

B Brazosport College

THE COLLEGE OF CHOICE



BOARD OF REGENTS

A G E N D A

REGULAR MEETING

October 21, 2013

BRAZOSPORT COLLEGE

Notice is hereby given that on the 21st day of October, 2013, a Regular Meeting of the Board of Regents of the Brazosport College is scheduled at 6:30 p.m., in Room 104, in the Brazosport College Corporate Learning Center, located in Lake Jackson, Texas. The subjects to be discussed are listed on the agenda, which is attached to and made a part of this notice.

If, during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required, in relation to any item included in this notice then such closed or executive meeting or session as authorized by Section 551.001 *et seq.* of the Texas Government Code (the Open Meetings Act) will be held by the Board at the date, hour, and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071-551.086, inclusive, of the Open Meetings Act, including, but not limited to:

- | | |
|-----------------|---|
| Section 551.071 | For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. |
| Section 551.072 | For the purpose of discussing the purchase, exchange, lease or value of real property. |
| Section 551.073 | For the purpose of considering a negotiated contract for a prospective gift or donation. |
| 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. |
| Section 551.076 | To consider the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit. |
| Section 551.082 | For the purpose of considering discipline of a public school student or to hear a complaint by an employee against another employee if the complaint or charge results in a need for a hearing. |
| Section 551.083 | For the purpose of considering the standards, guidelines, terms, or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code. |
| Section 551.084 | For the purpose of excluding any witness or witnesses from a hearing during examination of another witness. |
| Section 551.086 | For the purpose of discussing economic development negotiations, or the offer of financial or other incentives. |

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- (a) the open meeting covered by this notice upon the reconvening of this public meeting, or
- (b) at a subsequent public meeting of the Board upon notice thereof as the Board shall determine.

Individuals with disabilities are entitled to have access to and participate in public meetings. An individual requiring an accommodation for access to the meeting must notify the Brazosport College District by informing the Dean, Human Resources and Payroll, the District's ADA Coordinator, in writing 24 hours prior to the scheduled meeting of the necessity of an accommodation. Upon receipt of this request, the District will furnish appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of the Board meeting nondisabled individuals enjoy.

CERTIFICATE AS TO POSTING OR GIVING OF NOTICE

On this 17th day of October, 2013, at 12:00 Noon, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the Brazosport College District, 500 College Drive, Lake Jackson, Texas, and readily accessible to the general public at all times.



Secretary, Board of Regents

Mission Statement

Brazosport College exists to improve quality of life by providing associate and baccalaureate degree programs, academic transfer programs, job-skills training, and cultural enrichment in an efficient and cost-effective manner. The board, faculty and staff are committed to student success by responding to student needs, creating a dynamic learning environment, exceeding expectations, and enriching our community.

October 21, 2013

Board of Regents
Brazosport College

Members of the Board:

A regular meeting of the Brazosport College Board of Regents is scheduled for Monday, October 21, 2013, 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
September 16, 2013
4. Communications
None
5. Audience to Patrons and Petitions
None Scheduled
6. Information Items
 - a. Enrollment Reports

(1) Credit Students. Headcount/contact hour enrollment for the Fall 2013 Semester is as follows:

	2009	2010	2011	2012	2013*	5 Year Average
Regular Credit Enrollment	3,866	4,174	4,195	4,034	4,140	4,082
Total Contact Hours	665,120	735,328	737,776	671,552	687,536	699,462
Bachelor of Applied Technology**	64	73	74	81	109	80

* Uncertified headcount

** Students in Upper division only

(2) Dual Credit and Concurrent Enrollment Report. The Registrar's Office reports the following dual credit and concurrent enrollment for Fall 2013 session:

High School	2012 Headcount	2013 Headcount*
Angleton	229	225
Brazosport	65	69
Brazoswood	335	329
Brazosport Christian	1	3
Columbia	109	96
Danbury	0	0
Sweeny	114	107
Other	18	27
Total Dual Credit and Concurrent	870	856

*Numbers not certified

(3) Community Education Courses. The Director, Community Education, reports the following enrollment for the Community Education Program for the month of September 2013:

September	2011	2012	2013
Classes – Month	760	652	755
Classes – YTD	4,460	4,606	3,959
Students - Month	724	532	697
Students - YTD	2,467	2,530	2,254

- (4) Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the following enrollment and participant hours for September 2009-2013:

	2009	2010	2011	2012	2013	5 Year Average
Participant Enrollment						
Month	1,097	1,168	1,254	2,255	3404	1,836
Year to Date	7,311	11,366	14,087	12,323	15,080	12,033
Participant Hours						
Month	9,022	13,636	14,712	28,496	48,639	22,901
Year to Date	56,323	108,392	156,887	150,792	195,290	133,537

- b. Report of Taxes Collected. On pages 20-24 is the report of taxes collected for the month of September 2013.
- c. Report of Unfilled Positions. On page 25 the Vice President, Human Resources, reports on vacant positions that are currently being advertised.
- d. Approval of New Teachers for Community Education Program. On page 26 is a communication from the Director, Community Education, reporting on one new teacher for the Community Education Program.

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

- e. Fund Development Report. On pages 27-28 the Associate Vice President, Institutional Advancement, reports on fund development activities for the months of September - October 2013.
- f. Employee Development Center Annual Report. On pages 29-32 is the annual report for the Employee Development Center. The report period is September 2012 through August 2013.
- g. Annual Energy Report. The Director, Facility Services, on pages 33-35, reports on the college's annual energy use for the period September 2012 through August 2013.
- h. Annual Marketing and Communications Report. On pages 36-40 the Director of Marketing and Communications, reports on the 2012-2013 activities of the Marketing and Communications Department.

- i. Emergency Planning Update. On page 41 the Vice President, Administrative Services & CFO, reports on the Emergency Planning Update.
- j. Update on Vision 2020 Milestones. Included in the agenda on pages 42-56, the Vice President, Human Resources, provides an update on the Vision 2020 Milestones.
- k. 2013 Texas Higher Education Leadership Conference. The 2013 Texas Higher Education Leadership Conference is scheduled for November 21-22, 2013, at the DoubleTree by Hilton Austin Hotel in Austin, Texas. The focus of this year's conference is on *Closing the Gaps by 2015 and Beyond*. Conference information is on pages 57-59. Please make arrangements to attend the conference through Serena Andrews, Associate Vice President, Institutional Advancement by October 28, 2013.
- l. Festival of Carols. The 2013 Festival of Carols begins on Friday, December 6th at 7:30 p.m. with a concert featuring Sixpence None the Richer. Tickets are available from *The Clarion*. On December 7th at 7:00 p.m. the Brazosport Choral Union will perform featuring the Sweeny High School Choir. At 7:30 p.m. on December 9th, the Brazosport College and Community Wind Ensemble will perform at the Lake Jackson Historical Museum. The Festival of Carols will conclude on December 14th at 7:30 p.m. with a concert at *The Clarion*. The show will feature the Brazosport Symphony Orchestra and the Brazosport College Jazz Singers.
- m. 2014 Board of Trustees Institute. The 2014 Board of Trustee Institute will be held March 27 – 29, 2014, in Santa Fe, New Mexico. *Achieving the Dream* community college boards and presidents are invited to attend. The institute is designed to share knowledge and practices that contribute to effective governance to close achievement gaps and improve student success and completion. Two members of the Board of Regents and Dr. Millicent Valek are requested to attend.
- n. 2014 Commencement. Commencement exercises for the 2013-2014 academic year are scheduled for Saturday, May 10, 2014, in the Dow Academic Center. In order to accommodate the increasing number of graduates and their families, 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 college will host a lunch for faculty, staff, commencement guests, and board members in between the ceremonies.
- o. 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 policies may be addressed to the President prior to the meeting for clarification and/or discussion.

This policy, CFD (LOCAL), on page 60, is presented for the Board's information.

7. Reports/Presentations

- a. Gaining Achievement Through Organized Reading. The Acting Dean of Student Services and Faculty Assembly President, will provide information about the College's organized reading initiative, GATOR.

b. President's Report.

- ACCT Leadership Congress
- College Updates

8. Unfinished Business

None

9. New Business

- a. Request for Modifications to Milestones. The Vice President, Human Resources, recommends revisions to Milestones in Vision 2020 on pages 61-62.

It would be appropriate for the Board to approve these modifications.

- b. Reschedule December 2013 Board Meetings. Due to conflicts with other events, it is recommended that the Board reschedule the December 2013 meeting for Wednesday, December 11, 2013, at 12:30 p.m., preceded by the annual holiday luncheon at 11:30 a.m.

It would be appropriate for the Board to approve the recommended date and time for the December 2013 meeting.

- c. Schedule 2014 Board Workshop. As part of the College's evolving planning process, the Board meets in an annual workshop to study information, measure progress toward milestones, and discuss future directions.

In the past years, the Board has scheduled these sessions for Friday afternoon and Saturday. The dates of February 7-8, 2014, are suggested for the 2014 Workshop.

If would be appropriate for the Board to set the date and time for the annual workshop.

- d. Board Policy Revision-EGA (Local). The Vice President, Academic and Student Affairs, recommends revision to board academic achievement grading and credit policy EGA (Local). Board policy provides that additions or revisions to policies are to be presented at one meeting and adopted at a subsequent meeting. Included on pages 63-64 is a copy of the policy, with revisions noted in bold.

Revisions to this policy are submitted for first reading.

- e. Personnel.

- (1) Employment. On page 65 is a communication from the Vice President of Human Resources, recommending the employment of Karen Edwards, Executive Director, Human Resources for the remainder of the 2013-2014 academic year. A biographical summary and position notice are included on pages 66 and 67.

The President joins in the employment recommendation and the awarding of a contract for the remainder of the 2013-2014 academic year.

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

- (2) Appointment. On page 68 is a communication from the Vice President of Academic and Student Affairs, recommending the appointment of Darlyn Jo Greathouse, Dean of Student Services for the remainder of the 2013-2014 academic year. A biographical summary and position notice are included on pages 69 and 70.

The President joins in the appointment recommendation and the awarding of a contract for the remainder of the 2013-2014 academic year.

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

- g. Financial Report and Bills Paid. The financial report for September 2013 is included as a separate exhibit. It is recommended that the Board accept the financial report and approve the bills paid.

Should additional information or explanations be desired, please contact me.

Sincerely,



Millicent M. Valek
President

**Board of Regents
Brazosport College
September 16, 2013**

The Board of Regents met in regular session on Monday, September 16, 2013 at 6:30 p.m., in Room 104, in the Brazosport College Corporate Learning Center, located in Lake Jackson, Texas. The following regents were present:

Carolyn Johnson
Sharon Rogers
Joe C. Greer, Jr.
Jerry Hinojosa
Harry F. Koester, Jr.
Lucilla Henderson
Robert Perryman
Dr. Jane Leidlein

The following regent was absent:

John R. Gilbert

The following staff members were present:

Dr. Millicent Valek
Fred J. Scott
Dr. Herb Miles
Dr. Lynda Villanueva
Anne Bartlett
Serena Andrews
Kyle Smith

Also present were:

Aaron Graczyk, Brazosport College
Jo Greathouse, Brazosport College
Ginger Wooster, Brazosport College
Frank Hickl, Brazosport College
Jeff Detrick, Brazosport College
Andy Packard, The Facts
Tom Rasor
Quentin J. Leber
Eric Geisler
Kunihiko Kaneko
Kazuyuki Yoshitomi

Open Session

Chair Carolyn Johnson called the meeting to order at 6:30 p.m. Sharon Rogers gave the invocation. Sharon Rogers moved that the minutes of August 19, 2013, be approved as presented. Harry F. Koester, Jr. seconded the motion. The motion passed unanimously.

Communications

None

Audience to Patrons and Petitions

None Scheduled

Informational Reports

a. Enrollment Reports

(1) **Credit Students.** Headcount/contact hour enrollment for the Fall 2013 Semester was as follows:

	2009	2010	2011	2012	2013*	5 Year Average
Regular Credit Enrollment	3,866	4,174	4,195	4,034	4,210	4,096
Total Contact Hours	665,120	735,328	737,776	671,552	704,720	702,899
Bachelor of Applied Technology**	64	73	74	81	112	81

* Uncertified headcount

** Students in upper division only

(2) **Dual Credit and Concurrent Enrollment Report.** The Registrar’s Office reported the following dual credit and concurrent enrollment for the Fall 2013 semester:

High School	2012 Headcount	2013 Headcount*
Angleton	229	224
Brazosport	65	70
Brazoswood	335	327
Columbia	109	97
Sweeny	114	107
Other	18	30
Total Dual Credit and Concurrent	870	855

*Numbers not certified

(3) **Community Education Courses.** The Director, Community Education, reported the following enrollment for the Community Education Program for August 2013:

AUGUST	2011	2012	2013
Classes – Month	70	316	79
Classes – YTD	3,700	3,954	3,204
Students – Month	77	185	75
Students – YYD	1,914	2,160	1,776

(4) Center for Business/Industry Training. The Director, Center for Business/Industry Training, reported the following enrollment and participant hours for August 2009-2013:

	2009	2010	2011	2012	2013	5 Year Average
Participant Enrollment						
Month	870	1,782	1,923	1,616	1,599	1,558
Year to Date	6,214	10,198	12,833	10,068	11,676	10,198
Participant Hours						
Month	7,799	17,519	22,109	19,262	21,702	17,678
Year to Date	47,301	94,756	142,175	122,296	146,651	110,636

- b. **Enrollment Report.** The 2012-2013 class enrollment report was provided to Board members at the meeting. State law requires this report to be provided annually to the Board.
- c. **Report of Taxes Collected.** The report of taxes collected for the month of August 2013 was included in the agenda.
- d. **Report of Unfilled Positions.** The Vice President, Human Resources, reported in a communication included in the agenda, on vacant positions that were currently being advertised.
- e. **Approval of New Teachers for Community Education Programs.** Under the authority granted by the Board, the President approved six new teachers for the Community Education Program as recommended by the Director, Community Education, in a communication included in the agenda.
- f. **Fund Development Report.** The Associate Vice President, Institutional Advancement, reported on fund development activities for the months of August and September 2013 in a communication included in the agenda.

