

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.

May 20, 2019

Board of Regents
Brazosport College

Members of the Board:

A Regular Meeting of the Brazosport College Board of Regents is scheduled for Monday, May 20, 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
4. Communications
5. Audience to Patrons and Petitions
6. Information Items
 - A. Enrollment Reports.

1. Community Education Courses. The Director, Community Education, reports the attached enrollment and participant numbers for the Community Education Program for the month of April 2015-2019.

2. Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the attached enrollment and participant hours for April 2015-2019.

- B. Report of Taxes Collected. Attached is the report of taxes collected for the month of April 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 resignation and retirement from the following contract employees:
- Mr. Daryl Bissett, Director, Campus Safety and Chief of Police, resigned effective May 6, 2019.
- Mr. David Hendrix, Assistant Professor of Process Technology, is retiring effective August 31, 2019.
- Ms. Kay Wright, Director, Financial Aid, is retiring effective August 31, 2019.
- E. New Teachers for Community Education Program. There are no new teachers to report for the Community Education Department.
- 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 April and May 2019.
- G. Emergency Planning Update. The Vice President, Human Resources, and Director, Campus Safety & Chief of Police, provide the attached update on emergency planning from May 1, 2018 to present.
- H. Dual Credit Update. The Dean of Student Services provides the attached update on Brazosport College's dual credit program. This newsletter highlights college-wide initiatives under the leadership of the Provost and Vice President for Academic & Student Affairs and the Vice President for College Advancement.
- I. CCATT Annual Conference. The CCATT Annual Conference will be held at the Westin Austin at The Domain on Friday, June 14 and Saturday, June 15, 2019. The conference features respected keynote speakers, breakout sessions on successful college support programs and workforce building partnerships and a special legislative guest speaker who will share an insightful narrative of what transpired during the 86th State Legislature. Regents are encouraged to attend with their college

president to further cultivate relationships among the college leadership and governance. Reservations to be made through Kasie Guthrie, Executive Assistant to the President.

J. ACCT 50th Annual Leadership Congress. Registration for the 2019 ACCT 50th Annual Leadership Congress is 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*. Jason Cordoba has confirmed his attendance. If other Regents are interested in attending, reservations are to be made through Kasie Guthrie, Executive Assistant to the President. A presentation proposal was submitted on May 2, 2019 titled "JumpStart Your Life" which is an overview of the Brazosport College JumpStart Program. More information on the ACCT Leadership Conference can be found at: <https://www.congress.acct.org/>.

K. 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 policies, DEB (LEGAL) and DEB (LOCAL), regarding Compensation and Benefits – Fringe Benefits are presented for the Board's information on page 48 and also can be found at:

[https://pol.tasb.org/Policy/Download/215?filename=DEB\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DEB(LEGAL).pdf) and
[https://pol.tasb.org/Policy/Download/215?filename=DEB\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/215?filename=DEB(LOCAL).pdf).

L. Brazosport College Calendar. The Brazosport College Calendar for May 27, 2019 through August 4, 2019 is attached.

7. Reports/Presentations

A. Peer Recruiters' Annual Report. An oral presentation of enrollment activities for 2018-2019 will be made by the Peer Recruiters. The Peer Recruiters are a unique College department comprised of six part-time peer recruiters that are also Brazosport College students. Five of the recruiters represent a local high school in our service area, and the sixth recruiter represents our non-traditional student population.

B. Compensation Presentation. The Vice President, Human Resources, will present an analysis and recommendation to the Board of Regents on the proposed FY20 step increases. These proposed compensation increases will be an action item at the Board's meeting in June.

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

8. Unfinished Business

- A. Proposed Amended Board Policy - DH (LOCAL) - Employee Standards of Conduct. The Vice President, Human Resources, recommends adoption of amended Policy DH (LOCAL) regarding employee standards of conduct. 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 underlined in red font.

This proposed policy is presented for second reading and adoption.

- B. Proposed Amended Board Policy GDA (LOCAL) - Community Use of College District Facilities - Conduct on College District Premises. The Vice President, Human Resources, recommends adoption of amended Policy GDA (LOCAL) regarding the communities 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 amended policy with existing policy language appearing as regular text, deleted language appearing in red with a line through it, and new language underlined in red font.

This proposed policy is presented for second reading and adoption.

9. New Business

- A. Operating Agreement with Brazosport College and the Brazosport College Foundation. The Operating Agreement with Brazosport College and the Brazosport College Foundation is to be approved biennially. The Brazosport College Foundation Board approved the Operating Agreement on February 20, 2019 at their Board of Directors meeting. The only recommended revision is to change the budget name from Development Activities to Vice President, College Advancement for Development Activities to be consistent with the Brazosport College adopted budget. The recommended revisions are highlighted on page 7 of the Operating Agreement.

It would be appropriate to approve the Operating Agreement as presented.

- B. Computer Vendor Approval. Attached is a communication from the Information Technology department recommending Board approval of Dell computer purchases 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 Dell computer purchases for fiscal year 2019-2020.

- C. Property Insurance Renewal. The College has the option to continue its property insurance coverage in one year increments for a period of five years without competitive bidding. This is the fourth year of the five year option period. Ben Odom of McGriff, Seibels & Williams of Texas, Inc. provides the attached renewal proposal, premium comparison, and premium history chart. It is our recommendation that we accept the 2019-2020 program premium in the amount of \$497,458.

It would be appropriate for the Board to approve the property insurance for a minimum of one (1) year with McGriff, Seibels & Williams of Texas, Inc.

- D. Proposed Amended Board Policy - DMC (LOCAL) - Termination of Employment - Reduction in Force. The Vice President, Human Resources, recommends adoption of amended Policy DMC (LOCAL) regarding reduction in force. 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, new language in blue font, and moved language in green font.

This proposed policy is presented for first reading.

- E. Personnel.

1. Employment of Mr. Barrett Brooks as Learning Frameworks Faculty. Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment of Mr. Barrett Brooks as Learning Frameworks Faculty for the 2019-2020 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. Employment of Ms. Nicole Millikan as Licensed Vocational Nursing Faculty and Program Coordinator. Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment

of Ms. Nicole Millikan as Licensed Vocational Nursing Faculty and Program Coordinator for the 2019-2020 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.

3. Employment of Mr. Kenneth Resecker as Process Technology Faculty. Included in the agenda is a communication from the Provost and Vice President, Academic & Student Affairs, recommending the employment of Mr. Kenneth Resecker as Process Technology Faculty for the 2019-2020 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.

4. Employment of Mr. Chad Leveritt as Director, Campus Safety and Chief of Police. Included in the agenda is a communication from the Vice President, Human Resources, recommending the employment of Mr. Chad Leveritt as Director, Campus Safety and Chief of Police, for the remainder of the 2018-2019 academic year and the 2019-2020 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.

- F. Financial Report. The Vice President, Financial Services & CFO, provides the attached financial report for April 2019.

It is recommended that the Board accept the financial report.

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 discuss evaluation, contract and employment terms and contract renewal for President.
- To consider Executive Benefit Plan and terms.

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,



Millicent M. Valek
President