

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.

September 21, 2015

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, September 21, 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, provides the attached enrollment numbers for the Community Education Program for the

month of August 2012-2015.

4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for August, 2011-2015.

- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of August 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. Attached is a communication from the Director, Community Education, reporting on one new teacher for the Community Education Program.

- E. Adjunct Credit Teachers, Fall 2015. The Vice President, Academic and Student Affairs, recommends approval of adjunct teachers in the attached memo for 2015 Fall semester credit courses. Each of the teachers is qualified in the area of assignment.

- F. Fund Development Report. The Vice President, College Advancement, provides a report on fund development activities of the Brazosport College Foundation for the months of August-September 2015.

- G. SACS Reaffirmation Update. The Dean of Planning, Institutional Effectiveness and Research, provides the attached update on the SACS 2016 reaffirmation process.

- H. Scholarship Soiree. The next biennial Scholarship Soiree, “Soiree by the Sea”, will be held on Friday, September 25, 2015, 7:00 p.m.-11:00 p.m., at the Dow Academic Center. The Dow Chemical Company will be the presenting sponsor as a part of their 75th Anniversary Celebration, with Earl and Zee Shipp as Honorary Chairs. Ryan and Courtney Birdsong will be the event chairs. The entertainment for the evening will be provided by “The Grooves”, along with dinner music provided by Leo Polk’s quartet.

- I. Board Participation in SACSCOC On-Site Visit. Brazosport College’s on-site reaffirmation visit occurs the first week in October. The committee chair, Dr. Ed Meadows, has requested a luncheon with the Board Chair and 1-2 other regents. That meeting is scheduled for October 6, 12-1:30 p.m. on the Brazosport College Campus. Plans for participation in this meeting will be discussed at the September board meeting and included on the Regent Visibility Calendar.

- J. ACCT Leadership Congress 2015. The 46th Annual ACCT Leadership Congress is scheduled for October 14 – 17, 2015, in San Diego, CA. The theme for the Congress is "High Expectations: The New Community College Model." Roland Hendricks will attend with Dr. Millicent Valek, President, and Dr. Lynda Villanueva, Vice President, Academic & Student Affairs.
- K. 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 will be extended to the Board of Regents by mail.
- L. 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.
- M. 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.
- N. The *Clarion* Annual Report 2014-15. Attached is the 2014-15 Annual Report of The *Clarion* from Vorin Dornan, Administrator.
- O. Bookstore Study. Attached is a study regarding the reduction of student textbook costs.
- P. Approval of 2015-2016 SBDC Budget. Attached is a communication from the Director, Small Business Development Center, recommending a budget in the amount of \$269,089 for the Small Business Development Center (SBDC) program for 2015-2016. The SBDC operates on an October 1 to September 30 fiscal year in order to coincide with the federal fiscal year.

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

Q. Budget Carryover Funds - SBDC Grant. Attached is a communication from the Director, Business Services, regarding the carryover funds in the amount of \$10,930 for the Small Business Development Center, (SBDC). The budget year for the SBDC does not coincide with the College's budget year, and it is necessary to carry the funds forward from one College budget year to the next. The process does not increase or decrease any budget amount but allows funds in this budget to be used during two different College budget periods.

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

R. Texas Association of Community Colleges. Brazosport College is a long standing member of the Texas Association of Community Colleges (TACC) whose membership includes the 50 Texas Community Colleges and close affiliation with the Community College Association of Texas Trustees. TACC represents all of the public community college districts in the State of Texas before the Texas Legislature and also serves as liaison for the colleges with state agencies, including the Texas Higher Education Coordinating Board, the Texas Workforce Commission and the Texas Education Agency. Earlier this month, we received notice that the longtime President and CEO of TACC, Dr. Rey Garcia, is leaving the organization. The press release announcing this leadership transition is attached. During the interim, member colleges are being asked to help support the transition in leadership as we plan for the next Legislative Session and carry on the business of the association. TACC officers have asked Dr. Valek to serve as Chair of the statewide Search Committee to name a new CEO for TACC. Brazosport College is honored to serve in this very important role with the support of our Human Resources office.

S. Construction Update. Attached is the Construction Update from the Vice President, Administrative Services.

T. 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 CKA (Local) is presented for the Board's information and also can be found at:

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

Policy CKA (Local) is attached.