- g. **Approval of Adjunct Credit Teachers for Fall 2013.** Under authority granted by the Board, the President approved adjunct credit teachers for Fall 2013 as recommended by the Interim Dean of Instruction in a communication included in the agenda.
- h. **Program Income Accounts FY 2013-2014.** Under the authority granted by the Board, the President approved a budget of \$12,000 for the Small Business Development Center (SBDC) program income as recommended by the Director, Business Services, in a communication included in the agenda.
- i. **Budget Amendment.** Under authority granted by the Board, the President approved an amendment to the 2013-2014 Budget to round the M & O tax rate to \$0.198 per \$100 value, as recommended by the Vice President, Administrative Services and CFO.
- j. **SBDC Budget Amendment Grant.** Under the authority granted by the Board, the President approved the carryover funds in the amount of \$24,318.13 for the Small Business Development Center (SBDC) as recommended by the Director, Business Services, in a communication included in the agenda.
- k. **Outstanding Purchase Orders.** Under authority granted by the Board, the President approved an increase in the budget to accommodate the carryover funds needed to satisfy purchase orders which were outstanding on August 31, 2013, against the 2012-2013 budget. The carryover process is the one recommended by the college auditors and approved for implementation by the Board.
- l. **Community Development Block Grant Budget.** Under authority granted by the Board, the President approved the Community Development Block Grant for 2013-2014 in the amount of \$30,000 for scholarships for Community Education workforce programs.
- m. **Budget for Adult Basic Education (ABE) Program.** Under authority granted by the Board, the President approved the recommendation from the Texas Workforce Commission for funding of the 2013-2014 Adult Basic Education Program in the amount of \$560,252.
- n. **Budget for Temporary Assistance for Needy Families (TANF) Program.** Under authority granted by the Board, the President approved the recommendation from the Texas Workforce Commission for approval of funding for the 2013-2014 Temporary Assistance for Needy Families Program in the amount of \$53,211.
- o. **Budget for English Literacy/Civics (EL/Civics) Grant.** Under authority granted by the Board, the President approved the recommendation from the Texas Workforce Commission for funding of the 2013-2014 EL/Civics Grant in the amount of \$112,727..
- p. **Approval of 2012-2013 SBDC Budget.** Under the authority granted by the Board, the President approved a budget in the amount of \$235,714 for the Small Business Development Center (SBDC) program for 2013-2014 as recommended by the Director, Small Business Development Center, in a communication included in the agenda.
- q. **Tax Abatement Guidelines.** College guidelines mirror Brazoria County guidelines and will be revised when theirs are updated. The revised guidelines will be presented for Board approval at that time. Current College guidelines will remain in effect until a County update occurs. The

last revision of the College guidelines was August 2011.

- r. **Tax Abatement Update.** The tax abatement granted in the April 15, 2013, Board meeting for the Dow project Alpha in Reinvestment Zone No. 18, will not be built locally. The companion Project Beta also in Reinvestment Zone No. 18, is still planned and scheduled to commence the first quarter of 2014 with completion scheduled for 2017.
- s. **President's Reception & Opening Concert.** The President's Reception and Opening Concert is scheduled for Friday, September 27, 2013. The evening is sponsored by STP Nuclear Operating Company. The reception will begin at 6:00 p.m. and will be held in the Corporate Learning Center. The concert, featuring Aaron Neville, will begin at 7:30 p.m. Invitations have been sent to the Board of Regents.
- t. **ACCT Leadership Congress 2013.** The 44th Annual ACCT Leadership Congress is scheduled for October 2-5, 2013, in Seattle, Washington. The theme for the Congress is *Society Demands, Community Colleges Deliver: Moving the Needle*. Keynote speakers will be Bill Gates, Founder, and Allan C. Golston of the Bill & Melinda Gates Foundation and James L. Applegate, Ph.D., of the Lumina Foundation. Attending will be Robert Perryman, Jane Leidlein, Joe Greer, Lucilla Henderson, and Millicent Valek.
- u. **2014 Board of Trustees Institute.** The 2014 Board of Trustee Institute will be held March 27 – 29, 2014, in Santa Fe New Mexico. *Achieving the Dream* community college boards and presidents are invited to attend. The institute is designed to share knowledge and practices that contribute to effective governance to close achievement gaps and improve student success and completion. Two members of the Board of Regents and Dr. Valek are requested to attend.
- v. **Retirements.** Under authority granted by Board Policy DDA (Local), the President has accepted the written notices of retirement from:
 - Larry Grable, Professor, Industrial and Commercial Electricity, effective June 30, 2013
 - Dr. Paul Pedisich, History Faculty, effective August 31, 2013
 - B.J. Owens, Occupational/Technical Counselor, effective September 13, 2013
- w. **Resignations.** Under authority granted by Board Policy DDA (Local), the President has accepted the written notices of resignation from:
 - Sara Garska, Career Counselor, effective August 30, 2013
 - Jeremy Jurgens, Instructor, English, effective August 31, 2013
 - Eric Schnell, Assistant Professor, Art, effective August 31, 2013
 - David Shaw, Dean of Student Services, effective July 16, 2013

- x. **Policy Review – CF (Local)**. 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 policies may be addressed to the President prior to the meeting for clarification and/or discussion.

This policy, Purchasing and Acquisition (Local) was presented for the Board's information.

A copy is included at the back of these minutes.

Reports/Presentations

- a. **CBIT Annual Report**. The Director, Center for Business and Industry Training, presented information about current CBIT activities and plans for the future.
- b. **Quarterly Report on Performance**. In a separate exhibit, the Vice President, Academic and Student Services, provided information about satisfaction with college programs and services and *Closing the Gaps*.
- c. **President's Report**.
1. Two-Year College Stakeholder Committee (THECB)
 2. Regional Workforce Development Taskforce (Greater Houston Partnership)
 3. College Update

Unfinished Business

- a. **Board Policy Revisions**. Robert Perryman moved that the Board approve the revisions to the following policies. Lucilla Henderson seconded the motion. The motion passed unanimously.
- BCC (Local) – Board Internal Organization: Attorney
 - FDE (Local) – Student Welfare: Freedom from Discrimination, Harassment, and Retaliation

A copy is included at the back of these minutes.

- b. **Board Policy Revision - CAO (LOCAL)**. Harry F. Koester, Jr. moved that the Board approve the revisions to this policy as amended. Joe C. Greer, Jr. seconded the motion. The motion passed unanimously.

A copy is included at the back of these minutes.

New Business

- a. **Tax Abatement The Alpha Olefin Chemical Company LLC**. Included in the agenda was an application for tax abatement from Alpha Olefin for a proposed new manufacturing plant to produce alpha olefins. The estimated cost of improvements is \$496 million and the project is expected to create ten permanent jobs. The abatement period requested is a seven year, 100% abatement. The commencement date is requested to begin January 1, 2017. Lucilla Henderson moved that the Board approve the tax abatement application and authorize the President to execute the abatement contract. Joe C. Greer, Jr. seconded the motion. The motion passed.

REGULAR SESSION, SEPTEMBER 16, 2013

unanimously. Jerry Hinojosa, Carolyn Johnson and Dr. Jane Leidlein abstained.

- b. **Building Cleaning Services Provider.** Joe C. Greer, Jr. moved that the Board accept the proposal from McLemore Building Maintenance, Inc. to provide building cleaning services. Sharon Rogers seconded the motion. The motion passed unanimously.
- c. **Adoption of Tax Rate.** Lucilla Henderson moved that the Board adopt the resolution to set the tax rate for 2013.

The 2013 Tax Rate be set at \$0.267309 per \$100 assessed value to be distributed as follows;

Local Maintenance and Operation	\$0.198000
Debt Service	<u>\$0.069309</u>
	\$0.267309

Robert Perryman seconded the motion. The motion passed unanimously. State law requires that the Board adopt its tax rate each year by the end of September.

- d. **New Baccalaureate Degree Proposal.** Jerry Hinojosa moved that the Board approve a 120 semester credit hour Bachelor of Applied Technology degree in Health Services Management beginning with the Fall 2014 semester. Harry F. Koester, Jr. seconded the motion. The motion passed unanimously.
- e. **Financial Report and Bills Paid.** Upon recommendation by the President, Jerry Hinojosa moved that the Board accept the financial report and approve the bills paid for August 2013 as presented in a separate exhibit. Harry F. Koester, Jr. seconded the motion. The motion passed unanimously.

The meeting adjourned at 8:00 p.m.

Carolyn Johnson
Chair

Sharon Rogers
Vice Chairman

Dr. Millicent M. Valek
Secretary

The Board or College President ~~may employ~~ **shall retain** an attorney ~~or attorneys, as necessary, to serve as the College District's~~ provide legal counsel and representation ~~representatives in matters requiring legal services for the~~ College District.

Individual Board members shall channel legal inquiries through the College President or designee, as appropriate, when advice or information from the College District's legal counsel is sought.

Staff requests for legal advice from the College District's legal counsel shall be submitted through the College President or designee.

A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FDE
(LOCAL)

Note: This policy addresses discrimination, harassment, and retaliation involving College District students. Claims by College District employees are addressed in Policy DOA.

STATEMENT OF
NONDISCRIMINATION

The College District prohibits discrimination and harassment of students on the basis of race, color, religion, gender, national origin, disability, or any other basis protected by law.

This policy applies to trustees, administrators, faculty, staff, students, and individuals conducting business with the College.

This policy applies to harassment or discrimination that occurs on campus or off campus at college-sponsored activities.

In determining whether a hostile environment exists on campus, the College may consider the impact of incidents of harassment that occurred off campus.

DISCRIMINATION
DEFINED

“Discrimination” is the act of treating similarly situated students differently based on their race, color, religion, gender, national origin, disability, or any other basis protected by law.

HARASSMENT
DEFINED

“Harassment” is defined as physical, verbal, or nonverbal conduct (i) that is based on the student’s race, color, religion, gender, national origin, disability, or other protected status and (ii) that is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Examples of prohibited harassment include offensive or derogatory comments, jokes, or slurs because of the student’s protected status or because of the student’s need for an accommodation based on disability or religion; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; other kinds of aggressive conduct such as theft or damage to property when motivated by the student’s protected status.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATIONFDE
(LOCAL)SEXUAL
HARASSMENT

“Sexual harassment” is physical, verbal, or nonverbal conduct that is based on the student’s sex or gender and that is so severe, persistent, or pervasive that:

1. Submission to such conduct is explicitly or implicitly made a term or condition of instruction, participation in a college activity, or college employment;
2. Submission to or rejection of such conduct is used as a basis for personnel or academic decisions that affect the student who has been subjected to sexual advances; and/or
3. Such conduct interferes with the student’s work on academic performance or creates an intimidating, hostile, or offensive work or learning environment.

Sexual harassment violates this policy whether it is perpetrated by a student or an employee. Additionally, sexual harassment is wrongful regardless of whether the parties are of the same sex or of the opposite sex.

Sexual harassment as used in this policy includes, but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome verbal comments of a sexual nature, and unwelcome physical contact or touching of a sexual nature.

The definition of “sexual harassment” in this policy includes acts of sexual violence, which are physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the person’s use of drugs or alcohol or due to an intellectual or other disability. The definition of “sexual harassment” also encompasses gender-based harassment, such as actions or comments that target the student’s failure to conform to stereotypical notions of masculinity or femininity.

Examples of prohibited sexual harassment: Sexually offensive comments and gestures; requests for sexual favors accompanied by implied or overt promises of preferential treatment; requests for sexual favors accompanied by implied or overt threats of adverse consequences if the recipient does not comply; unwanted flirtation or repeated requests for social/sexual encounters or favors the recipient deems unwelcome; slurs and name-calling based on the student’s perceived sexual orientation; suggestive or unwelcome physical contact, such as grabbing, touching, or patting; acts of sexual violence, including sexual assault, sexual coercion, and rape.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FDE
(LOCAL)

RETALIATION
PROHIBITED

Students are permitted to file complaints under this policy without being subjected to unlawful retaliation. Witnesses and other individuals who participate in the investigation process or related proceedings under this policy likewise are protected by unlawful retaliation. "Retaliation" as used in this policy refers to materially adverse actions or decisions that would dissuade a reasonable person from exercising his or her rights to file a complaint or to participate in an investigation. Examples of retaliation include unwarranted punishment (e.g., a grade reduction), exclusion from a school activity, and destruction of property. Retaliation does not include petty slights or annoyances.

REPORTING
PROCEDURES

STUDENT
REPORTS

Any student who believes that he or she has been subjected to conduct that violates this policy may report the complaint to the dean of student services, any College District counselor, any division chair, or the vice president of human resources. Additionally, a student may report the complaint to any individual designated in this policy as an anti-discrimination coordinator. Complaints against the College President shall be submitted directly to the chairman of the Board of Trustees.

No student shall be required to report prohibited conduct to the person who allegedly committed the conduct.

Students shall report their concerns as soon as possible after the alleged violation. A failure to immediately report may impair the College District's ability to investigate and address the violation.

EMPLOYEE
REPORTS

To ensure that all student complaints are properly processed, any College District employee who receives notice that a student or group of students may have experienced conduct prohibited by this policy shall promptly notify the dean of student services regardless of whether the student or students have placed their complaint in writing.

LOGGING THE
COMPLAINT

Complaints shall be in writing unless the circumstances are such that it would be impracticable or unreasonable to require a written complaint (e.g., the complainant is physically unable to prepare a written complaint). The complaint shall describe all incident(s) or action(s) considered by the complainant to be harassing or discriminatory. Complaints shall identify the relevant dates and all witnesses and shall specify a remedy. The complaint shall be signed and dated by the person making the complaint. The following communications do not constitute a complaint under this procedure: oral allegations; e-mail correspondence; anonymous communications.

A formal investigation will be initiated if a complaint is within the scope of this policy and articulates sufficient specific facts, which if determined to be true, would support a finding that the College's policy was violated. The College may decline to process a

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATIONFDE
(LOCAL)

complaint under a variety of circumstances, including (i) the student has failed to provide a written, signed complaint; (ii) the complaint is vague and does not describe conduct covered by this procedure; (iii) the student declines to cooperate in the College's investigation; and (iv) the complaint has been withdrawn or the requested remedy has already been implemented or was offered and rejected.

Upon receipt of a complaint, the College administration shall determine whether interim action is needed pending completion of an investigation (*e.g.*, a no-contact order, temporary reassignment or suspension of the accused).

If the complaint is within the scope of this policy, the College shall commence an investigation regardless of whether a law enforcement agency or other agency is investigating the same allegations.

The College administration shall designate an impartial investigator who is not a member of the affected department (*e.g.*, a complaint by a student athlete will not be investigated by someone inside the athletic department). The investigator ordinarily will be a student services professional, a human resources professional, or an attorney. Depending on the scope of the investigation, more than one investigator may be appointed.

Barring unusual circumstances (*e.g.*, multiple complainants, a complaint filed the day before the winter break), the investigation will be completed as promptly as possible, usually within 15 to 60 calendar days.

CONCLUDING THE
INVESTIGATION

The investigator shall interview the complainant, the accused, and other individuals determined by the investigator to possess relevant information. The complainant and the accused shall be permitted to provide documentation or other tangible evidence to the investigator.

The investigator shall prepare a written report that states whether a preponderance of the evidence establishes a violation of the College's policies. The investigator shall provide the report to the appropriate College administrator(s). The appropriate administrator(s) shall determine whether additional investigation is needed or whether the evidence is sufficient to initiate a disciplinary consequence or other corrective action. The action shall be reasonably calculated to prevent a reoccurrence of the misconduct and/or to ameliorate its impact. To the extent permitted by law, the administrator will inform the complainant and the alleged offender in writing of the disposition of the complaint (*i.e.*, whether discrimination or harassment was found to have occurred).

