

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.

August 21, 2017

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, August 21, 2017, 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
 - A. June 19, 2017 Minutes
 - B. August 7, 2017 Minutes
4. Communications
5. Audience to Patrons and Petitions
6. Information Items
 - A. Enrollment Reports
 1. Credit Students. Enrollment information for the Summer II 2017 semester is attached.

2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Summer II 2017 semester.
 3. Community Education Courses. The Director, Community Education, provides the attached enrollment numbers for the Community Education Program for the months of June and July, 2014-2017.
 4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for June and July, 2013-2017.
- B. Report of Taxes Collected. Attached are the reports of taxes collected for the months of June and July, 2017.
- C. Report of Unfilled Positions. The Vice President, Human Resources, provides the attached report on vacant positions that are currently being advertised.
- D. 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 June, July, & August, 2017.
- F. Adjunct Credit Teachers, Summer II 2017. The Vice President, Academic & Student Affairs, recommends approval of adjunct teachers in the attached memo for 2017 Summer II semester credit courses. Each of the teachers is qualified in the area of assignment.
- G. The Clarion at Brazosport College Annual Report 2016-17. Attached is the 2016-17 Annual Report of The Clarion at Brazosport College from Vorin Dornan, Administrator.
- H. Fall 2017 Convocation Update. Fall 2017 Convocation Week will be held August 21-25, 2017. In addition to faculty and staff assessment days, a robust set of professional development programs will be provided focused on creating strong learner-centered environments in and outside of the classroom.

This year's speaker is Dr. Terrell Strayhorn. Dr. Strayhorn is Professor and Founder/CEO of Do Good Work Educational Consulting LLC. He is an

internationally-recognized student success scholar, highly acclaimed public speaker, and award-winning writer. Dr. Strayhorn is the author of 10 books and over 200 book chapters and journal articles and other scholarly publications. His most popular book, *College Students' Sense of Belonging: A Key to Educational Success*, has won a book award and sold record copies nationally. He has given hundreds of invited keynotes and lectures at more than 500 universities and conferences across the globe. Dr. Strayhorn received a bachelor's degree from the University of Virginia (UVA), a master's degree in educational policy from the Curry School of Education at UVA, and a doctorate in higher education from Virginia Tech. He is a member of Alpha Phi Alpha Fraternity, Incorporated and a native of Virginia Beach, Virginia.

- I. Police Department Update. The Vice President, Human Resources, and Director, Campus Safety and Chief of Police, provide the attached update on the status of the transition to a Police Department.
- J. Johnson Controls Performance Project Update. The Vice President, Financial Services & CFO, provides the attached update on the status of the Johnson Controls Performance Project.
- K. Guided Pathways Update. The Vice President, Academic & Student Affairs, provides the attached update on the College's Guided Pathways efforts.
- L. ACE it Update. The Vice President, Academic & Student Affairs, provides the attached update on the College's ACE it efforts.
- M. BC Foundation Scholarship Soiree. The next biennial Scholarship Soiree, "Stars Over Texas Soiree", will be held on Friday, September 8, 2017, 7:00 p.m. – 11:00 p.m. at the Dow Academic Center. The Dow Chemical Company will be the presenting sponsor, with Earl and Zee Shipp as Honorary Chairs. Bill and Diane Tasto will be the event chairs. The entertainment for the evening, sponsored by TDECU Wealth Advisors, will be provided by the band "Duck Soup," and Olin Corporation is the sponsor of the "Texas Our Texas" raffle. Invitations were mailed in mid-July. To reserve your table and purchase raffle tickets, go to www.brazosport.edu/soiree or contact Tracee Watts, Development Officer, at 230-3163.
- N. President's Reception and Opening Concert. The President's Reception and Opening Concert for the The Clarion at Brazosport College is scheduled for Friday, September 29, 2017. The reception will begin at 6:00 p.m. and will be held in the Corporate Learning Center. The concert, featuring *America*, will begin at 7:30 p.m. The sponsor of the evening for the 11th year is STP Nuclear Operating Company. Invitations will be extended to the Board of Regents by mail. The season brochure will be available at the Board meeting.

