

## 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.

January 19, 2016

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Tuesday, January 19, 2016, 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. Approval of Minutes

3. Communications

A. Thank You Note. Attached is a thank you note from John Gilbert.

4. Audience to Patrons and Petitions

5. Informational Reports

A. Enrollment Reports

1. Credit Courses. Headcount/contact hour enrollment for the Spring 2016 semester is attached.

2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Spring 2016 semester.

3. Community Education Courses. The Director, Community Education, reports the

attached enrollment numbers for the Community Education Program for the month of December 2012-2015.

4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for December, 2011-2015.
  
- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of December 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 two new teachers for the Community Education Program.
  
- E. 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 December 2015 – January 2016.
  
- F. Audit Report. Attached is a letter from the Vice President, Financial Services & CFO, which responds to the 2015 fiscal year audit report from Kennemer, Masters & Lunsford, LLC discussed at the December 10, 2015, Board Meeting.  
  
Additionally, the Vice President, Financial Services & CFO, would like to report that Business Services will have the statistical data section brought up-to-date for inclusion in the fiscal year 2016 audit report.
  
- G. Institutional Employment Report. Attached is the 2014-2015 Institutional Employment Report. Marshall S. Campbell, Vice President, Human Resources, will be present to answer questions regarding this report.
  
- H. Brazosport College Foundation Annual Report 2014-2015. The Vice President, College Advancement, provides the attached Brazosport College Foundation Annual Report for 2014-2015.
  
- I. Financial Aid Annual Report 2014-2015. The Director, Financial Aid, provides the attached Financial Aid Annual Report for 2014-2015.
  
- J. Tax Abatements. The Vice President, Financial Services & CFO, provides the

attached information on current tax abatements.

- K. Brazosport Choral Union & Brazosport Symphony Orchestra. The Brazosport College Choirs and Civic Chorus, combined as the Brazosport Choral Union, will join with the Brazosport Symphony Orchestra for a performance of W.A. Mozart's Requiem Mass on January 30, 2016, at 7:30 p.m. at The *Clarion*. Director of Choral and Keyboard Activities and Assistant Professor of Music, Rodney Mason, will serve as the guest conductor. Former adjunct music faculty, David and Candace Williams, current adjunct music faculty, Dr. Jane Becker, and former Brazosport College music student, Anthony Hughes, will be featured soloists in this 225th year anniversary performance of Mozart's death. Tickets can be purchased through The *Clarion* box office or on-line.
  
- L. Counselor/Administrator Dinner. The annual Counselor/Administrator Dinner is scheduled for Tuesday, February 2, 2016, at 6:00 p.m., at the Dow Academic Center. The dinner and program provide a forum for conveying appreciation for the work of ISD administrators and counselors who collaboratively work with Brazosport College in efforts to support college readiness and student success. College Board of Regents members are invited as guests of the College.
  
- M. Annual Board Workshop Meeting Dates. The annual Board Workshop is scheduled for Friday afternoon, and Saturday, February 5-6, 2016, in the Corporate Learning Center. The workshop will begin on Friday, February 5 at 11:30 a.m. and recess at approximately 4:30 p.m. Lunch on Friday will feature a speaker, with workshop sessions beginning that afternoon. The meeting will reconvene on Saturday, February 6 at 8:30 a.m. The Board will recess at 11:30 a.m. on Saturday and will reconvene in Executive Session. A working lunch will be provided for the Board of Regents.
  
- N. Freeport LNG Crafts Academy. The dedication of the Freeport LNG Crafts Academy is scheduled for Tuesday, February 16, 2016, from 4:00-5:30 P.M. in the Science Technology Corridor on the college campus. (Dedication Ceremony at 4:30.) The BCPC Welding Technologies Lab dedication will be held later in the spring semester.
  
- O. 2016 Board of Trustees Institute. The 2016 Board of Trustees Institute (BOTI) for Achieving the Dream has been set for March 31 – April 2, 2016, in Santa Fe, New Mexico. Two members of the Board of Regents are invited to attend in addition to Dr. Millicent Valek, President. Jason Cordoba has confirmed his attendance. Reservations are to be made through Kasie Guthrie, Executive Assistant to the President.
  
