jay Gibson
Carolyn Johnson
Wendy Mazurkiewicz
Barbara Monical
Clyde Neal, Jr.
Robert Perryman

George Rau, Jr.
Sarah Roth
Ravi Singhanian
Larry Stanley
Chris Witte

Meeting Schedule

***Following guidelines and requirements of social distancing as a result of COVID-19, the following committee meetings will be held virtually via Zoom.**

- The next scheduled meeting of the Foundation Board of Directors is Tuesday, June 23, 2020 at 11:30 a.m. Given the uncertainty of COVID-19 guidelines and social distancing requirements, this meeting may take place via Zoom.
- There are no scheduled meetings for the Nominating & Director Development Committee until 2020-2021.
- There are no scheduled meetings for the Finance and Investment Committee until 2020-2021.
- There are no scheduled meetings for the Donor Development Committee until 2020-2021.

Development Office Activities

- The Business Office and Foundation staff continue to hold quarterly meetings to discuss financial information of the BC Foundation.
- The Foundation Board of Directors have transitioned over to BoardBook for committee and board meetings.
- Online registration and giving options are available throughout the Foundation website at www.brazosport.edu/foundation.
- The Foundation along with campus faculty and staff continue to work remotely working regular business hours, Mon. – Thur. 7:30 a.m. – 5:00 p.m. and Friday 8:00 a.m. – 12:00 p.m.

Gator Classic

- Due to COVID-19, the Brazosport College Foundation Gator Classic presented by Freeport LNG has been postponed. The two day event is rescheduled for October 29-30, 2020. The Blue Jacket Social will be held Thursday, October 29, 2020 at the Dow Academic Center at Brazosport College from 6:00 – 8:00 p.m. The Golf Tournament will be held Friday, October 30, 2020 at the Wilderness Golf Course.

President’s Circle of Excellence

- President’s Circle of Excellence members are valued supporters of Brazosport College, are committed to the continued success of the College and who provide annual leadership gifts of \$1,000 individual/couple or \$3,000 business/corporation. Funds raised through this strategy will be directed to the Excellence Fund which will provide quick action/quick response funds meeting the immediate needs of Brazosport College students.
- Through the generosity and investment from President’s Circle of Excellence members, the first priority was identified and launched in fall 2019 which established an emergency aid fund for students who experience an unexpected or unforeseen circumstance that may prevent them from achieving their immediate educational and career goals at Brazosport College.
- As of April 2, 2020, Dr. Valek designated \$10,000 from the President’s Circle of Excellence to directly support BC students who are experiencing food insecurities as a result of COVID-19.
- If you would like to become a member of the President’s Circle of Excellence, contact Foundation Staff. As of June 1, 2020, there are a total of 48 Individual/Couple Members and 2 Corporate Members.

“The Mission of the Brazosport College Foundation is to raise and administer funds for the enhancement of educational opportunities at Brazosport College”
Vision: An Educational Legacy for Generations to Come

Women's Lecture Luncheon Series

- Due to COVID-19, the last lecture of the 2019-2020 Women's Lecture Luncheon Series, originally scheduled for April 2, 2020, was cancelled.
 - The Women's Lecture Luncheon Series Planning Committee has been meeting electronically adjusting plans for a 2021 Spring Lecture Series. All lectures for 2020 have been cancelled, and the spring lectures are scheduled for February and April 2021.
 - A discounted membership fee will be offered.
-

Annual Campaign

- The Community Annual Campaign, chaired by Rod and Luz Hall, will run November 1, 2019-November 31, 2020. As of June 1, 2020, \$11,760 has been received.
-

Planned Giving

- In support of the Foundation's Planned Giving initiative, Thompson & Associates has been contracted to guide donors through a process of developing a unique personal statement of values and objectives, compiling their net worth statement, and providing the donors with a comprehensive estate planning recommendation to take to their personal legal counsel or financial advisors for review and implementation. Thompson & Associates does not provide legal, tax or financial advice.
 - Due to COVID-19, the May and June campus visits have transitioned to teleconference meetings and current planning clients will be available to meet virtually with Thompson and Associates representative, Tom Cullinan.
 - The next scheduled meeting is set for Thursday, June 11 and July 16, 2020 (remote/teleconference). Board of Regents and Foundation Board Members are encouraged to schedule an introductory meeting or phone call with the Thompson & Associates representative to learn more about the process and service being offered from the Foundation. To schedule an appointment with Thompson & Associates, contact Haley Ruthstrom at 979-230-3245 or Tracee Watts at 979-230-3163.
-

Former Students Association

- Anyone who has attended Brazosport College can join the FSA. As of June 1, 2020, there are 95 members. David Howarth, BC Foundation Board President, serves as the Foundation Board representative.
 - For information, go to <https://www.brazosport.edu/business-community/foundation/former-students-association/>
-

The Clarion Concert Series

- The "Best Seat in the House" campaign proceeds are being directed to the Clarion Spirit of Music Endowment. A total of 282 seats have been named.
 - The community based Spirit of Music Committee met in February and is in the process of selecting performers for the 2020-2021 season.
-

Upcoming Events

- Following increased and overwhelming concerns about the COVID-19 virus, and for the health and safety of our students, employees, and community members, the decision has been made to postpone all upcoming Foundation events. We will be monitoring the days ahead and will communicate our plan for rescheduling events.

INTEROFFICE MEMORANDUM

TO: Dr. Millicent Valek

FROM: Deborah Ewing

DATE: May 28, 2020

SUBJECT: Community Education Fall 2020 Schedule

The following Community Education programs are tentatively scheduled for Fall 2020. This listing of proposed courses and teachers does not obligate Brazosport College to offer a specific course or to have a course taught by a specific teacher. This is a general listing of the college's plan, and it is subject to revision at the sole discretion of Brazosport College. This schedule may be modified based on federal, state, or local government guidance regarding COVID-19.


CLASS	INSTRUCTOR
CAREER & PROFESSIONAL DEVELOPMENT	
Microsoft Office Specialist	Marion Dornan
Essentials of Excel	Juanita Cantu
Excel in Excel	Juanita Cantu
Essentials of Word	Juanita Cantu
Introduction To Computer Systems	Juanita Cantu
Quickbooks Pro	Marion Dornan
*Teach Worthy – Alternative Certification for Teachers (Hybrid)	Online
Certificate in Accounting and Finance for Non-Financial Managers	Online
Certificate in Business Writing	Online
Certificate in Data Analysis	Online
Certificate in Project Management	Online
Digital Marketing Certificate	Online
Management Certificate	Online
Six Sigma Green Belt Certificate	Online
Social Media for Business Certificate	Online
Supervisory Leadership Certificate	Online
CREDIT/NON-CREDIT ART	
Ceramics I	Molly Arc
Design I	Molly Arc
Private Art Lessons (3 - 2hr. Sessions)	Sherry Shelton
Private Art Lessons (3 - 1hr. Sessions)	Sherry Shelton

CULINARY	
Cake Decorating – Beginning	Nina Canales
Cake Decorating – Gum Paste	Nina Canales
Cookie Decorating - Beginning	Rebecca Livoti
Cookie Decorating - Intermediate	Rebecca Livoti
Meal Prep Upon Request	TBA
Team Building in the Kitchen Upon Request	TBA
Let’s Get Cooking Culinary Series-Couples Fall Dinner Party	Debbie Warren
Let’s Get Cooking Culinary Series-Halloween Party Fun 101	Debbie Warren
Let’s Get Cooking Culinary Series-Stress Free Holiday Entertaining	Debbie Warren
*Vegetarian Meal – Mexican Style	Nicole Almeida
ENGLISH AS A SECOND LANGUAGE (ESL)	
ESL Placement Testing	Various CE Instructors
ESL Courses	Various CE Instructors
ESL Courses Online	Various CE Instructors
Citizenship	Treasa Barta
ESL Professionals	Patrick Henry
Digital Literacy-ESL	Various CE Instructors
HEALTHCARE	
Basic Life Support (CPR)	Doris Wiggs
CPR Skills CheckOff: HeartCode BLS	Doris Wiggs
FREE Healthcare Programs Information Session	Lisa Baker
Medical Assistant: Professionalism in Healthcare	Amanda Mertes
Medical Assistant: Medical Terminology for Allied Health	Amanda Mertes
Medical Assistant: Anatomy & Physiology	Amanda Mertes
Medical Assistant: Administrative Procedures	Stephanie Henderson
Medical Assistant: Clinical Procedures	Stephanie Henderson
Phlebotomy: Professionalism in Healthcare	Amanda Mertes
Phlebotomy: Lecture/Lab	Timothy Abbott
Certificate in Global Healing Systems	Online
Certificate in Nutrition, Chronic Diseases, and Health Promotion	Online
Spanish for Medical Professionals	Online
HIGH SCHOOL EQUIVALENCY (HSE)	
HSE Placement Testing	Various CE Instructors
HSE Courses	Various CE Instructors
HSE Courses Online	Various CE Instructors
HSE Intensive Math	Brandi Roberson
Digital Literacy	Various CE Instructors
MUSIC	
Private Music Lessons (4 - 30 minute lessons)	TBA
Private Music Lessons (6 - 30 minute sessions)	TBA
Private Music Lessons (14 - 30 minute sessions)	TBA
Private Music Lessons (14 - 1 hour sessions)	TBA
Community Band	Richard Birk
Live Sound Workshop	Vorin Dornan
Civic Chorus	Benjamin May

PERSONAL ENRICHMENT & LEISURE	
Community Emergency Response Team (CERT)	Kristan Karber
Country and Western Dance	Sherry Shelton
Introduction to Nonprofit	Amber Newman
Photography I	Cinnamon Smircle
Retirement Planning Today	Dennis Charleton
Women & Wealth	Giovanna Swisher
Accounting Fundamentals Series	Online
Discover Sign Language	Online
Spanish for Law Enforcement	Online
Spanish in the Classroom	Online
Speed Spanish	Online
Understanding Adolescents	Online
TRAVEL	
Shades of Ireland	
England, Scotland & Wales	
Great Trains & Grand Canyons	
Iceland Magical Northern Lights Discovery	
YOUTH & TEEN	
Fencing (Ages 11-17)	Kevin O'Neill
Fencing Private Lessons (Ages 11-17)	Kevin O'Neill
SAT Online Test Prep	Online

*Indicates a new course

Recommended:



 Deborah Ewing, Director
 Community Education

6.1.20
 Date

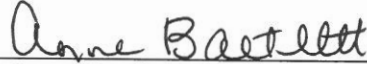
Recommended:



 Dr. Millicent Valek, President

6/3/2020
 Date

Recommended:



 Anne Bartlett, Vice President
 Industry & Community Resources

6.2.20
 Date



TO: Dr. Millicent Valek
FROM: Deborah Ewing
DATE: June 1, 2020
SUBJECT: Community Education Tuition and Fees Fall 2020

The following list includes all new state funded Community Education courses for approval for Fall Semester 2020, as well as a list of new, non-state funded classes that have been developed. Tuition and fees are reviewed each semester to ensure that amounts are appropriate for offsetting the direct costs for teaching these courses. Minimum enrollments are established for each course. Teacher salaries, supplies and materials costs, building fees, and any special costs are also considered in setting tuition and fees.

Course ID	Title	Approved Hours	Cost Per Student
-----------	-------	----------------	------------------

NEW NON-STATE FUNDED COURSES:

CMED9050	CPR Skills Check-Off: Heart Code BLS	1	\$39
----------	--------------------------------------	---	------

Recommended:

Deborah Ewing 6/1/20
 Deborah Ewing, Director Date
 Community Education

Recommended:

Millicent Valek 6/3/2020
 Dr. Millicent Valek, President Date

Recommended:

Anne Bartlett 6-2-20
 Anne Bartlett, Vice President Date
 Industry & Community Resources

TO: Millicent M. Valek
FROM: Jeff Detrick
DATE: June 3, 2020
SUBJECT: Adjunct Credit Instructors for Summer I, 2020

The following adjunct Instructors are recommended for the Summer I Semester or the Summer 8 Week Semester, 2020, to teach the following course(s) indicated and be compensated in **June and July**. The appropriate college supervisors concur in these recommendations.

ID Number	Instructor	Total Credit Hrs
COMMUNICATIONS AND FINE ARTS		
292009207	Darst, Beatriz	3
682009563	Griffith, Kelly	3
581007561	Henry, Kathy	3
405009384	Pegoda, Gary	3
411003908	Poland, Jennifer	6
MATHEMATICS AND LIFE SCIENCES		
206009766	Dimond, Kristen	6
SOCIAL SCIENCES AND EDUCATION		
345008027	Lariviere, Deb	3
BUSINESS ADMINISTRATION AND COMPUTER TECHNOLOGY		
232001447	Gordon, Jean	4
847005198	Naser, Diana	4
679000632	Robbins, David	4

The following adjunct instructors are recommended for the 11-week Summer Semester, 2020, to teach the following course(s) indicated and be compensated in **June, July, and August**. The appropriate college supervisors concur in these recommendations.

ID Number	Instructor	Total Credit Hours
MATHEMATICS AND LIFE SCIENCES		
689006630	Detrick, Jeff	4
217001257	Fischer, Joe	3
366005816	Herrera, Denanna	1.5
PHYSICAL SCIENCES AND PROCESS TECHNOLOGIES		
764004675	Terry Allen	4.5
325000323	Jiaxing Chen	4.5
		4.5
120007109	Conboy, Claire	4.5
549008378	Grossman, Karl	4.5
625000866	Hedrick, Kristen	3
377008981	Matejowsky, Keith	3
539005797	Mathieu, Clive	3

693009214	Smolen, Ed	4
213005771	Zavala, Steven	4
BUSINESS ADMINISTRATION AND COMPUTER TECHNOLOGY		
772006099	Gregory, Sharon	4
310001678	Morgan, David	3

If there are questions regarding these recommendations, please let me know.

Respectfully submitted,



Jeff Detrick
Dean of Instruction

Recommended:



Douglas Walcerz
Interim Vice President,
Academic and Student Affairs

Date: June 3, 2020

Approved:



Millicent M. Valek
President

Date: June 3, 2020

To: Dr. Millicent Valek, President

From: Arnold Ramirez, Director of Counseling and Testing

Date: June 3, 2020

Subject: Report on Testing Program

The following is a report on our testing programs for the period of June 1, 2019 through May 31, 2020.

TEST	May 2019	May 2020
American College Test (ACT National Testing)	27	46
Associate Degree Nursing/LVN Program Test of Essential Academic Skills (TEAS)	92	73
Business Math Test (POFT 1321)	40	33
Credit by Examination (including CLEP and Departmental Tests)	90	70
General Education Development Test (GED)	224	115
High School Equivalency Test (HiSET)	219	211
TCOLE (Tx Commission Of Law Enforcement Standards and Education)	36	15
Texas Success Initiative (TSI Exams)	3,219	2,481
Total Number of Individuals Tested	3,947	3,047

**Graduation Recognition – Area High Schools
 Brazosport College
 May 2020**

Dual Credit Cord and Presidential Recognition Certificate

The purpose of awarding dual credit cords and Presidential Recognition certificate is to recognize the achievement of dual credit students at high school graduation. The College seeks to recognize students who complete a high number of college credit hours with a strong GPA. In working with the various high school representatives, the following criteria were established for recognition at each high school.

High School	Type of Recognition	Criteria	Number Recognized	Date Awards Ceremony
Angleton	Cords	30+ hours + 2.5 GPA	29	*
Brazosport	Cords	24+ hours + 3.0 GPA	4	*
	Certificates	45+ hours + 3.0 GPA	2	
Brazoswood	Cords	24+ hours + 3.0 GPA	34	*
	Certificates	45+ hours + 3.0 GPA	9	
Columbia	Cords	24+ hours + 3.0 GPA	14	*
	Certificates	30+ hours + 3.0 GPA	7	
Sweeny	Cords	30+ hours + 2.5 GPA	15	*
	Certificates	45+ hours + 2.5 GPA	3	
Angleton Christian	Cords	24+ hours + 3.0 GPA	0	*
	Certificates	45+ hours + 3.0 GPA	0	

* Due to the COVID 19 Pandemic, award ceremonies for each school were cancelled or held virtually. Cords and certificates were mailed to each student's address on file.

Core Complete Certificate Recipients

Students who complete the Brazosport College Core Curriculum (42 credit hours) are eligible to receive the Core Completion Certificate. The award is posted on the Brazosport College transcript to clearly indicate Core Completion to transfer institutions.

High School	Number Recognized
Angleton	7
Brazosport	2
Brazoswood	6
Columbia	2
Sweeny	2
Private/Homeschool	1
Total	20

Associate Degree Recipients

In order to earn an Associate degree at Brazosport College all students must successfully complete at least 60 semester hours of college-level credit including the courses outlined in a specific degree plan. These dual credit students graduated from college prior to graduating from high school.

High School	Number Recognized
Angleton	1
Brazosport	2
Brazoswood	4
Columbia	2
Sweeny	1
Private/Homeschool	0
Total	10

TO: Dr. Millicent Valek
FROM: Deborah Ewing, Director, Community Education
DATE: June 2, 2020
SUBJECT: Community Education Annual Report

Overview

The **Community Education Department (CE)** has successfully transitioned personnel into key positions as they begin a second year. These positions include Director, Adult Education Grant Project Manager, and a Career Pathways Coordinator. New staff added over the last year include the CE Healthcare Coordinator, and English as a Second Language (ESL) Coordinator.

