

B Brazosport College

THE COLLEGE OF CHOICE



BOARD OF REGENTS

A G E N D A

REGULAR MEETING

April 18, 2011

BRAZOSPORT COLLEGE

Notice is hereby given that on the 18th day of April, 2011, a Regular Meeting of the Board of Regents of the Brazosport College is scheduled at 6:30 p.m., in Room 104, following a Budget Study Workshop at 5:30 p.m., in Room 107, 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 14th day of April, 2011, 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.

Milliecent M. Valek
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.

April 14, 2011

Board of Regents
Brazosport College

Members of the Board:

A regular meeting of the Brazosport College Board of Regents is scheduled for Monday, April 18, 2011, at 6:30 p.m., in Room 104, following a Budget Study Workshop at 5:30 p.m. in Room 107, 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

March 21, 2011

- 4. Communications

None

- 5. Audience to Patrons and Petitions

None scheduled at time of printing.

- 6. Informational Reports

- a. Enrollment Reports

(1) Community Education Courses. The Director, Community Education, reports the following enrollment for the Community Education Program for March 2011.

<u>March</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Students – Month	808	707	723
Students - YTD	2,073	2,065	2,061

(2) Center for Business/Industry Training. The Director, Center for Business/Industry Training, reports the following enrollment and participant hours for March 2011.

<u>March</u>	<u>2010</u>	<u>2011</u>
Enrollment for Month	1,098	2,354
Enrollment Year-to-Date	3,151	4,930
Participant Hours for Month	10,843	20,904
Participant Hours Year-to-Date	29,841	53,302

- b. Report of Taxes Collected. On pages 9-12 is the report of taxes collected for the month of March 2011.
- c. Report of Unfilled Positions. The Dean, Human Resources and Payroll, on page 13, reports on vacant positions that are currently being advertised.
- d. Approval of New Teachers for Community Education Program. Currently, there are no new teachers to report for the Community Education Program.
- e. Fund Development Report. On pages 14 and 15, the Assistant to the President and Executive Director of Development reports on fund development activities of the Brazosport College Foundation for the months of March and April 2011.
- f. Distinguished Student Awards Ceremony. Brazosport College annually recognizes students who through a college-wide nomination process are selected as distinguished students. Nineteen 2010-2011 Distinguished Students will be honored at an awards ceremony scheduled for Tuesday, April 26, 2011 at 12:30 p.m., in *The Clarion*. Members of the Board of Regents are invited to attend.
- g. The 13th Annual Foundation Challenge Golf Tournament. The tournament is scheduled for Friday, April 29, 2011 at 1:00 p.m. at the Wilderness Golf Course in Lake Jackson, Texas. Tom Rich and Gerald Andrews are co-chairs of the event. The annual event raises funds for General Scholarships. Sponsorships are available through the BC Foundation.
- h. 2011 Awards Dinner. The Annual College Awards Dinner is scheduled for Friday, May 6, 2011, at 6:30 p.m., in the Dow Academic Center Commencement Hall. Each member of the Board and his/her guest is invited to attend.
- i. Law Enforcement Academy Graduation. The Law Enforcement Academy Graduation is scheduled for Saturday, May 7, 2011, at 6:00 p.m., in *The Clarion*.
- j. Community Education Graduation. Community Education Graduation ceremonies for students completing Adult Basic Education and Workforce Programs will be held on Thursday, May 12, 2011, at 6:00 p.m., in the Corporate Learning Center.
- k. ADN Pinning Ceremony. The ADN Pinning Ceremony will be held on Thursday, May 12, 2011, at 6:00 p.m., in *The Clarion*.

- l. Dow Academic Center Grand Opening. The Grand Opening of the Dow Academic Center is scheduled for Friday, May 20, 2011 from 7:00 p.m. - 11:00 p.m. Honorary Chairs will be Gary and Ruth Hockstra. The event, Soiree in the French Quarter, will raise funds for scholarships and is jointly sponsored by Dow Chemical Texas Operations and the Brazosport College Foundation. Invitations have been sent and reservations will be required. Restaurants for the evening include Tommy's, Cafe Annice, On The River, Talk About Good and Affairs to Remember. Additional information is available on the Brazosport College web site, www.brazosport.edu.
- m. Dow Academic Center Ribbon Cutting. The ribbon cutting of the new Dow Academic Center is scheduled for June 2, 2011 from 3:00 p.m. to 5:00 p.m. It will be hosted by Brazosport College as a joint Chamber of Commerce event with Brazosport, Angleton, West Columbia and Brazoria chambers participating.
- n. 2011 ACCT Leadership Conference. The 2011 ACCT Leadership Conference is scheduled for October 12-15 in Dallas, Texas. The deadline for registration for the conference is August 11, 2011. Please contact Serena Andrews if you plan to attend. Additional information will be provided at the board meeting.
- o. Adult Basic Education Program Budget Amendment. On page 16, is a communication from the Director, Business Services, regarding additional funding in the amount of \$3,000 for the 2010-2011 Adult Basic Education Program.

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

- p. English Literacy Civics Grant Budget Amendment. On page 17, is a communication from the Director, Business Services, regarding notification from the Texas Education Agency regarding additional funding in the amount of \$27,406 for the 2010-2011 EL Civics grant.

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

- q. Catering Contractors for the Dow Academic Center. An RFP for Catering and Meal Services for the Dow Academic Center was issued and proposals were received on Monday, April 4, 2011. The following enterprises were selected to provide these services:
 - Affairs to Remember
 - Café Annice, Inc.
 - On the River Corporation; dba On the River Restaurant, dba River Point Restaurant
 - R.R. Neal Inc. dba DJ'S BBQ
 - Tommy's
 - Uncommon Affairs by the Barbed Rose
 - Talk About Good

A second RFP is in process in an attempt to attract additional catering and meal services.