- P. 2016 Career Fair. Brazosport College will host its annual Career Fair on Tuesday, April 12, 2016. The event serves approximately 1,700 juniors from the Angleton,

Brazosport, Columbia-Brazoria, Danbury, and Sweeny Independent School Districts. A variety of activities that are designed to provide career and educational information will be provided through this cooperative effort between Brazosport College, the ISD's, business, industry, and civic organizations. This year marks the 23rd time Brazosport College has hosted this very unique and exciting event.

- Q. 2016 Commencement. Commencement exercises for the 2015-2016 academic year are scheduled for Saturday, May 7, 2016, in the Dow Academic Center. In order to accommodate the increasing number of graduates and their families, two ceremonies are scheduled to begin at 10:00 a.m. and 2:00 p.m. Each ceremony will have a reception for graduates immediately following. The college will host a lunch for faculty, staff, commencement guests, and board members in between the ceremonies.
- R. Affidavits for Disclosure of Conflict of Interest. Attached are the Affidavits Disclosing Substantial Interest in a Business Entity or Real Property, as defined in Local Government Code Sec. 171.002; the Affidavit for Disclosing Interest in Property under Government Code, Ch. 553, Subchapter A; the Affidavit for disclosing gifts exceeding \$100 accepted from any vendor doing business with Brazosport College by Board members or any family member of a Board member, as defined in Local Government Code 176; and Board Policy BBFA (LEGAL) which provides additional information referenced in the disclosure affidavits.
- Affidavits for each Board member will be distributed at the meeting. The affidavits will need to be completed and notarized following the meeting.
- S. Construction Update. Attached is the College 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 policy may be addressed to the President prior to the meeting for clarification and/or discussion.

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

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

- U. Brazosport College Calendar. The Brazosport College Calendar for January 30, 2016 – March 25, 2016, is attached.

## 6. Reports/Presentations

- A. Endowment Investment Update. Mr. Chris Sheets, Bernstein Global Wealth Management, will provide information on the performance and allocation of the College endowment funds. Attached is Mr. Sheets' presentation.
  
- B. Report on Accountability System. The Texas Higher Education Coordinating Board and community colleges developed an accountability system based on specific measures designed to determine the effectiveness and quality of the education students receive at individual institutions. Selected measures are presented in the attached Accountability Report. The Vice President, Academic & Student Affairs, will be present to provide additional information about these measures.
  
- C. President's Report.
  - Habitat Build
  - College Update

## 7. New Business

- A. Audit Engagement for 2015-2016 Fiscal Year. Attached is an engagement letter from the firm of Kennemer, Masters & Lunsford, LLC which describes the services they will perform for the College for the year ending August 31, 2016. This will be the third year of a five year appointment awarded in January 2013. The fee estimate included in the engagement letter is \$44,600 for the services described in the letter.

Also attached is a list of the actual fee billings for the six previous audits.

It would be appropriate for the Board to accept the engagement letter and appoint the firm, Kennemer, Masters & Lunsford, LLC, as auditor for the fiscal year ending August 31, 2016.

- B. Tradition Energy. The College has engaged the broker services of Tradition Energy through an Interlocal Agreement with the Texas Association of Community Colleges' Cooperative Procurement Network. Based on Tradition Energy's analyses of the energy markets, forward prices for 2017 and beyond have dropped after steady price increases in earlier years; therefore, it appears advantageous to secure future electricity prices. The expectation is that the College could lock in future rates to significantly reduce electricity costs.

It is recommended that the Board authorize the President to present a contract once the College has achieved the best value based upon market conditions. Details of the contract will then be reported back to the Board for consideration and approval at a subsequent meeting.

C. Personnel.

1. Employment of Sasha Tarrant as Director, ACE it Program. Included in the agenda is a communication from the Vice President, Academic and Student Affairs, recommending the employment of Sasha Tarrant as Director, ACE it Program, for the remainder of the 2015-2016 academic year, beginning on January 20, 2016. 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 John Ditto as Director, Facility Services. Included in the agenda is a communication from the Vice President, Administrative Services, recommending the employment of John Ditto as Director, Facility Services, for the remainder of the 2015-2016 academic year, beginning on February 8, 2016. 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.

- D. Financial Report. The financial report for December 2015 is included as a separate exhibit.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek  
President