Program Updates

Adult Education & Literacy continues to grow with the addition of a new English as a Second Language (ESL) Coordinator, new Digital Literacy courses, and three new training offerings: Commercial Driver's License, Child Development Associate, and Entrepreneurship. These trainings are for students seeking a high school equivalency (HSE), formerly GED, and those who score below college ready upon assessment.

Adult Education & Literacy's provider contract under Texas Workforce Commission has been renewed for the upcoming grant period in the amount of \$700,000. After having successfully met nearly 100% of last year's goals, even with loss of a Subcontractor who became a Contractor, the number of students served almost doubled. New partnerships continue to be formed with industry and businesses in the community including the following: Angleton ISD, Brazosport ISD, Columbia-Brazoria ISD, Brazoria County Adult Probation, Brazoria County Hispanic Chamber of Commerce, and Alvin Community College.

CE Healthcare has successfully transitioned with the addition of a full-time Registered Nurse as Program Coordinator. A comprehensive assessment and revision of procedures for each program has been completed, further ensuring the adherence to safety and compliance regulations. Advisory Councils have been formed for the Pharmacy Technician and Dental Assistant programs, and will be moving forward with planning and implementation as soon as possible. Realizing the increased demand for entry-level healthcare workers given the current pandemic, efforts are currently underway to design programs that further meet the needs of the community and industry in this new normal. As part of this effort, an application to the State is pending for training Certified Nurse and Medication Aides. Expansion of the existing Medical Assistant and Phlebotomy programs is also underway in response to increased demand.

New courses added to **Lifestyle and Career** offerings include the following: Heart-to-Heart Couples Cooking for Valentine's Day, Speed Scratch Cooking, Gourmet Desserts, Microsoft Office Specialist Certification, and a new online career certification partnership with the LERN

Organization. The Heart-to-Heart cooking class had such an overwhelming response an additional date was added. This course will be offered annually.

CE Lifestyle continues its partnerships with Collette and Premier Travel to offer vacation trips. Future trips include Christmas on the Danube in December 2020, Shades of Ireland in March 2021, as well as England, Scotland, and Whales in April 2021.

CE Youth Program includes Kids & Teens College. Kids College saw a record enrollment of nearly 600 participants last year. Several new courses were offered including Reptile Mania, Shocking Science, and Edible Crafts. Satisfaction surveys show that parents were highly satisfied with Kids College overall, and particularly appreciated the added layer of safety for picking up their children which included showing valid identification and the designated pick-up card.

Teen College, which serves ages 13 and up, with some classes allowing younger ages, saw overwhelming registration for Teen Cuisine and Fencing.

Outreach efforts in CE continue by building relationships with businesses and others in the community. Last summer, the Director successfully completed the Leadership Brazosport program provided by the Brazosport Area Chamber of Commerce. From this experience, a partnership with the Brazosport Federal Teacher's Credit Union was formed. The credit union underwrote a portion of the cost of caps and gowns allowing CE graduates to wear graduation regalia for the first time. Additionally, following the ceremony, students and their families were able to open bank accounts at no cost. Other outreach activities include presentations about CE programs at the Boys & Girls Club of Brazoria County, area Rotary Clubs, and some Chambers.

Satisfaction surveys for each Course have been designed, created and implemented through a collaboration with BC's Institutional Research team. These surveys provide valuable feedback and help us to better understand the changing needs and interests of the community. The most recent overall assessment for the Department shows a satisfaction rate of 4.7 out of 5. New Student Orientation now includes CE students. This was the first year in which all students participated.

Overall, it has been a very busy, productive year for Community Education. The Covid-19 Pandemic has challenged us to think and plan in ways that we have not done before. As a department, we are being proactive and thinking outside the box. We have successfully transitioned our students and instructors from face-to-face learning to an online platform in a very short period of time. As we look toward the future, we will continue to put the needs of the community and students first by providing quality customer service and programs, seeking new opportunities for growth, and continuing to collaborate internally, as well as with our community partners.

**Guided Pathways Report to the Board of Regents
 June 2020**

Guided Pathways Steering Team	Jeff Detrick	Jo Greathouse	Chad Lower
	Emily Masterson	Priscilla Sanchez	Nicole Tunmire
	Cindy Ullrich	Ricardo Uribe	Millicent Valek
	Douglas Walcerz	Anne Bartlett	
Background	<ul style="list-style-type: none"> Guided Pathways (GP) is a conceptual framework for higher education that emphasizes highly structured, comprehensive, coherent educational programs that align with students’ goals for careers and transfer. Incoming students are provided support to explore careers, choose a program of study, and develop an educational plan based upon program maps developed by College faculty and staff. Guided Pathways simplifies student decision-making and allows colleges to provide predictable schedules and frequent feedback to ensure students are learning and completing their programs efficiently. Guided Pathways is composed of four foundational pillars, which is the basis for the Student Success Agenda in Vision 2025: 1) creating coherent academic pathways, 2) getting students onto pathways, 3) keeping students on their pathway, and 4) ensuring student learning on the pathway. Foundational to each pillar are efforts promoting student wellness and meeting basic needs. 		
Action	<ul style="list-style-type: none"> Due to the Covid-19 pandemic and the closure of the BC campus, several planned pathways related events did not take place. The Pathways workshop originally scheduled for March 20th did not occur. Also postponed was the Texas Pathways Institute, originally scheduled in late April in Houston. This institute, the second of six events, will be rescheduled in the fall. College leadership has been communicating with statewide pathways lead organizations, include the Texas Success Center and the Charles A. Dana Center at the University of Texas at Austin. Several online regional meetings have occurred, as well as some training for staff leading pathways efforts. In June, the College will conduct a virtual visit with Dr. Laura Rittner, our pathways coach. Pathways priorities for the remainder of the calendar year include: <ul style="list-style-type: none"> Continue to strengthen pathways connecting high school endorsements with areas of study at Brazosport College Implement degree planning for dual credit students who have earned fifteen credit hours or more Expand professional development for faculty to improve teaching and learning, both in class and online 		

Academic Honors Program Annual Board Report: 2019-2020

I. Brazosport College Honors Program Mission Statement

In support of the College's mission, the mission of the Honors Program is to support student success by fostering critical thinking skills, challenging intellectually curious students, enhancing core curriculum classes by offering dedicated honors sections, and preparing students for rigorous work at transfer institutions.

Research has shown that students who are more involved in college activities, in-depth study, and increased interaction with faculty tend to persist at a higher rate and are more successful in their coursework. According to the Association of American Colleges and Universities (2005), achievement is defined as "critical thinking, quantitative literacy, communication skills, ethical reasoning and civic engagement." To ensure this goal of student success, the Honors Program continues to offer a collection of courses and experiences that are designed to enrich students' education.

II. Annual Highlights

The 2019-2020 year has been successful, deepening academic scholarship and increasing extracurricular engagement. The program has been generously supported by the administration, and the students greatly appreciate the opportunities that are afforded to them by this program. The English 1301 and English 1302 Honors courses were steady in enrollment, and as we change instructors upon the retirement of Dr. Kathleen Andersen-Wyman, her recruitment practices will be continued. Other methods of recruitment and retainment will also be explored in consultation with Dr. Shaun Clarkson, the new Honors English instructor. The number of honors contracts in the fall of 2019 increased significantly, with a decrease in Spring 2020 due to COVID-19. The quality of honors scholarship remains strong, and students enjoy the support of faculty mentors who encourage a high quality of scholarship. As recommended by the Honors Committee, the Program continued to increase the standards and expectations of honors contract work, ensuring that student projects adhere to high standards of scholarship. As a result, some proposed projects were revised and resubmitted, while others were not approved.

The Honors Committee is also continuing to explore methods to include student scholarship into the Guided Pathways model, as has been an ongoing effort. With educational pathways and associated student learning outcomes clearly defined, the committee will continue its work establishing a framework for an Honors pathway in each meta-major, providing longitudinal programmatic opportunities for honors study.

III. Extracurricular Learning Experiences

Fall Semester 2019

- In October, three students and the honors director attended the Gulf Coast Intercollegiate Consortium Honors Conference at Lone Star College-North Harris. Justin Peel presented on the causes and possible diagnoses of CTE in athletes, soldiers, and trauma victims. Lilia Barba presented work on the conflicting role of Francisco “Pancho” Villa in Mexican history and folklore, and Gilbert Mwhaki presented on the economic development and future of post-colonial Kenya.
- The National Collegiate Honors Council annual conference was held in New Orleans in November. This conference is a crucial means of gaining new ideas in courses, structure, recruitment, and personal enrichment. Honors Director Carrie Pritchett began her term as Immediate Past-President and Interim Treasurer of the Great Plain Honors Council regional honors organization.
- The college Ethics Bowl team did not compete as they usually do in Fall 2019. The 2018 team graduated, and the new team could not meet practice obligations due to school and work schedules. Efforts began in January 2020 to recruit for the Fall 2020 team in consultation with faculty members and students.
- Students presented their end-of-semester honors presentations for Fall 2019 in front of the honors committee, administrators, faculty, and fellow students. The presentations were scored using a rubric system which included critical thinking, higher order learning skills, and scholarly research. Approximately 90 percent of the students who presented achieved the defined standards of quality for honors study. This number remained consistent with last year’s scores.

Spring Semester 2020

- Four students were accepted to the Great Plains Honors Council annual conference in Wichita, Kansas, at Wichita State University. Students from colleges and universities from seven states in the GPHC region typically attend the conference. As a result, only a small percentage of proposed presentation are accepted. Brazosport College had four student presentation accepted this year, which is above the average of 3 students for this conference. Students who were accepted to the conference included: Lilia Barba, Aurora Goodrum, Gilbert Mwhaki, and Justin Peel. Due to COVID-19, the conference was cancelled. The high quality of the presentations this year should be acknowledged, and their research and final products were on par with higher-level research.
- Five students were accepted to the annual GCIC Academic Symposium at College of the Mainland. These students included Lilia Barba, Aurora Goodrum, Madeleine Lowery, Gilbert Mwhaki, and Justin Peel. The symposium, scheduled for April, was cancelled due to COVID-19. Similar to the Great Plains Conference, this is another highly competitive conference, and it was a testament to the quality of this years’ students that so many were accepted.
- Students virtually presented their end-of-semester honors presentations, which were scored using the same rubric from the previous semester. Ninety percent of the students who presented achieved the defined standards of quality for honors study. Spring 2020 Honors

students were creative in delivery of their presentations. Depending on the subject matter and technology available, virtual presentations, narrated slideshows, submission of research papers, and phone conversations were accepted in consultation with students and faculty members. In evaluating the contracts submitted before the college went online due to COVID-19, most students who were still actively pursuing Honors work before Spring Break completed their projects. Deadlines were extended to compensate for any time lost during the transition to online coursework for students and faculty.

- This year has continued to bring active participation of workforce students in the Honors Program. In Spring 2020 these contracts were not completed because of the greater interruption in these courses due to COVID-19, but several faculty members are willing to revisit this in the Fall to evaluate if students can pursue honors contracts safely. Most of these contracts are completed in the college labs, and also in the workplace of the students (especially in the local plants). This will be revisited as the Fall semester plan is developed.

IV. Community Service

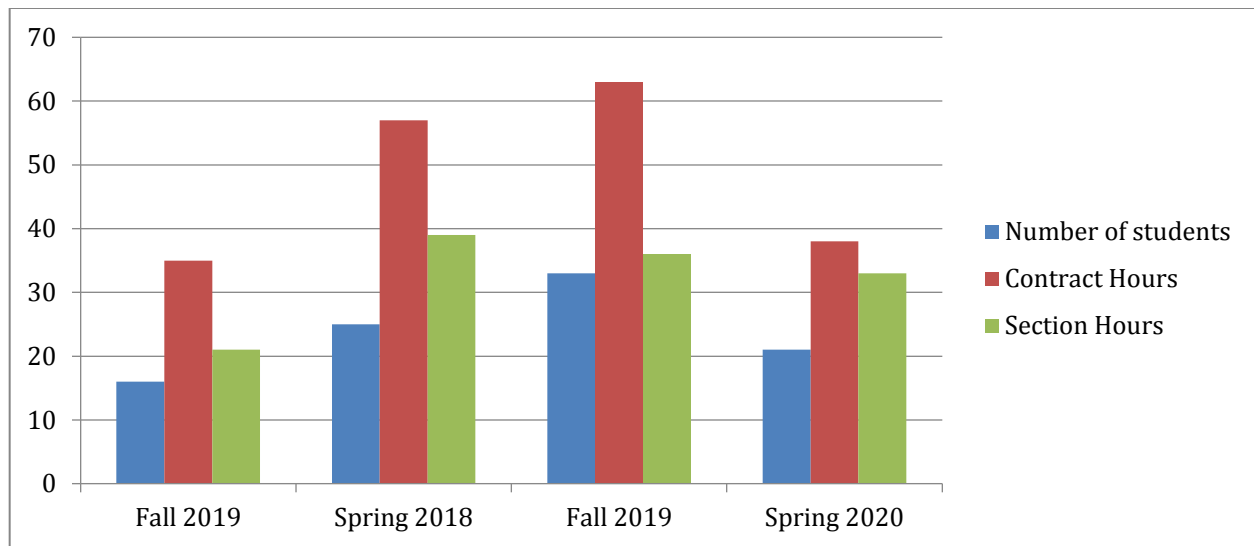
Honors students and faculty supported Gator Mart through collecting supplies and funds during Honors presentation week in Fall 2019. BC Honors students also have a higher than average rate of participation in other student organizations on campus.

V. Honors Sections and Enrollment

In the fall of 2019, the Honors Program offered a fully-Honors course with ENGL 1301. Honors courses in History 1301 and Chemistry 1311/1111 are listed as Honors, but as in previous years they were combined with a regular section to give students more flexibility in scheduling classes. The combined honors/non-honors model continues to work well, but the goal remains to convert these classes back into fully-Honors courses. In the spring 2020, the Honors Program offered a fully-Honors course in ENGL 1302, and courses in History 1302 and Chemistry 1312/1112 that were combined sections. Contract numbers were down in the Spring, primarily due to the transition of classes to online learning and the delay of workforce education courses.

As part of the NCHC best practices, offering consistent dedicated honors courses is central to the success of the program. Since the BC student population is predominantly part time, however, the contract option is often the best way for students to earn honors credits. The goal remains to increase enrollment by working within Guided Pathways to increase the number of students enrolling in honors courses.

After the 2018-2019 academic year's low numbers, the numbers for contracts and honors sections increased overall for 2019-2020. The following chart illustrates the number of students who were involved in honors courses and contracts, the number of honors course section hours (in ENGL 1301/1302), and the number of honors contract hours.



VI. 2020-2021 Goals

Enrollment and Program Growth:

- Continue to develop a faculty handbook designed to help instructors recruit honors students and communicate program benefits and goals.
- Continue to recruit new faculty to work with the Honors program. In the fall of 2019, the goal was to recruit a minimum of 5 new faculty sponsoring honors students, and 3 were recruited. The goal for Fall 2020 is to recruit 5 more new faculty to the program.
- Continue discussions with both baccalaureate programs to expand the Honors program these areas. Interest is high both among faculty and students, and discussions are active.
- By the spring of 2021, increase the number of students enrolling in honors courses by at least 20%.
- Continue to utilize ACE it as a recruitment tool as more students are on-boarded into the program. As the program grows, it is becoming an effective recruitment tool for students.
- Continue to work with the Guided Pathways steering committee to create Honors pathways for each meta-major.
- Continue to incorporate Honors Program work into the future faculty tenure system, as prescribed by Objective 3. 4 A in Vision 2025.
- Continue to work with the Marketing and Communications department to more effectively publicize the Honors Program.

Program Quality and Scholarship

- Continue to improve critical thinking, research, and writing skills to allow more students to qualify for local and regional honors conferences by adding research and writing workshops.
- Continue to network with other community college honors programs to build a library of learning opportunities that enhance program quality.

Despite the setbacks of the Spring semester, this year the Honors program thrived after a year of declining numbers. Five students presented at or were accepted to three different academic conferences, and five students graduated as Vice Presidential Scholars.

On behalf of the students, Honors faculty mentors and myself, I would like to thank the Board of Regents for their continued support of the Honors Program. This program is crucial in the ongoing mission of the college to promote completion of degrees, emphasize critical thinking, and provide skills that allow our students succeed at transfer institutions and in the workforce.

Carrie Pritchett
Honors Program Director
Brazosport College

Fine Arts Activity Report, 2019-2020

The Brazosport College Fine Arts and Creative Writing faculty and students participated in these many activities during the academic year. As we all know, the faculty and students had their time altered in March. However, what they accomplished before then is a tribute to their steadfast commitment to our college and each other. We thank the Board of Regents and the administration for its on-going support of our academic pursuits.

Art Department

Molly Arc, Art Instructor and Gallery Coordinator
Jackson Zorn, Art Instructor
Kamilah Campbell, Adjunct Instructor

Field Trips

Students attended the GCIC Visiting Artist Lecture and Demonstration. The GCIC Art Bout and the GCIC Art Jam Portfolio Review were cancelled because of COVID-19.

Spring Art Appreciation students attended the Brazosport Center for the Arts and Sciences Show, which included several of Brazosport College's advanced ceramics students.

