

## 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 learning environment, and enriching our communities.

October 19, 2015

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, October 19, 2015, at 6:30 PM, in Room 104, in the Brazosport College Corporate Learning Center, located in Lake Jackson, Texas.

The agenda is as follows:

1. Roll Call
2. Invocation
3. Approval of Minutes
4. Communications
5. Audience to Patrons and Petitions
6. Informational Reports
  - A. Enrollment Reports
    1. Credit Students. Headcount/contact hour enrollment for the Fall 2015 Semester is attached.
    2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Fall 2015 semester.

3. Community Education Courses. The Director, Community Education, reports the attached enrollment numbers for the Community Education Program for the month of September 2012-2015.
  4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for September, 2011-2015.
- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of September, 2015.
- C. Report of Unfilled Positions. The Vice President, Human Resources, provides the attached report on vacant positions that are currently being advertised.
- D. Approval of New Teachers for Community Education Program. There were no new teachers to report for the Community Education Program.
- E. Fund Development Report. The Vice President, College Advancement, provides a report on fund development activities of the Brazosport College Foundation for the months of September – October 2015.
- F. Outstanding Purchase Orders. Attached is a communication from the Director, Business Services proposing an increase in the budget to accommodate the carryover funds needed to satisfy purchase orders which were outstanding on August 31, 2015, against the 2014-2015 budget. The carryover process is the one recommended by the College's auditors and approved for implementation by the Board. The proposal is recommended for approval by the Vice President, Financial Services and CFO.
- The President, under authority granted by the Board, has approved this recommendation.
- G. President's Reception and Opening Concert. The President's Reception and Opening Concert for the 10th Anniversary of The Clarion is scheduled for Friday, October 30, 2015. The reception will begin at 6:00 p.m. and will be held in the Corporate Learning Center. The concert, featuring Lyle Lovett & John Hiatt, will begin at 7:30 p.m. The sponsor for the evening is STP Nuclear Operating Company. Invitations have been extended to the Board of Regents by mail.
- H. Scholarship Celebration Breakfast. The Brazosport College Foundation will be hosting the Scholarship Celebration Breakfast on Tuesday, November 10, 2015 at 8:00 a.m. in the Dow Academic Center, Hall D. The event is being sponsored by

The Facts and the guest speaker will be Mr. Chris Witte, Sr. Vice President, BASF Corporation. Invitations will be extended to the Board of Regents by mail.

- I. LVN Pinning Ceremony. The LVN Pinning Ceremony is scheduled for Thursday, November 12, 2015 at 6 p.m. in The Clarion. The public is invited to attend.
- J. Brazoria County Petrochemical Council (BCPC) Announcement. The Brazosport College Foundation, in conjunction with Brazosport Area Chamber of Commerce, will host a Business After-Hours on Thursday, November 19th at 5:00 PM (Announcement at 5:30) in the Dow Academic Center. Invitations will be extended to the Board of Regents by mail.
- K. 2015 Texas Higher Education Leadership Conference. The Texas Higher Education Leadership Conference is scheduled for November 19-20, 2015 in Austin, Texas. The theme for the conference is “60x30TX: The Next Long-Range Strategic Plan for Texas Higher Education.” The conference will include an orientation session for new board members on November 19, 2015. Additional information on the conference is attached. Reservations are to be made through Serena Andrews, Vice President, College Advancement.
- L. Community Development Block Grant Budget. Attached is a communication from the Director, Business Services, reporting on a notification from Brazoria County that Brazosport College has received approval for the Community Development Block Grant for 2015 – 2016 in the amount of \$30,000 for scholarships for Community Education workforce programs.  
  
The President, under authority granted by the Board, has approved this recommendation.
- M. Festival of Carols. The 2015 Festival of Carols begins on Friday, December 4th with a concert by Christopher Cross, sponsored by BASF Corporation. On Saturday, December 5th at 7:30 p.m. there will be a concert featuring the Brazosport College Choir. Admission is free. On Monday, December 7th at 7:30 p.m., the College and Community Band will perform at the Lake Jackson Museum. Admission is free. The Festival of Carols will conclude on December 12th at 7:30 p.m. with a concert at The Clarion. The show will feature the Brazosport Symphony Orchestra. Tickets are available from The Clarion.
- N. Marketing & Communications Annual Report 2014-2015. Attached is the 2014-15 Annual Report of the Marketing & Communications department from Kyle Smith, Director.

- O. Grant Administration Annual Report. The Director, Grant Administration, provides the attached Annual Report for 2014-2015.
- P. Summary of Investments and Annual Investment Report. Attached is the Summary of Investments comparing August 2014 results to August 2015 and the corresponding annual investment report detailing the investments.
- Q. Construction Update. Attached is the Construction Update from the Vice President, Administrative Services.
- R. Policy Review. At the Board Workshop on February 13-14, 2009, Regents initiated a systematic review of Board policy. It was suggested that a number of Board policies be included for review as part of each monthly agenda. Questions regarding the referenced policies may be addressed to the President prior to the meeting for clarification and/or discussion.

The attached policy CKB (Legal) is presented for the Board's information and also can be found at:

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

- S. Brazosport College Calendar. The Brazosport College Calendar for October 24, 2015 – January 1, 2016 is attached.