- r. Construction Update:
 - Certificates of Substantial Completion have been received for the Dow Academic Center and for BC Boulevard. All furniture has been ordered for the Dow Academic Center.

- Certificate of Occupancy from the City of Clute has been received for the Dow Academic Center.
 - We are awaiting Certificates of Occupancy from the City of Lake Jackson for the Sadler Complex. All furniture has been ordered for the Sadler Complex.
 - The Technology Courtyard is complete.
 - The Library/LAC/Testing center first floor stud walls are in place with insulation, and conduit in place and sheetrock on both sides of all walls. Data wiring is pulled and air conditioning rough-in is in progress. The sprinkler system and both new stairwells are installed. Glass walls are installed on the stairwells and the area at the edge of the second floor overlooking the first floor. Work will begin on the elevator the week prior to the Board meeting.
 - On Saturday, April 9, 2011, replacement air handlers were delivered, lifted, and placed on the rooftop utilizing a helicopter.
- s. Policy Review. At the Board Workshop on February 13 – 14, 2009, Regents indicated areas of interest for their on-going Board Professional Development plan. One of those was the initiation of 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.

These policies are presented for the Board's information.

COLLEGE PRESIDENT CONTRACT		BFB (LEGAL)
PROPERTY INTEREST	A contract of employment with this District creates a property interest in the position only for the period of time stated in the contract. Such a contract creates no property interest of any kind beyond the period of time stated in the contract. <i>Perry v. Sindermann, 408 U.S. 593 (1972); Board of Regents of State Colls. V. Roth, 408 U.S. 564 (1972)</i>	
COLLEGE PRESIDENT: CONTRACT		BFB (LOCAL)
APPOINTMENT AND LENGTH	The Board shall appoint the College President for a specified term of service.	
EXTENSION	Extension of the College President's contract shall be considered in May of each year, and at such other times as the Board may deem advisable.	
EFFECTIVE DATE	The effective date of the initial contract of the College President and the length of the initial contract of the College President shall be stipulated upon initial employment. Effective date of any contract extensions for the College President shall be as specified by the Board at the time of the extension.	
SALARY	The salary of the College President shall be determined by the Board at the time of initial employment, at the time of any contract extension, and at such other times as the Board deems advisable.	

7. Reports/Presentations

- a. Student Senate/ Student Life/Intramural Reports. Student Senate officers, Student Life Board members, and the student Intramural coordinator will provide information on 2010-2011 goal accomplishments as well as an update on events and activities held during this last academic year.
- b. 2011 *Achieving the Dream* Board of Trustees Institute. The 2011 AtD Trustees Institute was held March 24-26, 2011. Jerry Hinojosa and Robert Perryman attended the meeting and will provide an update to the Board of Regents.
- c. 2011 Commencement Report. Commencement exercises for the 2010-2011 academic year are scheduled for Saturday, May 14, 2011, at 7:00 p.m. in the Dow Academic Center. An overview of this year's ceremony will be provided for the Board.
- d. President's Report. Oral

8. Unfinished Business

None

9. New Business

- a. Vision 2015 and Board Focus Report. New milestones for Vision 2015 are presented for consideration on page 18. These milestones have been developed with information from the Board Workshop, college community, and the Planning and Institutional Effectiveness Council Workshop. Additional information will be shared at the meeting regarding the college planning process and the resulting milestones. For information, milestones for 2011 that had been previously approved as part of Vision 2015 are included on pages 19-20. The Board of Regents Focus Report is also included on page 21.

It would be appropriate for the Board to consider approval of the new milestones for 2015 and Board Focus Report.

- b. GMP for Phase 2 Main Building Renovations Including B-wing, C-wing, the Swamp, Transitional Education Center, Honors Atrium, and Restroom Renovations. On page 22 is a communication from the Dean, Administrative and Business Services, recommending approval of the GMP, submitted by Harvey Builders, in the amount of \$4,959,632 and authorizing work to proceed on the following projects: B-wing, C-wing, the Swamp, the Transitional Education Center, the Honors Atrium, and restroom renovations. The President recommends approval.

It would be appropriate for the Board to approve the GMP for Phase 2 Main Building Renovation Projects in the amount of \$4,959,632.

- c. Approval of Furnishings for the Library, LAC, and Testing Center. On Page 23 is a communication from the Dean, Administrative and Business Services, recommending approval of the purchase of furnishings for the Library, LAC, and Testing Center in an amount not to exceed \$321,000. The President recommends approval of the proposal.

It would be appropriate for the Board to approve the purchase of furnishings for the Library, LAC, and Testing Center in an amount not to exceed \$321,000.

- d. Approval of Library RFID Security System Bid. On page 24 is a communication from Library Services recommending Bibliotheca for the RFID Security System which will replace the existing magnetic tattle-tape system. The Dean of Administrative and Business Services concurs and the President recommends accepting the Bibliotheca bid.

It would be appropriate for the Board to authorize the purchase of the Bibliotheca RFID Security System in the amount of \$105,095

- e. Approval of Shelving for the Library. On Page 25 is a communication from the Dean, Administrative and Business Services, recommending approval of purchasing shelving for the Library in an amount not to exceed \$373,925. The President recommends approval of the proposal.

It would be appropriate for the Board to approve the purchase of shelving for the Library in an amount not to exceed \$373,925.

- f. Approval of Mechanical Contractor Bid for Replacement of HVAC Systems for the B and K Wings. On page 26 is a communication from the Dean, Administrative and Business Services, proposing approval of a bid from Mabry Mechanical to replace the HVAC systems that serve the B and K wings. The President recommends accepting the Mabry Mechanical bid.

It would be appropriate for the Board to authorize contracting with Mabry Mechanical to replace the HVAC systems that serve the B and K wings in an amount not to exceed \$363,400.