Once again, both online and face-to-face Art Appreciation students attended the Museum of Fine Arts Houston as part of their required course work in the fall. Students were encouraged to invite their family and friends to accompany them. Some Art Appreciation students also traveled to Rice University to view James Turrell's *Sky Space* for additional credit.

Printmaking students were planning on volunteering for the Print Matters "Rock n' Roll" event in Houston at the end of April. This event has been moved to October.

Works

Twenty-two students were awarded Performance Scholarships for the academic year.

Five students created a personal digital portfolio using the documentary station set up last year by the art faculty.

With recent departmental purchases in the digital documentation room, students are now capable of submitting photographic work in a cleaner way for presentation in print. This year, students submitted over 30 pieces for consideration in the *Gatorbites* publication of student art and writings.

Britney Rodriguez will receive a generous scholarship of \$1,000 from the Art League at the Brazosport Center for the Arts and Sciences. She will be transferring to The University of Houston Clear Lake in pursuit of her BFA.

Claudia Salazar, Jon Estrada, Samantha Curlee, Emily Matzke, Kaleb Moore, Raymond Knox, and Cora Owens works were featured at the Brazosport Center for the Arts and Sciences.

CAMEO, a ceramic exhibition, has been postponed. Students plan on participating when a new location is announced.

Gallery and Lectures

Fall:

Nicole Geary, printmaking, including etchings, aquatints, silk screens, relief linoleum cut prints and photogravures

Kristy Peet, photography, lecture and critique of students' work

Student Show

Spring:

Erin Hoffman, printmaking entitled "Fractured Nation"

Christie Lenzen, photography, moved to summer

Student Show, cancelled

For the third year in a row, the Art Department and Art Gallery coordinated with the Strive to Drive Program by offering credits to students who attended gallery events and lectures.

Creative Writing

Dr. Chun Lee, English instructor

The creative writing students and English professor, Dr. Chun Lee, began the editorial process for the new issue of *Gatorbites*. Using the InDesign program in the Mac lab, current students learned about the publishing program and gained knowledge of the editorial process.

Students attended an author reading at the BC library with guest author Maria Snyder. Students were able to see and hear in person a professional author read and answer questions about the writing world and the publishing industry. The reading was well attended with quite a few students asking questions about the writing process.

Creating Writing students participated in an ad campaign for the up-coming issue of *Gatorbites*. They attended editorial meetings to decide art direction and funding and ways to improve their editorial expertise.

Students attended the Brazosport College Student Fall Art Show and looked through the many digital submissions from the art students in order to make selections for the journal. Students have begun the editorial process for the next issue of *Gatorbite*..

Drama Department

Dana Andersen-Wyman, Drama and Speech Instructor and Drama Director

Shannon Averett, Costumer

Daniel Bradshaw, Master Carpenter

Byron Gernand, Technical Director

June 2019

Rumpelstiltskin: the Truth and *The Pied Piper of Hambaloney*, BC's 2019 summer children's theater program played to 700 people. Thirty cast members were involved in the productions.

July/August 2019

The Shakespeare in the Glen production of *The Merchant of Venice* played to 250 people with a cast of twenty-two.

October 2019

Happy Birthday Wanda June played to 300 people.

November/December 2019

A Christmas Carol had a cast of thirty-nine (ten were new to BC drama) and played to 450 people.

February 2019

Cyrano played to 275 people.

Music Department

Richard Birk, Music Instructor/Coordinator and Band Director

Ben May, Music Instructor and Choir Director

John Calderon, adjunct instructor, Applied Guitar, Jazz Singers

Brian Casey, adjunct instructor, Orchestra

Anna Diemer, adjunct instructor, Applied Voice

Vorin Dornan, adjunct instructor

Annette Garrett, adjunct instructor, Applied Oboe

Johnny Gonzales, adjunct instructor, Applied Woodwinds

Randy Marble, adjunct instructor

Jessica Quah, adjunct instructor, Music Appreciation, Class Piano, Applied Piano

Summer 2019

June 7: Brazosport Big Band Guest Artist "Birkland" Concert

June 2019: Ben May & Anna Diemer sing as soloists and chorus members with Houston Symphony Chorus in Poland and Germany, including a performance of J.S. Bach's music in the church where he worked

July 3: Summer Jazz Band Concert, The Clarion

Fall 2019

Sept 13: Angleton High School Women's Choir, Ben May clinician

Sept. 14: Region 17 Jazz Auditions, Richard Birk, judge

Sept. 20: Anna Diemer Voice Studio Masterclass, The Clarion

Sept: 28: Lake Jackson Intermediate Choir Retreat, Ben May, clinician

Oct. 18: Anna Diemer Voice Studio Masterclass, The Clarion

Oct. 18: BC Jazz Band & Jazz Singers Fall Concert, The Clarion

Oct. 21: Marine Recruitment Presentation to Wind Ensemble members, The Clarion

Oct. 25: BC Choir Concert "Songs of Hope and Inspiration", The Clarion

Nov. 1: "Jazz on the Lawn" Northside Elementary, Angleton – BC Jazz Band, Jazz Singers

Nov. 6: U.S. Army Jazz Ambassadors Concert, The Clarion (Richard Birk original composition performed)

Nov. 10: Anna Diemer Faculty Voice Recital, The Clarion

Nov. 11: SGA Veteran's Day celebration, Chamber Choir performance

Nov. 15: Anna Diemer Voice Studio Masterclass, The Clarion

Nov. 15 & 16: Hosted Region 17 Jazz Clinic/Concert, The Clarion

Nov. 17: College and Community Band Concert, The Clarion

Nov. 21: Jazztravaganza, The Clarion
Nov. 22: Texas Two-Year College All State Choir Auditions
Nov. 22: Aubrey Logan Guest Artist Concert, The Clarion
Nov. 24: Jazz Singers Concert, The Clarion
Dec. 6: Anna Diemer Voice Studio Masterclass, The Clarion
Dec. 6: BC Music Student Showcase & Chamber Choir Concert, The Clarion
Dec. 11: Employee Holiday Luncheon, BC Jazz Band & Jazz Singers performance
Dec. 11: Angleton High School Women's Choir, Ben May Clinician
Dec. 12: Angleton Hospital Auxiliary Luncheon, BC Jazz Band performance
Dec. 14: BC Combined Choirs with Brazosport Symphony, Handel's *Messiah*
Dec. 15: Trombone Christmas, Wurst Haus, Lake Jackson

Spring 2019

Jan. 7-10: Jazz Education Network Conference, Richard Birk attending
Jan. 17: Brazosport Jazz Orchestra with Patti Austin, The Clarion
Jan. 31: Anna Diemer Voice Studio Masterclass, The Clarion
Feb. 12-15: TMEA Convention, San Antonio, Ben May & 5 Texas Two Year College All State Choir students and Richard Birk & 2 TCCBDA All-State Band students attending
Feb. 17: College and Community Band Presidents Day Concert, The Clarion
Feb. 25: Mardi Gras Celebration, Student Pavilion, BC Jazz Band & Jazz Singers
Feb. 25: Hosted King's Singers Concert and Masterclass with area high school, middle school choirs, and BC Chamber Singers
Feb. 27: BC Jazz Band & Jazz Singers Concert, The Clarion
Feb. 28: Anna Diemer Voice Studio Masterclass, The Clarion
Feb. 28: pre-UIL clinic with Clute Intermediate Mixed Choir, Ben May clinician
March 3: American Classic's North Houston Choral Festival, Ben May clinician
March 5: Recruiting Presentation, Richard Birk Sweeny High School
March 5: BC Choir Concert "Lullabies and Nursery Rhymes: Songs of Childhood", The Clarion

Spring/Summer 2020 Events Cancelled Due to COVID-19:

GCIC Jazz Festival
Region 13 UIL Choir Concert & Sight Reading Contest
BC Music Department Student Recital
Two Anna Diemer Voice Studio Masterclasses
BC Choir Concert
BC Choir Recruiting Performances (Brazoswood & Sweeny HS)
Fort Bend pre-UIL Festival, Ben May clinician
College and Community Band Concert
BC Jazz Band & Jazz Singers Concert
Steve Hunt Trio Guest Artist Concert
Jazz in June Series
Summer Jazz Concert

Note: For information on student expression on campus, see FLA. For information on community expression on campus, see GD.

First Amendment

A governmental entity, including a college district, shall take no action respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the board for a redress of grievances. *U.S. Const. Amend. I, XIV*

College district employees do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate.

However, neither an employee nor anyone else has an absolute constitutional right to use all parts of a school building or its immediate environs for unlimited expressive purposes. When a public employee makes statements pursuant to his or her official duties, the employee is not speaking as a citizen for First Amendment purposes, and the Constitution does not insulate the communications from employer discipline.

Garcetti v. Ceballos, 547 U.S. 410 (2006); *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969) [See also GD]

Academic Freedom
Exception

Expression related to academic scholarship or classroom instruction implicates additional constitutional interests that are not fully accounted for by the Supreme Court's customary employee-speech jurisprudence. We need not, and for that reason do not, decide whether the analyses we conduct today would apply in the same manner to a case through speech related to scholarship or teaching.

Garcetti v. Ceballos, 547 U.S. 410 (2006)

**Protected
Expression on
Campus Under State
Law**

An institution of higher education, including a college district, shall:

1. Ensure that the common outdoor areas of the institution's campus are deemed traditional public forums; and
2. Permit any person to engage in expressive activities in those areas of the institution's campus freely, as long as the person's conduct is not unlawful, and does not materially and substantially disrupt the functioning of the institution.

Education Code 51.9315(c)

Education Code 51.9315(c) and (d) do not limit the right of student expression at other campus locations or prohibit faculty members

from maintaining order in the classroom. *Education Code 51.9315(e)*

Time, Place, and
Manner Restrictions

An institution of higher education may adopt a policy that imposes reasonable restrictions on the time, place, and manner of expressive activities in the common outdoor areas of the institution's campus if those restrictions:

1. Are narrowly tailored to serve a significant institutional interest;
2. Employ clear, published, content-neutral, and viewpoint-neutral criteria;
3. Provide for ample alternative means of expression; and
4. Allow members of the university community to assemble or distribute written material without a permit or other permission from the institution.

Education Code 51.9315(d)

Policy Required

By August 1, 2020, each institution of higher education shall adopt a policy detailing students' rights and responsibilities regarding expressive activities at the institution. The policy must:

1. Allow any person to, subject to reasonable restrictions adopted under Education Code 51.9315(d), engage in expressive activities on campus, including by responding to the expressive activities of others, and student organizations and faculty to, subject to Education Code 51.9315(h), invite speakers to speak on campus;
2. Establish disciplinary sanctions for students, student organizations, or faculty who unduly interfere with the expressive activities of others on campus;
3. Include a grievance procedure for addressing complaints of a violation of this section;
4. Be approved by a majority vote of the institution's governing board before final adoption; and
5. Be posted on the institution's internet website.

Education Code 51.9315(f)

Approval of
Speaker or
Determination of
Fee

In determining whether to approve a speaker to speak on campus or in determining the amount of a fee to be charged for use of the institution's facilities for purposes of engaging in expressive activities, an institution of higher education:

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LEGAL)

1. May consider only content-neutral and viewpoint-neutral criteria related to the needs of the event, such as:
 - a. The proposed venue and the expected size of the audience;
 - b. Any anticipated need for campus security;
 - c. Any necessary accommodations; and
 - d. Any relevant history of compliance or noncompliance by the requesting student organization or faculty member with the institution's policy adopted under Education Code 51.9315(f) and any other relevant policies; and
2. May not consider any anticipated controversy related to the event.

Education Code 51.9315(h)

Employee
Awareness

Each institution of higher education shall develop materials, programs, and procedures to ensure that the institution's employees responsible for educating or disciplining students understand the requirements of this section and all policies adopted by the institution in accordance with this section. *Education Code 51.9315(j)*

Publication

Each institution of higher education shall make the institution's policies adopted in accordance with this section available to students enrolled at and employees of the institution by including the policies in the institution's student handbook and personnel handbook, providing a copy of each policy to students during the institution's freshman or transfer student orientation, and posting the policies on the institution's internet website. *Education Code 51.9315(i)*

Report

Not later than December 1, 2020, each institution of higher education shall prepare, post on the institution's internet website, and submit to the governor and the members of the legislature a report regarding the institution's implementation of the requirements under this section. *Education Code 51.9315(k)*

College Calendar

June 17, 2020	Summer Children's Series: The Magic of Lanny Kibbey 10:00 a.m., Virtual Performance www.brazosport.edu/clarion
June 24, 2020	Summer Children's Series: Soul Street 10:00 a.m., Virtual Performance www.brazosport.edu/clarion
July 3, 2020	Independence Day Holiday College Closed
July 8, 2020	Summer Children's Series: Science Tellers 10:00 a.m., Virtual Performance www.brazosport.edu/clarion
July 15, 2020	Summer Children's Series: Tom's Fun Band 10:00 a.m., Virtual Performance www.brazosport.edu/clarion
August 17, 2020	August Board of Regents Meeting 6:30 p.m., The Corporate Learning Center, Room #104
August 17 - 20, 2020	Fall Convocation Week TBD

As we closely monitor COVID-19, events and meetings are subject to change as we adhere to guidelines established by state and federal officials.

Budget Notes as of June 4, 2020

Revenues:

Every May the Brazoria County Appraisal District May 2019 supplies Brazosport College with a preliminary Total Estimated Net Assessed Value (NAV). This year, the County supplied the College with a preliminary number in April that did not include industrial increases or decreases as well as any taxpayer protests. While not a part of the April number, the County confirmed that the \$706,000,000 tax abatement has been added to the tax rolls. The final NAV and effective rate are difficult to estimate at this time. However, the expired abatement, subject to protests or deductions, will add approximately \$2,100,000 in additional revenue to the College.

FY 2021 tuition and fee rates will not be increased for credit classes. Due to the COVID 19 virus, enrollment for FY 2021 is difficult to estimate. For preliminary planning purposes, we are using a 10% decrease in overall tuition and fee revenue as compared to the FY 2020 budget.

State Appropriations are likely to be reduced in FY 2021. For preliminary planning purposes, the College is reducing State Appropriations by 10% of the FY 2020 budgeted amount. Last year the State approved a \$1,000,000 appropriation for our Catalyst program. The first year \$500,000 appropriation was not included in the FY 2020 budget, even though it is included in the actual revenues for FY 2020. The second \$500,000 appropriation will be included in the FY 2021 budget.

Other Operating Revenue, Grants and Contracts, Investment Earnings, Auxiliary Enterprises and Other Revenues are all expected to decrease from last year's budget. The preliminary estimate is for non-tax revenue to decrease by a net of \$2,582,000.

Expenses:

Current budget provisions do not include increases for faculty and staff salaries. Contingency is expected to be increased to \$1,500,000 so that budget dollars will be available in the event that a step increase is authorized by the Board.

Budget requests are in the process of being reviewed and adjusted. Currently, non-salary budget requests are \$1,500,000 less than the prior year's budget. After deducting

the \$500,000 increase in Contingency, expenses are approximately \$1,000,000 less than last year's Board approved budget.

Summary: The net projected decrease in non-tax revenue is \$2,582,000. The decrease in revenue is partially offset by the projected \$1,000,000 decrease in spending. The estimated \$1,582,000 budget shortfall is expected to be offset by an increase in tax revenue.

College staff are leveraging all available resources to assist the College and its students. Resources include FEMA, CARES Act, MSI grants and other available equipment grants.

Capital Budget:

The original capital budget approved by the Board for FY 2020 totaled \$5,800,000. The Capital Budget request for FY 2021 will be reduced. Yearly requests for Building Maintenance, IT, Library and To Be Determined will be included. Additionally, a request for IT equipment replacement and a continuing request for the Student Information System will also be included. Capital Budget amounts will be determined after the final NAV and tax rates have been received.



Performance Report

June 2020

Prepared by the Office of Planning,
Institutional Effectiveness, and Research

Executive Summary:

This report includes data and information on our college credit programs, Community Education - Adult Education programs, and the Small Business Development Center (SBDC). Grade point averages, retention rates, transfer rates, graduation rates, completion measures, adult education results, and SBDC achievements are some of the measures reported. Key points are:

1. Fall 2019 and spring 2020 academic GPAs are consistent with GPAs in recent years. Fall 2019 and spring 2020 workforce GPAs have slightly declined. Spring GPAs could possibly increase once the delayed spring workforce courses are completed.
2. 2018-19 retention rates dropped to percentages similar to past year's retention rates. The 2017-18 increase in retention rates may be an anomaly possibly caused by the increase in enrollment due to the delayed fall semester start date and the delayed spring semester start date because of freezing weather.
3. The percentage of students who were below college readiness standards in math and reading and successfully completed a related college-level course in 2 years continues to increase compared to the previous year's cohort of students who completed a college-level course in 2 years.
4. The majority of BC students who transfer to a university perform well during their first year (85% received a grade of C or better). BC students who took transitional education (TE) courses at BC and subsequently transferred to a university in the fall 2018 were less successful than BC students who did not take TE courses (77% success for TE vs 88% success for non-TE).
5. For the past few years, the top transfer universities BC students attend are Texas A&M University, The University of Houston (Clear Lake and main campus), Texas State University, and Sam Houston State University.
6. Three-year and four-year graduations rates for first-time, full-time students have increased about 19% over the past 5 years and are substantially higher than the average for Texas community colleges.