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FDE
(LOCAL)

REVIEW OF
DECISION

If the accused is a student, he or she may seek review of a proposed disciplinary sanction utilizing the procedures under Policy FMA.

If the complainant is dissatisfied with the disposition of his or her complaint, then the complainant may submit a written appeal to the College president or designee within 5 business days of disposition of the complaint. The president or designee shall meet with the complainant within 15 business days of receipt of the appeal. If the president or designee determines that there may be a reasonable basis for granting the appeal, then the president or designee, before rendering a final decision on the merits of the appeal, shall meet with the accused. The president or designee shall issue a written response within 30 calendar days of the meeting with the complainant.

All deadlines in this policy may be extended by mutual agreement or for good cause.

CONFIDENTIALITY

To the extent permitted by law, the College will maintain the confidentiality of records related to investigations of complaints based on discrimination, harassment, and sexual violence. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

DISTRIBUTION OF
POLICY

Information regarding this policy and any accompanying procedures shall be distributed annually to College District employees and students in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in major College District publications. Information regarding the policy and procedures shall also be prominently published on the College District's Web site. Copies of the policy and procedures shall be readily available at the College District's administrative offices.

HARASSMENT
PREVENTION
COORDINATORS

The College District designates the following individuals to coordinate the College District's compliance with federal anti-discrimination laws:

- (1) Title IX Coordinator – prevention and investigation of claims of sexual harassment and sexual discrimination:

Dr. H.E. Miles, Vice President of Human Resources
500 College Drive, Lake Jackson, TX 77566
(979) 230-3474
herb.miles@brazosport.edu

STUDENT WELFARE

FDE

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

(LOCAL)

- (2) Disability Coordinator – prevention and investigation of claims under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act:

Mr. Fred Scott, Vice President of Administrative Services and CFO
500 College Drive, Lake Jackson, TX 77566
(979) 230-3213
fred.scott@brazosport.edu

- (3) Prevention and investigation of other forms of discrimination and harassment:

Dr. H.E. Miles, Vice President of Human Resources
500 College Drive, Lake Jackson, TX 77566
(979) 230-3474
herb.miles@brabrazosp.edu

FALSE CLAIMS

Students and employees who knowingly file false complaints or submit false evidence are subject to discipline, up to and including dismissal or expulsion.

Brazosport College

ENDOWMENT POLICY

CAO
(LOCAL)

INVESTMENT
PHILOSOPHY

The Brazosport College Endowment Fund's assets shall be invested in accordance with sound investment practices that emphasize preservation of corpus for the Endowment. This Endowment will be managed according to the following underlying principles:

- The Endowment's investments shall emphasize preservation of corpus;
- The purpose of the Endowment is to generate a revenue stream to fund scholarships for Brazosport College Students;
- The Endowment's assets should earn long-term returns sufficient to grow the purchasing power of assets over the long-term, consistent with preservation of corpus and net of disbursements and fees;
- The investment objective implies a long-term time horizon available for investment in order to benefit from total returns that would normally accrue to a patient investment strategy; and
- The Endowment shall be diversified in order to reduce the risk of wide swings in market value from year to year or the risk of incurring large losses that may result from concentrated positions.

SPENDING GUIDELINES

Endowment fund distributions for expenditures in support of student scholarships shall be an annual level that is approximately three to five percent of the sum of the original corpus plus realized gain. Unspent realized gains are invested in the same manner as original corpus.

Earnings from the endowment fund may only be spent for the purposes identified by the donor.

BOARD OF REGENTS
RESPONSIBILITIES

The Brazosport College Board of Regents has the following responsibilities:

- Review the capital and operating budget needs of the Endowment and to thereby establish and review an appropriate spending policy;
- Establish an investment policy and monitor and evaluate the performance of the Endowment's assets as a whole;
- Select or terminate an investment advisor for the Endowment on a cycle where requests for proposals are issued every five years or a shorter cycle, if desired;
- Perform such other duties as may be described in this policy or as required by applicable laws and regulations; and
- Select an investment advisor utilizing the following criteria:
 - A minimum ten years of experience managing similar funds;

- Past performance. Consideration shall be given to consistency and the level of risk taken to achieve results;
- The investment style and discipline of the investment advisor; and
- How well the investment advisor's style complements assets in the Endowment; and
- Evaluate the investment advisor's fee structure

INVESTMENT ADVISOR RESPONSIBILITIES

The Investment Advisor shall have the following responsibilities:

- Assist the Board of Regents in strategic investment planning for the Endowment. This includes providing assistance in the development of an investment policy and asset allocation strategy;
- Provide the Board of Regents quarterly performance measurement reports and assist the Board of Regents in interpreting the results;
- Manage the Endowment in accordance with the Investment Strategy listed below;
- Assess the likelihood of future investment opportunities; and
- Perform such other duties as may be mutually agreed to;

APPROVED INVESTMENTS

The authorized investment instruments shall be as follows:

- Obligations of the United States Government or its agencies and instrumentalities, which have the full faith and credit guarantees of the United States government or its agencies and instrumentalities. This includes mortgage-backed security pools;
- Certificates of Deposit guaranteed by the Federal Deposit Insurance Corporation issued by state and national banks;
- Demand deposits and Certificates of Deposit guaranteed by the Federal Deposit Insurance Corporation or secured by pledged securities described above, issued by the depository and approved by the Board of Regents;
- Mutual funds that invest in corporate stocks, corporate bonds, or other securities otherwise permitted under this policy;
- Money market mutual funds as permitted by Government Code 2256.014 and approved by Board resolution;
- Municipal bonds that are rated no less than A-1 (S&P) or comparable ratings by at least two nationally recognized rating agencies;
- Real Estate Investment Trusts or marketable real estate securities;

- Fully collateralized repurchase agreements;
- Corporate Bonds that are rated no less than A-1 (S&P) or comparable ratings by at least two nationally recognized rating agencies;
- Notwithstanding language to the contrary, assets invested in commingled vehicles will be managed in accordance with the investment policies, procedures, and guidelines set forth in the offering documents of the vehicle;
- Permissible investments include common stocks of US and foreign issuers and American Depository Receipts (common stocks) listed or traded on US exchanges and in the over-the-counter market, as well as securities convertible into common stocks;
- All mutual funds shall be registered with investment companies as defined under the Investment Company Act of 1940. The investment companies need not be classified as “diversified” investment companies (as defined in the Investment Company Act of 1940);
- The Endowment may use a multi-manager structure of complementary investment style and asset classes to invest the Endowment’s assets; and
- Utilize Dynamic Asset Allocation. Within the investments described above, investments are permitted on an account-by-account basis in overlay portfolios, which are regulated mutual funds (Overlay Portfolios), to complement the above listed investments. This is known as the Dynamic Asset Allocation (DAA) portfolio overlay strategy, which is designed to manage short-term portfolio risk and mitigate the effect of extreme outcomes by varying the asset allocation of a portfolio through investments in the Overlay Portfolios. The investments in the DAA Overlay Portfolios may cause the portfolio’s overall exposure to equities, fixed income, REITs and other asset classes to vary significantly from the target allocations. Another effect of investing in the Overlay Portfolios is that the portfolio will gain more exposure to asset classes through the holdings of the Overlay Portfolios than those contemplated by the target allocations. The holdings of the Overlay Portfolios are limited only as provided in the prospectus then in effect for the Overlay Portfolios.

EXCLUSIONS

The Endowment’s assets may not be used for the following purposes:

- Short Sales;
- Purchases of letter stock or private placements, also known as “144A” securities;
- Leveraged transactions except through experienced fund managers;
- Commodities transactions;
- Puts, calls, straddles, or other option strategies;

ENDOWMENT POLICY

CAO
(LOCAL)

- Purchase of real estate, oil and gas properties, or other natural resources related properties;
- Investments in limited partnerships; and
- Investments in futures, use of margin, or investments in any derivatives not explicitly permitted in this policy statement.

MEETINGS AND
COMMUNICATIONS

The investment advisor shall provide periodic reports describing performance relative to the appropriate indices and peer group. The investment advisor will provide a written performance report for the composite portfolio. The investment advisor shall provide monthly statements of assets and transactions.

PERFORMANCE
EVALUATION

The Board will evaluate the investment advisor's performance annually. The appraisal should include an assessment of the assistance given to the Board in investment planning. The evaluation should be written and any areas of needed improvement should be responded to by the investment advisor. The Board will monitor the performance of the investment advisor and the composite portfolio on a quarterly basis. The Endowment's asset allocation shall be reported on a quarterly basis.

GUIDELINES FOR
CORRECTIVE ACTION

The Board recognizes the importance of a long-term focus when evaluating the performance of the investment advisor. The Board understands the potential for short-term periods when the portfolio performance may deviate significantly from the performance of representative market indexes. The Board, however, may require an extra level of scrutiny, which may include termination, of the investment advisor based on the following conditions:

- The investment advisor's performance will be viewed in light of the firm's particular investment style approach, keeping in mind the Endowment's diversification strategy as well as overall quality of the relationship; and
- The investment advisor may be replaced at any time as part of an overall restructuring of the Endowment even though there are no material client servicing deficiencies.

INVESTMENT STRATEGY

<u>Asset Allocation:</u>	<u>Target</u>	<u>Range</u>
Equity investments (stocks)	40%	30% to 50%
Debt investments (bonds)	60%	50% to 70%
Real Estate Investment Trusts or marketable real estate securities	5%	0% to 10%

REBALANCING

Rebalancing of the Asset Classes inevitably, the investment portfolio will drift from these targets through the normal and imperfectly correlated returns of the various asset classes. The asset allocations will be managed in accordance with the

ENDOWMENT POLICY

CAO
(LOCAL)

internal rebalancing rules of the selected investment firm. Furthermore, cash-flows of all sorts (contributions, withdrawals) generally should be used to revert toward the target asset allocation, whenever possible. Exceptions to periodic rebalancing may be appropriate or necessary for assets that either are intended to be held as part of a buy and hold strategy or are otherwise subject to structural constraints on liquidity, e.g., annual withdrawal or redemption rights, etc.

LENDING

Lending of the Endowment's assets is prohibited.



Brazoria County Tax Office

Ro'Vin Garrett, RTA
Tax Assessor-Collector

Brazoria County
111 E. Locust
Angleton, Texas 77515-4682

October 1, 2013

I hereby certify the attached to be a true and correct copy of the collections of the Brazoria County Tax Office for the period of September 1, 2013 – September 30, 2013.

A handwritten signature in black ink that reads "Ro'Vin Garrett". The signature is written in a cursive style with a large, prominent "R" and "G".

Ro'Vin Garrett, RTA
Tax Assessor-Collector
Brazoria County

FISCAL START: 09/01/2013 END: 08/31/2014 JURISDICTION: 0045 BRAZOSPORT COLLEGE

CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
6,190,504,771	300,908,873	6,491,413,644	0.259436	16,832,908.12	32,781

CURRENT YEAR

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2012	144,745.35	990.63-	990.63-	12,932.64	12,932.64	130,822.08	9.00	0.03-
2011	64,992.31	3.65-	3.65-	2,696.18	2,696.18	62,292.48	4.15	0.35-
2010	19,444.04	2.89-	2.89-	1,022.13	1,022.13	18,419.02	5.26	0.27-
2009	11,989.85	.26-	0.26-	358.56	358.56	11,631.03	2.99	0.26-
2008	9,367.48	.19-	0.19-	75.67	75.67	9,291.62	.81	0.19-
2007	6,392.28	.15-	0.15-	80.05	80.05	6,312.08	1.25	0.15-
2006	4,893.58	.15-	0.15-	39.28	39.28	4,854.15	.80	0.15-
2005	3,969.23	.15-	0.15-	18.50	18.50	3,950.58	.47	0.15-
2004	4,015.74	.10-	0.10-	26.52	26.52	3,989.12	.66	0.10-
2003	4,285.96	.09-	0.09-	9.65	9.65	4,276.22	.23	0.09-
2002	1,423.08	.07-	0.07-	6.74	6.74	1,416.27	.47	0.07-
2001	1,145.27	.07-	0.07-	26.50	26.50	1,118.70	2.31	0.07-
2000	757.34	.07-	0.07-	31.79	31.79	725.48	4.20	0.07-
1999	745.69	.06-	0.06-	26.64	26.64	718.99	3.57	0.06-
1998	552.73	.06-	0.06-	26.52	26.52	526.15	4.80	0.06-
1997	457.49	.06-	0.06-	3.11	3.11	454.32	.68	0.06-
1996	508.80	.06-	0.06-	25.06	25.06	483.68	4.93	0.06-
1995	460.23	.06-	0.06-	19.88	19.88	440.29	4.52	0.06-
1994	444.64	.06-	0.06-	2.91	2.91	441.67	.65	0.06-
1993	540.97	.06-	0.06-	2.91	2.91	538.00	.54	0.06-
1992	85.86	.00	0.00	0.07	0.07	85.79	.08	0.00
1991	21.26	.00	0.00	0.06	0.06	21.20	.28	0.00
****	281,239.18	998.89-	998.89-	17,431.37	17,431.37	262,808.92		2.37-

10/02/2013 10:05:50 1492805
 TC298-D SELECTION: DEPOSIT
 RECEIPT DATE: ALL

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 09/01/2013 THRU 09/30/2013
 JURISDICTION: 0045 BRAZOSPORT COLLEGE

PAGE: 40

INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TTF AMOUNT	DISBURSE TOTAL	ATTORNEY FEES	REFUND AMOUNT	PAYMENT AMOUNT
2012	M & O	.184000	9,172.20	.00	1,853.25	.00	11,025.45	3,160.40	.00	14,185.85
	I & S	.075436	3,760.44	.00	759.64	.00	4,520.08	.00	.00	4,520.08
	TOTAL	.259436	12,932.64	.00	2,612.89	.00	15,545.53	3,160.40	.00	18,705.93
2011	M & O	.172710	1,946.76	.00	616.44	.00	2,563.20	687.37	.00	3,250.57
	I & S	.066488	749.42	.00	237.31	.00	986.73	.00	.00	986.73
	TOTAL	.239198	2,696.18	.00	853.75	.00	3,549.93	687.37	.00	4,237.30
2010	M & O	.158000	849.24	.00	338.01	.00	1,187.25	230.47	.00	1,417.72
	I & S	.032175	172.89	.00	68.78	.00	241.67	.00	.00	241.67
	TOTAL	.190175	1,022.13	.00	406.79	.00	1,428.92	230.47	.00	1,659.39
2009	M & O	.145000	295.83	.00	158.75	.00	454.58	97.43	.00	552.01
	I & S	.030754	62.73	.00	33.71	.00	96.44	.00	.00	96.44
	TOTAL	.175754	358.56	.00	192.46	.00	551.02	97.43	.00	648.45
2008	M & O	.129000	62.36	.00	40.49	.00	102.85	24.91	.00	127.76
	I & S	.027488	13.31	.00	8.61	.00	21.92	.00	.00	21.92
	TOTAL	.156488	75.67	.00	49.10	.00	124.77	24.91	.00	149.68
2007	M & O	.121000	80.05	.00	63.70	.00	143.75	28.73	.00	172.48
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.121000	80.05	.00	63.70	.00	143.75	28.73	.00	172.48
2006	M & O	.122000	39.28	.00	35.10	.00	74.38	14.84	.00	89.22
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.122000	39.28	.00	35.10	.00	74.38	14.84	.00	89.22
2005	M & O	.119000	18.50	.00	19.03	.00	37.53	7.50	.00	45.03
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.119000	18.50	.00	19.03	.00	37.53	7.50	.00	45.03
2004	M & O	.114000	26.52	.00	30.17	.00	56.69	11.13	.00	67.82
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.114000	26.52	.00	30.17	.00	56.69	11.13	.00	67.82
2003	M & O	.105000	9.65	.00	12.26	.00	21.91	4.38	.00	26.29
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.105000	9.65	.00	12.26	.00	21.91	4.38	.00	26.29
2002	M & O	.085000	6.74	.00	9.39	.00	16.13	1.38	.00	17.51
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.085000	6.74	.00	9.39	.00	16.13	1.38	.00	17.51
2001	M & O	.085000	26.50	.00	39.13	.00	65.63	7.68	.00	73.31
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.085000	26.50	.00	39.13	.00	65.63	7.68	.00	73.31