- g. Board Policy Revision, CAK (Local). The Public Funds Investment Act requires the governing board to annually review and reaffirm its investment policy. The Dean, Administrative and Business Services, recommends revisions to board investment policy CAK (Local). Board policy provides that additions or revisions to policies are to be presented at one meeting and adopted at a subsequent meeting.

Revisions to this policy are submitted for first reading at this time.

INVESTMENT POLICY:	CAK (Local)
INVESTMENT AUTHORITY	The Board of Regents shall have the responsibility for investment policies of the <i>District</i> . The management of the funds available for the investment shall be the responsibility of the President or other person designated and shall be in accordance with applicable laws and policies of the State of Texas and the Board of Regents. The investment officer shall be bonded. All investment transactions except investment pool funds and mutual funds shall be executed on a delivery versus payment basis.

APPROVED INVESTMENTS

The authorized investment instruments shall be as follows:

1. Obligations of the United States Government or its agencies and instrumentalities which have the full faith and credit guarantee of the United States Government or its agencies and instrumentalities.
2. Certificates of deposit guaranteed by the Federal Deposit Insurance Corporation issued by state and national banks. ~~domiciled in Texas.~~
3. Demand deposits and Certificates of Deposit guaranteed by the Federal Deposit Insurance Corporation or secured by pledged securities described above in item 1 issued by the depository approved by the Board of Regents.
4. Public funds investment pools as permitted by Government Code 2256.016 - 2256.019 and approved by Board resolution up to ten million dollars. Public funds investment pools may also be used to deposit bond sale proceeds up to the limit of the bonds issued. As long-term investments are purchased, the funds are transferred out of the public funds investment pool account.
5. Commercial paper that has a maturity of 270 days or fewer and is rated no less than A-1 or P-1 by at least two nationally recognized rating agencies.
6. Money market mutual funds as permitted by Government Code 2256.014 and approved by Board resolution.
7. Fully collateralized repurchase agreements as permitted by Government Code 2256.011.
Purchase of the investment instruments shall be made after bid requirements, as established by law, have been followed.

SOLICITING BIDS
BROKERS/DEALERS

Investment instruments shall not be purchased from a person or entity that has not certified that they will exercise reasonable effort to preclude imprudent investments. Representatives of investment dealers shall be registered member in the Securities Investor Protection Corporation.

SAFETY AND INVESTMENT
MANAGEMENT

Investments shall be made with judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The District

	investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirement.
DIVERSITY	The investment portfolio shall be diversified in terms of instruments, maturity, and financial institutions to reduce the risk of loss resulting from over concentration of assets in a specific class of investments, specific maturity, or specific issuer.
MONITORING AND REPORTS	Monitoring shall be done quarterly and more often as economic conditions warrant. The investment officer shall keep the Board informed of significant declines in the market value of the investment portfolio. In addition to the quarterly report, the investment officer shall prepare a comprehensive annual report of investment activity to be presented to the Board. The annual report shall include a performance evaluation of the total yield and include policies and strategies for improvements that might enhance the investment program.
INTERNAL CONTROLS	A system of internal controls shall be established and documented in writing. They shall be designed to protect against losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in the financial markets or imprudent actions by employees and officers of the District.
FUND STRATEGIES	<p><u>Unrestricted Net Assets</u>: Unless matched to a specific requirement, such as investments required to support student scholarships, the investment officer may not invest more than 50% of these funds for a period of greater than one (1) year. Unless matched to a specific requirement, the investment officer may not invest any portion of these funds for a period greater than two (2) years.</p> <p><u>Restricted Net Assets – Nonexpendable (Endowments)</u>: The investment officer shall coordinate the management of these funds with the assistance of an investment manager appointed by the Board. Strategy and goals for endowments shall be determined annually by the Board.</p> <p><u>Restricted Net Assets - Expendable</u>: Unless matched to a specific requirement, The investment officer may invest these funds for periods matched to the specific purpose of such funds.</p>

- h. Board Policy Revision - CAO (Local). The Public Funds Investment Act requires the governing board to annually review and reaffirm its investment policy. The Dean, Administrative and Business Services, recommends revisions to board endowment policy CAO (Local). Board policy provides that

additions or revisions to policies are to be presented at one meeting and adopted at a subsequent meeting.

Revisions to this policy are submitted for first reading at this time.

APPROPRIATIONS AND REVENUE SOURCES
ENDOWMENT POLICY

CAO
(LOCAL)

INTRODUCTION:

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

- **The purpose of the Endowment is to generate a revenue stream to fund scholarships for Brazosport College Students.**
- The Endowment’s investments shall emphasize **preservation of corpus long-term capital appreciation as a primary source of return. Current income is a supplementary source of gains.**
- ~~The investment objective recognizes that the assets are exposed to risk and may be subject to large fluctuations in market value from year-to-year. This volatile performance is acceptable, as long as the Endowment is invested primarily for capital appreciation over the long-term.~~
- The Endowment’s assets ~~are expected to~~ **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.
- The Endowment shall be diversified in order to reduce the risk of wide swings in market value from year-to-year, or of incurring large losses that may result from concentrated positions.
- ~~The Endowment shall achieve investment results over the long-term that compare favorably with those of other professionally managed portfolios and of appropriate market indices.~~

SPENDING GUIDELINES:

Endowment fund distributions for expenditures in support of **current operations student scholarships** shall be an annual level that is approximately 3-5 percent of the sum of the original corpus plus realized gains. Unspent realized gains are invested in the same manner as original corpus.

~~The Board may spend income~~ Earnings from the endowment fund ~~for scholarships or operation of the college~~ may only be spent for the purposes identified by the donor.