- O. 2017 Texas Higher Education Leadership Conference. The 2017 Texas Higher Education Leadership Conference is scheduled for Thursday, November 30 through Friday, December 1, 2017, at the Crowne Plaza Austin Hotel in Austin, Texas. The theme for this year's conference is *Working with Industry to Increase Skills and Reduce Debt*. 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.
- P. 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 CS (LEGAL) regarding Information Security is presented for the Board's information on page 97 and also can be found at:
[http://pol.tasb.org/Policy/Download/215?filename=CS\(LEGAL\).pdf](http://pol.tasb.org/Policy/Download/215?filename=CS(LEGAL).pdf).
- Q. Personnel Update. Julie Littlefield retired as Director of the Children's Center, effective this month. Christine Webster, Early Childhood Education faculty, has been hired as the Interim Director for the 2017-2018 academic year.
- R. Brazosport College Calendar. The Brazosport College Calendar for August 21, 2017 through October 28, 2017, is attached.

7. Reports and Presentations

- A. Endowment Investment Update. Mr. Chris Sheets, Bernstein Private Wealth Management, will provide information on the performance and allocation of the College endowment funds. At the College's request, this presentation will be given at the September Board meeting. Included is Mr. Sheets' presentation.
- B. President's Report
-Legislative Update
-College Update
-Regents Visibility

8. Unfinished Business

- A. Proposed Amended Board Policy - CAM (LOCAL) - Appropriations and Revenue

Sources - Grants, Funds, Donations from Private Sources. The Vice President, Human Resources, recommends that Policy CAM (LOCAL) – Appropriations and Revenue Sources – Grants, Funds, Donations from Private Sources be amended. Board policy provides that 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, deleted language appearing with a line through it, and new language underlined.

This proposed amended policy is presented for second reading and adoption.

- B. Proposed Board Policy - CC (LOCAL) - Annual Operating Budget. The Vice President, Human Resources, recommends adoption of new Policy CC (LOCAL) regarding the College's Annual Operating Budget. 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 language of this new policy appearing as regular text.

This proposed policy is presented for second reading and adoption.

- C. Proposed Board Policy - GCB (LOCAL) - Requests for Information. The Vice President, Human Resources, recommends adoption of new Policy GCB (LOCAL) regarding Requests for Information. 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 language of this new policy appearing as regular text.

This proposed policy is presented for second reading and adoption.

- D. Proposed Board Policy - GDA (LOCAL) - Conduct on College District Premises. The Vice President, Human Resources, recommends adoption of new Policy GDA (LOCAL) regarding Conduct on College District Premises. Board policy provides that new or amended policies are to be presented at one meeting and adopted at a subsequent meeting. Attached is a copy of the proposed language of this new policy appearing as regular text.

This proposed policy is presented for second reading and adoption.

9. New Business

- A. Leadership Goals for 2017-2018. The Board of Regents requested the President establish goals for 2017-2018 based on Vision 2020 and current College initiatives. The accomplishment of these goals will be incorporated in the review of Vision 2020

and the President's evaluation.

The President recommends approval of these leadership goals.

- B. Adoption of 2017-2018 Budget. A public hearing on the proposed budget was held on August 7, 2017. The proposed budget as discussed at the hearing is attached. A more detailed budget book will be provided at the Board meeting.

It would be appropriate for the Board to adopt the 2017-2018 budget.

- C. Cancel Scheduled Hearings. Since the proposed 2017-2018 budget will not require adoption of a tax rate that exceeds the effective tax rate, no public hearings are required. Two public hearings had been previously scheduled for August 21, 2017, and September 5, 2017.

It would be appropriate for the Board to cancel the August 21, 2017, and September 5, 2017 public hearings.

- D. Adoption of Tax Rate. The proposed 2017-2018 tax rate does not exceed the effective tax rate, and the levy to fund maintenance and operations expenditures exceeds the prior year maintenance and operations tax levy.

It would be appropriate for the Board to adopt the attached resolution setting the tax rate for 2017.

- E. Financial Advisory Services. Attached is a communication from the Vice President, Financial Services & CFO, recommending Board approval to award the financial advisory services for bonds contract to Estrada-Hinojosa for the period of September 1, 2017 through August 31, 2018. The President joins in this recommendation.

It would be appropriate for the Board to approve awarding the financial advisory services for bonds contract to Estrada-Hinojosa for the period of September 1, 2017 through August 31, 2018.

- F. Board Evaluation of Investment Advisor. A provision in the Endowment Policy requires that the investment advisor be evaluated by the Board annually. Included is the evaluation of the investment advisor.