10/02/2013 10:05:50 1492805
 TC298-D SELECTION: DEPOSIT
 RECEIPT DATE: ALL

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 09/01/2013 THRU 09/30/2013
 JURISDICTION: 0045 BRAZOSPORT COLLEGE

PAGE: 41
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2000	M & O	.085000	31.79	.00	51.85	.00	83.64	2.03	.00	.00	85.67
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.085000	31.79	.00	51.85	.00	83.64	2.03	.00	.00	85.67
1999	M & O	.076250	26.64	.00	46.62	.00	73.26	1.94	.00	.00	75.20
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.076250	26.64	.00	46.62	.00	73.26	1.94	.00	.00	75.20
1998	M & O	.076250	26.52	.00	49.58	.00	76.10	1.95	.00	.00	78.05
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.076250	26.52	.00	49.58	.00	76.10	1.95	.00	.00	78.05
1997	M & O	.076250	3.11	.00	6.18	.00	9.29	1.41	.00	.00	10.70
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.076250	3.11	.00	6.18	.00	9.29	1.41	.00	.00	10.70
1996	M & O	.076250	25.06	.00	52.87	.00	77.93	1.46	.00	.00	79.39
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.076250	25.06	.00	52.87	.00	77.93	1.46	.00	.00	79.39
1995	M & O	.076250	19.88	.00	43.32	.00	63.20	9.48	.00	.00	72.68
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.076250	19.88	.00	43.32	.00	63.20	9.48	.00	.00	72.68
1994	M & O	.072500	2.91	.00	6.81	.00	9.72	1.43	.00	.00	11.15
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.072500	2.91	.00	6.81	.00	9.72	1.43	.00	.00	11.15
1993	M & O	.072500	2.91	.00	7.16	.00	10.07	1.54	.00	.00	11.61
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.072500	2.91	.00	7.16	.00	10.07	1.54	.00	.00	11.61
1992	M & O	.070000	.07	.00	.18	.00	.25	.04	.00	.00	.29
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.070000	.07	.00	.18	.00	.25	.04	.00	.00	.29
1991	M & O	.062500	.06	.00	.16	.00	.22	.03	.00	.00	.25
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.062500	.06	.00	.16	.00	.22	.03	.00	.00	.25
ALL	M & O		12,672.58	.00	3,480.45	.00	16,153.03	4,297.53	.00	.00	20,450.56
ALL	I & S		4,758.79	.00	1,108.05	.00	5,866.84	.00	.00	.00	5,866.84
ALL	TOTAL		17,431.37	.00	4,588.50	.00	22,019.87	4,297.53	.00	.00	26,317.40



Brazosport College

Human Resources

TO: Dr. Millicent M. Valek
FROM: H. E. Miles
DATE: October 10, 2013
SUBJECT: Advertisement for Vacant Positions – October Report

The following approved, full-time positions are currently vacant:

<u>Vacancy</u>	<u>Budget, New Line Item</u>	<u>Comments</u>
Vice President, Financial Services and CFO	yes	reorganization, succession planning
Executive Director, Human Resources	yes	reorganization, succession planning
Dean, Student Services	no	replacement
Librarian, Reference and Outreach	no	restructured existing position
Librarian, Technical Services	no	replacement
Counselor, Online Academic	no	replacement
Career Advisor	no	restructured and retitled existing position
Safety, Health, and Environmental Faculty	yes	refill position vacant since 2008
Industrial and Commercial Electrical Faculty	no	replacement
Student Development Advisor	no	restructured and retitled existing position
Associate Registrar	yes	backup for registrar and admissions
Administrative Office Specialist-Counseling and Testing	no	replacement
Systems Support Technician	no	backfill
Facility Services Specialist	no	replacement
Food Service Technician, Children's Center	no	replacement

The positions are being advertised following approved college procedures.

If you should have questions, please contact me.



**H. E. Miles, Vice President
Human Resources**



Brazosport College

Community Education

TO: Dr. Millicent Valek
FROM: Cathie Hanson
DATE: October 1, 2013
SUBJECT: New Teacher-Community Education

The following new teacher is recommended for the Community Education program.

NAME	COURSE
Xiaoyan Li	Chinese Language & Culture

Cathie Hanson

Cathie Hanson, Director
Community Education

Recommended:

Anne Bartlett

Anne Bartlett, Associate Vice President,
Industry & Community Resources

Date: 10/7/13

Approved:

Millicent Valek

Dr. Millicent Valek, President

Date: 10/16/2013



Brazosport College Foundation

Development Activities

September – October 2013

Brazosport College Foundation Board 2012-2013	Officers:	Members:		
	Diane Tasto, President	Buddy Baker	Carolyn Johnson	Sharon Rogers
	Gerald Andrews, Vice President	Dave Bleakney	Dave Lezak	Kristen Schwertner
	Chris Witte, Secretary	Gary Crabtree	Frank Mauro	Ravi Singhanian
	Mike Meier, Treasurer	Smokey Hebert	Terry McAlister	Larry Stanley
	George Rau, Jr., Past President	Freddy Jagush	Barbara Monical	Nancy Tootle
			Christine Webster	
	<ul style="list-style-type: none"> • The next meeting of the Foundation Board of Directors will be the annual Holiday party on Thursday, December 12, 2013, at the home of Doris Williams, 209 Teakwood, Lake Jackson at 6:30 p.m. Board of Regent members and their guests will be invited. Invitations will be sent via Evite. • The next scheduled meeting of Nominating and Director Development Committee is Wednesday, November 13, 2013 at noon in the Private Dining Room. • The next scheduled meeting of the Fund Development Committee is Thursday, November 14, 2013 at noon in the Private Dining Room. • The next scheduled meeting of the Finance and Investment Committee is Friday, November 22, 2013 at 9:00 a.m. in C-201. • The Foundation is in the process of developing a long term strategic plan that is in alignment with the college's strategic plan, Vision 2020. The sub-committee will meet in November to finalize the plan, which will be presented to the Foundation Board for approval at the February 5, 2014 meeting. 			
Development Office Activities	<ul style="list-style-type: none"> • Serena Andrews has been invited to serve on the Council for Resource Development Board of Directors for 2013-2016. She will attend the annual CRD Conference on November 5-10, 2013, in Washington D.C. • The Foundation staff is currently working on updating all donor boards. • The Business Office and Foundation staff continues to hold monthly meetings to discuss financial information of the BC Foundation. • The Foundation staff continues to hold weekly meetings to keep updated on all foundation activities. • On-line gifts may be made to the BC Foundation at www.brazosport.edu/Foundation 			
Annual Campaign	<ul style="list-style-type: none"> • The Annual Campaign will begin November 1, 2013 through April 30, 2014. The focus of the campaign will be <i>Sponsor a Scholar</i> and Planned Giving. Diane Tasto, Foundation Board President, will serve as campaign chair. 			
Women's Lecture Luncheon Series 2012-13	<ul style="list-style-type: none"> • The first luncheon of the 2013-2014 Women's Lecture Luncheon series will be on October 17, 2013, 11:00 a.m.-1:00 p.m. at the Dow Academic Center with Elliot Engel as the guest speaker. • Membership enrollment for 2013-2014 is currently at 208 members. This year, corporate membership invitations were extended as a way to broaden the scope of members. TDECU and BASF are Gold sponsors (\$1200 for 8 guests) and SI Group is a Bronze sponsor (\$300 for 2 guests). 			
Scholarship Fundraising	<ul style="list-style-type: none"> • The bi-annual Scholarship Soiree was held on September 7, 2013 in the Dow Academic Center. Thanks to the generous support of our community, \$184,273.82 was raised to support the scholarship program. Of this amount, \$30,000 was donated by the Distinguished Alumni to establish a WISE Endowed Scholarship. 			

"The Mission of the Brazosport College Foundation is to raise and administer funds for the enhancement of educational opportunities at Brazosport College"

Vision: An Educational Legacy for Generations to Come

<p>Former Students Association</p>	<ul style="list-style-type: none"> • The Former Students Association steering committee held its second meeting on September 19, 2013. Distinguished Alumnus, Shane Pirtle, chairs the committee. A logo contest will be held through the student organizations at Brazosport College and will be judged at the next committee meeting on November 21, 2013. • Anyone who has attended Brazosport College can be a part of this exciting new program. The committee would like to invite members of the Board of Regents and the Foundation Board to join as Honorary Members. <ul style="list-style-type: none"> ○ The fee is \$20 annually for an Individual Membership or \$225 for a Lifetime Membership. A discounted price of \$200 for a Lifetime Membership is offered by enrolling before December 31, 2013. If you and your spouse both attended BC, you can enjoy a discounted Lifetime Membership for \$300. ○ As a member of the Former Students Association, you will receive discounts for Clarion performances, events held at Brazosport Center Stages, BC logo items at the College bookstore, as well as an invitation to attend an annual Former Students Association event. ○ The community committee that steers the Former Students Association has decided to award two \$500 scholarships beginning fall 2014.
<p>The Clarion Spirit of Music Fund – 2012-13</p>	<ul style="list-style-type: none"> • The President’s Reception and Opening Concert was held on September 27, 2013. STP Nuclear Operating Company was the event sponsor for the seventh year in a row. There were approximately 175 guests in attendance at the reception and the Aaron Neville concert was sold out. • The 2013-2014 Guest Artist Series continues: <ul style="list-style-type: none"> ○ Aaron Tippin – November 1, 2013 The Dow Chemical Company and Bristow are sponsoring as part of the celebration and dedication of the new terminal at the Texas Gulf Coast Regional Airport. Invitations will be extended to members of Board of Regents and Foundation Board members. ○ Juan L. Sanchez Ensemble – November 22, 2013 (three \$2,500 sponsorships still available) ○ Sixpence None the Richer – December 6, 2013 (BASF Corp.) ○ Molly Ringwald with the Brazosport Jazz Orchestra – January 25, 2014 (The Dow Chemical Company) ○ Shaun Hopper – January 31, 2014 (Shintech Inc. and EXCEL Group, Inc.) ○ Celtic Nights – February 22, 2014 (Robyn & Danny Cochran and Gordon & Nancy Wollam) ○ Voces8 – March 7, 2014 (TDECU Wealth Advisors) ○ Mike Eldred with the Brazosport Symphony Orchestra – March 22, 2014 (Honda of Lake Jackson – Rod & Luz Hall) ○ Christopher O’Riley – April 5, 2014 (Brazoria Music Teachers Assoc.) (two \$2,500 sponsorships still available) • The “Best Seat in the House” campaign proceeds are being directed to the <i>Spirit of Music</i> Fund. A total of 249 seats have been named. As of September 30, 2013: \$419,505

“The Mission of the Brazosport College Foundation is to raise and administer funds for the enhancement of educational opportunities at Brazosport College”
Vision: An Educational Legacy for Generations to Come



Annual Board Report
Report Period: September 2012 - August 2013

The Employee Development and Instructional Design department supports Brazosport College by offering development opportunities for growth, empowerment and motivation to Faculty and Staff.

The Employee Development Center (EDC) provides yearly trainings, hosted events and webinars in the areas of instructional development, personal enrichment, professional development, and technical training. In addition, the EDC also plans and supports activities for fall and spring Convocation and Workshop Week.

This report provides an overview of EDC trainings, hosted events and webinar offerings as well as outlines training categories, employee attendance and other EDC services offered during the 2012-2013 academic years.

