

## 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.

February 18, 2019

Board of Regents  
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, February 18, 2019, 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. January 22, 2019 Minutes.
  - B. February 1-2, 2019 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 January 2015-2019.
  4. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for the month of January 2015-2019.
- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of January 2019.
- 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. Kathy Andersen-Wyman, Professor of English, effective August 31, 2020.
- Mr. Dana Andersen-Wyman, Assistant Professor of Drama and Speech, effective August 31, 2020.
- E. New Teachers for Community Education Program. Attached is a communication from the Director, Community Education, reporting on four new teachers for the Community Education Department.
- F. Approval of Adjunct Credit Teachers, Spring 2019. The Provost and Vice President, Academic & Student Affairs, recommends approval of the part-time teachers in the attached credit program memo. References for the new teachers are included in the communication. Under authority granted by the Board of Regents, the President has approved this recommendation.
- G. 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 January and February 2019.
- H. Accelerate Texas Budget. Attached is a communication from the Director, Business

Services, reporting on receiving verification from the Texas Workforce Commission of the Accelerate Texas 2019-2021 budget in the amount of \$487,323 to fund the JumpStart Program.

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

- I. Budget Preparation for 2019-2020. The Vice President, Financial Services & CFO, provides the attached 2019-2020 budget development plan and calendar.
- J. 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.
- K. 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.
- L. 2019 Employee Recognition Dinner. The 2019 Employee Recognition Dinner will take place on Friday, April 5, 2019, at 6:30 p.m., at the Corporate Learning Center. Regents, Roland Hendricks and Steve Solis, will be recognized for five years of service and receive service awards. Board of Regent members and their guests are invited to attend the annual event.
- M. 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.
- N. Gator Grab Auction/Gator Day/Strive 2 Drive Car Drawing. The annual Gator Grab Auction is scheduled for Thursday, April 18, 2019, from 11:00 a.m. - 2:00 p.m. in the

Student Pavilion. The purpose of the event is to raise funds for scholarships and is held in conjunction with Gator Day which is sponsored by Student Life. The drawing for the Strive 2 Drive car will be held at 1:00 p.m. as a part of these events. Board of Regent members are invited to attend the events. Lunch is provided.

O. Distinguished Student Ceremony. Brazosport College annually recognizes up to 20 students who, through a college-wide nomination process, are selected as distinguished students. The 2018-2019 Distinguished Student Awards Ceremony will be held April 22, 2019, at 2:00 p.m. at the Clarion. College Board of Regents members are invited as guests of the College.

P. BC Foundation Gator Classic. The Brazosport College Foundation Gator Classic, presented by Freeport LNG, will be held April 25th and April 26th, 2019. The Blue Jacket Social, co-chaired by Kim Bonnen and Courtney Birdsong, will be held Thursday, April 25th, at the Dow Academic Center from 6:00 - 8:00 p.m. Guests attending the Blue Jacket Social will include event sponsors, corporations, individual players, business and community leaders, scholarship donors and Brazosport College students. The social will provide fabulous food, drinks, activities and guest speaker, Bill Rogers, former PGA Player of the Year and current UTSA Women's Golf Coach.

The Golf Tournament, chaired by Jay Gibson, will be held Friday, April 26th, at the Wilderness Golf Course. Registration begins at 10:30 a.m. with a 12:30 p.m. shotgun start. The tournament will begin in a standard scramble format with 144 players. Along the course, players will have an opportunity to participate in a variety of skills challenge holes, enjoy delicious cuisine prepared and served by area corporations, and interact with Brazosport College students. The tournament will conclude with the Blue Jacket Awards Presentation in which the winning team is presented blue jackets, and thus growing the Blue Jacket Winners Club.