## 7. Reports/Presentations

- A. Quarterly Report on Performance. The Vice President, Academic and Student Services, provides the attached information about satisfaction with college programs and services and Closing the Gaps.
- B. Endowment Investment Update. Mr. Chris Sheets, Bernstein Global Wealth Management, will provide information on the performance and allocation of the College endowment funds. Included is Mr. Sheets' presentation.
- C. President's Report
- ACCT Conference
  - College Update
  - SACS Update

## 8. Unfinished Business

- A. Board Policy Revision – DDA (Local). The Vice President, Human Resources, recommends revisions to Policy DDA (Local) – Personnel Positions – Qualifications and Duties. Board policy provides that additions or revisions to policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the policy, with existing policy language appearing as regular text, deleted language appearing with a line through it, and new language in bold print.

Revisions to this policy are presented for second reading and adoption.

It would be appropriate for the Board to adopt the revisions as presented.

- B. Board Policy Revision – GF (Local). The Vice President, Human Resources, recommends revisions to Policy GF (Local) – Community Use of College District Facilities. Board policy provides that additions or revisions to policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the policy, with existing policy language appearing as regular text, deleted language appearing with a line through it, and new language in bold print.

Revisions to this policy are presented for second reading and adoption.

It would be appropriate for the Board to adopt the revisions as presented.

- C. Proposed Board Policy – GK (Local). The Vice President, Human Resources, recommends Policy GK (Local) – Relations with Educational Accreditation Agencies as a new policy. Board policy provides that new policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the proposed new policy.

This proposed policy is presented for second reading and adoption.

It would be appropriate for the Board to adopt the revisions as presented.

## 9. New Business

- A. Consideration and Action to Fill Board Member Vacancy. It would be appropriate for the Board to consider the appointment of a member to fill Board Position 7. This vacancy was created by the resignation of John Gilbert.
- B. Request for Approval of Modifications to Vision 2020. In April of 2015, the Board adopted revisions to Vision 2020. These included the addition of a fifth major goal

(College Legacy) as well as strategies and objectives through year 2020. As in previous planning cycles, staff have the opportunity to make changes to objectives. Modifications to objectives primarily reflect clarifications or changes in timing due to SACS reaffirmation work. The updated Vision 2020 document is attached and presented for consideration. Changes are highlighted within the document. Additional information will be shared at the meeting regarding the College's planning process and the resulting objectives and strategies.

It would be appropriate for the Board to consider the request for approval of modifications to Vision 2020 objectives.

- C. Interlocal Agreement. Attached is the memorandum of Agreement for Brazoria County Health Department designating Brazosport College as a distribution center for medications/immunizations in the event of a Public Health emergency. This is a renewal of the agreement in which the college has participated in prior years.

It would be appropriate for the Board to approve the Agreement with Brazoria County Health Department.

- D. Refunding Limited Tax Bond Series 2015. Attached is a proposal for discussion, consideration and approval of an order authorizing the issuance, sale, and delivery of Brazosport College District Limited Tax Refunding Bonds, Series 2015 in one or more series over a six-month time period provided there is a minimum nine percent (9%) savings over our current rates; authorizing a pricing officer to approve the amount, interest rates, price, redemption provisions, and terms thereof and certain other procedures and provisions related thereto, from our financial advisors, Estrada Hinojosa & Company. Dave Gordon, Managing Director at Estrada Hinojosa & Company, Inc., will be available to discuss this proposal.

A refunding analysis from Raymond James is also included for your review.

It is recommended that the Board approve the order authorizing the issuance, sale, and delivery of Brazosport College District Limited Tax Refunding Bonds, Series 2015 in one or more series over a six-month time period provided there is a minimum nine percent (9%) savings over our current rates; authorizing a pricing officer to approve the amount, interest rates, price, redemption provisions and terms thereof, and certain other procedures and provisions related thereto.

- E. BASF Tax Abatement Modification. Attached is a letter from Christopher Witte of BASF requesting to modify the previously approved Tax Abatement for the Project #14. It is anticipated that the proposed change will not have a material impact on the tax abatement.

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

- F. Reschedule December 2015 Board Meeting. Due to conflicts with other events, it is recommended that the Board reschedule the December 2015 meeting for Thursday, December 10, 2015, at 12:30 p.m., preceded by the annual holiday luncheon at 11:30 a.m. in the Corporate Learning Center.

It would be appropriate for the Board to approve the recommended date and time for the December 2015 meeting.

- G. Schedule 2016 Board Workshop. As part of the College's evolving planning process, the Board meets in an annual workshop to study information, measure progress toward milestones, and discuss future directions. In the past years, the Board has scheduled these sessions for Friday afternoon and Saturday. The dates of February 5-6, 2016, are suggested for the 2016 Workshop.

It would be appropriate for the Board to set the date and time for the annual workshop.

- H. Board Policy Revision – FFD (Local). The Vice President, Human Resources, recommends revisions to Policy FFD (Local) – Student Welfare – Freedom from Discrimination, Harassment, and Retaliation. Board policy provides that additions or revisions to policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the policy, with existing policy language appearing as regular text, deleted language appearing with a line through it, and new language underlined.

Revisions to this policy are presented for first reading.

- I. Board Policy Revision – FMA (Local). The Vice President, Human Resources, recommends revisions to Policy FMA (Local) – Discipline and Penalties – Discipline Procedure. Board policy provides that additions or revisions to policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the policy, with existing policy language appearing as regular text, deleted language appearing with a line through it, and new language underlined.

Revisions to this policy are presented for first reading.

- J. Financial Report. The financial report for September 2015 is included as a separate exhibit. Also included is an update on the August 2015 financials.

It is recommended that the Board accept the financial report.

Sincerely,

A handwritten signature in blue ink that reads "Millicent Valek". The signature is written in a cursive style with a large initial 'M'.

Millicent M. Valek

President