7. Graduation rates for full-time and part-time BC students continue to be higher than statewide averages.
8. BC students take an average of 13 additional credit hours to obtain an associate's degree (60 hours) compared to 21 additional hours community college students take statewide.
9. More students completed their ESL classes compared to the previous year (64%, vs 87%, AY2018-19). Adult Basic Education (ABE) and Adult Secondary Educations (ASE) completion rates were about the same as the previous year.
10. In 2018-19, the SBDC served more than 300 clients representing 37 new business starts, 174 new jobs, and \$13.2M in investments. All of these measures increased compared to previous years and investments nearly doubled.

Grade Point Averages

The following table shows term (not cumulative) grade point averages for the past five years by semester and general instructional area. There is some fluctuation in GPAs when disaggregated by instructional area, but grade point averages have remained fairly consistent over this period.

TERM Grade Point Averages				
Year	Semester	Academic Grade Point Average	Workforce Education Grade Point Average	College-Wide Grade Point Average
2015-16	Fall	2.70	3.11	2.84
	Spring	2.86	3.11	2.95
2016-17	Fall	2.73	3.08	2.85
	Spring	2.82	3.06	2.90
2017-18	Fall	2.76	3.06	2.85
	Spring	2.88	3.09	2.94
2018-19	Fall	2.73	3.03	2.82
	Spring	2.78	2.98	2.85
2019-20	Fall	2.73	2.90	2.78
	Spring	2.87	2.80	2.86

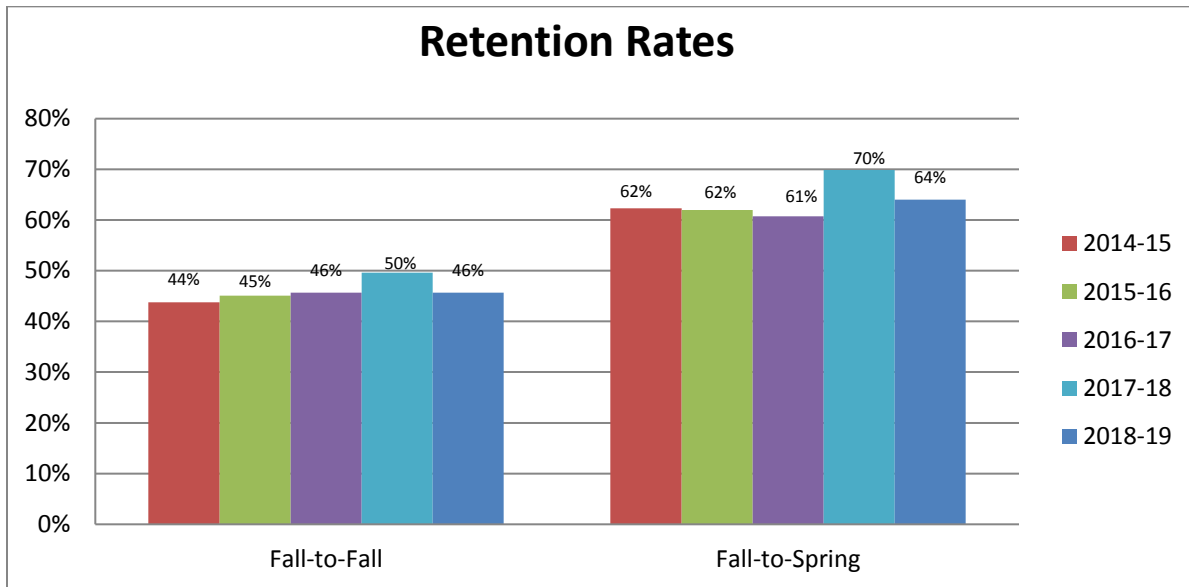
Source: Brazosport College Student Files

Note:

- Transitional education courses are not included in the GPA calculations.
- BAT Students are included in the Academic GPA.
- Some Spring 2020 workforce courses have not been completed due to the pandemic.

Retention Rates

The following graph shows the fall-to-fall and fall-to-spring retention rates from 2014-2015 to 2018-2019. The rates are cohort-based where a cohort is defined to be a set of students who enrolled for the first time in that semester at Brazosport College (BC). First-time college transfers and first-time dual credit students are included in the cohorts.



Source: Brazosport College Enrollment Reports

Fall-to-Fall Retention refers to the group of students who enroll at Brazosport College for the first time in the fall and enroll the following fall semester.

Fall-to-Spring Retention refers to the group of students who enroll at Brazosport College for the first time in the fall and enroll the following spring semester.

When retention rates are compared over the past five years, it's possible the increase in 2017-18 retention may be an anomaly since 2018-19 retention rates fell to rates similar to past years. The 2017-18 increases may be due to delayed starts because of Hurricane Harvey in the fall and freezing weather in the spring.

Fall 2018 to fall 2019 retention rates decreased 3.9% compared to fall 2017 to fall 2018. Fall 2018 to spring 2019 retention rates decreased 5.9% compared to fall 2017 to spring 2018. Brazosport College continues to work on student retention through enrollment management strategies, Guided Pathways, ACE it, and the Strive 2 Drive campaign.

Transitional Education Students Completing College Level Course in 2 years

The table shows the number of first-time students who did not meet state readiness standards in math, reading, and/or writing at the time of enrollment and the percentage of students who successfully completed a college-level course in the related area within two years of enrollment.

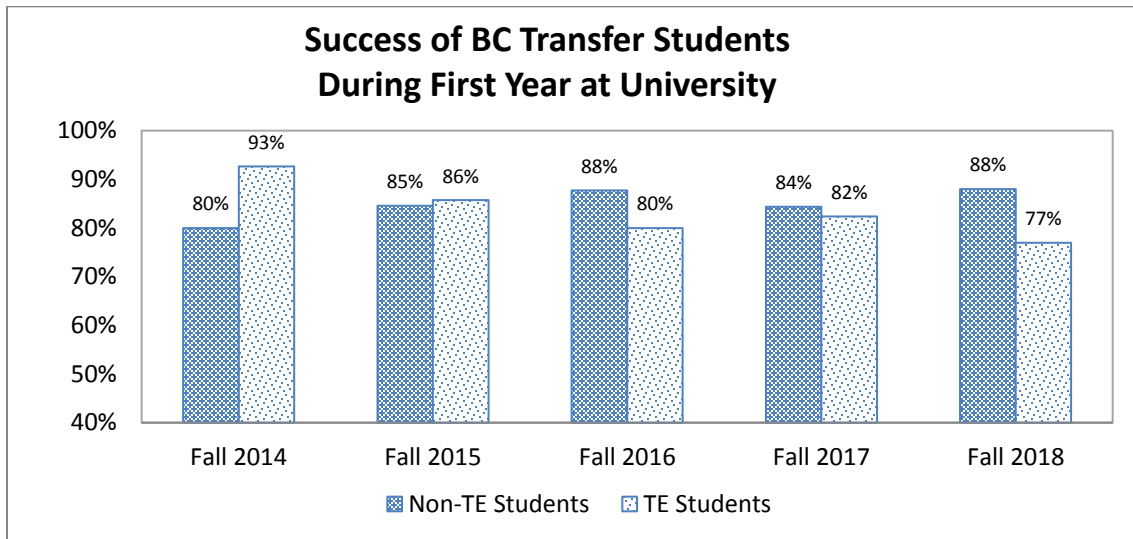
	Fall 2016		Fall 2017	
	Below College Readiness Standard	Successfully Completed College Level Course in 2 years	Below College Readiness Standard	Successfully Completed College Level Course in 2 years
	n	%	n	%
Below Math Standard	195	19.5%	157	26.8%
Below Reading Standard	76	38.2%	44	65.9%
Below Writing Standard	59	37.3%	15	33.3%

Source: THECB Developmental Education Data (TSI)

The percentage of students who were below college readiness standards in math and reading and successfully completed a related college-level course in 2 years increased 7.3 percentage points when the fall 2016 cohort is compared to the fall 2017 cohort. It's possible this increase is attributed to the new corequisite model which was introduced in the fall 2018 semester. The corequisite model consists of co-enrollment in the entry-level college course *and* a developmental education course/intervention designed to support the student's successful completion of the college-level course. In addition, resources such as the Writing Center and Math Tutoring may have contributed to the increased success in these areas.

Transfer Success Rates

Transfer success is defined as a GPA of "C" or better during their first year at a university after transferring from BC. Transfer students included in the measure had completed a minimum of 30 credit hours at BC. This measure disaggregates BC transfer students by those who were required to take transitional education (TE) courses at BC and students who were not required to take transitional education (Non-TE) courses at BC.



Source: Texas Higher Education Coordinating Board (THECB),
<http://www.txhighereddata.org/reports/performance/ctctransfer/>

Cohort: Transfer students who had at least 30 hours of credit at a community college.

Success = C or better (as reported by the institution to the THECB)

TE = Transitional Education

Overall, BC students who transferred to a university with 30 or more credit hours were successful (85% earned a grade of C or better). Fall 2018 TE students were less successful than non-TE students who transferred (77% TE students vs 88% non-TE students). The number of TE students represented by these percentages are very small which can make small numerical variations seem large when converted to percentages. During the fall 2018 semester, there were 44 students in the TE cohort and 34 of these students were successful.

Four-Year Institutions Receiving Transfer Students from Brazosport College

The following table shows the number of students who were enrolled at BC the previous year and transferred to a four-year institution in fall 2017, 2018, and 2019, listed by institution.

University	Number Transferred Fall 2017	Number Transferred Fall 2018	Number Transferred Fall 2019
Texas A&M University	127	99	102
Texas State University – San Marcos	90	67	59
University of Houston	83	72	62
University of Houston – Clear Lake	64	68	78
Sam Houston State University	51	65	65
University of Texas – Austin	32	20	17

Source: National Student Clearinghouse.

Graduation Rates/Completion Measures

The Texas Higher Education Coordinating Board recently published the *2020 Texas Public Higher Education Almanac* containing information on student progress in higher education and compares colleges on a number of measures. In this section, data about graduation rates and completion measures are presented. These data compare Brazosport College to statewide results for two-year public institutions.

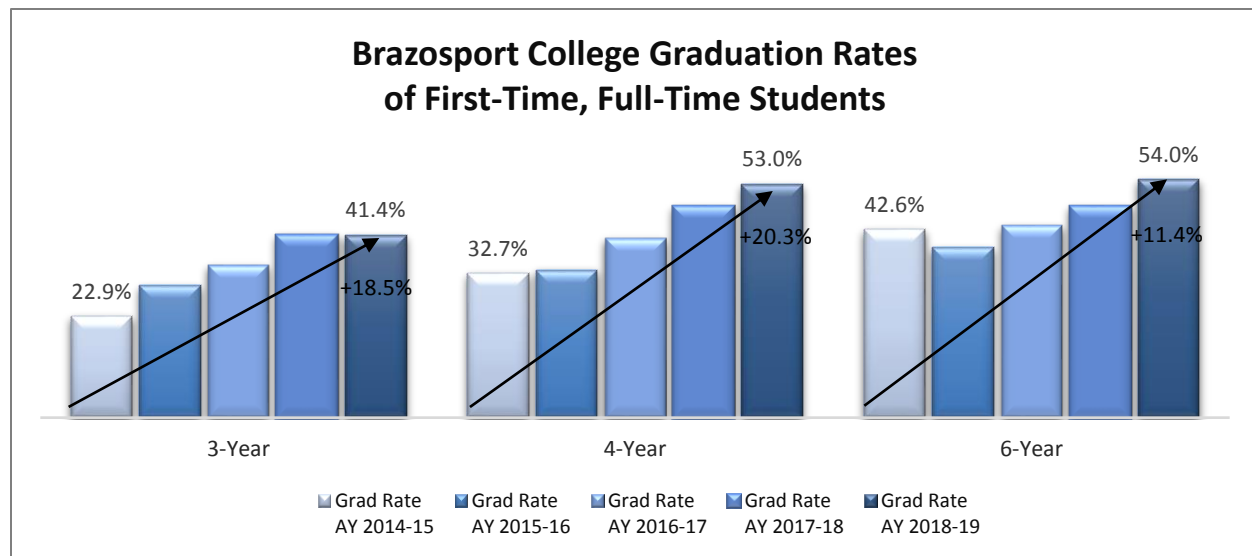
Graduation Rates:

Time Period	Brazosport College – Full-Time		Statewide Two-Year Public Institutions – Full-Time	Brazosport College – Part-Time		Statewide Two-Year Public Institutions – Part-Time
3-Year	41.4%	↑	24.9%	19.7%	↑	13.1%
4-Year	53.0%	↑	32.1%	23.6%	↑	18.7%
6-Year	54.0%	↑	39.1%	29.1%	↑	25.0%

Cohort: Graduation rates through FY 2018-19 for fall 2016, 2015, and 2013 cohorts, respectively.

Source: *2020 Texas Public Higher Education Almanac*

The graduation rate measure looks at both full-time and part-time students who were first-time, credential-seeking undergraduates who graduate within three, four, or six academic years. These data show Brazosport College percentages exceeding statewide averages in all six categories.



Over the past 5 academic years, Brazosport College's graduation rates of first-time, full-time students have increased significantly. It is difficult to determine the primary reason for the increase, but the completion efforts of the Registrar's Office and advisors are having a positive impact.

Completion Measures:

Completion Measure	Brazosport College	Statewide Two-Year Public Institutions
Average time to associate degree (years)	3.7	3.9
Average semester credit hours to associate degree	73	81

Cohort: FY2018-19 graduates

Source: 2020 Texas Public Higher Education Almanac

Completion measures are calculated using time-to-degree and the average number of semester credit hours to complete an associate degree. The semester credit hours measure includes the number of semester credit hours attempted by students over the past 10 years. Dual credit and developmental education hours are excluded. BC data compare favorably to statewide data: BC has a larger percentage of part-time students (80.8% compared to a statewide average of 76.7%, fall 2018), yet the average time-to-degree was less than the statewide average at two-year public institutions.

Community Education: Adult Basic Education

Brazosport College's English as a Second Language (ESL) class provides instruction in oral and written English language skills. Preparatory instruction is also provided for High School Equivalency testing. Community Education is now using both the GED and the HiSET as high school equivalency exams.

The table shows progress made in the ESL, ABE and ASE programs. The completion rates are based on students' progress from pre-test to post-test. The AY 2018-19 ESL completion rate is higher than previous year's rates. Additional ESL classes were scheduled during the year and students performed very well. ABE and ASE completion rates were about the same as the previous year. The CE ABE department is working on developing curriculum to help students better prepare for the GED and HiSET exams.

Completion Rates

Program	AY 2016-17	AY 2017-18	AY 2018-19
ESL: English as a Second Language	69%	64%	87%
ABE: Adult Basic Ed (grades 1-8)	65%	58%	57%
ASE: Adult Secondary Ed (Low)	64%	61%	60%
ASE: Adult Secondary Ed (High)*	NA	NA	NA

*Completion rates are not available for the ASE High students because of database reporting limitations.

Small Business Development Center Report

The following table shows the last five years of SBDC activities.

	2014-15	2015-16	2016-17	2017-18	2018-19
New Jobs Created	134	216	121	113	174
Capital Investments and Financing Obtained	\$15,670,000	\$9,930,000	\$13,534,900	\$7,350,000	\$13,230,000
New Business Starts	28	31	19	32	37
Total Advising Clients	270	293	298	290	323

Source: Small Business Development Center Reports

Dear Brazosport College Faculty and Staff,

I would like to thank you again for your unwavering commitment to Brazosport College during these recent months. Together, you have demonstrated the values and dedication that form the foundation of our great college community.

Now that the Spring semester has concluded, our minds turn toward the future. The purpose of this letter is to provide information on our plans for the summer terms, our fall semester, and the phased return of employees back to campus. Rest assured that we care about your well-being. We continue to monitor the number of COVID-19 cases in Brazoria County as well as the greater Gulf Coast region. We will need to be flexible in the College's response to the virus and we will keep you updated as the College responds to this ongoing situation.

Brazosport College's courses for Summer I and Summer II are being offered entirely online, except for those courses that must meet face-to-face (i.e., Career and Technical Education (CTE) courses and certain lab courses). The Children's Center re-opened on June 1st. Additionally, some college personnel are currently working on campus related to the CTE and lab courses (instructors, health screeners, safety monitors), or because their departments require some on-campus presence (e.g., Facility Services, Campus Safety, I.T., Business Services, Human Resources, Financial Aid, Registrar's Office, Library and Learning Services, and certain parts of Student Services, etc.). A number of Brazosport College personnel will continue to work remotely through at least Monday, July 27th. In addition, all external meetings and events have been canceled or will occur remotely.

In light of Texas Gov. Greg Abbott's recent executive orders re-opening parts of the Texas economy, Brazosport College is beginning a phased return to campus staffing over the course of the summer and in preparation for the Fall semester. As we resume on-campus operations, our top priority is to protect the safety and health of Brazosport College's faculty, staff, and students. With that goal in mind, we have taken a variety of steps to make our campuses safe and outlined a flexible, multi-phase return to campus designed to meet Brazosport College's operational needs while protecting our campus community and remaining responsive to the needs of our employees.

It is clear that the Fall 2020 semester will be very different from previous semesters. As public health information concerning COVID-19 evolves, it is likely we will need to adjust our guidance. If cases spike in our area, we may have to adjust our operations back to almost exclusively online. The following is a general framework based on input from Brazosport College personnel, public health officials, and evidence-based public health protocols regarding the control of infectious disease.