The majority of EDC's Instructional Development trainings over the past year focused on:

- active learning
- creating learner centered classrooms
- developing blended online courses
- webinars on classroom management

Personal enrichment sessions comprised of:

- discussion panels with college president
- yoga classes
- money management training

Professional development sessions encompassed:

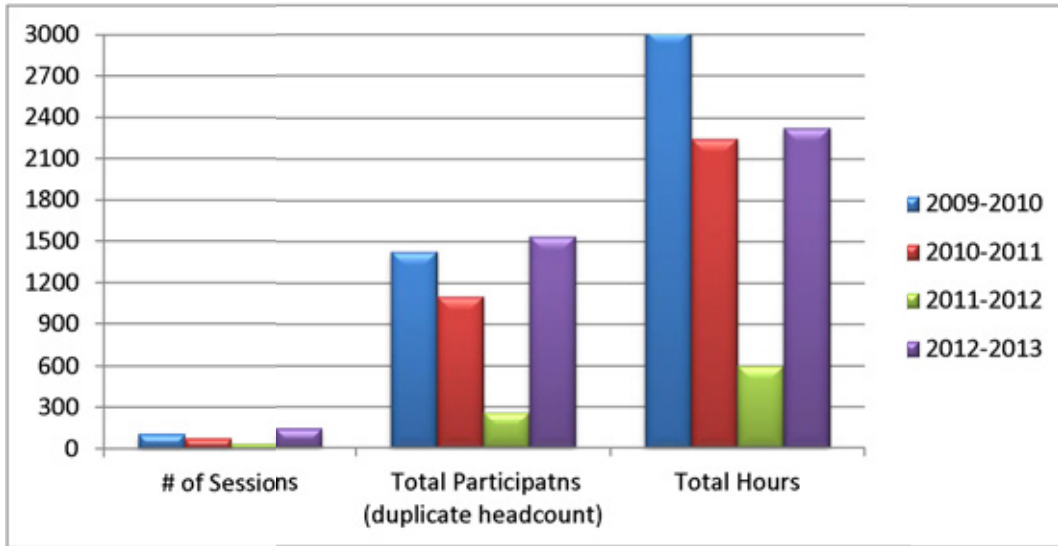
- discussions on education
- copyright
- dealing with distressed students
- FERPA
- grant writing
- writing skills
- creating services of excellence
- dealing with distressed students and many others

Technical trainings focused on system wide supported software such as:

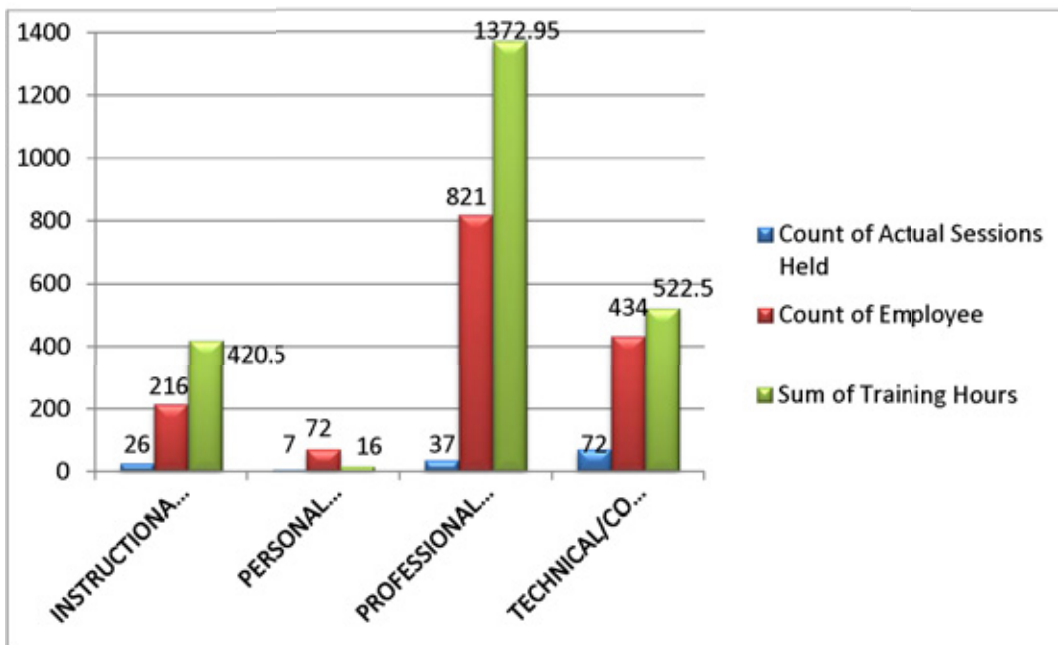
- Microsoft Office (Outlook, Access, Excel, PowerPoint, Word)
- ASTRA
- SharePoint
- Desire2Learn

- Windows 7
- ZogoTech

As shown in the following chart, data collected over the past four years indicates an increase in attendance and number of training sessions over the last year. The decrease in contact hours from four years ago can be attributed to a reduction in bulk training for campus wide integrations of new software and hardware integrations. A total of 142 sessions were offered, a major increase over last few years, with a total attendance of 1543 participants for the year. Employees spent a total of 2331.95 hours in training.



The training categories listed in the below chart offers an overview of the number of sessions held. While the number of employees listed as attending a specific category of trainings is a duplication of participants, 275 individual employees attended at least one or more sessions during the year.



The EDC maintains an open door policy and serves faculty and staff beyond scheduled training. Provided are a variety of services and support for employees, such as:

Faculty and Staff Support: The EDC offers support to faculty and staff on a phone-in, text-chat, walk-in, and pre-scheduled appointments in the areas of course development and management, use of technology in the classroom, campus-wide supported software and hardware.

Distance Learning Instructional Support: The EDC offers assistance to faculty in the area of online course development and management, instructional design, and enhancement.

E-Learning Certification Program: The E-Learning Certification Program assists faculty in the transition of teaching in a face-to-face environment to one which is online. This year round program introduces faculty to not only online pedagogy and methodology, but also the technological mechanics behind managing and developing an online course.

EDC Website: The EDC website is a one stop shop for all things dealing with the Employee Development Center, including training and events, news and information as well as technical and instructional support.

EDC Faculty Lab: The EDC provides faculty access to and assistance with specialized programs and equipment to create multi-media rich content to use in their face-to-face classes or upload to their online courses. The faculty lab is also used for semester-based trainings, hosted events and webinars throughout the year.

The EDC is always looking for new programs, trainings series and initiatives. The following are proposed projects for the 2013-2014 year and beyond:

Employee Goal Inspired Workshops

Each year employees go through an evaluation process and lists goals for the upcoming year. Goals could be reported to the EDC to create career path oriented workshops. Goals would be grouped by department, topic or training category and released as a career path workshop series over the year.

EDC Video Blasts

Video blasts would be a series of 5-8 minute "how to" videos focusing on a variety of campus wide supported software such as SharePoint, Desire2Learn, Cisco Phones, Windows operating system. Sample video titles would be:

- Adding a New Page in Sharepoint
- How to make a Conference Call on your Office Phone
- How to Create a Report in D2L

Videos would be added to the EDC website as well as embedded in emails and sent out via the BC Announce list.

IT Certification for Employees

Working in conjunction with the IT department, the EDC could offer a certification program focusing on the basics of computer care and maintenance. This would include uploads, downloads, SPAM filtering, installation processes, updates, as well as other basic maintenance and security procedures. Upon successful completion participants would be granted administrative rights allowing them to download and install updates such as java and flash on their computers.

OaSIS

OaSIS would be an open forum driven by participant questions and ideas. It would be held monthly and provide an excellent opportunity for faculty who teach virtually at Brazosport to come together in a friendly and non-judgmental environment to:

- Ask questions on how to use & incorporate D2L tools
- Discussion course development & design
- Share tips & tricks they have picked up along the way

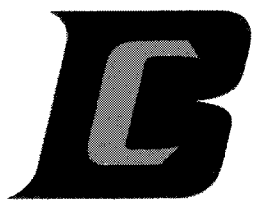
The EDC staff welcomes any comments, questions, and suggestions from the college community.

Submitted by:

Linda McConnell

Director, Employee Development & Instructional Design

Brazosport College



Brazosport College

Office of the Director,
Facility Services

TO: Dr. Millicent Valek

FROM: Frank Hickl

DATE: September 19, 2013

SUBJECT: Annual Energy Report

The electrical consumption of the College for the past year (September '12 – August '13) is as follows:

Main Campus – 9,255,907 KWH's at a cost of \$797,528
Dow Academic Center – 575,232 KWH's at a cost of \$56,915
Sadler Health & Science – 1,988,312 KWH's at a cost of \$164,871
Natural Gas – 3,612 MCF at a cost of \$27,409

Attached are our consumption and costs of electricity and natural gas dating back to 1991-92.

If you should need further information, please call.

jw

Attachments

ELECTRICITY

YEAR	NOTES	KWH	ELECTRICITY COST	CENTERPOINT TDSP (PER KWH)	RETAIL PROVIDER
91-92		3,860,256	\$223,584.00		
92-93		4,276,608	\$248,234.00		
93-94		4,369,248	\$253,597.00		
94-95		4,370,128	\$227,480.97		
95-96		4,472,832	\$231,708.61		
96-97		4,620,078	\$262,113.88		
97-98		4,489,152	\$264,451.22		
98-99		4,797,408	\$277,178.36		
99-00		4,835,232	\$270,986.91		
00-01		4,639,776	\$353,467.71		
01-02	(1)	5,344,124	\$343,330.25		
02-03	(2)	5,690,332	\$347,978.58		
03-04	(3)	5,675,716	\$367,810.46	.0128	.0520
04-05	(4)	5,904,563	\$402,440.22	.0161	.0520
05-06	(5)	6,396,343	\$468,693.45	.0212	.0520
06-07		6,474,119	\$474,340.91	.0199	.0520
07-08	SEPT - DEC	2,420,086	\$173,732.48	.0195	.0520
07-08	JAN - AUG	4,313,636	\$420,088.25	.0195	.0793
08-09		6,423,172	\$647,484.32	.0235	.0793
09-10		7,013,815	\$703,010.01	.0219	.0793
10-11	(6)	8,448,602	\$813,822.68	.0218	.0745
11-12	(7) SEPT-AUG	10,215,767	\$975,006.34	.0209	.0745
11-12	(8) SEPT-AUG	2,807,953	\$238,649.35	.0236	.0613
12-13	(9)	11,675,340	\$1,019,313.00	0.235	.0638

	NOTES	Added sq. ft
(1)	CLC - CDC Brought on Line	52,000 sq. ft
(2)	CLC - CDC Full Occupancy	52,000 sq. ft
(3)	Classroom Expansion Brought on Line	8,500 sq. ft
(4)	MPC Full Occupancy	31,000 sq. ft
(5)	MPC	31,000 sq. ft
(6)	SLC & Library Full Occupancy	21,205 sq. ft
(7)	Main Campus Higher Rate .0745	
(8)	Dow & Sadler Lower Rate .0613	120,783 sq. ft
(9)	Main, Dow & Sadler New Contracted Rate	

NATURAL GAS

YEAR	MCF	COST
93-94	3333	\$14,226.00
94-95	1822	\$7,197.67
95-96	2328	\$8,527.48
96-97	3265	\$14,263.96
97-98	2233	\$10,474.27
98-99	1712	\$6,982.81
99-00	1591	\$6,814.19
00-01	2852	\$23,783.24
01-02	2282	\$14,148.63
02-03	2148	\$16,717.29
03-04	1887	\$15,770.23
04-05	2359	\$19,863.37
05-06	4247	\$48,679.95
06-07	4231	\$31,847.97
07-08	4074	\$45,830.07
08-09	4031	\$45,128.99
09-10	5963	\$63,368.98
10-11	4133	\$27,744.20
<u>11-12</u>	<u>3564</u>	<u>\$24,504.22</u>
12-13	3612	\$27,408.67



Brazosport College[®]

Marketing & Communications

TO: Dr. Millicent Valek, President, Brazosport College
FROM: Kyle Smith, Director, Marketing & Communications
DATE: October 21, 2013
SUBJECT: 2012 – 2013 Marketing & Communications Annual Report

The Marketing & Communications Department is actively involved with local and state organizations. As an active member of the Gulf Coast Consortium of Community Colleges, the BC Marketing & Communications staff collaborates with the eight other colleges in the Gulf Coast. This past year, the department helped launch a new state-wide organization, Texas Association of Community College Marketers (TACCM). Being involved with both of these organizations, the marketing staff is able to stay up-to-date on the latest trends in higher education marketing.

Each year, BC establishes key messages and the BC Marketing & Communications Department makes sure that every project produced supports a key message for the college. For fiscal year 2012 – 2013 the key messages were:

- **Transformations over the past 45 years** : Focusing on the 45th anniversary of the college by featuring how the college has invested in student success for 45 years, transformed lives for 45 years, and the transformation of our campus over time
- **“Brazosport College is”**: Featuring faculty and staff of the college throughout the year and their contributions to student success; Feature the student success for all types of students including credit students, dual credit students, CE students and CBIT students; Highlight Achieving the Dream initiatives, completion initiatives and other ongoing activities that are promoting student success and creating better futures for all students.
- **Economic impact of Brazosport College – a return on investment** : Valuable role the college is playing in meeting the needs for the future of Brazosport; Value to students (return on investment in their lives by going to school) and their families of an affordable college education by earning an associate degree, certificates, opportunity to obtain BAT degree locally while working, dual credit courses to get head start on college while still in high school and taking basic courses at BC before transferring off to universities; Value to industry partners through creative and innovative programs offered to new and incumbent workers.
- **Completion of Master Plan**: Emphasizing the state-of-the art facilities which will play a key role in developing a much needed skilled workforce for the area; Stressing the return on investment from our community that these facilities will have in shaping the future of our students.

- **Foundation:** Promoting raising funds for scholarships to help students achieve success for their future; Highlighting as a result of generous giving to the Brazosport College Foundation, educational opportunities are enriching the community and its future.

The Marketing & Communications Department provides a variety of services college-wide. Ongoing daily activities include coordinating marketing and communication for over 100 programs and departments for Brazosport College. The department also manages the college call center and the Peer Recruiters. Marketing planning, social media services, graphic design, photography, writing, video production, web development and event planning are implemented by an interdisciplinary team. A unique aspect of the BC marketing team is that all materials are created in-house. This allows all departments of Brazosport College access to a broad choice of professional marketing services saving the college thousands of dollars over outside agency fees. Our department believes that every project we work on contributes to the success of the students at our college. A brief summary of our day-to-day functions include:

- **Photography** – Professional photography services for college-wide events, including concerts at The Clarion, Commencement, Law Enforcement Academy graduations, nursing pinning ceremonies, photography services for BC Foundation, such as team photos at the annual golf tournament and photos at the Scholarship Soiree, department events, individual sittings and campus shots. Many photos are posted on the college Facebook page, forwarded for individual use by faculty and staff and used as cut-line and photos for the newspaper.
- **Graphic Design** – Several thousand images and print pieces are designed each year for a variety of student, faculty and community programs and events. The team also worked very closely with Business Services on the signage campaign for campus, including designing temporary signs noting department moves during construction and renovation. Items designed include invitations, flyers, posters, t-shirts, banners, backlit signs, and programs for many events. The staff designs original art for the drama productions as well as for art exhibits in The Brazosport College Art Gallery.
- **Print Advertising** – Design and placement of college print advertising. Print ads are placed in area publications including four area newspapers and publications for four chambers of commerce. Implemented new billboard campaign to increase awareness throughout the Brazosport area. Other print ads are placed in newcomer's guides, The Center Stages programs, Brazosport Symphony programs and other publications. A communications campaign was designed and implemented for students and employees to assist with the transitions during construction. A variety of methods were utilized to communicate the progress and department moves including candy, posters, emails, and signage.
- **Electronic Communications** – Marketing and Communications designs and implements all electronic media for the college. The college Facebook page is updated with current events, announcements and posts featuring student success initiatives. The team works very closely each day social media sites in order to keep them up to date and to monitor the college pages. This past year, the department revamped our mobile app to allow for

easier use across various phone operating systems, as well as, adding a mobile website presence the college was missing in years past. Electronic ads are designed and placed for Facebook, Google, Xfinity, Facts home page, area chambers, and other websites. New television monitors are also placed throughout campus for announcements for students, faculty and staff. The Marketing team works in partnership with IT and the EDC to administer the website through SharePoint. Marketing was the project lead on upgrading the college site from SharePoint 2007 to SharePoint 2010. This project not only allowed for updated functionality of the site but also allowed for a complete site redesign. All television commercials are produced and placed in-house. Television advertising is currently shown on two cable companies covering the Brazosport and West of the Brazos area during registration times.