RESPONSIBILITIES OF THE ENDOWMENT REPRESENTATIVES:

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.
- The selection or termination of an investment advisor for the Endowment.
- Such other duties as may be described in this policy or as required by applicable laws and regulations.

The investment advisor retained by the Board of Regents shall have the following responsibilities:

- To 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. ~~and investment manager structure.~~
- To provide the Board of Regents quarterly performance measurement reports ~~for each of the investment managers~~ and to assist the Board of Regents in interpreting the results.
- ~~To act as a liaison between the investment managers and the Board of Regents, and thereby facilitate the communication of important information in the management of the Endowment; and~~
- Such other duties as may be mutually agreed to.

INVESTMENT MANAGERS:

~~Each investment manager shall at all times be registered as an investment advisor under the Investment Advisers Act of 1940 (where applicable). Investment management firms with a minimum of 10 years experience will manage the assets of the Endowment.~~

~~SECURITY SELECTION AND ASSET ALLOCATION STRATEGY:~~

~~The Endowment is expected to operate within an overall asset allocation strategy defining the Endowment's mix of asset classes. This strategy, described below, sets a long-term percentage target for the amount of the Endowment's market value that is to be invested in any one asset class. The allocation strategy also defines the allowable investment shifts between the asset classes, above and below the target allocations. The asset allocation strategy for each investment manager's portfolio can deviate from the overall Endowment's asset allocation, however, the investment advisor is responsible for monitoring the aggregate asset allocation, and advising the Board of Regents when it may be necessary to re-balance to the target allocation. In line with the return objectives and risk parameters of the Endowment, the mix of assets should be generally maintained as follows:~~

Asset Class/Investment Style	Minimum	Target Range	Maximum
Domestic Large/Medium/Small Cap. Stocks	0%	40%-50%	60%
International Stocks	0%	5%-10%	15%
Total Equity	0%	45%-60%	60%
Investment Grade Fixed Income*	0%	35%-50%	100%
Real Estate Funds, Convertible Funds, Closed-End Funds,	0%	5%	15%
State Sponsored Pools	0%	**	100%
Cash and Cash Equivalents**	0%	**	100%

~~In order to assure preservation of original corpus, managers may be required to hold cash, cash equivalents, and investment grade fixed income securities when appropriate.~~

~~*Investment grade is securities with a minimum BBB rating by Standard & Poors.~~

~~**Cash held outside the investment manager's accounts shall be the minimum amount needed to meet anticipated expenditures. The investment managers have discretionary authority and may hold cash in accordance with their own investment strategy.~~

~~The domestic equity assets are expected to be further allocated among large-cap, mid-cap and small-cap stocks that include both a value and growth style of investing so that a concentration of any one particular style is avoided. The investment advisor is expected to advise the Board so that diversity among equity investment styles is achieved.~~

~~Rebalancing the Portfolio:~~

~~The allocation to each asset class and to investment styles within asset classes is expected to remain stable over most market cycles. Since capital appreciation (depreciation) and trading activity in individually managed portfolios can result in deviation from overall asset allocation, the aggregate asset allocation will be monitored by the investment advisor and readjusted at least annually. Should an allowable asset range be violated, the Board of Regents must rebalance the existing assets to the target asset mix within three months of the time when the deviation is discovered.~~

~~The Board of Regents recognizes the importance of maintaining a long-term strategic mix and does not intend to engage in market timing.~~

PERFORMANCE OBJECTIVES:

~~The Board of Regents will monitor the performance of the Endowment on a quarterly basis and evaluate each investment manager's contribution toward meeting the investment objectives outlined below over a three to five year time frame or a full market cycle, unless otherwise noted.~~

~~Primary Performance Target:~~

- ~~• The real return goal for the Endowment's assets is 3% annually above inflation. Inflation shall be measured by the U.S. All Urban Consumers Price Index (CPI).~~
- ~~• The Endowment is expected to outpace the style index return and real return target, each measured on a compound average annual return basis after the deduction of fees and annualized over a three to five year rolling time period and a full market cycle.~~
- ~~• The objectives for the investment managers shall be to exceed the performance of appropriately established benchmarks; and to rank in the top 25% of performance of similarly managed funds over a three to five year trailing period and a full market cycle.~~

INVESTMENT STRATEGY:

Investment ~~managers~~ **advisor** retained by the Board of Regents shall be chosen using the following criteria:

- An investment ~~manager~~ **advisor** must have a minimum of 10 years experience in 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 ~~manager~~ **advisor**.
- How well the investment ~~manager's~~ **advisor's** style complements other assets in the Endowment.
- Restrictions, if any, on the frequency with which investors may transfer assets into or out of fund or separately managed portfolio.
- Reasonable fees relative to investment style and expected return.
- All mutual funds shall be registered 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).
- Ability and willingness to service this account on a customized basis, as described in this investment policy or otherwise agreed to;
- An assessment of the likelihood of future investment success, relative to other opportunities.

The Endowment ~~will~~ **may** use a multi-manager structure of complementary investment style and asset classes to invest the Endowment's assets. ~~Should additional~~

~~contributions and/or market value growth permit, additional investment managers may be retained to invest those assets.~~

~~INVESTMENT GUIDELINES:~~

~~Mutual Fund Investments: The investment guidelines for mutual funds and limited partnerships are detailed in the prospectus or Declaration of Trust for individual funds. The investment advisor is responsible for reviewing these guidelines to ensure they are generally consistent with this investment policy and advising the Board. Where there are differences between the investment guidelines of the fund and this investment policy, the prospectus or Declaration of Trust shall govern. The investment advisor shall advise the Board on the differences.~~

~~Permitted Securities:~~

~~Domestic Securities: The securities shall be registered with the Securities and Exchange Commission, and traded on a recognized U.S. stock exchange or over the counter market, including:~~

