

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.

January 22, 2018

Board of Regents
Brazosport College

Members of the Board:

A regular meeting of the Brazosport College Board of Regents was scheduled for Tuesday, January 16, 2018. Due to a College closure on that date, the regular meeting had to be postponed to Monday, January 22, 2018, at 6:30 p.m., 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. Information Items
 - A. Enrollment Reports
 1. Credit Students. The Registrar's Office reports the attached headcount/contact hour enrollment for the Spring 2018 semester.
 2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Spring 2018 semester.
 3. Community Education Courses. The Director, Community Education, reports the attached enrollment numbers for the Community Education Program for the month of December 2014-2017.
 4. Center for Business/Industry Training. The Director, Center for Business/Industry

Training, reports the attached enrollment and participant hours for December 2013-2017.

- B. Report of Taxes Collected. Attached are the reports of taxes collected for the months of November and December 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. There were no new teachers to report 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 2017 and January 2018.
- F. Report on Performance. The Provost & Vice President, Academic & Student Affairs, provides the attached report on selected measures of College performance.
- G. Institutional Employment Report. Attached is the 2016-2017 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 2016-2017. The Vice President, College Advancement, provides the Brazosport College Foundation Annual Report for 2016-2017.
- I. Small Business Development Report. The Director, Small Business Development Center, provides the attached report providing an annual update on activities supporting area small businesses.
- J. Financial Aid Annual Report 2016-2017. The Director, Financial Aid, provides the Financial Aid Annual Report for 2016-2017.
- K. Guided Pathways Update. The Provost & Vice President, Academic & Student Affairs, provides the attached update on the College's Guided Pathways efforts.
- L. ACE it Update. The Provost & Vice President, Academic & Student Affairs, provides the attached update on the College's ACE it efforts.
- M. Annual Confirmation of Regent Training Update. Newly appointed Regent, Danny Yates, completed legal requirements for training by the end of calendar year 2017.
- N. Affidavits for Disclosure of Conflict of Interest. Attached are the Affidavit 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.

- O. 2018 Board Workshop. The annual Board Workshop is scheduled for Friday afternoon and Saturday, February 2-3, 2018, at the Corporate Learning Center. The workshop will begin on Friday, February 2, with a lunch at 11:30 a.m. and a presentation at noon. The meeting will begin immediately following the presentation and recess at approximately 4:30 p.m. The meeting will reconvene on Saturday, February 3, at 8:30 a.m. The Board will recess at noon on Saturday for lunch and will reconvene in Executive Session following lunch.
- P. Counselor/Administrator Dinner. The annual Counselor/Administrator Dinner is scheduled for Thursday, March 22, 2018, at 6:00 p.m., at the Dow Academic Center. The dinner and program provide a forum for conveying appreciation for the work of school district 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.
- Q. 2018 Board of Trustees Institute. The 2018 Board of Trustees Institute (BOTI) for Achieving the Dream has been set for March 26-28, 2018, in Santa Fe, New Mexico. Two members of the Board of Regents are invited to attend in addition to Dr. Millicent Valek, President. Reservations are to be made through Kasie Guthrie, Executive Assistant to the President.
- R. 2018 Career Fair. Brazosport College will host its annual Career Fair on Tuesday, April 17, 2018. The event serves approximately 1,700 juniors from the Angleton, Brazosport, Columbia-Brazoria, Danbury, and Sweeny Independent School Districts. Students from Angleton Christian School, Brazosport Christian School, and Foundation Preparatory Academy will also participate. This year students will have the opportunity to participate in four educational sessions on specific career areas and general topics (impression management, resume development, communication and more). A variety of activities that are designed to provide career and educational information will be provided through this cooperative effort between Brazosport College, the ISDs, business, industry, and civic organizations. This year marks the 25th anniversary for this unique and exciting event.
- S. Commencement 2018. Commencement exercises for the 2017-2018 academic year are scheduled for Saturday, May 12, 2018, at the Dow Academic Center. The 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 ceremony in the lobby of the Dow Academic Center. The College will host a lunch at Gator Hall for faculty, staff, commencement guests, and Board members in between the two ceremonies.
- 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 DAAA (LEGAL) regarding Equal Employment Opportunity – Genetic Nondiscrimination is presented for the Board's information on page 97 and also can be found at: [https://pol.tasb.org/Policy/Download/215?filename=DAAA\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DAAA(LEGAL).pdf).

U. Brazosport College Calendar. The Brazosport College Calendar for January 16, 2018 through March 30, 2018 is attached.

7. Reports/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. Attached is Mr. Sheets' presentation.

B. President's Report.

- College Update
- Legislative Advocacy
- Regents Visibility

8. New Business

A. Continuing Current Liability Insurance Policies. Attached is a communication from the Vice President, Financial Services & CFO, proposing the third year of a five year extension of the College's liability and automobile insurance. The President joins in the recommendation.

It would be appropriate for the Board to approve General Liability, Business Automobile and Umbrella Liability insurance coverage for one (1) year with Neal Insurance.

B. Recommendation of External Auditor. Attached is a recommendation from the Vice President, Financial Services & CFO, for the external auditor services to the College.

It is recommended that the Board award Kennemer, Masters & Lunsford, LLC the external auditor contract with Brazosport College for the next five (5) years.

C. Proposed Amended Board Policy - CDC (LOCAL) - Accounting - Audits. The Vice President, Financial Services & CFO, recommends adoption of amended Policy CDC (LOCAL) regarding Accounting - Audits. 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.

D. Personnel.

1. Employment of Christine Webster as Director, Children's Center. Included in the agenda is a communication from the Vice President, Industry & Community Resources, recommending the employment of Christine Webster as Director, Children's Center, for the remainder of the 2017-2018 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. Payroll Related to Emergency Closure Due to Winter Storm of January 16, 2018. Due to

icy, wintery conditions, Brazosport College closed on Tuesday, January 16, 2018, and reopened on Thursday, January 18, 2018. This emergency closure prevented employees from working their normal, scheduled shifts on January 16, 2018 and January 17, 2018.

Policy DEA (LOCAL) states that if “the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure.”

The Vice President, Human Resources, recommends that the Board authorize that the College pay its full-time, part-time, and student employees who were scheduled to work during the emergency closure, unless any of those days are scheduled to be made up at a later date. Employees should not have to expend leave or go without pay due to the College’s decision to close due to the emergency.

The President joins in this recommendation. It would be appropriate for the Board to approve that the College pay its full-time employees and part-time employees who were scheduled to work but could not due to the emergency closure that occurred on January 16, 2018 and January 17, 2018, unless any of that work time is scheduled to be made up.

E. Financial Report. Attached is the financial report for December 2017.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent Valek
President