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 in between the two ceremonies. The 2019 Commencement Speaker will be Jarrod Smith, lifelong resident of Brazoria County, attorney and owner of Alamo Title in Alvin, Angleton and Lake Jackson. In 2016, Jarrod was appointed by Governor Greg Abbot to the Board of Directors for the Brazos River Authority. He is a professional auctioneer and founding member of "Demi's Difference," a non-profit organization formed in honor of his daughter, Demi Smith, who passed away in 2014.

R. ACCT 50th Annual Leadership Congress. Registration for the 2019 ACCT 50th Annual Leadership Congress is now open. It will be held at the Hilton San Francisco

Union Square Hotel, Wednesday, October 16th to Saturday, October 19th. The theme of this year's Congress is: *Past is Prologue, Building a Bridge to the Future.*

Reservations are to be made through Kasie Guthrie, Executive Assistant to the President, no later than Monday, June 17, 2019, in order to ensure a lower rate for the conference and hotel.

- S. 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 DE (LEGAL) regarding Compensation and Benefits is presented for the Board's information on page 51 and also can be found at:  
[https://pol.tasb.org/Policy/Download/215?filename=DE\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DE(LEGAL).pdf).

- T. Brazosport College Calendar of Events. The Brazosport College Calendar for February 21, 2019 through April 28, 2019 is attached.

## 7. Reports and Presentations

- A. Phi Theta Kappa Annual Report. Officers of the Brazosport College Phi Theta Kappa Honor Society will provide an overview of the organization's accomplishments and activities for 2018.

- B. President's Report.  
- Legislative Update  
- BOTI Report  
- Regents' Visibility

## 8. Unfinished Business

- A. 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 second reading and adoption.

- B. 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 second reading and adoption.

- C. 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 second reading and adoption.

- D. 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 second reading and adoption.

## 9. New Business

- A. Accudata Purchase Approval. Attached is a communication from the Information Technology department recommending Board approval of Accudata expenditures for fiscal year 2019-2020 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 Accudata expenditures for fiscal year 2019-2020.

- B. Approval of Course Fees. The Provost and Vice President, Academic & Student

Affairs, recommends the attached fees for courses in the credit instructional programs.

The President recommends approval of the course fees as submitted.

It would be appropriate for the Board to approve this recommendation.

C. Annual Contracts. Employees listed in the attachments are recommended for contracts as follows:

1. The President recommends the individuals listed in the attached list for one year contracts from September 1, 2019 to August 31, 2020, and it would be appropriate for the Board to approve the contracts for the period identified.
2. The President recommends the individuals listed in the attached list for two year contracts from September 1, 2019 to August 31, 2021, and it would be appropriate for the Board to approve the contracts for the period identified.
3. The President recommends Janice Goines for a one year contract from October 1, 2019 to September 30, 2020, and it would be appropriate for the Board to approve the contract for the period identified.

D. Proposed Amended Board Policy – CKD (LOCAL) – Insurance and Annuities Management - Health and Life Insurance. The Vice President, Human Resources, recommends adoption of amended Policy CKD (LOCAL) regarding the health and life insurance provided by the College to its eligible employees. 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 in red with a line through it, and new language in blue font.

This proposed policy is presented for first reading.

E. Proposed Amended Board Policy – EGB (LOCAL) – Academic Achievement - Class Rank and Honors. The Vice President, Human Resources, recommends adoption of amended Policy EGB (LOCAL) regarding class rank and honors. 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 in red with a line through it, and new language in blue font.

This proposed policy is presented for first reading.

F. Proposed Amended Board Policy – FEA (LOCAL) – Financing Education - Financial Aid and Scholarships. The Vice President, Human Resources, recommends adoption of amended Policy FEA (LOCAL) regarding financial aid and scholarships. 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 new language in blue font.

This proposed policy is presented for first reading.

G. Proposed Amended Board Policy – GE (LOCAL) – Advertising and Fundraising. The Vice President, Human Resources, recommends adoption of amended Policy GE (LOCAL) regarding advertising and fundraising. 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 in red 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 January 2019.

It is recommended that the Board accept the financial report.

Sincerely,



Millicent M. Valek

President