- ~~• Real Estate Securities include: Equity REITs, mortgage REITs, CMO or mortgage related securities REITs, Health Care REITs, and equities of real estate operating companies.~~
- ~~• Fixed Income Securities include: Domestic fixed and variable rate bonds and notes issued by the U.S. Government and its Agencies, U.S. Corporations, Yankee bonds and notes (bonds or notes issued by non-U.S. based corporations and governments but traded in the U.S.), securitized mortgages (GNMA's, FNMA's, FHLMC's), collateralized mortgage obligations, asset backed securities, taxable municipal bonds, convertible bonds and preferred stock.~~

~~International Securities include: sponsored and unsponsored American Depository Shares (ADS's) or other depository securities of non-U.S based companies traded in the U.S. and closed end country funds. Equities of foreign domiciled companies that are traded in the U.S. may also be purchased so long as the securities are registered with the Securities and Exchange Commission and traded on a recognized national exchange or over the counter market.~~

~~APPROVED INVESTMENTS~~

~~The authorized investment instruments shall be as follows:~~

- ~~1. Obligations of the United States Government or its agencies and instrumentalities which have the full faith and credit guarantee of the United States government or its agencies and instrumentalities. This includes mortgage backed security pools.~~
- ~~2. Certificates of Deposit guaranteed by the Federal Deposit Insurance Corporation issued by state and national banks.~~
- ~~3. Demand deposits and Certificates of Deposit guaranteed by the Federal Deposit Insurance Corporation or secured by pledged securities described above in item 1 issued by the depository approved by the Board of Regents.~~

4. **Mutual funds that invest in corporate stocks, corporate bonds, or other securities otherwise permitted under this policy.**
5. **Money market mutual funds as permitted by Government code 2256.014 and approved by Board resolution.**
6. **Municipal bonds that are rated no less than A-1 (S&P) or comparable ratings by at least two nationally recognized rating agencies.**
7. **Fully collateralized repurchase agreements.**
8. **Corporate Stocks.**
9. **Corporate Bonds that are rated no less than A-1 (S&P) or comparable by at least two nationally recognized rating agencies.**

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;
- Purchase of real estate, oil and gas properties, or other natural resources related properties with the exception of Real Estate Investment Trusts or marketable real estate securities;
- Investments in limited partnerships except for publicly traded Master Limited Partnerships and debt issued by Real Estate Investment Trusts;
- Investments in futures, use of margin, or investments in any derivatives not explicitly permitted in this policy statement.

MEETINGS AND COMMUNICATIONS:

~~Each The Investment manager Advisor of a separately managed account shall provide the Endowment or investment advisor periodic reports describing performance relative to the appropriate indices and peer group. Any material event that affects the ownership or capital structure of the investment management firm, changes in senior investment personnel or any other material event that affects management of the account shall be brought to the Board's attention immediately by the investment advisor.~~

The investment advisor will provide a written performance reports ~~for each separately managed account and~~ for the composite portfolio. The custodian 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, and an evaluation of the investment manager's performance.~~ The evaluation should be written and any areas of needed improvement should be responded to by the investment advisor. The cycle of requests for proposal for the engagement of an investment advisor will be five years. The Board may seek proposals at a shorter cycle if

desired. The Board will monitor the performance of the ~~separately managed accounts investment advisor~~ and the composite portfolio on a quarterly basis. ~~The Board will evaluate each investment manager's success over at least a three to five year time horizon. The Endowments' (and investment manager's) performance should be reported in terms of rate of return and changes in dollar value. The returns should be compared to appropriate market indices and peer group universes, for the most recent quarter and for annual and cumulative prior time periods.~~ The Endowment's asset allocation shall be reported on a quarterly basis. ~~An attribution analysis shall also be performed for the separately managed accounts to evaluate how much of the Endowment investment results are due to the investment manager's decisions, as compared to the effect of the financial markets. It is expected that this analysis will use the "style index" as the performance benchmark for evaluating both the returns and the level of risk taken. Risk, as measured by standard deviation, shall be monitored and evaluated for each investment manager.~~

Guidelines for Corrective Action:

The Board recognizes the importance of a long-term focus when evaluating the performance of the investment ~~managers~~ advisor. The Board understands the potential for short-term periods when the ~~portfolio~~ performance ~~of individual managers~~ 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 ~~an~~ the investment ~~manager~~ advisor based on the following conditions:

- ~~Any material event that affects the ownership or capital structure of the investment management firm, or the management of the Endowment account.~~
- Any material client servicing deficiencies.
- ~~Diversification as part of the Endowment's overall asset allocation strategy.~~
- The investment ~~manager's~~ 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.
- The investment ~~manager~~ advisor may be replaced at any time as part of an overall restructuring of the Endowment. ~~The Board reserves the right to terminate any investment manager for any other reason in accordance with any applicable investment manager agreements.~~

LENDING: Lending of the Endowment's assets is prohibited.

i. Personnel.

Retirement. On page 27 is a communication from Debra Bailey, Assistant Professor of English, announcing her retirement from Brazosport College effective August 19, 2011.

It would be appropriate for the Board to acknowledge Ms. Bailey's retirement.

j. Sale of Property Held in Trust. On pages 28 through 50 are communications from the Brazoria County Tax Office containing recommendations from the Property Tax Resale Committee of Brazoria County for the sale of properties held in trust by Brazoria County:

April 14, 2011

0020-1740-110

0020-1740-160

0020-1740-170

It would be appropriate for the Board to consider approval of sale of properties as listed.