- **Writing** – Press releases and articles are written for a variety of publications. The staff also writes cut-lines for a variety of photos throughout the year. Facebook and Twitter posts and replies are written each day. The department answers letters of inquiry for information and replies to community organization requests for donations. Talking points are developed for a variety of topics, as well as copy for ads and flyers and electronic screens for the college.
- **Events** - The department staff helps throughout the year on all college-wide events such as the Scholarship Soiree, BC Foundation Golf Tournament, Employee Annual Awards Dinner, ice cream socials, Counselor Day, Career Day, Scholarship Luncheon, Distinguished Students Program, Commencement and other student success events.

The Marketing & Communications staff has put in a tremendous amount of effort this past year to communicate the mission of Brazosport College. We look forward to another challenging year and submit our annual report for your review and consideration.

**2012 – 2013 Marketing & Communications Annual Report
October 2013**

Goal

Plan and implement comprehensive communications that promotes student success at Brazosport College.

Objectives

1. Assist with communications needs for college departments and programs
2. Maximize enrollment for classes at Brazosport College
3. Communicate Brazosport College events and activities throughout the year
4. Communicate student success initiatives for Brazosport College
5. Promote Brazosport College Foundation and scholarships for students

Department Initiatives/Activities

A sampling of the major initiatives the department has been working on includes the following projects:

Objective	Activity
1. Assist with communications needs for college departments and programs	<ul style="list-style-type: none"> • Managed ad rates and added value of media buys for five area newspapers to maximize exposure and minimize media costs for all departments • Answered a total of 40,999 phone calls through the college switchboard from October 2012 – September 2013. • Staffed college call center to field calls for student services during fall and summer registration periods. Answered 12,991 phone calls from October 2012 – September 2013. • Designed BC television slides announcing on-campus events and activities • Designed new logos, specialty items and tee shirts for department functions throughout campus
2. Maximize enrollment for classes at Brazosport College	<ul style="list-style-type: none"> • Designed and implemented campaign for college being named “Top 10 in the Nation, Top in Texas” by the Aspen Institute • Developed TV commercials focusing on careers in workforce/trades • Maximized exposure with new billboards across the county, currently have 6 placed throughout the area • Maximized exposure to communities by participating in four area chambers of commerce • Worked with peer recruiters on a variety of outreach programs to area cities and schools including campus tours, Brazoria County Fair, booth at Brazos Mall and high school student recruiting

3. Communicate Brazosport College events and activities throughout the year

- Partnered with the drama and fine arts departments to promote auditions and productions
- Designed The Clarion campaign and worked with The Clarion team to promote concerts and events
- Designed Brazosport College Foundation Scholarship Soiree theme and materials
- Provided marketing and communications assistance on most college activities last year for every department

4. Communicate student success initiatives for Brazosport College

- Designed new ad campaign “BC Is...” focusing on student success, featuring various students stories for each advertisement
- Work closely with other departments to promote activities of the Wal-Mart PRESS Grant such as GATOR Reading Club.
- Increased college’s mobile presence and accessibility by 300% within the first 6 months of deploying redesigned mobile app and mobile website (March 2013 – September 2013)
- Communicate student information through daily posts reaching thousands of Facebook friends. Increased audience by 75%, going from 7206 to 12681 “likes” within the past year.
- Assisted the Math Department to promote Mathematics Pathways and Summer Math Bridge Academy.
- Assisted Counseling and Financial Aid with specific marketing needs including scholarship marketing, high school counselor campaigns and other programs to target a diverse group of potential students
- Assisted Student Life throughout the year on activities for students including student recognition events and orientation
- Provided professional photography to over 50 events and activities

5. Promote BC Foundation and scholarships for students

- Designed annual campaign collaterals for Foundation
- Developed collaterals for all foundation events and activities Scholarship Luncheon, Scholarship Soiree, Golf Tournament, Women’s Lecture Series, President’s Reception, The Clarion sponsor cocktail receptions and other foundation activities



Emergency Planning Committee Members	Fred Scott	Lynda Villanueva	Jeff Detrick
	Millicent Valek	Herb Miles	Jo Greathouse
	Anne Bartlett	Serena Andrews	Frank Hickl
	Ron Parker	Gary Dicks	Theresa LeBlanc
	Kyle Smith	Madonna Adams	
	<p>The Emergency Planning Committee met on October 8, 2013. Absent: Lynda Villanueva, Madonna Adams, Jo Greathouse, Teresa LeBlanc, Dr. Millicent Valek Guest: Michael Geerdes</p>		
Emergency Planning Activities	<p>Reports and Information:</p> <ul style="list-style-type: none"> • Ron Parker reported on the status of the remote site in College Station. Phones, email, and text blast messages are all in working order. The conference bridges are available. Plans are in the works to test the emergency messaging system with the Security Department initiating the test. • Frank Hickl reported that both emergency generators are in working order and will have a special load test performed on Friday. Emergency food supplies were replaced with new stock and the old is being donated to local food kitchens. Our new fire alarm central panel was activated last week and not all functions worked properly. Siemens, the company that installed it was notified and will be on campus Friday afternoon to correct issues. During the alarm, the all clear was delivered over the VOIP system since the alarm voice module was not working properly. • Fred Scott reported that there are no tropical storms on the weather map at this time and that it has been a mild season (cause mostly by a huge dust storm passing the Atlantic west of Africa, which kept the water cooler than most years.) Also, there are no changes in Brazoria County plans. • There will be at least one of each kind of emergency drills during the fall semester. Advance notice will be provided about the week drills will take place, but not the kind of drill and not the exact day. 		
Future Activities	Next Meeting will be set for spring semester.		

**VISION
2020
UPDATE**

VISION 2020

I. RESPONDING TO EXTERNAL GROUPS

Objective	Link to Principles	Strategic Intent/Milestone	Responsibility	Timeline	Cost Estimate	Completion
Respond to legislative and Texas Higher Education Board requirements	2.4, 3, 5, 6.2, 6.4	Meet Closing the Gaps goals for participation and success	Dean, Student Services and Vice President, Academic and Student Affairs	Ongoing	Staff Time	
Promote legislative program	1.3, 4.1, 4.2, 4.3	Stress importance of college programs to community Work to increase state appropriations	Board, Faculty, and Foundation and Staff Board, Faculty, and Foundation and Staff	Ongoing Ongoing	Staff Time Publicity Staff Time Publicity	
Implement PASS Grant – Achieving the Dream 2	2.2, 2.3, 2.6, 6.3, 6.7	Implement PASS grant to work with high school students in completing college-level mathematics	Dean, Instruction; Vice President, Academic and Student Affairs; and Division Chair, Math and Life Sciences	3/12-6/15	\$600,000 for Grant	
Establish plans for 2016 Reaffirmation	2.2, 2.3, 2.6, 6.3, 6.7	Establish timeline and budget for SACS	VP, Academic & Student Affairs and Dean, Planning & Institutional Effectiveness	4/13-8/13	\$30,000	X
Develop and Implement craft academy model	2.2, 2.3, 2.6, 6.3, 6.7	Deliver pilot training in specific trades; Engage multiple contracting companies in fast-track craft training;	Director, Center for Business and Industry Training; Assoc. VP, Industry & Community Resources, VP, Academic & Student Affairs, Director of Workforce Development and School Partnerships, and Director, Center for Business & Industry Training;	Spring 2013 Ongoing	Staff Time Staff Time	X
		Explore pathways to transition students from non-credit training to credit programs	Assoc. VP, Industry & Community Resources, VP, Academic & Student Affairs,	December 2014	Staff Time	

Note: 2013 milestones are in bold. Student Success Milestones are in yellow

II. MEETING NEEDS OF STUDENTS

2

Objective	Link to Principles	Strategic Intent/Milestone	Responsibility	Timeline	Cost Estimate	Completion	
Implement Student Success Initiative	1.1, 1.2, 2.1, 2.4, 2.6, 6.8	Maintain course completion rate above State average		Ongoing			
		Maintain percentage of contact hours taught by full-time faculty at 10% above State average		Ongoing			
		Increase pass rates on State licensure exams by having each area exceed the State average		Ongoing			
		Implement strategies to increase the percentage of developmental education students who successfully complete their first college-level mathematics course to 59.6%	Executive Council	6/12-12/15	\$600,000 from PASS Grant and Staff Time		
		Develop ways to broadly engage students, faculty, and staff in student success strategies.	VP, Academic & Student Affairs, Wal Mart PRESS Leadership Team Gaining Achievement Through Organized Reading Leadership Team	8/12-8/14	Staff Time		
		Develop ways to enhance an equity agenda	VP, Academic & Student Affairs, Equity Task Force, and Gaining Achievement Through Organized Reading Leadership Team	Spring 2013 + Ongoing	Staff Time		

Note: 2013 milestones are in bold. Student Success Milestones are in yellow

Revised: April 2013

VISION 2020

Objective	Link to Principles	Strategic Intent/Milestone	Responsibility	Timeline	Cost Estimate	Completion
Define measures for assessing student success	1.1, 1.5, 2.2, 6.3	Develop ways to incorporate culture of evidence in program improvement	VP, Academic & Student Affairs, Dean, Planning, Institutional Effectiveness, and Research, and Director, Institutional Research	Spring 2013- Spring Summer 2015	Staff Time	
Target awareness to segments of the population	1.1, 1.2, 1.4, 1.5	Explore option of providing evening care at Children's Center Promote childcare stipends available to students through Workforce Solutions and Financial Aid	Assoc. VP, Industry & Community Resources, VP, Academic & Student Affairs Dean, Student Services, and Director, Children's Center	December 2013 Ongoing	Staff Time Staff Time	
Marketing Plan	2.1, 2.2, 2.3, 2.6, 6.1, 6.2, 6.5, 6.7	Expand marketing initiatives to recruit Veterans, unemployed, underemployed, and Hispanic populations to meet workforce needs	Assoc. VP, Institutional Advancement, Marketing & Communications, Financial Aid, and Veterans Advisor/Counselor	Ongoing	Staff Time	
Evaluate scholarship processes and amounts	1.1, 1.3, 3	Expand scholarship program to meet the needs of students due to increased cost of attendance.	Assoc. VP, Institutional Advancement, Financial Aid	December 2014	Staff Time	
Plan for developing a Brazosport College Alumni Association	1.1, 1.3, 3	Expand base of support for college and foundation programs through development of Alumni program	Assoc. VP, Institutional Advancement, BC Foundation, and Student Services	September 2013	Staff Time	
Succession Planning	1.1, 1.3, 3 1.1, 1.3, 3	Continue to refine and develop Senior Level Leadership Team and continuity planning for key positions	President, Executive Council, and Leadership Council	September 2013-August 2017	\$250,000	

Note: 2013 milestones are in bold. Student Success Milestones are in yellow

III. DEVELOPING EDUCATIONAL PROGRAMS TO MEET NEEDS

5

Objective	Link to Principles	Strategic Intent/Milestone	Responsibility	Timeline	Cost Estimate	Completion
Develop courses to meet student needs	1.1, 4.1, 4.2, 4.3, 6.4, 6.5	Review community education models to revise and build new CE programs.	Director, Community Education, and Assoc. VP, Industry & Community Resources	2014	Staff Time	
Expand programs throughout service area	1.2, 1.3, 4.5, 6.2, 6.4, 6.7	Continue to monitor need for educational programs and services in northern part of service area	President and Vice President, Administrative Services and CFO	Ongoing	Staff Time	
Explore ways of improving campus communications	1.1, 1.3	Update communication plan to provide information to community, employees, and students Review and update policies, administrative regulations, and operating procedures.	Leadership Council Vice President, Human Resources	Ongoing Ongoing	Staff Time Staff Time	

Note: 2013 milestones are in bold. Student Success Milestones are in yellow

Revised: April 2013

VISION 2020

7

Objective	Link to Principles	Strategic Intent/Milestone	Responsibility	Timeline	Cost Estimate	Completion
		<p>Work with the Brazosport College Foundation and college community to support the sustainability plan by raising SIM through the receipt of gifts, grants, awards, scholarships, and use of college facilities</p>	<p>Foundation; Director, Grants Administration, and College Community</p>	<p>9/12-8/13</p>	<p>Staff Time</p>	<p>X</p>
Expand revenue through increased facility usage	1.1, 1.4, 4.1, 4.3, 6.1, 6.2	<ul style="list-style-type: none"> • Review current use of facilities and increase rates and/or frequency; • Identify space not currently generating revenue, set rates, and promote use; 	Vice President, Administrative Services & CFO and Executive Council	Spring 2013	Staff Time	

Note: 2013 milestones are in bold. Student Success Milestones are in yellow

Revised: April 2013

2013 MILESTONES FROM VISION 2020
January – August 2013

Objective	Milestone
Establish plans for 2016 Reaffirmation	Establish Timeline and budget for SACS. (August 2013)
Develop and implement craft academy model	Deliver pilot training in specific trades. (Spring 2013)
Implement Student Success Initiative	Develop ways to enhance an equity agenda. (Spring 2013 and Ongoing)
Develop ways to link students to the college	Evaluate the current administrative software to determine need for greater functionality and study grant opportunities to provide funding for needed changes. (January 2012 – June 2013)
Develop ways to link students to the college.	Develop enrollment strategies. (Spring 2013 and Ongoing)
Develop campus and program master plan	Evaluate sustainability plan for meeting expectations. (June 2013 and Ongoing)
Expand revenue through grants and Foundation activities	Work with the Brazosport College Foundation and college community to support the sustainability plan by raising \$1M through the receipt of gifts, grants, awards, scholarships, and use of college facilities. (September 2012 – August 2013)
Expand revenue through increased facility usage	<ul style="list-style-type: none"> • Review current use of facilities and increase rates and/or frequency; • Identify space and currently generating revenue, set rates, and promote use; (Spring 2013)

I. RESPONDING TO EXTERNAL GROUPS

Objective:

Establish plans for 2016 Reaffirmation.

Milestone:

Establish Timeline and budget for SACS. (8/13)

WHEN	WHO	WHAT
February 2013	Vice President, Academic & Student Affairs	Proposal of timeline and budget for SACS submitted to Executive Council.
May 2013	Board of Regents	Hire Dean, Planning, Institutional Effectiveness, and Research.
August 2013	Board of Regents	SACS planning budget approved as part of yearly budget.

Completion:

This milestone was 100% complete as of September 2013.

Outcomes:

Response to SACS Fifth-Year Interim Report submitted in September 2013. Plans for 2016 reaffirmation are in progress.

I. RESPONDING TO EXTERNAL GROUPS

Objective:

Develop and implement craft academy model.

Milestone:

Deliver pilot training in specific trades. (Spring 2013)

WHEN	WHO	WHAT
January 2013	AVP Industry & Community, CBIT Director	Held meeting with Infinity to identify skills to include in electrical helper class; pilot class held
June 2013	CBIT	Second electrical helper class held
June 2013	AVP Industry & Community Resources, CBIT Director, Director of Grant Administration	Infinity added to Dow TWC SDF grant; includes funding of electrical and pipefitting helper classes
Ongoing	AVP Industry & Community Resources, CBIT Director, Director of Workforce, AVP Institutional Advancement	Meetings with Fluor re: development of a fast-track welding program
Spring 2013	VP/CFO Business Services, AVP Institutional Advancement, AVP Industry & Community Resources	Collaborated on design of new welding facility
Summer 2013	AVP Institutional Advancement, AVP Industry & Community Resources, Director of Grant Administration	Collaborated on funding strategy to build new welding facility; submitted grant proposals

Completion:

This milestone is 100% complete but efforts are ongoing.

