

## 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, 2019

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for #meetingdate\_long\_weekday#, 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. Information Items

A. Enrollment Reports

1. Credit Students. The Registrar's Office reports the attached headcount/contact hour enrollment for the Spring 2019 semester.
2. Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the attached dual credit and concurrent enrollment for the Spring 2019 semester.
3. Community Education Courses. The Director, Community Education, reports the attached enrollment and participant numbers for the Community Education Program

for the month of December 2014-2018.

4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the following enrollment and participant hours for December 2014-2018.
  
- B. Report of Taxes Collected. Attached are the reports of taxes collected for the months of November and December 2018.
  
- C. Report of Unfilled Positions. The Vice President, Human Resources, provides the attached report on vacant positions that are currently being advertised.
  
- D. Resignations and Retirements. Pursuant to Board Policy DMD (LOCAL), the President has accepted the written notice of retirement from the following contract employees:  
  
Dr. Dorothy Brandt, Chair and Professor, Division of Business Administration & Computer Technology, effective March 1, 2019.  
  
Ms. Mickey Dufilho, Biology Faculty, effective August 31, 2019.
  
- E. New Teachers for Community Education Program. There are no new teachers to report for the Community Education Program.
  
- F. 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 2018 and January 2019.
  
- G. Brazosport College Foundation Annual Report 2017-2018. The Vice President, College Advancement, provides the Brazosport College Foundation Annual Report for 2017-2018.
  
- H. Small Business Development Report. Dr. Janice Goines, Director of the Small Business Development Center, provides an annual update on activities supporting area small businesses in the attached report.
  
- I. Financial Aid Annual Report 2017-2018. The Director, Financial Aid, provides the Financial Aid Annual Report for 2017-2018.
  
- J. Institutional Employment Report. Attached is the 2017-2018 Institutional Employment Report. Marshall S. Campbell, Vice President, Human Resources, will be present to answer questions regarding this report.

K. 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.

L. Legislative Reception & Community College Day. The Texas Gulf Coast Community College Consortium Legislative Reception is scheduled for Tuesday, January 29, 2019, from 5:30 - 7:30 p.m. at the Bullock Texas History Museum in Austin, Texas in conjunction with Community College Day scheduled for Wednesday, January 30, 2019. The agenda for Community College Day is attached. A group of students and sponsors from Brazosport College will be in attendance. Reservations are to be made through Kasie Guthrie, Executive Assistant to the President.

M. 2019 Board Workshop. The annual Board Workshop is scheduled for Friday afternoon and Saturday, February 1-2, 2019, at the Corporate Learning Center. The workshop will begin on Friday, February 1, 2019, at 11:30 a.m. and recess at approximately 4:00 p.m. The meeting will reconvene on Saturday, February 2, 2019, at 8:30 a.m. The Board will recess at 11:30 a.m. on Saturday for lunch and will reconvene in Executive Session following lunch.

N. Counselor/Administrator Dinner. The annual Counselor/Administrator Dinner is scheduled for Tuesday, February 26, 2019, 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.

O. Brazoria County Day 2019. Brazoria County Day will be held March 3–5, 2019 in Austin, Texas. The schedule of events is attached. This year the Alvin Community College Jazz Band will perform at the *World's Largest Shrimp Cocktail Party* on March 5th from 5:00 – 8:00 p.m.

P. 2019 Career Fair. Brazosport College will host its annual Career Fair on Tuesday, April 16, 2019. 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. As in previous years, 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 27th anniversary for this unique and exciting event.

Q. Commencement 2019. Commencement exercises for the 2018-2019 academic year are scheduled for Saturday, May 11, 2019, at the Dow Academic Center. The two ceremonies are scheduled to begin at 10:00 a.m. and 2:00 p.m. The College will host a lunch at Gator Hall for faculty, staff, commencement guests, and Board members between the two ceremonies.

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 policy may be addressed to the President prior to the meeting for clarification and/or discussion.

The attached policy DDA (LOCAL) regarding Personnel Positions – Qualifications and Duties is presented for the Board's information on page 77 and also can be found at: [https://pol.tasb.org/Policy/Download/215?filename=DDA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DDA(LOCAL).pdf).

S. Brazosport College Calendar. The Brazosport College Calendar for January 29, 2019 through March 15, 2019 is attached.

## 7. Reports/Presentations

A. Endowment Investment Update. Mr. Shannon Willems, AB Bernstein, will provide information on the performance and allocation of the College endowment funds. Attached is Mr. Willems' presentation.

B. Report on Performance. The Dean, Planning, Institutional Effectiveness and Research, provides information on selected measures of College performance in the attached Performance Report. The Dean, Planning, Institutional Effectiveness and Research, will be present to provide additional information about these measures.

C. President's Report.  
-College Update  
-Legislative Update  
-Regents Visibility

## 8. New Business

- A. Continuing Current Liability Insurance Policies. Attached is a communication from the Vice President, Financial Services & CFO, proposing the fourth 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. Audit Engagement for 2018-2019 Fiscal Year. Attached is an engagement letter from the firm of Kennemer, Masters & Lunsford, LLC describing the services to be performed for the College for the year ending August 31, 2019. This will be the second year of a five year appointment awarded in January 2018. The fee estimate included in the engagement letter is \$46,500 for services as described in the letter. Also attached is a list of the actual fee billings for 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, 2019.

- C. Interlocal Agreement with Brazoria County Health Department. Attached is a proposed Interlocal Agreement between the Brazoria County Health Department and Brazosport College that sets forth the terms of the agreement for Brazosport College to be an immunization site in response to a public health emergency. The President, the Vice President of Human Resources, and the Director of Campus Safety and Chief of Police recommend that the Board adopt this Interlocal Agreement.

- D. 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, and the new language in blue font.

This proposed policy is presented for first reading.

- E. Proposed Amended Board Policy - CHE (LOCAL) - Site Management - Mail and Delivery. The Vice President, Human Resources, recommends adoption of amended Policy CHE (LOCAL) regarding the use of the College's internal mail system. 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 in blue font.

This proposed policy is presented for first reading.

- F. Proposed New Board Policy - CKF (LOCAL) - Insurance and Annuity Management - Unemployment Insurance. The Vice President, Human Resources, recommends adoption of Policy CKF (LOCAL) regarding letters of reasonable assurance for employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following academic year. 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 new policy.

This proposed policy is presented for first reading.

- G. Proposed Amended Board Policy - DBF (LOCAL) - Employment Requirements and Restrictions - Outside Employment. The Vice President, Human Resources, recommends adoption of amended Policy DBF (LOCAL) regarding employment by College employees outside of their employment with the College. 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 in blue font.

This proposed policy is presented for first reading.

- H. Financial Report. Attached is the financial report for December 2018.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek  
President