Health and Safety Guidance

When the College returns to campus operations, employees and students will notice a variety of changes designed to create a safe and healthy environment.

Meetings/Social Distancing: Maintaining space from others is one of the most effective tools in slowing the spread of COVID-19. Public health officials recommend that individuals remain at least six feet apart at all times, do not gather in groups, and avoid mass gatherings. To support this effort, Brazosport College will continue to encourage virtual meetings using tools such as Zoom, and will restrict face-to-face meetings with external parties in order to limit the number of people on campus. Departments should either meet remotely or remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

Advanced Cleaning Protocols: Brazosport College has collaborated with its custodial vendor, MBM, to conduct advanced cleaning protocols in accordance with Centers for Disease Control (CDC) guidelines, and custodial services will conduct additional cleanings.

In addition to these disinfection procedures, additional care should be taken to wipe down commonly used surfaces. Brazosport College encourages all employees to wipe down their work areas with EPA-registered 60% alcohol solution before starting work and before leaving any room in which they have been working. Brazosport College is ordering additional cleaning supplies that will be provided for this purpose.

Polycarbonate Dividers: A number of Brazosport College workstations are designed to provide customer service to the public. To protect these employees and campus visitors, the College has installed polycarbonate dividers to maintain physical separation and will install additional dividers this summer.

Face Masks/Face Coverings: We require all employees working on campus to wear face masks or face coverings when in the presence of others. Appropriate use of face masks or coverings is essential to minimizing risks to others near you, though it is not a substitute for social distancing. Brazosport College anticipates that most employees will bring their own masks for use during work hours. However, to facilitate the use of protective masks on campus, the College has obtained a limited supply of masks and will provide masks for employees if needed.

Please note the following recommendations for proper use and care of face masks and coverings:

- Wash your hands or use hand sanitizer prior to handling the face mask/cover.
- Ensure the face mask/cover fits over the nose and under the chin.
- Avoid touching the front of the face mask/cover. Remove it using the straps that are either behind the ears or on the back of your head.
- Do not touch your eyes, nose, or mouth when removing the face mask/cover and wash your hands immediately after removing.
- Cloth face coverings may not be used for more than one day at a time and must be washed after use. Cloth face coverings should be replaced immediately if soiled, damaged, or contaminated.

- Disposable masks should not be used for more than one day and should be placed in the trash immediately after use or if soiled, damaged, or contaminated.

Hand Sanitizer Stations: Brazosport College has installed approximately 65 hand sanitizer stations in the common areas of across campus for use by employees and students. Disinfectant wipes and/or disinfectant spray will be available for use by instructors and students for wiping down instructional spaces as needed.

Restrooms: Occupancy of restrooms is limited based on facility size to ensure at least 6 feet of social distancing between individuals. Restrooms will be cleaned frequently throughout the day and will undergo a detailed cleaning each evening. Please wash your hands thoroughly after using the restroom.

Elevators: Campus elevators will be limited to one individual at a time. When using the elevator, please wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

Water Fountains: Water fountains across campus have been shut off and signage has been added that they are not in use at this time.

Travel: To safeguard our campus communities, Brazosport College will continue to limit official travel to that deemed essential by the Vice President over the area and the Emergency Policy Group.

Use of Facilities: Brazosport College facilities will not host events for external organizations this summer. This includes banquets, luncheons, speeches, performances, and other gatherings. Brazosport College will not host summer camps, campus tours, or recruiting visits on any of its campuses. Further, we anticipate such events also may be limited during the Fall semester and all business meetings will be conducted in accordance with CDC guidelines.

Phased Return to Campus Operations

Brazosport College plans to resume in-person campus operations in three distinct phases this summer. In each phase, the College will work with local health officials to monitor and ensure that the risk of contagion is managed effectively before proceeding to the next phase.

Phase 1 (Monday, May 18th – Friday, July 24th): Phase 1 focuses on the return of select key personnel needed to initiate essential functions related to resuming in-person work. In this initial phase, CTE faculty and other personnel were allowed to return to on-site work and lab classes, either because they can most effectively do their jobs of lab instruction or because their presence is was required on site for management or student support purposes. This phase also includes additional employees who can begin to offer limited on-campus services made available by appointment only. During this phase, all in-person campus services also will continue

to be offered remotely. Approval for employees to be on campus will follow the current process of approval by the Vice President over the division or department and by the College's Emergency Policy Group.

Phase 2 (tentatively scheduled to begin Monday, July 27th): Pending the successful implementation of Phase 1, Brazosport College will return additional employees to on-site work at a level not to exceed half of the combined work time of all the employees in a given area. In preparation for the Fall semester, the College anticipates returning additional employees to campus operations to provide an expanded selection of on-campus services. These services will be identified based upon the advice of public health officials, the College's business needs, and the input of individual departments. In planning for this return, supervisors are urged to consider which employees need to be on-site to perform their work and to schedule employees to be on campus on staggered schedules or rotating days to create social distancing. Those personnel previously approved for remote work assignments will remain off-site until the College receives further guidance from public health authorities. Employees selected to return to on-campus operations during this phase will be notified no later than Monday, July 20th.

Phase 3 (tentatively scheduled to begin Monday, August 17th): Pending the successful implementation of Phase 2, Brazosport College anticipates returning additional employees to campus operations during this phase to provide an expanded selection of on-campus services. The expansion of these campus services will be identified based upon the advice of public health officials, the College's business needs, and the input of individual departments. Those personnel previously approved for remote work assignments will remain off-site until the College receives further guidance from public health authorities. Employees selected to return to on-campus operations during this phase will be notified no later than Monday, August 10th.

Supervisors will recommend the positions to be included in each phase based upon the College's business needs. Supervisors should consider which employees can easily perform their duties and responsibilities via remote work and which employees need to be on-campus to effectively perform their work. Once identified, supervisors will submit these positions and the names of individuals who can fill those roles on campus to their Vice President and Human Resources. Positions will be prioritized based solely upon the business needs of the College.

After Human Resources and the Vice Presidents approve the list of selected positions to return to campus, supervisors will notify those employees directly. Employees asked to work on-site who have concerns about returning should contact Marshall Campbell or Mareille Rolon in Human Resources. Brazosport College will follow Equal Employment Opportunity Commission (EEOC) guidance requesting flexibility and understanding by employers and employees in these circumstances. Please note that supervisors will not determine accommodations and will not ask employees about personal health or medical information. All such conversations will take place solely between the specific employee and Human Resources personnel in accordance with all applicable laws and regulations.

In phases 1 and 2 of Brazosport College's return to campus operations, no employee will be required to work on site if they have valid health concerns. The College anticipates a variety of situations in which employees may request that they continue to work remotely, and the examples below illustrate the most common situations without representing a complete list.

Example 1: If any employees 65 years of age or older are notified to return to work and they request to work remotely due to elevated risk from COVID-19 exposure, the College may approve the temporary workplace modification, according to CDC guidance.

Example 2: If employees inform Human Resources that they have a disability that puts them at greater risk of severe illness if they contract COVID-19 and they request to work remotely, the College may provide accommodation if it will not pose an undue hardship on the institution. The College may require verification that this accommodation request is necessary.

Example 3: If employees inform Human Resources that they have a valid health condition that places them at greater risk of severe illness if they contract COVID-19 and they request to work remotely, the College may approve the temporary workplace modification if it will not impose an undue hardship on the institution. The College may require verification that this accommodation request is necessary.

Example 4: If employees who are notified to return to work on campus inform Human Resources that they are unable to do so because their child's school is closed or childcare is unavailable due to COVID-19, the College may allow the employee to continue to work remotely. If employees are unable to work their full schedule, they may request leave, including extended Family Medical Leave and/or Emergency Paid Sick Leave available through the Families First Coronavirus Response Act (FFCRA).

Supervisors will have the flexibility in each phase to develop schedules that meet the College's business needs while limiting the personnel on campus. These can include:

Remote Work: Those who can work remotely to fulfill all or some of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be pre-approved by the employee's immediate supervisor, can be conducted on a full or partial daily or weekly schedule as appropriate. All employees who continue to work remotely will continue to work their full number of assigned hours and are required to submit a daily remote work log to their supervisor.

Alternating Days: To limit the number of individuals and interactions among those on campus, departments are encouraged to develop plans that schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: Staggered reporting and departure times can reduce traffic in common areas and help to meet social distancing requirements.

Supervisors should coordinate these arrangements in advance with the Human Resources Department.

During the summer, on-campus departmental operations will be limited to the hours between 7:30 a.m. and 5 p.m. to allow cleaning crews to conduct advanced cleaning protocols each evening. This hourly limitation does not apply to instructional class time in the CTE courses and labs. Any department needing to operate outside of these hours should obtain pre-approval through the Vice President in their area and the Emergency Policy Group.

Fall Semester

Although the Fall semester represents a chance for a fresh start to a new academic year, we must adapt our operations in light of the current circumstances presented by the COVID-19 pandemic.

In recent years, the Board of Regents and College Administration have undertaken various strategic financial steps to place Brazosport College in a stable financial position. Brazosport College is better prepared to respond to times such as these; however, the 2020-21 fiscal year (FY21) may bring reduced revenues due to possible reductions in tax revenues, state appropriations, and enrollment. We will also need to work together to enroll students into our programs and to find places to trim our division and departmental budgets.

At the Board of Regents' May 2020 meeting, the Administration recommended that neither salary structure increases nor step increases be approved for FY21 unless and until the College can assess its revenue forecast to better understand the impact of the COVID-19 pandemic to the FY 21 budget.

To accommodate any revenue shortfalls, Brazosport College may institute a hiring freeze for any new positions for the 2020-21 fiscal year. In light of the pandemic's effect on travel, the proposed College FY21 budget will also include significant reductions in travel expenditures, including conference travel. (Please see the guidance on travel on page 3.)

While these adjustments will change the manner in which we conduct business during the upcoming fiscal year, we are taking these steps in an attempt to avoid the layoffs and furloughs that are impacting higher education institutions across the nation.

In recognition of the unique challenges ahead in the upcoming Fall semester, College leadership will implement the following strategies:

Self-Certification

Brazosport College will adopt a new interim regulation that requires employees and students, both prior to returning for Phase 2 (July 27th) and throughout the Fall

semester, to self-certify that within the last 14 days they have not been COVID positive, do not have COVID-19 symptoms, and have not been in the presence of anyone known to be COVID-19 positive.

If the answer to any of these questions is “yes,” that individual will be required to notify the College, self-isolate for 14 days, and return to campus only if symptom-free at the end of that period. No employees will be allowed to return to work until they have self-certified, and employees will be required to self-certify on a weekly basis.

Testing Positive for COVID-19

As the COVID-19 pandemic continues, Brazosport College has plans in place in the event a College employee or student tests positive for the virus. Those testing positive for the COVID-19 virus must receive appropriate treatment and place themselves in self-isolation as dictated by evidence-based public health protocols for the control of infectious disease. This will be conducted in conjunction with local medical and public health professionals, and where possible, those testing for COVID-19 will complete their self-isolation at their permanent residence.

Students who test positive for COVID-19 may return to Brazosport College classes and activities after testing negative and after their return has been cleared by their health care provider or in accordance with the most recent local public health and medical guidance.

Faculty and staff who test positive for COVID-19 will be required to work remotely or take sick leave or other appropriate leave in accordance with Brazosport College policies and regulations. These individuals will place themselves in self-isolation as determined by local health officials at the time of testing, returning to Brazosport College only after testing negative and being cleared to return by their health care provider or in accordance with the most recent local public health and medical guidance.

Face Coverings

Brazosport College will continue to require all employees and students to utilize face coverings during the Summer and Fall semesters.

Academics

Throughout this pandemic, we continue to keep the safety of the entire Brazosport College community at the forefront. The challenges associated with COVID-19 necessitate changes to the structure of the Fall academic programs.

The Fall 2020 semester will begin as scheduled on Monday, August 24th. Brazosport College will offer limited face-to-face, blended, and fully online courses this Fall, with a concentration in blended and fully online courses. All classes with a face-to-face component will be enhanced virtually with online instruction conducted synchronously and/or asynchronously. To control on-campus presence and classroom density, students registered for face-to-face and blended classes will rotate between those modalities, allowing all students in the class to experience both face-to-face and

remote instruction. For example, a course meeting on Tuesdays and Thursdays may have half the students attend face-to-face on Tuesdays and the other half attend face-to-face on Thursdays.

To allow Brazosport College the flexibility to adapt to changing health conditions, all faculty will be trained fully in the learning management system called Desire to Learn (D2L) prior to the start of the Fall semester and all courses will have a D2L presence with content loaded in advance of the semester.

The College will make every effort to facilitate face-to-face proctored final exams in the Fall semester; however, faculty should be prepared to deliver final exams online if circumstances surrounding the pandemic prohibit face-to-face exams. If the College is required to move to online final exams in the Fall, the College will make a determination, based on circumstances at the time, how exams will be delivered in Career and Technical Education and Health Sciences courses and to those students who have obtained accommodations through Disability Services.

To accommodate social distancing requirements, course caps will be lowered to ensure that six-foot social distancing guidelines are met and that classrooms will host no more than one person per 36 square feet and meet any local and state guidelines. Additionally, the College may offer an expanded selection of weekend courses to help meet student course needs while limiting course capacities.

Tuition and district-wide fees for the 2020-21 academic year have been posted. At the College's discretion, and to provide the safest environment for faculty, staff, and students, some or all instruction for the 2020-21 academic year may be delivered remotely. Tuition and mandatory fees have been set regardless of the method of instruction and will not be prorated or refunded in the event instruction occurs remotely for any part of the academic year.

Food Services

Brazosport College will offer food services during the Fall semester through its contract with Tommy's. Polycarbonate dividers will be installed in appropriate locations and the floors will be marked to encourage social distancing in lines. All Food Services employees will wear face coverings and gloves.

In addition to serving meals for consumption in the Commons and the Courtyard Grill, the College will provide meals to go. Dining area seating in the Commons will be arranged to encourage social distancing and all dining spaces will undergo frequent cleanings.

The COVID-19 pandemic continues to be a very fluid situation. These are unprecedented times and our planning continues to evolve. As we gather and adapt to new information, we are committed to updating you every step of the way.

I would like to thank each of you for your innovation and adaptability over these past three months. This summer and the Fall 2020 semester will look very different from

previous years, but I know that with the exceptional team we have in place, we will continue to provide outstanding service to our students and Brazosport community.

Finally, Brazosport College's success has relied on our ability to work as a team. We are in this together and will come out of this even stronger. Therefore, please also know how much we appreciate your expertise and input. If you have suggestions as to how we might do something better, please do not hesitate to reach out to me or your Vice President.

Best regards,

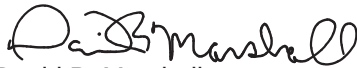
Dr. Millicent Valek
President

To: Dr. Millicent M. Valek
From: David B. Marshall
Re: College Endowment
Date: June 3, 2020

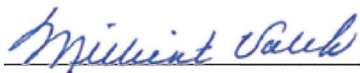
Endowed gifts to the College are invested with Bernstein. Earnings from the Bernstein account are used to fund student scholarships. Due to the recent volatility of world financial markets, the endowment account has suffered market losses. Each endowed gift has a related earnings account that accumulates both earnings and losses, as well as any scholarship distributions. Due to market losses, some of the earnings accounts are negative, even without recording current year scholarships.

It is recommended that for the years ended August 31, 2020 and August 31, 2021 scholarships issued to students not be used to reduce the endowment earnings account.

Respectfully submitted,



David B. Marshall
Vice President, Financial Services & CFO

Recommended: 
Millicent M. Valek, President

6/3/2020
Date

May 12, 2020

THE COMMISSIONERS' COURT OF BRAZORIA COUNTY

REGULAR SESSION

ORDER NO. 6.B.2

RE: Modification of Tax Abatement Agreement with BASF Corporation, Approved January 28, 2020, Court Order No. 7.P.1

Whereas, on January 28, 2020, through Court Order No. 7.P.1, this Court approved a tax abatement application for BASF Corporation located in the existing BASF Corporation Reinvestment Zone No. 15 which was created by Court Order No. VII.B.1.c, dated July 22, 2014 and renewed under Court Order No. 6.B.2, dated July 9, 2019.

Whereas, BASF Corporation has partnered with NeuAG, LLC, which will build, own, and operate the facility.

Whereas, BASF Corporation has requested the County modify the Agreement to reflect the addition of NeuAG, LLC as a party.

Therefore, this Court hereby approves entering into a Modification Agreement reflecting the addition of NeuAG, LLC as a party.

Further that the County Judge is authorized to sign said Modification Agreement.

To: Dr. Millicent M. Valek
From: David B. Marshall
Re: Custodial Services
Date: May 19, 2020

On August 20, 2018 the Board approved the renewal of the custodial services contract with McLemore Building Maintenance, Inc. (MBM) for the period of October 1, 2018 through September 30, 2019. The contract signed with MBM was for a three year automatically renewing term.

It is recommended that the Board approve the third year of the agreement as rates for the coming year will not increase over the fiscal 2020 rates.

Respectfully submitted,

 5/19/2020

David B. Marshall
Vice President, Financial Services & CFO

Recommended:  _____
Millicent M. Valek, President

5/19/2020
_____ Date

Distribution of Literature

Note: For expression and use of College District facilities by employees and employee organizations, see DGC. For expression and use of College District facilities by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials nonschool literature distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.