Outcomes:

Fast track craft training has been delivered with Infinity in pipefitting and electrical. Conversations continue with Fluor and ABC as well as BC credit faculty about additional classes and opportunities for collaboration.

II. MEETING NEEDS OF STUDENTS

Objective:
Implement Student Success Initiative

Milestone:
Develop ways to enhance an equity agenda. (Spring 2013)

WHEN	WHO	WHAT
January 2013	Vice President, Academic & Student Affairs, Gaining Achievement Through Organized Reading (GATOR) Task Force, Walmart PRESS for Completion Leadership Team	Faculty and student services staff participated in Poverty Simulation.
January-May 2013	Vice President, Academic & Student Affairs, Gaining Achievement Through Organized Reading (GATOR) Task Force, Walmart PRESS for Completion Leadership Team	GATOR initiative with focus on poverty delivered to faculty and staff.
August 2013	Vice President, Academic & Student Affairs, Director, Employee Development Center and Distance Education	Faculty and staff attended one-day Skip Downing training.
August 2013	President, Vice President, Academic & Student Affairs, Faculty Assembly President	Brazosport College selected by ATD to create equity case study publication for ATD network.

Completion:

While methods for enhancement of an equity agenda have begun, this milestone is ongoing and will continue to require monitoring.

Outcomes:

Over 90% of faculty participated in Poverty Simulation. Over 300 faculty, staff, students, and community members participated in Year 1 of GATOR.

II. MEETING NEEDS OF STUDENTS

Objective:

Develop ways to link students to the college.

Milestone:

Evaluate the current administrative software to determine need for greater functionality and study grant opportunities to provide funding for needed changes. (6/13)

WHEN	WHO	WHAT
July 2013	Vice President, Academic and Student Affairs, Associate Vice President, Institutional Advancement, Acting Dean of Student Services, Registrar	Convened task force to investigate college needs in administrative software.
July 2013	Vice President, Academic and Student Affairs, Associate Vice President, Institutional Advancement, Acting Dean of Student Services, Registrar	Task force developed draft proposal to purchase catalog and curriculum software as first phase of meeting needed administrative software needs for presentation to Executive Council.
August 2013	Vice President, Academic and Student Affairs, Chair, Technology Planning Committee	Presented draft proposal of catalog and curriculum software for feedback and recommendations.

Completion:

While an initial evaluation is 100% complete, the milestone is ongoing and will continue to require monitoring and review.

Outcomes:

Recommendation for Executive Council submitted.

II. MEETING NEEDS OF STUDENTS

Objective:

Develop ways to link students to the college.

Milestone:

Develop enrollment strategies. (6/13)

WHEN	WHO	WHAT
February 2013	Vice President, Academic and Student Affairs, Vice President, Administrative Services, and CFO	Developed extended payment plans for students in credit classes.
January 2013	Vice President, Academic and Student Affairs	Submit proposal for new baccalaureate degree in Health Services Management to THECB.
February 2013	Vice President, Academic and Student Affairs, Director, Institutional Research	Purchase Zogotech upgrade to provide disaggregated data on enrollment patterns.
August 2013	Vice President, Academic and Student Affairs, Registrar	Conduct funnel analysis to gather data on number of students who start and complete college application.

Completion:

While the initial development stage is 100% complete, this milestone is ongoing and will continue to require monitoring.

Outcomes:

Compared to Fall 2012, overall Fall 2013 credit enrollment increased by 4.4%. Number of new students increased by 90 (17%).

IV. DEVELOPING FACILITIES TO MEET PROGRAM NEEDS

Objective:

Develop campus and program master plan

Milestone:

Evaluate sustainability plan for meeting expectations (6/13).

WHEN	WHO	WHAT
March through May 2013	Vice President, Administrative Services & CFO	Gathered cost data and developed projections for sustainability plan update.
June 2013	Vice President, Administrative Services & CFO and Executive Council	Reviewed draft of sustainability plan for FY 2014 and forecast through FY 2017.
June 2013	Vice President, Administrative Services & CFO and Board of Regents	Reviewed 2013-2014 Proposed Budget and sustainability plan goals, strength, and strategies for ensuring sustainability.

Completion:

This milestone is complete as of June 2013 with information to the Board of Regents on the sustainability plan. This milestone is ongoing.

Outcomes:

The outcome of this milestone resulted in preparation for the Budget Study Workshop, preparation of the 2013-2014 Proposed Budget, and a forecast of future financial conditions.

IV. DEVELOPING FACILITIES TO MEET PROGRAM NEEDS

Objective:

Expand revenue through grants and Foundation activities

Milestone:

Work with the Brazosport College Foundation and college community to support the sustainability plan by raising \$1M through the receipt of gifts, grants, awards, scholarships, and use of college facilities. (8/13)

WHEN	WHO	WHAT
September 1, 2012 –August 31, 2013	AVP, Institutional Advancement, AVP , Industry & Community Resources, VP, Administrative Services and CFO, Development Officer, BC Foundation, Director, Grant Administration	<ul style="list-style-type: none"> • The Brazosport College Foundation received funds of \$722,092. through the Capital Fund, Spirit of Music Fund for The Clarion, Scholarships and other restricted funds. • Brazosport College received funds of \$2,086,009. through restricted endowment funds for scholarships. • Brazosport College received \$2,745,406. through private, state and federal grants. • Brazosport College received net income of \$50,526. through use of college facilities.

Completion:

The goal was 100% complete as of August 31, 2013 with total income of \$5,604,033.

Outcomes:

Funding to support the sustainability plan provided funds for scholarships, skills training, student success initiatives, and the Dow Academic Center.

IV. DEVELOPING FACILITIES TO MEET PROGRAM NEEDS

Objective:

Expand revenue through increased facility usage

Milestone:

Review current use of facilities and increase rates and/or frequency. (Spring 2013)

WHEN	WHO	WHAT
April 2013	Vice President, Administrative Services & CFO and Executive Council	Identify facilities that currently earn revenue.
May 2013 through July 2013	Vice President, Administrative Services & CFO and Executive Council	Evaluate facilities that do not currently earn revenue.

Completion:

This milestone is 50% complete which includes a review of revenue earnings on facilities currently being rented.

Outcomes:

Spaces currently being rented and the rental rates have been reviewed.

Milestone:

Identify space not currently generating revenue, set rates, and promote use. (Spring 2013)

WHEN	WHO	WHAT
August 2013	Vice President, Administrative Services & CFO and Executive Council	Identify spaces that could earn revenue and eliminate those that cannot.

Completion:

This milestone is approximately 50% complete which includes space identification.

Outcomes:

Spaces have been identified for proposed rental purposes and inclusion in revisions to Board Policy GF (Local).



TEXAS HIGHER EDUCATION COORDINATING BOARD

P.O. Box 12788 Austin, Texas 78711

MEMORANDUM

September 19, 2013

Harold W. Hahn
CHAIR

Robert W. Jenkins, Jr.
VICE CHAIR

Dennis D. Golden, O.D.
SECRETARY OF THE BOARD

Alice Schneider
STUDENT REPRESENTATIVE

Durga D. Agrawal, Ph.D.
Fred W. Heldenfels IV
Christopher M. Huckabee
Munir Abdul Lalani
Janelle Shepard
David D. Teuscher, M.D.

Raymund A. Paredes
COMMISSIONER
OF HIGHER EDUCATION

512/ 427-6101
Fax 512/ 427-6127

Web site:
<http://www.thecb.state.tx.us>

TO: Leaders in Higher Education

FROM: Harold W. Hahn

SUBJECT: 2013 Texas Higher Education Leadership Conference (November 21-22)

It is my pleasure to invite you to the Coordinating Board's **2013 Texas Higher Education Leadership Conference** which will be held at the DoubleTree Austin Hotel (6505 IH-35 North) on **November 21-22, 2013**. The annual conference brings together regents, trustees, chancellors, presidents, and other higher education leaders to discuss critical higher education issues and review progress toward the current Texas higher education plan, *Closing the Gaps by 2015*. The focus of this year's conference is on ***Closing the Gaps by 2015 and Beyond***.

Our keynote speakers will include writer and speaker **Paul Tough**, author of *How Children Succeed: Grit, Curiosity, and the Hidden Power of Character*; **Dr. Jeff Strohl**, Director of Research at the Georgetown University Center on Education and the Workforce; and **Rick Legon**, President of the Association of Governing Boards of Universities and Colleges (AGB). The following is the summary conference agenda:

- 1) Orientation for New Governing Board Members (Nov. 21, 8:00 a.m. - 5:00 p.m.)
- 2) Leadership Conference Sessions Day 1 (Nov. 21, 1:00 p.m. - 5:00 p.m.)
- 3) Leadership Reception (Nov. 21, 6:00 p.m. - 7:00 p.m.)
- 4) Leadership Dinner, Recognition of "Texas Tuners," and Legislative Panel (Nov. 21, 7:00 p.m. - 8:30 p.m.)
- 5) Conference Sessions Day 2 (November 22, 8:00 a.m. - 12:00 noon)
- 6) Annual State of Higher Education Luncheon/Annual Star Awards Ceremony (November 22, 12 noon - 1:45 p.m.)

A full-conference registration fee of \$300 will include all conference materials; breakfast, lunch, and dinner on November 21; and breakfast and lunch on November 22. Full- and partial-conference registration and additional information are available online at <http://www.thecb.state.tx.us/2013LeadershipConference>.

A block of rooms has been reserved at the **DoubleTree Austin Hotel** with a special nightly rate of \$120 for single or double occupancy. All hotel room reservations are available on a first-come, first-served basis and must be made through the hotel **by Thursday, October 31**, for this special rate. The hotel will accept reservations after this date on a space-available basis at standard rates. **For hotel reservations**, please visit the DoubleTree's reservation website at [2013 Leadership Conference Hotel Reservations](#), or call (512) 454-3737 or (800) 347-0330 and reference the "Texas Higher Education Coordinating Board Leadership Conference."

Memorandum, Leaders in Higher Education
 September 19, 2013
 Page 2

On Thursday, November 21, we will begin with an orientation for new governing board members and other interested education leaders. Conference sessions (and additional orientation sessions) will begin at 1:00 p.m. The orientation/conference sessions on Day 1 will satisfy the training requirement for newly appointed regents and elected trustees (*Texas Education Code*, Section 61.084). Thursday evening we will have a special reception and dinner for regents, trustees, higher education leaders, and other invited guests. **This dinner will feature the leaders of the Joint Oversight Committee on Higher Education Governance, Excellence and Transparency** who will provide an overview of the work of the Committee and discuss key higher education legislation passed by the 83rd Texas Legislature and signed into law by Governor Rick Perry. Also featured at this dinner will be a **special recognition of "Texas Tuners"** – those faculty members from across the state who contributed their time and expertise as members of the 2010, 2011, or 2012 Tuning Oversight Councils as part of the Texas Tuning Initiative.

Conference sessions will continue on November 22 with keynote addresses by **Paul Tough** regarding the hidden power of character and its promotion in college students, and **Dr. Jeff Strohl** regarding higher education and the workforce. Following these keynote addresses, an overview of preparations being made for the next long-range plan for higher education in Texas will be presented. **Interactive workshops led by representatives of AGB** will be held to secure feedback on the four potential goals that are being considered for the next higher education plan and the key metrics to measure the state's progress toward making Texas an international leader in student success and excellence by 2030.

The conference will conclude with the **Annual State of Higher Education Luncheon and Star Awards Ceremony** which will feature our **2013 Star Award finalists** and a keynote address by **Dr. Raymund Paredes, Commissioner of Higher Education**.

We hope you and your fellow education leaders will join us for this important conference dedicated to the future of a well-educated Texas. We look forward to your participation. Should you have any questions, please contact Deputy Commissioner David W. Gardner at 512-427-6155 or David.Gardner@theccb.state.tx.us, or Assistant Deputy Commissioner Mary Smith at 512-427-6213 or Mary.Smith@theccb.state.tx.us. Thank you for your service to Texas!

c: Presidents and Chancellors, Texas Institutions of Higher Education
 Reynaldo Garcia, Texas Association of Community Colleges
 Carol McDonald, Independent Colleges and Universities of Texas
 Jennifer Phelps, Community College Association of Texas Trustees
 Rissa Potter, Council of Public University Presidents and Chancellors
 Coordinating Board Members and Executive Officers/Staff



Texas Higher Education Coordinating Board

November 21-22, 2013

The Texas Higher Education Coordinating Board
invites you to join us for the

2013 Texas Higher Education Leadership Conference: Closing the Gaps by 2015 and Beyond

Thursday & Friday, November 21-22, 2013

- 1) Orientation for New Governing Board Members (November 21, 8:00 a.m. - 5:00 p.m.)
- 2) Leadership Conference Sessions Day 1 (November 21, 1:00 p.m. - 5:00 p.m.)
- 3) Leadership Reception (November 21, 6:00 p.m. - 7:00 p.m.)
- 4) Leadership Dinner, Recognition of "Texas Tuners," and Legislative Panel (November 21, 7:00 p.m. - 8:30 p.m.)
- 5) Conference Sessions Day 2 (November 22, 8:00 a.m. - 12:00 noon)
- 6) Annual State of Higher Education Luncheon/Annual Star Awards Ceremony (November 22, 12 noon - 1:45 p.m.)

DoubleTree by Hilton Austin Hotel
6505 IH-35 North
Austin, Texas

A block of sleeping rooms has been reserved at the **DoubleTree Austin Hotel** with a special night rate of \$120 for single and double occupancy. Hotel reservation and conference registration information is included in the attached formal invitation memo from Coordinating Board Chair Harold Hahn.

PURCHASING AND ACQUISITION
PURCHASING PROCEDURESCFD
(LOCAL)

College District departments shall purchase items in accordance with the following procedure:

1. A purchase order approved by the proper requisitioning authorities shall be entered online, in the Empower software system, for items to be purchased.
2. A purchase order shall be issued based on the online entry and approval, which determines that:
 - a. The expenditure is in accordance with the purpose of the account;
 - b. The cost is within the approved budget; and
 - c. Designated requisitioning authorities have approved the expenditure.
3. Employees who purchase goods and/or services without an approved requisition must assume complete responsibility for the purchase. The vice president, administrative services and CFO, shall not be authorized to issue a purchase order for these items and/or services without approval of the College President.
4. Detailed purchasing procedures prepared by the vice president, administrative services and CFO, as well as approved by the College President, shall supplement these policies and regulations as necessary to ensure proper interpretation and compliance.