- k. Financial Report and Bills Paid. The financial report for March 2011 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

:sdg

**Board of Regents
Brazosport College
March 21, 2011**

The Board of Regents met in regular session on Monday, March 21, 2011, 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:

Jerry Hinojosa
Carolyn Johnson
Lucilla Henderson
Harry F. Koester, Jr.
Lillian D. Lockett
Sharon Rogers
Robert Perryman

The following regents were absent:

Joe C. Greer, Jr.
John R. Gilbert

The following staff members were present:

Dr. Millicent Valek
Fred J. Scott
Dr. Herb Miles
Dr. Pamela Davenport
Dr. John Ray
Dr. Ken Tasa
Serena Andrews

Also present were:

Dale Sullivan, Brazosport College
Cathie Hanson, Brazosport College
Lynda Villanueva, Brazosport College
Ron Parker, Brazosport College

Open Session

Chairman Jerry Hinojosa called the meeting to order at 6:30 p.m. Dr. John Ray gave the invocation. Lucilla Henderson moved that the minutes of February 21, 2011, 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) **Community Education Courses.** The Director, Community Education, reports the following enrollment for the Community Education Program for February 2011.

<u>February</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Students – Month	985	1,112	998
Students - YTD	1,265	1,358	1,338

- (2) **Center for Business/Industry Training.** The Director, Center for Business/Industry Training, reports the following enrollment and participant hours for February 2011.

<u>February</u>	<u>2010</u>	<u>2011</u>
Enrollment for Month	1,224	1,920
Enrollment Year-to-Date	2,053	2,576
Participant Hours for Month	11,359	24,801
Participant Hours Year-to-Date	18,998	32,398

- b. **Report of Taxes Collected.** The report of taxes collected for the month of February 2011 was included in the agenda.
- c. **Report of Unfilled Positions.** The Dean, Human Resources and Payroll, reported in a communication included in the agenda on vacant positions that were currently being advertised.
- d. **Fund Development Report.** The Assistant to the President and Executive Director of Development reported in a communication included in the agenda on fund development activities for the months of February and March 2011. Carolyn Johnson provided an oral report.
- e. **Achieving the Dream Board of Regents Update.** The Associate Dean, Instructional Effectiveness and Student Success, provided an update on *Achieving the Dream* which was included in the agenda.
- f. **SACS Report.** The Associate Dean, Instructional Effectiveness and Student Success, provided an update on SACS Fifth-Year Interim Report which was included in the agenda.

- g. **Community Education 2011 Summer Schedule.** Under authority granted by the Board, the President approved the Summer 2011 Community Education Schedule as recommended by the Director, Community Education.
- h. **2011 Achieving the Dream Board of Trustees Institute.** The 2011 *Achieving the Dream* Board of Trustees Institute is scheduled for March 24-26, 2011, at the Eldorado Hotel in Santa Fe, New Mexico. Jerry Hinojosa and Robert Perryman will attend with Dr. Millicent Valek.
- i. **Gator Day/Gator Grab Auction.** The annual Gator Grab Auction, a College event to raise money for student scholarships, will be held Thursday, April 14, 2011. This event is held in conjunction with Gator Day, a Student Life Board sponsored event, which will be held outside by the Clock Tower.
- j. **Gator Gallop.** The Gator Gallop will be held Saturday, April 16, 2011. The 1-Mile run will begin at 7:30 a.m., Kids Run at 8:00 a.m., and the 5K run at 8:30 a.m. Entry forms are available in the Student Life Office, on the College Website at www.brazosport.edu (go to the Student Life Web page), and on the day of the run.
- k. **Budget Study Workshop.** A Board Workshop will be held on the College Budget prior to the Board of Regents meeting on April 18, 2011 at 5:30 p.m. in Room 107, in the Brazosport College Corporate Learning Center.
- l. **Distinguished Student Awards Ceremony.** Brazosport College annually recognizes approximately 20 students who through a college-wide nomination process are selected as distinguished students. The 2010-2011 Distinguished Students will be honored at an awards ceremony scheduled for Tuesday, April 26, 2011 at 12:30 p.m. in *The Clarion*. Members of the Board of Regents are invited to attend.
- m. **The 13th Annual Foundation Challenge Golf Tournament.** The 13th Annual Golf Tournament will be held on Friday, April 29, 2011 at 1:00 p.m. at the Wilderness Golf Course. Tom Rich and Gerald Andrews will co-chair the event in support of the General Scholarship Program.
- n. **2011 Awards Dinner.** The Annual College Awards Dinner is scheduled for Friday, May 6, 2011, at 6:30 p.m., in the Dow Academic Center Commencement Hall. Each member of the Board and his/her guest is invited to attend.
- o. **Community Education Graduation.** Community Education Graduation ceremonies for students completing Adult Basic Education and Workforce Programs will be held on Thursday, May 12, 2011, at 6:00 p.m., in the Corporate Learning Center.
- p. **2011 Commencement.** Commencement exercises for the 2010-2011 academic year are scheduled for Saturday, May 14, 2011, at 7:00 p.m. in the Dow Academic Center. In celebration of the inaugural commencement event in the new facility, Mr. Gary Hockstra, Vice President and Site Director of Dow Texas Operations, will be the commencement speaker.

- q. **Dow Academic Center Ribbon Cutting.** The Dow Academic Center Ribbon Cutting Ceremony for the community will be held on June 2, 2011, from 3:00 p.m. – 5:00 p.m. at the Dow Academic Center.
- r. **Dow Academic Center.** The Assistant to the President and Executive Director of Development provided an updated draft of the Dow Academic Center marketing brochure being developed to market the use of the new facility.
- s. **Brazosport College Communication Plan.** The Assistant to the President and Executive Director of Development provided an update on the Communication Plan being developed to share information with the community about the College and the budget process, which was included in the agenda.
- t. **Construction Update.**
 - The Sadler Complex is substantially complete. Furniture is on order and exterior landscaping is in progress.
 - The Technology Corridor is complete except for grass.
 - The Dow Academic Center is substantially complete. Furniture is on order and exterior landscaping is in progress.
 - BC Boulevard should be complete on the date of the Board meeting. Landscaping is in progress and the pools have been filled. The finishing touches on the clock tower are expected to be complete on March 17th.
 - The Library/LAC/Testing area elevator shaft is in place along with concrete poured in all second floor areas. Stud walls are underway. The project is on schedule and on budget.
 - G/H wing programming is delayed due to the Legislative crisis.
- u. **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 was presented for the Board’s information.