[For distribution of nonschool literature by nonstudents and organizations that are not registered student organizations, see GD]

Limitations on Content

Materials Nonschool literature shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place, and Manner Restrictions

The associate dean of students shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others at College District facilities.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

Distribution of the materials/nonschool literature shall be conducted in a manner that:

1. Is not disruptive; [See FLB]
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials/literature that were/was discarded or left over.

The dean of students shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for signs that violate the restrictions in this policy and administrative procedures/limitations on content, as described above, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the dean of students/associate dean of students. No object other than a sign may be posted on College District property.

~~Before publicly posting a sign, a student or registered student organization shall:~~

- ~~1. Deliver a copy, photograph, or description of the sign to be posted.~~
- ~~2. Give notice of the following information:~~
 - ~~a. The name of the student or registered student organization and, if an organization, the name of its adviser;~~

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

	<p>b. The proposed general location for posting the sign;</p> <p>c. The length of time the sign will be posted; and</p> <p>d. The signature of the student or, if a registered student organization, the signature of its authorized representative and the signature of its advisor.</p> <p>3. Place the date of posting on each sign posted.</p>
Restrictions	<p>A sign shall not be larger than 22 inches by 28 inches, unless authorized by the <u>dean of students</u>associate dean of students. A sign shall not be attached or posted:</p> <ol style="list-style-type: none">1. To a shrub or plant;2. To a tree, except by string to its trunk;3. To a permanent sign installed for another purpose;4. To a fence or chain or its supporting structure;5. To a brick, concrete, or masonry structure;6. To a statue, monument, or similar structure;7. On or adjacent to a fire hydrant; <u>or</u>8. On or between a curb and sidewalk; or <p><u>9-8.</u> In a College District building, except on a bulletin board designated for that purpose.</p>
Removal	<p>A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.</p>
Disclaimer	<p>A sign posted in accordance with this section shall not be removed without permission from the <u>dean of students</u>associate dean of students, the student, or the registered student organization.</p> <p><u>Materials</u>Literature distributed by a registered student organization must include a disclaimer indicating that the <u>materials are literature</u> is not sponsored by the College District and <u>do does</u> not represent the views of the College District or College District officials, faculty, or staff.</p>
<u>Facilities Use</u>	<p><u>The grounds and facilities of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting student or student organization shall pay all expenses incurred by the use of</u></p>

Requests

the facilities in accordance with a fee schedule developed by the Administration, which shall recoup only the College District's direct administrative costs of administering these rules of facilitating the particular use requested.

Use of College District facilities and expressive activities must be conducted in a manner that does not materially disturb or interfere with the academic programs or administrative or business activities of the College District, or any program or activity that is conducted or authorized by the College District.

Any administrative procedures adopted pursuant to this policy shall not discriminate based on the content or viewpoint of the expressive activity or upon the expected reaction of others to the activity and shall not discriminate among similarly situated student organizations.

The student or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Outdoor Gatherings

Currently enrolled students, including gatherings not exceeding 30 persons, may engage in peaceful assembly and expressive activity in outdoor common areas of the College District in accordance with reasonable time, place, and manner regulations established by the administration. Advance permission shall not be required. "Outdoor common areas of the College District" include grassy areas, walkways, plazas, or other similar common areas owned or controlled by the College District.

For outdoor student gatherings that are reasonably anticipated to exceed 30 persons, the individuals planning the activity shall make a request to the dean of student services at least three days prior to the event. The purpose for this request is to allow the dean and the students to consider if the gathering will materially disturb or interfere with the academic programs or administrative or business activities of the College District, or any program or activity that is conducted or authorized by the College District.

Use of Indoor Facilities

Because the buildings, classrooms, libraries, and facilities owned or controlled by the College District exist to support the College District's instructional and support programs and are not traditional public forums, most facilities on campus are not available for events and activities that are not sponsored by the College District.

However, to support the professional and personal growth of students through participation in registered student organizations, the administration may identify facilities that are suitable for reservation

Approval

and that shall not otherwise interfere with the academic programs or administrative or business activities of the College District.

Registered students or student organizations may request to reserve an indoor location for activities germane to the purpose of the organization by submitting a request to the dean of student services at least three days before the event.

The dean of student services or designee shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility and without regard to the potential reaction of others.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable due to previously scheduled use or conflicting activity, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under suspension or expulsion or is currently serving a disciplinary sanction related to a prior violation of this policy or administrative procedure implementing this policy;
3. The proposed use includes nonpermissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District arising from prior use of facilities under this policy and the debt is delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group. A registered student or organization or employee organization may co-sponsor an

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

	<p><u>event or activity on campus with or on behalf of an off-campus person or organization only if the person or organization is a not-for-profit, no commercial solicitation or for-profit activity occurs, and the campus organization maintains primary responsibility for planning, staffing, and managing the event.</u></p> <p><u>An administrative decision to allow or deny a requested use shall be made within three business days of receiving the request. The dean of student services or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied.</u></p>
<p><u>Common Outdoor Area Exception</u></p>	<p><u>Common outdoor areas are traditional public forums and are not subject to the approval procedures. Students and student organizations may engage in expressive activities in common outdoor areas, unless:</u></p> <ol style="list-style-type: none"><u>1. The person's conduct is unlawful;</u><u>2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;</u><u>3. The use would materially or substantially disrupt or disturb the regular academic program; or</u><u>4. The use would result in damage to or defacement of property.</u>
<p><u>Announcements and Publicity</u></p>	<p><u>In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.</u></p>
<p>Identification</p>	<p>Students or registered student organizations distributing materials on campus <u>or using College District facilities</u> shall provide identification when requested to do so by a College District representative.</p>
<p>Violations of Policy</p>	<p>Failure to comply with thisthe policy and <u>associated</u> procedures regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].</p>
<p><u>Interference with Expression</u></p>	<p><u>Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].</u></p>

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable. Unless there is an agreed upon extension, the appeal shall be heard by the dean of student services within five business days of the filing of the appeal.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.FLD(LOCAL).

TO: Dr. Millicent Valek
FROM: Dr. Shelley Diviney
DATE: June 4, 2020
SUBJECT: Employment, Susan Lancaster

It is recommended that Susan Lancaster be employed as Coordinator, ACE it Program for the remainder of the 2019-2020 academic year and the 2020-2021 academic year. Susan Lancaster is qualified, has excellent work experience as a Shared Counselor at Brazosport College, and has excellent references. She is highly recommended by the search committee.

A biographical summary is attached.

Respectfully,

A handwritten signature in blue ink that reads "Shelley Diviney".

Dr. Shelley Diviney
Vice President, Academic and Student Affairs

Attachment

BIOGRAPHICAL SUMMARY

OF

SUSAN LANCASTER

POSITION EMPLOYED: Coordinator, ACE it Program

LENGTH OF CONTRACT: Remainder of 2019 - 2020 Academic Year and 2020 – 2021 Academic Year

DEGREES: Master of Community Counseling, Southeastern Oklahoma State University, Durant, OK

Master of Divinity, Southwestern Baptist Theological Seminary, Fort Worth, TX

Bachelor of Social Work, Sam Houston State University, Huntsville, TX

Associate of Arts, Kilgore College, Kilgore, TX

AREA OF COMPETENCY: ACE it Program Coordinator

EXPERIENCE: 2016 – Present, Dual Credit Counselor, Brazosport College, Lake Jackson, TX

2015 – 2016, Academic Advisor II, University of Houston, Houston, TX

2005 – 2010, Adjunct Instructor, Grayson College, Denison, TX

2001 – 2012, Coordinator of Support Services-Academic Advisor, Grayson College, Denison, TX

2000 – 2001, Recruiter, Grayson College, Denison, TX

1987 – 2000, Campus Minister, Texas Baptist, Dallas, TX

RECOMMENDED BY: Dr. Shelley Diviney, based on interviews with a Search Committee composed of Jo Greathouse, Sasha Tarrant, Richard Birk, Vivian Rodgers, and Evelyn Cruz and outstanding references from Bobbi Westbrook, Counselor, Columbia High School, West Columbia, TX and Darla Fagan, Dual Credit Counselor, Brazosport College, Lake Jackson, TX.



**COORDINATOR, ACE IT
Student Services**

Posting Details	
Classification Title:	Coordinator, ACE it
Pay Grade Level	C44/51
Pay Rate:	Salary is in accordance with college salary schedule for C51; excellent benefits
Department:	ACE it
Physical Demands:	<p>Able to traverse campus; vision, hearing, talking, lifting, carrying, fine dexterity, handling, foot control; and ability to drive to off campus locations as needed.</p>
Job Summary/Basic Function:	<p>Brazosport College, a two-time Top 10 finalist for the Aspen Prize for Community College Excellence and Achieving the Dream Leader College, seeks a dynamic and innovative individual to coordinate ACE it, a comprehensive faculty and staff student success program that serves first time at Brazosport College students. The ACE it Coordinator:</p> <ul style="list-style-type: none"> • Coordinates ACE it coach training; • Monitors adherence of full- and part-time dedicated ACE it coaches to assigned responsibilities; • Works with Director to create and disseminate communications to ACE it coaches and the college at large; • Forms collaborative relationships with an assigned cohort of students to teach college navigation skills and mentors students through adjustment to college; • Develops and provides information, support and advice to students concerning registration procedures, career exploration, educational plan development and college class selection; • Refers students to appropriate campus resources and assists in finding solutions; • Documents meetings with students; • Maintains confidentiality of student matters; • Serves as a mentor for fellow ACE it coaches; • Collaborates with college and/or community representatives to implement special programs and events;

	<ul style="list-style-type: none"> • Provides technical support and assistance to colleagues and students on programs and tools used in ACE it; • Engages in professional development activities; • Remains current with information technology skills; • Performs other duties of a similar nature or level as assigned. <p>The preferred candidate supports student success at every level, possesses excellent verbal and written communication skills, works well in a collaborative team environment, relates to diverse cultures and promotes a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.</p>
Minimum Qualifications:	<p>The minimum qualifications for this position are:</p> <ul style="list-style-type: none"> • Bachelor’s degree required, preferably in Social Services, Education, Psychology or a related field • Experience in working with diverse individuals during a period of significant transition and connecting them to support resources for a variety of needs inside or outside of an academic setting, coaching or supporting students • Excellent oral and written communication skills, interpersonal, documentation and organizational skills • Computer competency • Ability to be patient and provide excellent student service in a busy work environment • Ability to get along with others, foster an environment where diverse populations feel valued, work under stress and follow directions • Other qualities, experiences, and skills that enhance one’s value to the institution
Posting Date:	December 3, 2019
Closing Date:	Open Until Filled
First Pool Date:	For best consideration, please submit your application no later than <u>January 2, 2020.</u>

Approved:

 Dr. Millicent M. Valek,
 President

 Date

TO: Dr. Millicent Valek
FROM: Dr. Shelley Diviney
DATE: June 4, 2020
SUBJECT: Employment, Kamilah Campbell-Zorn

It is recommended that Kamilah Campbell-Zorn be employed as Humanities Faculty for the 2020-2021 academic year. Kamilah Campbell-Zorn is qualified, has excellent work experience as full-time temporary and adjunct instructor at Brazosport College, and has excellent references. She is highly recommended by the search committee.

A biographical summary is attached.

Respectfully,



Dr. Shelley Diviney
Vice President, Academic and Student Affairs

Attachment

BIOGRAPHICAL SUMMARY

OF

KAMILAH CAMPBELL-ZORN

POSITION EMPLOYED: Humanities Faculty

LENGTH OF CONTRACT: 2020 – 2021 Academic Year

DEGREES: Master of Fine Arts, University of Notre Dame, Notre Dame, Indiana

Bachelor of Fine Arts, Clemson University, Clemson, South Carolina

AREA OF COMPETENCY: Humanities

EXPERIENCE: 2019 – Present, Full-Time Temporary Instructor, Brazosport College, Lake Jackson, TX

2014 – 2019, Adjunct Instructor, Brazosport College, Lake Jackson, TX

2013 – 2015, Fine Arts Facilitator, Pearland ISD, Pearland, TX

2013 – 2011, Graduate Instructor of Sculpture; Digital Archivist and Visual Resources Assistant, Notre Dame, Notre Dame, Indiana

RECOMMENDED BY: Dr. Shelley Diviney, based on interviews with a Search Committee composed of Jeff Detrick, Hollis Knode, Dr. Alisa Petrovich, Chun Lee, and Wayne Pryor and outstanding references from Denise Massa, Visual Resources Curator, Notre Dame, Notre Dame, Indiana; Dr. Kate Funkhouser, Division Chair, Communications and Fine Arts, Brazosport College, Lake Jackson, TX; and Maria Tomasula, Michael P. Grace Professor of Art, Director of Graduate Studies, Head of Painting, Department of Art, Art History & Design, University of Notre Dame, Notre Dame, Indiana.



HUMANITIES FACULTY
Division of Social Science and Education

Posting Details	
Classification Title:	Humanities Faculty
Pay Grade Level	Nine-month, non-tenure track position; hiring-in range depends on education and related teaching experience; excellent benefits
Pay Rate:	Salary follows approved salary structure; summer contract extensions as program needs dictate
Department:	Division of Social Sciences and Education
Physical Demands:	Able to traverse campus and classrooms; able to see, hear, and talk; able to drive to off-campus locations
Job Summary/Basic Function:	<p>Brazosport College, a two-time Top 10 finalist for the Aspen Prize for Community College Excellence and Achieving the Dream Leader College, seeks a dynamic and innovative Humanities Faculty member for a nine-month, non-tenure track position. Start date is August 17, 2020.</p> <p>Job duties include but are not limited to:</p> <ul style="list-style-type: none"> • Reporting to the Chair of the Division of Social Sciences and Education • Teaches humanities courses using traditional and alternative delivery methods • Prepares curriculum, including writing syllabi, developing new courses, selecting textbooks, etc. • Assists in the advisement of students • Serves on various assigned college committees • Summer teaching opportunities as enrollment dictates • Supports the college's student success initiatives
Minimum Qualifications:	<ul style="list-style-type: none"> • Master's Degree in Humanities or a master's degree with 18 graduate hours from any one or a combination of the following areas: Philosophy, English Literature, Arts, History, Classical Studies, and Humanities.

	<ul style="list-style-type: none"> • Demonstrated evidence of successful teaching experience • Excellent organization skills • Strong communications (oral and written) and human relations skills • Demonstrated ability working with culturally diverse populations • Interest in alternative instructional delivery methods • Other qualities, experiences, and skills that enhance one's value to the institution • Exceptional employment or educational qualifications may be given special consideration
First Pool Date	For best consideration, please submit your application not later than December 19, 2019.

Approved:

Dr. Millicent M. Valek, President

Date



“The College of Choice”

500 COLLEGE DRIVE, LAKE JACKSON TX 77566

FINANCIAL STATEMENT

MAY 2020

GLOSSARY

Unrestricted Net Assets are funds which have no external restrictions as to how the College may spend the funds. These funds are for the future needs of Brazosport College and are used against any net losses in the future.

Temporarily Restricted Net Assets are funds which have an external restriction that allows the funds to be spent under certain conditions or passage of time.

Permanently Restricted Net Assets are funds which have an external restriction and the principal cannot be spent and must be invested to produce earnings which become either permanently or temporarily restricted. When a donor stipulates that a portion of the earnings from the original corpus (principal) must be reinvested and added to the original, those earnings are permanently restricted. The portions of the earnings that the donor specifies how it may be spent become temporarily restricted until it is spent for the purpose intended by the donor.

State Appropriations are funds allocated by the State of Texas Legislature based on a contact hour formula. This also includes the State of Texas match for group health insurance and retirement.

Tuition & Fees are collected from students who register for credit classes, non-credit classes, and classes offered through the Corporate Business and Industry Training. Tuition and fee rates are approved by the Board of Regents.

Advalorem Taxes are levied against the property in the taxing entity of the Brazosport College District and go through a legal process each year for any increases. This is for the Maintenance and Operation as well as the voter approved General Obligation Debt to finance the Master Plan.

Other Operating Revenue includes Child Care Fees, Clarion Sales, Library Fines and Lost Books, Virtual College of Texas Fees, Reimbursements from Local School Districts for shared positions, Community Education Fees for services such as Massage Therapy and other types of services offered at various times by the District.

Grants & Contracts includes various Federal, State, and Private Grants and Contracts.

Interest includes Interest Income, Investment Income, Income or Loss from the Sale of Investments as well as Income or Loss for the adjustment for the Fair Market Value of investments being held.

Auxiliary Enterprises include the Student Service Fee, Library Copier Sales, Lease Income from the Bookstore and Food Service, Rental of Facilities, Returned Check Fees, Drama Productions, Testing Fees and Game Room Fees.

Other includes Miscellaneous Revenue, Revenue from Prior Years, Donations, Gator Grab Sales, Proceeds from Bonds and Transfers.