It would be appropriate for the Board to approve the evaluation of the investment advisor.

- G. Piping Maintenance. An outside engineering consulting firm, Summit Consultants,

Inc. (Summit), has determined that large portions of the College pipes are in poor condition and will require updating over the next several years. The executive summary report received from Summit is attached. Additionally Garrett Brown from Summit is expected to be present at the Board meeting.

The Vice President, Financial Services & CFO, recommends that the energy savings resulting from both efficiency and rate reduction be transferred to a separate investment account to be used to fund future piping projects. Initially the account would be funded with the energy rebates received in FY2017. Then, using FY2016 as the base year, the difference between actual electricity expense for the current FY and FY2016 would be transferred to the investment account. The transfer is recommended to begin in FY2017 and continue until it is determined that transfers into the account are no longer needed. Board approval will continue to be sought as piping project details are determined.

It would be appropriate for the Board to approve that the energy savings resulting from both efficiency and rate reduction be transferred to a separate investment account to be used to fund future piping projects.

- H. Computer Vendor. Attached is a communication from the Information Technology department recommending Board approval of Dell computer purchases for fiscal year 2017-2018 which are anticipated to be greater than \$100,000. The Vice President, Financial Services & CFO, and President join in this recommendation.

It would be appropriate for the Board to approve Dell computer purchases for fiscal year 2017-2018.

- I. Proposed Board Policy – CAA (LOCAL) – Appropriations and Revenue Sources – State and Federal Revenue Sources. The Vice President, Human Resources, recommends adoption of new Policy CAA (LOCAL) regarding State and Federal Revenue Sources. 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 language of this new policy appearing as regular text.

This proposed policy is presented for first reading.

- J. Proposed Amended Board Policy – CDE (LOCAL) – Accounting – Financial Ethics. The Vice President, Human Resources, recommends adoption of amended Policy CDE (LOCAL) regarding Financial Ethics. 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, deleted language appearing with a line through it, and new language underlined.

This proposed policy is presented for first reading.

- K. Proposed Amended Board Policy – CIA (LOCAL) – Equipment and Supplies Management – Records Management. The Vice President, Human Resources, recommends adoption of amended Policy CIA (LOCAL) regarding Records Management. 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, deleted language appearing with a line through it, and new language underlined.

This proposed policy is presented for first reading.

- L. Proposed Amended Board Policy – DBD (LOCAL) – Employment Requirements and Restrictions – Conflict of Interest. The Vice President, Human Resources, recommends adoption of amended Policy DBD (LOCAL) regarding Employment Requirements and Restrictions – Conflict of Interest. 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, deleted language appearing with a line through it, and new language underlined.

This proposed policy is presented for first reading.

- M. Proposed Amended Board Policy – DGD (LOCAL) – Employee Rights and Privileges – Employee Use of College District Facilities. The Vice President, Human Resources, recommends adoption of amended Policy DGD (LOCAL) regarding Employee Use of College District 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, deleted language appearing with a line through it, and new language underlined.

This proposed policy is presented for first reading.

- N. Proposed Amended Board Policy – ECC (LOCAL) – Instructional Arrangements – Course Load and Schedules. The Vice President, Human Resources, recommends adoption of amended Policy ECC (LOCAL) regarding Instructional Arrangements – Course Load and Schedules. 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, deleted language appearing with a line through it, and new language underlined.

This proposed policy is presented for first reading.

- O. Proposed Amended Board Policy – EFCD (LOCAL) – Special Programs – High School Equivalency Testing Centers. The Vice President, Human Resources, recommends adoption of amended Policy EFCD (LOCAL) regarding High School Equivalency Testing Centers. 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, deleted language appearing with a line through it, and new language underlined.

This proposed policy is presented for first reading.

- P. Sale of Properties Held in Trust. Attached are two communications from the Brazoria County Tax Office containing recommendations from the Property Tax Resale Committee of Brazoria County for the sale of certain properties held in trust by Brazoria County (account numbers 8110-2236-000 & 8055-0001-130).

It would be appropriate for the Board to approve the sale of properties held in trust.

- Q. Financial Report. Attached is the financial report for July, 2017.

It is recommended that the Board accept the financial report.

10. **Executive Session - Room 105**

The President requests an Executive Session as provided in the Texas Government Code, Section 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.

- To consider amendments to employment contract.

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,

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