COLLEGE PRESIDENT: QUALIFICATIONS AND DUTIES	BFA (LOCAL)
QUALIFICATIONS	The College President shall have the following qualifications: <ol style="list-style-type: none"> 1. An earned doctorate degree from an accredited college or university is preferred. 2. Experienced as a senior level administrator in an educational institution 3. Established himself or herself as an educational leader.

DUTIES

Within the framework of adopted Board policies and regulations, the President shall exercise broad discretionary authority in carrying out responsibilities of the position. In the performance of assigned duties and responsibilities, the College President shall perform the following duties:

1. Act as chief executive administrator and secretary of the Board of Regents and be charged with responsibility for implementing adopted Board policies.
2. In collaboration with the Chairman of the Board, prepare the agenda. Within the limits of the Open Meetings Act, attend all meetings, except when his or her contract is being considered, and participate in all deliberations of the Board when such deliberations do not involve his or her employment.
3. Administer the College in compliance with adopted Board policies, the rules and regulations of appropriate state agencies, and state and federal law, as applicable.
4. Develop administrative principles and procedures for implementing Board policy and proper functioning of the District.
5. Recommend policies to the Board for its deliberations, including evidence upon which it may base its decision.
6. Recommend staff, faculty and other professional personnel to the Board for appointment, extension of contracts, and dismissal.
7. Assign personnel to respective assignments, specify qualifications and define duties for positions approved by the Board, and approve change of assignment of personnel with the District.
8. Approve employment, and dismissal of employees, other than professional personnel, for positions authorized by the Board.
9. Approve courses of study, curriculum, student activity and other educational and community service programs in accordance with approved Board policy.
10. Coordinate the work of all college personnel and establish necessary procedures for evaluating and improving their work.
11. Oversee the college's fund raising and grant activities.
12. Provide for orientation of new personnel and in service educational programs as needed for all college personnel.

13. Submit to the Board a recommended annual budget and administer it in accordance with adopted Board policy.
14. Recommend salary schedule for approval by the Board, approve any deviation from salary schedule in accordance with Board policy.
15. Approve salary deductions for insurance and annuity programs upon request of employees.
16. Represent the District at educational meetings and before legislative bodies and agencies of the government.
17. Represent the college at Brazosport College Foundation Board meetings and activities.
18. Participate in meetings and activities in an effort to influence the development of local, state, and national educational policies in harmony with the District's philosophy, principles, and objectives. [See AD (Local)]
19. Interpret the District to the community.
20. Ensure the proper expenditure of and accounting for all District funds.
21. Establish procedures for recruiting and employing new personnel and ensure compliance with local, state, and federal laws and regulations.
22. Participate in civic and community affairs.
23. Perform other duties as assigned by the Board.

Reports/Presentations

a. President's Report.

1. Legislative Update
2. Communication Plan

Unfinished Business

None

New Business

- a. United Way.** Carolyn Johnson moved that Brazosport College not participate in the State Employee Charitable Campaign (SECC) and Brazosport College participate in the local United

Way campaign, as recommended by the Dean, Human Resources and Payroll, in a communication included in the agenda. Sharon Rogers seconded the motion. The motion passed unanimously.

- b. **Community Education Tuition and Fees for Summer 2011.** Lucilla Henderson moved that tuition and fees for state-funded Community Education courses be approved as recommended by the Director, Community Education, in a communication included in the agenda. Robert Perryman seconded the motion. The motion passed unanimously.

c. **Personnel.**

1. **Faculty Contracts.** Upon recommendation of the President, Sharon Rogers moved that the Board approve the contractual status of the following faculty members as recommended in a communication by the appropriate division chairs and the Dean, Educational Programs and Services, and included in the agenda. Lillian Lockett seconded the motion. The motion passed unanimously.

Tenure Track Appointments:

<u>Faculty Member</u>	<u>Current Appointment</u>	<u>Recommended Appointment</u>
Dr. Calin Agut	Third Annual	Fourth Annual
Ioana Agut	Third Annual	Fourth Annual
Daryl Beatty	Fourth Annual	Fifth Annual
Robert Irizarry	Fourth Annual	Fifth Annual
Tanya Klinegardner	Third Annual	Fourth Annual
Hollis Knode	Fourth Annual	Fifth Annual
Robert Lewis	Third Annual	Fourth Annual
Dr. Xiao Li	Second Annual	Third Annual
Dr. Kirby Lowery	Third Annual	Fourth Annual
Emily Masterson	Fourth Annual	Fifth Annual
Christopher Mezzino	Third Annual	Fourth Annual
Dr. Clifford O'Neal	Third Annual	Fourth Annual
George Park	Fourth Annual	Fifth Annual
Carrie Pritchett	Third Annual	Fourth Annual
Diane Ruscito	Second Annual	Third Annual
Allison Weathers	Third Annual	Fourth Annual
Christine Webster	Third Annual	Fourth Annual

Upon recommendation of the President, Lillian Lockett moved that the Board approve the following faculty members for tenure as recommended in a communication included in the agenda. Lucilla Henderson seconded the motion. The motion passed unanimously.

<u>Faculty Member</u>	<u>Current Teaching Assignment</u>
Autumn Barrier	Drafting
D. Jo Greathouse	Psychology
Kerry Walling	Biology
Dr. Donald Wicker	Bachelors of Applied Technology Program

Upon recommendation of the President, Robert Perryman moved that the Board approve the following faculty members for annual appointments as recommended in a communication included in the agenda. Carolyn Johnson seconded the motion. The motion passed unanimously.