TABLE OF CONTENTS

CONSOLIDATED REPORTS	1- 3
REVENUE REPORT	4 - 6
EXPENDITURE REPORT	7 - 8
CURRENT TAX ABATEMENTS	9
CAPITAL BUDGET REPORT	10
QUARTERLY INVESTMENT REPORT	11

BRAZOSPORT COLLEGE FINANCIAL STATEMENT

CONSOLIDATED REPORTS OF REVENUE AND EXPENDITURES

Brazosport College
Financial Report
9 Months Ended 5/31/2020 (75%)

	FY 2019 Year to date Actual	FY 2020 Year to date Actual	FY 2020 Year to date Budget	Over (Under) Year to date Budget	FY 2020 Budget	Percent of Budget
REVENUES						
STATE APPROPRIATIONS	4,019,648	4,395,008	5,692,500	(1,297,492)	7,590,000	57.91%
TUITION & FEES	9,220,356	7,632,404	8,208,750	(576,346)	10,945,000	69.73%
ADVALOREM TAXES	27,447,770	27,976,274	21,656,250	6,320,024	28,875,000	96.89%
OTHER OPERATING REVENUE	660,146	661,353	741,750	(80,397)	989,000	66.87%
GRANTS AND CONTRACTS	3,818,635	4,208,468	4,794,801	(586,332)	6,393,068	65.83%
INVESTMENT EARNINGS	367,457	231,657	457,500	(225,843)	610,000	37.98%
AUXILIARY ENTERPRISES	504,171	414,940	555,750	(140,810)	741,000	56.00%
OTHER	464,389	491,452	517,113	(25,661)	689,484	71.28%
	46,502,571	46,011,556	42,624,414	3,387,143	56,832,552	80.96%
EXPENSES	35,770,407	37,048,703	42,624,414	(5,575,711)	56,832,552	65.19%
CHANGE IN NET ASSETS	10,732,165	8,962,854		8,962,854		
NET ASSETS - BEGINNING OF YEAR	31,952,178	32,964,835	32,964,835	1,012,657	32,964,835	
NET ASSETS - END OF PERIOD	42,684,343	41,927,689	32,964,835	(756,654)	32,964,835	

**Brazosport College
Combined Expenses**

9 Months Ended 5/31/2020 (75%)

	FY 2019 Year to date Actual	FY 2020 Year to date Actual	FY 2020 Year to date Budget	Over (Under) Year to date Budget	FY 2020 Budget	Percent of Budget
SALARIES & WAGES	15,752,831	16,635,354	18,219,767	(1,584,414)	24,293,023	68.48%
EMPLOYEE BENEFITS	3,522,215	3,742,952	4,133,053	(390,101)	5,510,738	67.92%
TRAVEL EXPENSES	301,080	260,928	547,863	(286,935)	730,484	35.72%
SUPPLIES AND MATERIALS	1,405,831	1,251,940	2,363,246	(1,111,306)	3,150,995	39.73%
OTHER OPERATING EXPENSES	583,292	557,476	1,201,764	(644,288)	1,602,352	34.79%
UTILITIES	722,250	761,250	761,250		1,015,000	75.00%
CONTRACT SERVICES	3,975,154	4,350,367	5,268,793	(918,425)	7,025,057	61.93%
DEPRECIATION	4,010,578	3,907,500	3,907,500		5,210,000	75.00%
DEBT SERVICE PAYMENTS	1,895,178	1,826,864	1,826,864		2,435,819	75.00%
STUDENT AID AND ACTIVITIES	3,691,192	3,827,160	4,300,663	(473,503)	5,734,217	66.74%
RESERVES AND CONTINGENCIES			328,893	(328,893)	438,523	
ALLOCATED EXPENSES	(89,193)	(73,089)	(235,243)	162,154	(313,657)	23.30%
	35,770,407	37,048,703	42,624,414	(5,575,711)	56,832,552	65.19%

Brazosport College
Combined Expenses by Area
9 Months Ended 5/31/2020 (75%)

	FY 2019 Year to date Actual	FY 2020 Year to date Actual	FY 2020 Year to date Budget	Over (Under) Year to date Budget	FY 2020 Budget	Percent of Budget
NON-EXPENDITURE			37,500	(37,500)	50,000	
INSTITUTIONAL SUPPORT	5,726,429	7,335,469	8,747,022	(1,411,553)	11,662,695	62.90%
STUDENT SERVICES	2,861,901	3,005,232	3,529,173	(523,941)	4,705,564	63.87%
SCHOLARSHIP & FELLOWSHIPS	3,633,886	3,763,956	4,546,296	(782,340)	6,061,728	62.09%
INSTRUCTION	12,218,756	12,419,814	13,696,747	(1,276,933)	18,262,329	68.01%
ACADEMIC SUPPORT	1,998,330	2,272,678	2,332,065	(59,387)	3,109,420	73.09%
PUBLIC SERVICE	174,197	176,569	339,150	(162,581)	452,199	39.05%
OPERATION & MAINTENANCE OF PLANT	8,791,600	7,583,376	8,772,440	(1,189,063)	11,696,586	64.83%
AUXILIARY ENTERPRISE	365,309	491,608	624,023	(132,415)	832,030	59.09%
	35,770,407	37,048,703	42,624,414	(5,575,711)	56,832,552	65.19%

BRAZOSPORT COLLEGE FINANCIAL STATEMENT

DETAIL REVENUE REPORT

Brazosport College

Revenue

9 Months Ended 5/31/2020 (75%)

		Amount Budgeted	Current Revenue	Year-to-Date Revenue	Budget Balance
1124072709	DEGREE VERIFICATION FEE	\$1,000.00	\$75.00	\$820.00	\$180.00
1139572703	CHILD CARE FEES	\$525,000.00	\$1,148.05	\$288,493.54	\$236,506.46
1148975300	DONATIONS	\$0.00	\$0.00	\$5,000.00	(\$5,000.00)
1149172400	CB/IT COURSE FEE	\$2,100,000.00	\$27,216.63	\$585,198.97	\$1,514,801.03
1152275300	DONATIONS	\$120,000.00	\$0.00	\$0.00	\$120,000.00
1156673403	RENTAL OF FACILITIES	\$8,000.00	\$0.00	\$14,569.00	(\$6,569.00)
1156675966	CONCERT TICKET SALES	\$200,000.00	(\$367.00)	\$177,548.00	\$22,452.00
1156675967	SPECIAL CLARION CONCERTS	\$90,000.00	\$0.00	\$0.00	\$90,000.00
1156675968	CLARION SPONSORS	\$75,000.00	\$0.00	\$24,500.00	\$50,500.00
1170100	ACADEMIC PROGRAMS	\$5,296,000.00	\$499,834.00	\$3,798,433.00	\$1,497,567.00
1170300	SUPPLEMENTAL STATE APPROPRIATION	\$0.00	\$50,000.00	\$350,000.00	(\$350,000.00)
1170400	BACCALAUREATE PROGRAM	\$194,000.00	\$19,400.00	\$135,800.00	\$58,200.00
1170600	HAZELWOOD REIMBURSEMENT	\$0.00	\$0.00	\$13,200.00	(\$13,200.00)
1171401	CURRENT TAXES	\$24,158,000.00	\$3,946,533.69	\$23,439,910.63	\$718,089.37
1171402	DELINQUENT TAXES	\$150,000.00	\$3,190.21	\$81,131.63	\$68,868.37
1171403	PENALTY AND INTEREST	\$75,000.00	\$8,521.40	\$62,028.79	\$12,971.21
1171407	TAX ABATEMENT FEES	\$192,000.00	\$0.00	\$225,380.27	(\$33,380.27)
1171410	TAX APPRAISAL & COLLECTION FEES	(\$200,000.00)	(\$40,511.08)	(\$187,653.36)	(\$12,346.64)
1172101	TUITION: CREDIT IN-DISTRICT	\$2,750,000.00	\$123,821.43	\$2,210,516.58	\$539,483.42
1172102	TUITION: CREDIT OUT-OF-DISTRICT	\$3,200,000.00	\$131,872.41	\$2,676,199.18	\$523,800.82
1172103	TUITION: CREDIT NON-RESIDENT	\$100,000.00	\$1,867.00	\$89,842.53	\$10,157.47
1172104	TUITION: TPEG IN-STATE	(\$320,000.00)	\$0.00	(\$119,454.77)	(\$200,545.23)
1172105	TUITION: NON-RESIDENT	\$0.00	\$0.00	(\$930.00)	\$930.00
1172106	TUITION: EXEMPTIONS & REMISSIONS	\$200,000.00	\$0.00	\$95,563.89	\$104,436.11
1172107	TUITION: UPPER LEVEL	\$200,000.00	\$5,598.75	\$159,955.32	\$40,044.68
1172202	TECHNOLOGY FEE	\$800,000.00	\$34,188.42	\$666,821.39	\$133,178.61
1172203	LAB FEES	\$500,000.00	\$9,173.97	\$421,718.13	\$78,281.87
1172208	BUILDING FEE	\$825,000.00	\$34,801.96	\$666,855.48	\$158,144.52
1172209	SMALL CLASS FEE	\$40,000.00	\$3,981.99	\$22,430.04	\$17,569.96
1172211	INVOICE FEE	\$5,000.00	\$0.00	\$0.00	\$5,000.00
1172299	CREDIT CARD FEES - CREDIT CLASSES	(\$105,000.00)	(\$6,817.61)	(\$58,032.32)	(\$46,967.68)
1172501	TUITION: COMMUNITY EDUCATION	\$130,000.00	\$37.50	\$46,783.50	\$83,216.50
1172502	TUITION: NON-CREDIT	\$125,000.00	\$28.00	\$20,756.52	\$104,243.48
1172504	TUITION: TPEG CE	(\$8,000.00)	\$0.00	(\$294.81)	(\$7,705.19)
1172601	LAB FEES: NON-CREDIT	\$25,000.00	\$318.50	\$8,140.50	\$16,859.50
1172603	BUILDING FEE: CE	\$60,000.00	\$790.75	\$20,906.59	\$39,093.41
1172699	CREDIT CARD FEE-CE	(\$2,000.00)	\$0.00	(\$1,252.00)	(\$748.00)
1174902	LOCAL SCHOOL DISTRICTS	\$85,000.00	\$0.00	\$166,049.16	(\$81,049.16)
1174960	INDIRECT COST RECOVERY	\$25,000.00	\$0.00	\$16,123.50	\$8,876.50
1175101	INTEREST: CHECKING/INVESTMENT POOLS	\$285,000.00	\$4,483.95	\$147,690.40	\$137,309.60
1175102	INVESTMENT INTEREST	\$40,000.00	\$7,825.05	\$66,964.95	(\$26,964.95)
1175104	INCREASE/DECREASE IN VALUE	\$0.00	\$533.76	\$13,384.28	(\$13,384.28)
1175105	GAINS/LOSSES ON INVESTMENTS	\$0.00	(\$533.76)	(\$632.93)	\$632.93
1175200	LIBRARY FINES & LOST BOOKS	\$5,000.00	\$288.65	\$2,402.53	\$2,597.47
1175302	CONSTRUCTION DONATIONS	\$125,000.00	\$0.00	\$43,020.00	\$81,980.00
1175900	MISCELLANEOUS REVENUE	\$109,250.00	\$7,010.48	\$71,097.68	\$38,152.32
1176100	BASF INSTRUMENTATION LAB DONATION	107\$0.00	\$0.00	\$75,000.00	(\$75,000.00)
1178302	IMPACT AID	\$1,000.00	\$0.00	\$0.00	\$1,000.00

Brazosport College
Revenue
9 Months Ended 5/31/2020 (75%)

		Amount Budgeted	Current Revenue	Year-to-Date Revenue	Budget Balance
1210375904	DRAMA PRODUCTIONS	\$3,000.00	\$0.00	\$1,009.00	\$1,991.00
1249573405	DOW ACADEMIC CENTER FEES	\$290,000.00	\$0.00	\$106,053.50	\$183,946.50
1250573415	HEALTH SEMINARS	\$0.00	\$0.00	\$50.00	(\$50.00)
1250772714	FITNESS LOFT FEES	\$0.00	\$0.00	\$240.00	(\$240.00)
1260275907	TESTING FEE	\$50,000.00	(\$15.50)	\$20,263.00	\$29,737.00
1260773202	LIBRARY COPIER SALES	\$5,000.00	\$0.00	\$2,834.78	\$2,165.22
1261173401	LEASE OF FOOD SERVICE	\$40,000.00	\$0.00	\$19,258.86	\$20,741.14
1272204	STUDENT SERVICE FEE	\$265,000.00	\$10,681.73	\$215,793.90	\$49,206.10
1273402	LEASE OF BOOKSTORE	\$80,000.00	\$0.00	\$35,107.59	\$44,892.41
1275101	INTEREST: CHECKING/INVESTMENT POOLS	\$0.00	\$2.27	\$21.57	(\$21.57)
1820774905	CAREER FAIR DONATIONS	\$11,000.00	\$0.00	\$13.65	\$10,986.35
1851078150	HEERF-FED CARES ACT	\$614,362.00	\$0.00	\$614,362.00	\$0.00
1851078160	FEDERAL CARES ACT COLLEGE PART	\$614,361.00	\$0.00	\$0.00	\$614,361.00
1851478200	FEDERAL LOANS	\$300,000.00	\$4,589.50	\$205,879.00	\$94,121.00
1851575305	FOUNDATION SCH DONATIONS	\$296,450.00	\$0.00	\$293,534.14	\$2,915.86
1851678911	FEDERAL WORK STUDY	\$99,000.00	\$0.00	\$94,068.37	\$4,931.63
1851770990	STATE WORK STUDY	\$13,000.00	\$0.00	\$10,139.00	\$2,861.00
1852172104	TUITION: TPEG IN-STATE	\$320,000.00	\$0.00	\$119,749.58	\$200,250.42
1852172105	TUITION: NON-RESIDENT	\$0.00	\$0.00	\$930.00	(\$930.00)
1852470905	TX EDUCATION OPPORTUNITY GRANT	\$175,000.00	\$0.00	\$108,077.00	\$66,923.00
1852578100	PELL GRANT	\$2,600,000.00	\$116,915.48	\$2,110,487.48	\$489,512.52
1853078910	FSEOG FEDERAL GRANT	\$154,000.00	\$500.00	\$132,650.00	\$21,350.00
1853370991	STATE WS MENTORSHIP GRANT	\$16,000.00	\$3,329.66	\$11,848.66	\$4,151.34
1853470900	STATE GRANTS & CONTRACTS	\$34,000.00	\$0.00	\$19,109.20	\$14,890.80
1853575306	MARTIN SCHOLARSHIP DONATION	\$15,000.00	\$0.00	\$0.00	\$15,000.00
1853575319	ANGLETON ISD SCHOLARSHIP DONATION	\$15,000.00	\$0.00	\$0.00	\$15,000.00
1855774904	EXXON/MOBIL PETROCHEMICAL PROJECT	\$5,000.00	\$0.00	\$5,000.00	\$0.00
1858074916	FOUNDATION MINI GRANTS	\$5,000.00	\$0.00	\$0.00	\$5,000.00
1862178500	SBDC FEDERAL REVENUE	\$12,356.96	\$0.00	\$12,356.96	\$0.00
1862278500	SBDC FEDERAL REVENUE	\$135,311.00	\$0.00	\$40,856.72	\$94,454.28
1862578500	SBDC FEDERAL REVENUE	\$58,629.00	\$0.00	\$0.00	\$58,629.00
1862975902	PROGRAM INCOME	\$8,000.00	\$0.00	\$1,300.00	\$6,700.00
1863474400	FEDERAL ABE/ESL	\$521,255.60	\$130,775.83	\$392,561.48	\$128,694.12
1866278300	PERKINS	\$27,732.00	\$0.00	\$26,554.00	\$1,178.00
1866378300	PERKINS	\$12,418.00	\$0.00	\$3,163.00	\$9,255.00
1866478300	PERKINS	\$57,755.00	\$0.00	\$8,382.00	\$49,373.00
1866578300	PERKINS	\$10,000.00	\$0.00	\$0.00	\$10,000.00
1867378700	BASIC SKILLS TRAINING	\$30,000.00	\$5,309.25	\$12,115.50	\$17,884.50
1867478700	BASIC SKILLS TRAINING	\$0.00	\$0.00	\$283.50	(\$283.50)
1867678906	EL CIVICS	\$87,035.80	\$16,214.56	\$76,058.80	\$10,977.00
1868174923	TEXAS PEER COACHING INITIATIVE	\$7,500.00	\$1,900.00	\$1,900.00	\$5,600.00
1869270907	TX COMMISSION ON THE ARTS GRANT	\$5,000.00	\$0.00	\$3,500.00	\$1,500.00
1870500	STATE MATCHING FUNDS	\$560,000.00	\$0.00	\$97,574.78	\$462,425.22
1870501	INSURANCE MATCHING	\$1,540,000.00	\$0.00	\$0.00	\$1,540,000.00
1880274802	REGION 6-PROFESSIONAL DEVELOPMENT	\$0.00	\$790.78	\$790.78	(\$790.78)
1880374933	STRIVE TO DRIVE	\$30,000.00	\$5,000.00	\$10,000.00	\$20,000.00
1880774936	COLLABORATIVE FOR CHILDREN-HOUSTON	\$108,000.00	\$0.00	\$500.00	(\$500.00)
1880875304	FOUNDATION LIBRARY DONATION	\$6,784.00	\$0.00	\$2,300.00	\$4,484.00