U. Brazosport College Calendar. The Brazosport College Calendar for September 25 –

November 27, 2015, is attached.

7. Reports/Presentations

- A. Report on Quality Enhancement Plan. Members of the QEP Committee will share information on the College's Quality Enhancement Plan: ACE it.
- B. CBIT Annual Report. The Director, Center for Business/Industry Training, (CBIT), will present information about current CBIT activities and plans for the future.
- C. President's Report
 - SACS Update
 - College Update

8. New Business

- A. Adoption of Tax Rate. State law requires that the Board adopt its tax rate each year by the end of September.

It would be appropriate for the Board to adopt the attached resolution, setting the tax rate for 2015.

- B. Tax Abatement Request. A joint venture consisting of Dow Chemical Company and MEGlobal Americas Inc. has requested tax abatement for \$1,000,000,000. Brazoria County has approved this tax abatement request and provided a copy of the executed agreement. A copy of the Brazosport College Tax Guidelines and the application for tax abatement from the College is attached.

The Board should be aware of two guideline variances being requested. This application for abatement is requesting an effective date of January 1, 2018 and ten (10) year abatement.

According to the Guidelines and Criteria for Granting Tax Abatement in a Reinvestment Zone Created in Brazosport College District, (Abatement Authorized Section 2, subsection g, Value and Term of Abatement,) **“Abatement shall be granted effective with a January 1 valuation date immediately following the date of the approval by the Board of Regents granting the abatement and approving the abatement application...The term of Abatement may be up to 7 years or one-half (1/2) of the productive life of the improvement whichever is less.”**

The effective start date of January 1, 2018 instead of January 1, 2016 will add two years to the abatement agreement. The ten year abatement request instead of seven

will add an additional three years of abatement. The total of these two variance requests will add five years of additional abatement, equating to a twelve (12) year period of abatement. (Reference Exhibit J of Dow Chemical Company/MEGlobal Americas Inc. application for tax abatement).

It would be appropriate for the Board to consider the abatement application of Dow Chemical Company/MEGlobal Americas Inc., including the two variances as described above, in accordance with Brazosport College Tax Abatement Guidelines in effect at the date of the application, and consider authorizing the President to execute the abatement contract.

- C. Quality Enhancement Plan Technology Recommendation. As outlined in the attached memo, the Vice President of Academic and Student Affairs, recommends Full Measure Education as the selected technology vendor for the 2015-2016 academic year.

The President Joins in this recommendation.

It would be appropriate for the Board to approve Full Measure Education as the selected technology vendor for the 2015-2016 academic year.

- D. Board of Regent Resignation. Board member, John Gilbert, has submitted his resignation as a member of the Brazosport College Board of Regents as noted in his letter to Chair Carolyn Johnson attached.

It would be appropriate for the Board to accept his resignation.

- E. Approval of Bank Depository. Attached is a communication from the Vice President, Financial Services & CFO, recommending that the Board authorize awarding a bank depository contract with First National Bank of Lake Jackson for the period September 1, 2015 through August 31, 2017.

The President recommends approval of this recommendation.

- F. 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 a first reading.

G. 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 a first reading.

H. 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 a first reading.

I. Personnel.

1. Employment of Lara Hartley as Emergency Medical Services Program Coordinator and Faculty. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Lara Hartley as Emergency Medical Services Program Coordinator and Faculty for the 2015-2016 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. Reclassification of Kelli Forde Spiers as Director, Student Life and Intramural Programs. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the reclassification of Kelli Forde Spiers from Coordinator of Student Life and Intramural Programs, which is a C41 position, to Director of Student Life and intramural Programs, which is a D61 position. The Vice President of Human Resources and Fox Lawson, the College's retained classification and compensation experts, reviewed and concur with this reclassification. A biographical summary is 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 financial report for August 2015 is included as a separate exhibit.

It is recommended that the Board accept the financial report.

K. **Executive Session - Room 105.** The President requests an Executive Session as provided in the Texas Government Code, Sections 551.074.

For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

•Brazosport College, Board of Regent, Position # 7

Open Session - Room 104.

Action on Items Discussed in Executive Session.

Consideration and action, if any, regarding items discussed in Executive Session.
(Those listed under Executive Session in this notice.)

Sincerely,



Millicent M. Valek
President