All purchases shall be made in the name of the College District according to the purchasing procedures prepared by the vice president, administrative services and CFO, except when deviations are submitted in writing and approved by the College President.

AMENDED: 05/01/2012



Brazosport College

Human Resources

TO: Dr. Millicent Valek
FROM: H. E. Miles
DATE: October 10, 2013
SUBJECT: Proposed Revisions to Vision 2020

The following are proposed revisions to Vision 2020:

Revise Milestones

Objective	Strategic Intent/Milestone	Responsibility	Timeline	Cost Estimate	Justification
Implement Student Success Initiative	Implement strategies to increase the percentage of developmental education students who successfully complete their first college-level mathematics course to 59.6%	Executive Council	6/12-12/15	\$600,000 from PASS Grant and Staff Time	As data for the goal was being reviewed, it was apparent the data was incomplete. Changes in the data resulted in revisions to the projected target percentage of completers. Annual projections are for a three year period ending in 2015.
Develop ways to link students to the college	Evaluate the current administrative software to determine need for greater functionality and study grant opportunities to provide funding for needed changes	Technology Planning Committee; Dean, Student Services, and Vice President, Academic and Student Affairs	1/11-6/13 + Ongoing	Staff Time	Addition of "ongoing" to the timeline. Evaluation activities have occurred but this will be an ongoing activity until an administrative software has been selected.

Proposed Revisions to Vision 2020

Revised Milestones (cont'd)

Objective	Strategic Intent/Milestone	Responsibility	Timeline	Cost Estimate	Justification
Develop campus and program master plan	Explore opportunities to update technology and replace carpet in G wing.	Vice President Administrative Services & CFO and Director, Facility Services	6/12-12/13	Approximately \$34,000	When this milestone was written in 2012, the new lettering system was not in place. Formerly L wing is now G wing. Also, approximate cost estimate added.

If you should have questions, please contact me.

H.E. Miles

H. E. Miles, Vice President
Human Resources

Recommended:

Millicent Valek

Dr. Millicent Valek
President

10/16/2013

Date

ACADEMIC ACHIEVEMENT
GRADING AND CREDIT

EGA
(LOCAL)

The grading system used in the College District and the grade points assigned are as follows:

<u>Grade</u>	<u>Description</u>	<u>Grade Points per Semester Hour</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	
W	Withdrew	
AU	Audit	
P	Pass	0
S	Satisfactory	0
U	Unsatisfactory	0
N	No Credit	0

Grade point averages can be calculated by dividing the total number of grade points by the total number of semester hours attempted. "I", "W," "AU," "P," "S," "U," and "N" do not affect grade point averages.

The College District administration is authorized to develop guidelines for grading standards for all courses and to develop pass/fail grading procedures for those credit courses in the College District instructional program where it is appropriate to do so. These guidelines and procedures are located in administrative regulation EGA-R.

GRADE REPORTS

End-of-semester grade reports shall be made available to students.

Permanent grades shall be recorded at the end of each semester.

End-of-semester grade reports shall be withheld if the student's admission file is incomplete or if the student has any outstanding obligations to the College District.

INCOMPLETE GRADES

Students who fail to complete the requirements of a course for a justifiable reason such as illness will receive a grade of incomplete,

ACADEMIC ACHIEVEMENT
GRADING AND CREDITEGA
(LOCAL)

or "I". All incompletes must be approved by the provost and dean, academic and student affairs. **Before submitting a grade of incomplete, the student and instructor must sign an agreement describing work to be completed, the deadline for completion, and the result of not completing.**

Students can remove an "I" from their record by completing the course requirements within ~~30~~ **60** days after the end of the semester. This period may be extended only with the approval of the provost and dean, academic and student affairs **Dean of Instruction**. Students shall be responsible for arranging with their instructor to complete the course requirements.

If the course requirements are not satisfactorily completed within ~~30~~ **60** days, the "I" will become an "F". An incomplete cannot be changed to a "W".

In extraordinary or extenuating cases, the College President or his or her designated representative can approve deviations from this policy.

SCHOLASTIC
PROBATION

Students who have a grade point average below 2.0 or who withdraw from more than half of the credit hours attempted in a semester may be placed on advised academic status or scholastic probation. The appropriate division chair will outline the conditions students must follow to continue enrollment in the College District. If they fail to meet these conditions, they will be subject to scholastic suspension.

SCHOLASTIC
SUSPENSION

If placed on scholastic suspension by the provost and dean, academic and student affairs, students will not be eligible to enroll in the College District for one semester. If they are suspended again, they cannot be readmitted for a year. If they are suspended a third time, they cannot reenroll without permission from the provost and the dean, academic and student affairs.

AMENDED: 05/01/2012



Brazosport College
Human Resources

TO: Dr. Millicent Valek
FROM: H. E. Miles
DATE: October 8, 2013
SUBJECT: Employment, Karen Edwards

It is recommended that Karen Edwards be employed as Executive Director, Human Resources for the 2013–2014 academic year beginning November 4, 2013. Ms. Edwards is qualified in her field and has been highly recommended by previous employers.

A biographical summary is attached.

Respectfully,



H. E. Miles, Vice President
Human Resources

BIOGRAPHICAL SUMMARY
OF
KAREN EDWARDS

POSITION EMPLOYED: Executive Director, Human Resources

LENGTH OF CONTRACT: 2013-2014 Academic Year

DEGREES: Master of Science
University of Houston
Houston, Texas

Bachelor of Business Administration
University of Houston
Houston, Texas

AREA OF COMPETENCY: Human Resources

EXPERIENCE: 2013, Houston Community College
Houston, Texas
Interim, Chief Human Resources Officer

2010 – 2013, Houston Community College
Houston, Texas
Executive Director, Compensation, Benefits, Payroll,
HRIS

2008 – 2010, Houston Community College
Houston, Texas
Director, Compensation and Benefits

2006 – 2008, Pearland ISD
Pearland, Texas
HR Specialist (Generalist)

1999 – 2006, Ceridian
Houston, Texas
Director, HR Solutions

1998 – 1999, Huntsman Petrochemical Company
Houston, Texas
Manager, HRIS/Payroll

RECOMMENDED BY: Dr. H. E. Miles, based on interviews with Search Committee composed of Fred Scott, Dr. Cliff O'Neal, William Hallums, and Priscilla Sanchez, Brazosport College; and outstanding references from Art Tyler, Deputy Chancellor, Houston Community College, Houston, Texas, Willie Williams, Special Assistant to the Deputy Chancellor, Former Chief HRO, Houston Community College, Houston, Texas, Rose Birdow, HR Office Manager, Houston Community College, Houston, Texas, Dr. Karla Bender, Executive Director, Office of Fiscal Planning & Budget, Houston Community College, Houston, Texas, Sharon R. Wright, Manager, Board Services, Houston Community College, Houston, Texas



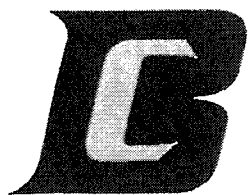
Brazosport College

Human Resources

EXECUTIVE DIRECTOR, HUMAN RESOURCES

Human Resources

Posting Details	
Classification Title:	Executive Director, Human Resources
Pay Grade Level	D72
Pay Rate:	Salary follows approved salary structure; commensurate with education and/or experience;
Department:	Human Resources
Physical Demands:	Standing, sitting, walking, carrying, push/pulling, reaching, handling, fine dexterity, vision, hearing, talking, and foot control (to drive to off campus locations);
Job Summary/Basic Function:	<p>Reports to the Vice President, Human Resources; assists administrative personnel in complying with labor laws, regulations, and in the resolution of personnel issues through coordination with staff and the college attorney; may serve, as needed, as a direct communication resource for the president regarding personnel matters; oversees the payroll function; assists in the interpreting policies to administration and other college personnel; responsible for maintaining board policy manual, administrative regulations, and operating procedures; oversight responsibility for records retention function for the college, assists with compensation surveys, schedule maintenance, and employee classification system; and performs other duties as assigned;</p>
Minimum Qualifications:	<p>Minimum of a Master's Degree in Human Resources or business related area or a juris doctorate from regionally accredited colleges or universities; experience in employment or labor law desirable; administrative experience in human resources in higher education highly desirable; excellent organizational skills and detail oriented work habits; strong communication skills (oral and written), including strong human relations skills; demonstrated ability working with culturally diverse populations; other qualities, experiences, and skills that enhance one's value to the institution; exceptional employment or educational qualifications may be given special consideration;</p>
Posting Date:	06/02/2013
Closing Date:	Open until filled
First Pool Date:	07/02/2013



Brazosport College

*Office of the Vice President
Academic and Student Affairs*

MEMORANDUM

TO: Dr. Millicent Valek
FROM: Dr. Lynda Villanueva
DATE: October 8, 2013
SUBJECT: Employment, Jo Greathouse

Ms. Darlyn Jo Greathouse was appointed Acting Dean of Student Services in July 2013. In a recent search process for a Dean of Student Services, Ms. Greathouse successfully competed for the position.

It is with great pleasure that I recommend Jo Greathouse be appointed Dean of Student Services effective October 22, 2013 for the remainder of the 2013-2014 academic year. Ms. Greathouse is qualified in her field and was highly recommended by the search committee.

A biographical summary is attached.

Respectfully,

Lynda Villanueva
Vice President
Academic and Student Affairs

Attachment

BIOGRAPHICAL SUMMARY
OF
JO GREATHOUSE

POSITION EMPLOYED: Dean, Student Services

LENGTH OF CONTRACT: 2013-2014 Academic Year

DEGREES: Master of Arts
University of Houston – Clear Lake
Clear Lake, Texas

AREA OF COMPETENCY: Student Services

EXPERIENCE: 2013, Brazosport College
Lake Jackson, Texas
Acting Dean of Student Services

2006 to Present, Brazosport College
Lake Jackson, Texas
Assistant Professor of Psychology

2006 - 2012, Brazosport College
Lake Jackson, Texas
Part time Academic Advisor

2004 – 2006, Texas Department of Criminal Justice
Angleton, Texas
Institutional Parole Officer

2000 – 2004, Texas Rehabilitation Commission
Bay City, Texas
Vocational Rehabilitation Counselor

2004, United Health Care
Houston, Texas
WorkLife Coordinator

1998 – 1999, UT Houston Health Science Center
Houston, Texas
WorkLife Coordinator

1992 – 1998, Gulf Coast Center
Angleton, Texas
Mental Health Liaison Coordinator

RECOMMENDED BY: Dr. Lynda Villanueva, based on interviews with Search Committee composed of Arnold Ramirez, Carrie Streeter, Jeff Detrick, Sasha Tarrant, Brazosport College; and outstanding references from Wayne Pryor, Chair, Division of Social Sciences and Business, Brazosport College, Lake Jackson, Texas, Debra Niemann, RN, BSN, UTMB Galveston, Galveston, Texas, James Webb, Senior Vice President, Overnite Software, Angleton, Texas, and Lynn Randall, Angleton, Texas



Brazosport College

College of Choice

DEAN, STUDENT SERVICES

Posting Details:

Quick Link for Posting:	http://employment.brazosport.edu/postings/1306
Classification Title:	Dean, Student Services
Pay Rate:	Salary follows approved salary structure; commensurate with education and/or experience; excellent fringe benefits;
Department:	Student Services
Physical Demands:	Walking, standing, sitting, lifting, handling, fine dexterity, vision, hearing, and talking, ability to drive to off campus locations;
Job Summary/Basic Function:	Reports to the Vice President, Academic and Student Affairs; serves as Student Services Officer for the college which includes admissions and records, counseling services, career development, testing, and academic advisement; recommends new staff, assigns duties, and evaluates performance; facilitates meetings to review and direct policy regarding testing procedures, selection of tests, advisement of students, admission policies; oversees TSI program; ensures compliance with state laws and rules; provide oversight of counseling and for the student conduct/discipline process as well as work with students with special problems; provides leadership on the development, implementation, and evaluation of the college's strategic enrollment management plan; facilitates Student Services work groups in discussion of work schedules, policy matters, and establishing goals for the department; prepares and monitors the budget for all counseling and other student services programs; chairs and participates in committees of the college; prepares reports regarding student services issues or programs; coordinates reverse articulation agreements with other colleges as well as oversees strategies to increase certificate and degree completion; provides leadership for student engagement programs, student life office and development of freshman year experience programming and performs other duties as assigned;
Minimum Qualifications:	Master's degree with a focus in student personnel, counseling, educational administration, student development theory or related areas (doctorate degree desirable) from a regionally accredited college or university; experience at the post-secondary level in counseling, administration, and/or teaching; knowledge of student development theory; excellent organizational skills and detail oriented work habits; strong communication skills (oral and written), including strong human relations skills; demonstrated ability working with culturally diverse populations; other qualities, experiences, and skills that enhance one's value to the institution; exceptional employment or educational qualifications may be given special consideration;
Closing Date:	Open Until Filled

College Calendar

October 22, 2013	"Angelina Ballerina - The Musical" 9:00 a.m. & 6:30 p.m., <i>The Clarion</i>
October 25, 2013	BC Jazz Band & Jazz Singers 7:30 p.m., <i>The Clarion</i>
October 28, 2013	College Transfer Fair 5:30 p.m., <i>Student Pavilion</i>
November 1, 2013	Aaron Tippin 7:30 p.m., <i>The Clarion</i>
November 9, 2013	Brazosport Symphony Orchestra 7:30 p.m., <i>The Clarion</i>
November 11, 2013	College & Community Band 7:30 p.m., <i>The Clarion</i>
November 14 - 16, 2013	Drama Production: A Christmas Story 8:00 p.m., <i>The Seidule Drama Theatre</i>
November 21, 2013	Jazztravaganza 7:00 p.m., <i>The Clarion</i>
November 21 - 23, 2013	Drama Production: A Christmas Story 8:00 p.m., <i>The Seidule Drama Theatre</i>
November 22, 2013	Juan L. Sanchez Ensemble 7:30 p.m., <i>The Clarion</i>
November 25, 2013	LVN Graduation 6:00 p.m., <i>The Clarion</i>
November 26, 2013	Thanksgiving Holiday, Early Closure 12:00 p.m., <i>Brazosport College</i>
November 27 - 29, 2013	Thanksgiving Holiday <i>Campus Closed</i>
December 1, 2013	College & Community Band 2:30 p.m., <i>The Clarion</i>
December 6, 2013	Sixpence None the Richer 7:30 p.m., <i>The Clarion</i>
December 7, 2013	Brazosport Choral Union 7:00 p.m., <i>The Clarion</i>
December 9, 2013	College & Community Band 7:30 p.m., <i>Lake Jackson Historical Museum</i>
December 13, 2013	Law Enforcement Graduation 6:00 p.m., <i>The Clarion</i>
December 14, 2013	Brazosport Symphony Orchestra 7:30 p.m., <i>The Clarion</i>
Dec 23, 2013 - Jan 1, 2014	Christmas & New Year Holiday <i>College Closed</i>