**Brazosport College
Revenue**

9 Months Ended 5/31/2020 (75%)

		Amount Budgeted	Current Revenue	Year-to-Date Revenue	Budget Balance
1881174977	PRAXXAIR LOACL GRANT	\$92,500.00	\$20,885.05	\$20,885.05	\$71,614.95
1881275812	DOW POLICE SAFETY EQUIP GRANT REV	\$1,610.38	\$0.00	\$0.00	\$1,610.38
1881375813	ACCELERATE TEXAS-JUMP START REV	\$368,769.31	\$724.99	\$127,877.77	\$240,891.54
1881578818	FED-TWC-PETROCHEMICAL CONSORTIUM	\$218,648.42	\$0.00	\$85,634.00	\$133,014.42
1882074909	COMMUNITY FOUNDATION	\$7,514.95	\$5,665.00	\$5,665.00	\$1,849.95
1882174909	COMMUNITY FOUNDATION	\$8,933.09	\$10,426.79	\$10,426.79	(\$1,493.70)
1883074978	EMERGENCY AID-FOUNDATION	\$32,975.00	\$0.00	\$40,799.17	(\$7,824.17)
1883570915	LEAGUE FOR INNOVATION GRANT	\$400.00	\$0.00	\$400.00	\$0.00
4271401	CURRENT TAXES	\$4,460,000.00	\$728,501.73	\$4,326,840.15	\$133,159.85
4271402	DELINQUENT TAXES	\$25,000.00	\$689.16	\$16,443.07	\$8,556.93
4271403	PENALTY AND INTEREST	\$15,000.00	\$1,626.94	\$12,193.04	\$2,806.96
4275101	INTEREST: CHECKING/INVESTMENT POOLS	\$10,000.00	\$237.25	\$10,341.07	(\$341.07)
4329875101	INTEREST: CHECKING/INVESTMENT POOLS	\$24,000.00	\$280.42	\$11,374.83	\$12,625.17
6175101	INTEREST: CHECKING/INVESTMENT POOLS	\$300.00	\$12.97	\$98.79	\$201.21
6175102	INVESTMENT INTEREST	\$700.00	\$50.46	\$447.63	\$252.37
6175104	INCREASE/DECREASE IN VALUE	\$20,000.00	\$166,491.17	(\$171,214.33)	\$191,214.33
6175106	DIVIDENDS	\$180,000.00	\$5,641.10	\$144,518.85	\$35,481.15
6175502	GAIN/LOSS ON INVESTMENT SALES	\$50,000.00	(\$1,243.24)	\$8,661.88	\$41,338.12
6175900	MISCELLANEOUS REVENUE	\$2,000.00	\$1,500.00	\$1,500.00	\$500.00
		\$56,832,551.51	\$6,111,795.45	\$46,011,556.35	\$10,820,995.16

BRAZOSPORT COLLEGE FINANCIAL STATEMENT

EXPENDITURE REPORT BY DIVISION

Brazosport College
Expenses by Division
9 Months Ended 5/31/2020 (75%)

	Amount Budgeted	Encumbrances Outstanding	Current Expenditures	Year to date Expenditures	Budget Balance
NON-EXPENDITURE					
001 NON-EXPENDITURE	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Total Area 0 NON-EXPENDITURE	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
INSTITUTIONAL SUPPORT					
011 GOVT OF INSTITUTION	\$410,903.00	\$20,331.64	\$29,015.74	\$297,267.78	\$93,303.58
012 EXEC DIRECTION	\$850,415.00	\$0.00	\$49,956.04	\$502,374.46	\$348,040.54
013 BUSINESS&FISCAL MGT	\$1,770,939.00	\$27,963.19	\$137,931.44	\$1,303,506.28	\$439,469.53
015 STATE BENEFITS	\$2,060,000.00	\$0.00	\$0.00	\$0.00	\$2,060,000.00
031 GENERAL INSTITUTION	\$6,572,188.38	\$398,100.70	\$564,884.97	\$5,133,183.27	\$1,040,904.41
032 STAFF BENEFITS	(\$1,750.00)	\$15,974.88	\$6,222.40	\$99,136.97	(\$116,861.85)
Total Area 1 INSTITUTIONAL SUPPORT	\$11,662,695.38	\$462,370.41	\$788,010.59	\$7,335,468.76	\$3,864,856.21
STUDENT SERVICES					
021 REGISTRAR & ADMISS	\$753,044.00	\$4,506.07	\$73,544.68	\$571,564.65	\$176,973.28
022 STUDENT SVC ADMIN	\$1,487,350.20	\$14,526.08	\$138,944.19	\$1,070,404.85	\$402,419.27
024 COUNSELING & TESTING	\$2,427,157.00	\$174,420.21	\$144,932.14	\$1,348,712.81	\$904,023.98
025 STUDENT ACT AND SVC	\$38,013.00	\$81.00	\$1,680.09	\$14,549.92	\$23,382.08
Total Area 2 STUDENT SERVICES	\$4,705,564.20	\$193,533.36	\$359,101.10	\$3,005,232.23	\$1,506,798.61
SCHOLARSHIP & FELLOWSHIPS					
023 STUDENT AID	\$6,061,728.00	\$18,940.00	\$192,067.66	\$3,763,956.19	\$2,278,831.81
Total Area 3 SCHOLARSHIP & FELLOWSHIPS	\$6,061,728.00	\$18,940.00	\$192,067.66	\$3,763,956.19	\$2,278,831.81
INSTRUCTION					
042 COMMUNICATIONS & FINE ARTS	\$1,284,214.49	\$3,779.05	\$152,729.02	\$1,214,806.98	\$65,628.46
043 MATH & LIFE SCIENCES	\$1,519,296.49	\$13,346.89	\$111,885.77	\$1,018,968.47	\$486,981.13
044 SOCIAL SCIENCES & EDUCATION	\$2,263,452.04	\$6,226.03	\$203,785.10	\$1,556,980.58	\$700,245.43
045 HEALTH PROFESSIONS	\$1,572,686.00	\$24,366.85	\$136,987.32	\$1,184,377.60	\$363,941.55
046 BAT PROGRAMS	\$598,359.49	\$8,553.82	\$42,300.80	\$379,987.45	\$209,818.22
049 ORGANIZED INSTRUCTIONAL ACT	\$525,360.71	\$20,113.97	\$20,842.53	\$250,087.49	\$255,159.25
052 COMPUTER TECHNOLOGY & OFF	\$1,072,012.26	\$880.00	\$89,739.56	\$804,404.75	\$266,727.51
053 CONSTRUCTION & INDUSTRIAL TI	\$1,765,548.49	\$28,183.83	\$123,001.41	\$1,314,467.09	\$422,897.57
055 PHYSICAL SCIENCES & PROCES	\$2,126,981.00	\$17,851.22	\$168,924.41	\$1,468,325.17	\$640,804.61
059 ORGANIZED INSTRUCTIONAL ACT	\$1,256,648.74	\$17,613.09	\$105,050.80	\$978,319.29	\$260,716.36
071 ADULT BASIC EDUC	\$854,291.40	\$7,276.01	\$35,440.71	\$531,437.45	\$315,577.94
073 NON-CREDIT PROGRAMS	\$655,150.00	\$7,278.74	\$36,512.97	\$332,255.18	\$315,616.08
075 BUSINESS/INDUSTRY TRAINING	\$2,768,327.73	\$311,907.46	\$152,541.89	\$1,385,396.26	\$1,071,024.01
Total Area 4 INSTRUCTION	\$18,262,328.84	\$467,376.96	\$1,379,742.29	\$12,419,813.76	\$5,375,138.12
ACADEMIC SUPPORT					
061 LIBRARY & RESOURCES	\$785,884.00	\$12,983.13	\$38,052.75	\$729,235.33	\$43,665.54
062 INSTRUCTIONAL SUPPORT	\$2,323,536.09	\$27,716.46	\$114,613.23	\$1,543,443.01	\$752,376.62
Total Area 6 ACADEMIC SUPPORT	\$3,109,420.09	\$40,699.59	\$152,665.98	\$2,272,678.34	\$796,042.16
PUBLIC SERVICE					
074 PUBLIC SERVICE	\$452,199.44	\$1,909.50	\$25,452.44	\$176,568.84	\$273,721.10
Total Area 7 PUBLIC SERVICE	\$452,199.44	\$1,909.50	\$25,452.44	\$176,568.84	\$273,721.10

Brazosport College
Expenses by Division
9 Months Ended 5/31/2020 (75%)

	Amount Budgeted	Encumbrances Outstanding	Current Expenditures	Year to date Expenditures	Budget Balance
OPERATION & MAINTENANCE OF PLANT					
081 PHYSICAL PLANT SVC	\$3,045,767.00	\$521,376.77	\$285,335.44	\$2,083,080.33	\$441,309.90
082 UTILITIES	\$1,015,000.00	\$195,045.07	\$84,583.65	\$761,249.90	\$58,705.03
083 CONSTR & RENOVATIONS		\$0.00	\$0.00	\$11,528.16	(\$11,528.16)
084 DEBT SERVICE	\$2,435,819.00	\$0.00	\$202,985.00	\$1,826,864.01	\$608,954.99
085 ASSET EXPENSE	\$5,200,000.00	\$0.00	\$434,166.00	\$2,900,653.99	\$2,299,346.01
Total Area 8 OPERATION & MAINTENANCE OF PLANT	\$11,696,586.00	\$716,421.84	\$1,007,070.09	\$7,583,376.39	\$3,396,787.77
AUXILIARY ENTERPRISE					
091 AUXILIARY ENTERPRISES	\$832,030.04	\$34,178.24	\$39,940.94	\$491,608.00	\$306,243.80
Total Area 9 AUXILIARY ENTERPRISE	\$832,030.04	\$34,178.24	\$39,940.94	\$491,608.00	\$306,243.80
Total Report	\$56,832,551.99	\$1,935,429.90	\$3,944,051.09	\$37,048,702.51	\$17,848,419.58

BRAZOSPORT COLLEGE FINANCIAL STATEMENT

CURRENT TAX ABATEMENTS

**Brazosport College - Current Tax Abatements
as of May 31, 2020**

Company	Board Approval Date	Beginning Value	Ending Value	Final Year
BASF	9/19/2011	80,000,000	31,000,000	2020
DOW (Agro)	3/19/2012	150,000,000	122,000,000	2020
DOW (Beta)	3/25/2013	846,000,000	702,000,000	2021
Freeport Welding	3/24/2014	3,000,000	3,000,000	2021
BASF	2/17/2014	750,000,000	495,000,000	2022
DOW (Cracker)	3/19/2012	1,700,000,000	1,010,000,000	2023
Freeport LNG	9/17/2012	1,700,000,000	1,400,000,000	2024
Phillips 66 Co.	1/21/2014	1,300,000,000	620,000,000	2024
Shintech d/b/a K-Bin	11/20/2017	15,000,000	11,500,000	2025
Freeport LNG	9/17/2012	1,800,000,000	1,500,000,000	2025
Freeport LNG	9/17/2012	1,300,000,000	1,100,000,000	2025
Praxair, Inc.	9/19/2016	104,000,000	76,738,000	2025
MEGlobal Americas, Inc.	9/21/2015	1,000,000,000	693,000,000	2027
DOW (Polyethylene)	9/17/2018	715,000,000	545,000,000	2027
BASF	8/18/2014	1,000,000,000	601,500,000	2028
Freeport LNG	10/17/2016	1,750,000,000	1,000,000,000	2030

Totals

14,213,000,000 9,910,738,000

BRAZOSPORT COLLEGE FINANCIAL STATEMENT

CAPITAL BUDGET REPORT

BRAZOSPORT COLLEGE
CAPITAL BUDGET
FYE 8/31/2020

ACCOUNT NUMBER		BUDGET	COMMITTED	ACTUAL	AVAILABLE
41 217 03402	Network Wiring	71,791.23	39,113.04	28,709.96	3,968.23
41 217 03403	TBD-IT	32,138.02	-	-	32,138.02
41 213 03404	TBD-IT	-	-	-	-
41 213 03418	Network Wireless Replacement	72,200.00	57,052.25	9,765.00	5,382.75
41 213 03427	Firewall Upgrade	72,307.72	-	72,307.72	-
41 296 03421	Security Camera Project	73,879.72	17,700.27	51,179.45	5,000.00
41 296 03454	Security Storage for Camera Recordings	76,516.33	-	76,516.33	-
41 495 03402	Electrical Outlets for DAC	10,000.00	-	9,481.10	518.90
41 505 03417	Fitness Loft AV Upgrade	79,616.98	-	79,616.98	-
IT TOTAL		488,450.00	113,865.56	327,576.54	47,007.90
41 272 03407	Library Book Additions	100,000.00	40,413.29	49,271.13	10,315.58
41 272 03412	Library Standing Orders	60,000.00	10,330.56	38,441.41	11,228.03
41 296 03402	Police Radio Antenna	8,600.00	-	8,532.00	68.00
41 566 03423	Clarion Wireless Microphone System	42,700.00	-	42,410.30	289.70
41 296 03424	Police Arms Record Management System	37,800.00	-	37,800.00	-
41 296 03425	Police Vehicle	60,000.00	-	54,234.34	5,765.66
41 299 03422	CE Expansion and Remodel	17,000.00	-	16,552.88	447.12
41 311 03479	Instrumentation Lab	295,000.00	3,401.60	158,492.68	133,105.72
41 322 03487	Police Academy Force Simulator	40,000.00	4,500.00	34,850.00	650.00
41 329 03403	Electric Motor Learning System	5,530.00	-	5,530.00	-
41 299 03495	M & G Signage for Student Life	10,625.00	-	10,625.00	-
41 611 03403	Mule for The Commons	10,460.00	-	10,339.57	120.43
41 611 03403	Steamer for Commons	18,240.00	-	18,240.00	-
41 210 03461	To Be Determined Projects	81,045.00	-	-	81,045.00
		787,000.00	58,645.45	485,319.31	243,035.24
41 299 03458	Facility Pump Upgrades	8,583.00	-	8,583.00	-
41 299 03416	Cell Phone Coverage	233,485.89	27,970.00	122,996.00	82,519.89
41 299 03440	Emergency Notification Speakers	6,540.00	6,540.00	-	-
41 299 03449	Phoenix System for Saddler Lab Room	14,500.00	-	-	14,500.00
41 299 03457	Air Conditioner for G Wing	20,513.00	20,513.00	-	-
41 299 03463	Gator Fountain Upgrade	21,793.00	2,179.30	19,613.70	-
41 299 03496	Boiler	26,000.00	25,219.75	-	780.25
41 299 03402	Future Building Maintenance	28,391.00	-	-	28,391.00
Facility Total		359,805.89	82,422.05	151,192.70	126,191.14
41 299 03419	Piping Replacement	3,141,680.00	1,377,365.20	1,762,381.80	1,933.00
41 299 03437	D Wing Remodel	600,000.00	-	-	600,000.00
41 491 03491	CLC Technology Upgrade	1,200,000.00	106,113.36	992,100.37	101,786.27
41 205 03414	Student Information System	1,600,000.00	654,534.95	332,228.05	613,237.00
		6,541,680.00	2,138,013.51	3,086,710.22	1,316,956.27
41 491 03497	ABB Lab-CBIT	60,000.00	-	60,000.00	-
		60,000.00	-	60,000.00	-
		8,236,935.89	2,392,946.57	4,110,798.77	1,733,190.55
	Approved Capital Budget	6,400,000.00			
	Approved Piping Project	1,500,000.00			
	Approved Carryover for CBIT	60,000.00			
	Approved Carryover for Cell Phone	131,935.89			
	Approved I & E Lab Addition	145,000.00			
		8,236,935.89			

BRAZOSPORT COLLEGE FINANCIAL STATEMENT

QUARTERLY INVESTMENT REPORT

BRAZOSPORT COLLEGE		
Summary of Investments		
Investment Type	February 29, 2020 Market Value	May 31, 2020 Market Value
Equity Securities		
U.S. Common Stock	1,199,658	1,221,386
Equity Mutual Funds	54,750	49,412
Other Equity Securities - Foreign Holdings	570,144	540,618
Total Equity Securities	1,824,552	1,811,416
Other Investments		
Real Estate		
Private Equity		
Annuities		
Collective Endowment Funds		
Commodities		
Collectibles		
Other (list)		
Total Other Investments	0	0
Debt Investments >1 year		
U.S. Government	837,201	843,994
U.S. Government Agency	4,588,295	3,881,770
Mortgage Pass-Throughs		
CMOs:		
Interest Only Strips		
Principal Only Strips		
Inverse Floaters		
Stated Maturities longer than 10 years		
PFIA Compliant CMOs		
Other Asset-Backed Bonds		
Foreign Issued Obligations	1,206,925	1,190,843
Municipal Obligations		
Corporate Obligations:		
Highly Rated (AAA/AA)		
Investment Grade (A/BBB)		
NR/High Yield (<BBB)		
GICs		
Bond Mutual Funds		
Other (list)		
Total Debt Investments >1 year	6,632,421	5,916,607
Short Term Investments		
U.S. Government	1,815,316	1,753,884
U.S. Government Agency		
CDs/Bas	99,000	99,000
A1/P1 Commercial Paper		
Repurchase Agreements		
Local Government Investment Pools	20,221,329	19,287,759
Other Money Market Funds	9,816	739,634
Bank Deposits	1,006,457	1,486,791
Cash Held at State Treasury		
Other (list)		
Total Short Term Investments	23,151,918	23,367,068
TOTAL INVESTMENTS	31,608,891	31,095,091