<u>Faculty Member</u>	<u>Current Appointment</u>	<u>Recommended Appointment</u>
Molly Brauhn	First Annual	Second Annual
Janena Norris	First Annual	Second Annual
Dr. Karen O'Brien	First Annual	Second Annual
Kelley O'Neal	Second Annual	Third Annual
Stephen Reckner	Second Annual	Third Annual
Karen Rowland	First Annual	Second Annual
David Sysma	First Annual	Second Annual

- d. **Sale of Property Held in Trust.** Sharon Rogers moved that the Board approve the sale of property held in trust by Brazoria County, as recommended by the Property Tax Resale Committee of Brazoria County, as included in the agenda. Harry F. Koester, Jr. seconded the motion. The motion passed unanimously.

6590-0013-000

- e. **Financial Report and Bills Paid.** Upon recommendation of the President, Harry F. Koester, Jr. moved that the Board accept the financial report as presented in a separate exhibit, and approve the bills paid for February 2011. Lucilla Henderson seconded the motion. The motion passed unanimously.

The meeting adjourned at 7:21 p.m.

G. G. (Jerry) Hinojosa
Chairman

Carolyn Johnson
Vice Chairman

Millicent M. Valek
President

Brazoria County Tax Office



Ro'Vin Garrett, RTA
Tax Assessor-Collector

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

April 6, 2011

I hereby certify the attached to be a true and correct copy of the collections of the Brazoria County Tax Office for the Month of March 1, 2011 – March 31, 2011.

A handwritten signature in cursive script that reads "Ro'Vin Garrett".

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

FISCAL START: 09/01/2010 END: 08/31/2011 JURISDICTION: 0045 BRAZOSPORT COLLEGE

CURRENT YEAR	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	6,150,419,534	13,617,503-	6,136,802,031	0.190175	11,670,633.60	28,371

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2010	11,696,574.61	2,124.53-	25,941.01-	184,981.01	8,557,513.74	3,113,119.86	73.33	2.36-
2009	109,159.54	225.15-	5,948.49-	4,275.83	54,302.64	48,908.41	52.61	21.11-
2008	31,355.17	57.46-	228.68-	527.75	8,985.41	22,141.08	28.87	70.65-
2007	14,012.95	19.07-	182.32-	213.63	2,876.05	10,954.58	20.79	61.09-
2006	8,326.62	19.43-	183.23-	95.66	992.93	7,150.46	12.19	57.73-
2005	6,004.53	12.23-	66.03-	119.85	698.29	5,240.21	11.76	64.70-
2004	5,129.57	.00	46.91-	21.61	396.87	4,685.79	7.81	46.80-
2003	5,350.22	.00	37.71-	18.00	227.94	5,084.57	4.29	37.60-
2002	3,975.20	.00	25.31-	29.51	169.91	3,779.98	4.30	25.22-
2001	2,801.19	.00	15.84-	7.12	52.96	2,732.39	1.90	15.75-
2000	2,728.74	1,401.67-	1,425.00-	2.88	76.12	1,227.62	5.84	23.24-
1999	1,111.93	21.83-	40.17-	0.00	46.28	1,025.48	4.32	18.26-
1998	780.83	.00	13.69-	0.00	762.41	762.41	.62	13.61-
1997	703.08	.00	1.15-	0.00	4.55	697.38	.65	1.07-
1996	780.73	.00	1.15-	0.00	5.54	774.04	.71	1.07-
1995	704.32	.00	1.47-	0.00	3.84	699.01	.55	1.39-
1994	654.50	.00	1.39-	0.00	4.30	648.81	.66	1.32-
1993	760.66	.00	1.40-	0.00	0.54	758.72	.07	1.33-
1992	719.67	.00	3.38-	0.00	0.37	715.92	.05	3.31-
1991	706.54	.00	2.96-	0.00	21.62	681.96	3.07	2.90-
1990	484.81	452.24-	452.92-	0.00	13.91	17.98	43.62	0.63-
1989	188.69	161.45-	161.45-	0.00	0.00	27.24		0.00
***	11,893,014.10	4,495.06-	34,781.66-	190,292.85	8,626,398.54	3,231,833.90		471.14-

04/06/2011 01:05:40 1018637
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 03/01/2011 THRU 03/31/2011
 JURISDICTION: 0045 BRAZOSPORT COLLEGE

PAGE: 40
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY FEES	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2010	M & O	.158000	153,684.95	.00	8,942.41	.00	162,627.36	792.91	.00	.00	163,420.27
	I & S	.032175	31,296.06	.00	1,821.18	.00	33,117.24	.00	.00	.00	33,117.24
	TOTAL	.190175	184,981.01	.00	10,763.59	.00	195,744.60	792.91	.00	.00	196,537.51
2009	M & O	.145000	3,527.59	.00	883.22	.00	4,410.81	1,048.78	.00	.00	5,459.59
	I & S	.030754	748.24	.00	187.42	.00	935.66	.00	.00	.00	935.66
	TOTAL	.175754	4,275.83	.00	1,070.64	.00	5,346.47	1,048.78	.00	.00	6,395.25
2008	M & O	.129000	435.06	.00	145.65	.00	580.71	115.05	.00	.00	695.76
	I & S	.027488	92.69	.00	31.02	.00	123.71	.00	.00	.00	123.71
	TOTAL	.156488	527.75	.00	176.67	.00	704.42	115.05	.00	.00	819.47
2007	M & O	.121000	213.63	.00	496.58-	.00	282.95-	59.85	.00	.00	223.10-
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.121000	213.63	.00	496.58-	.00	282.95-	59.85	.00	.00	223.10-
2006	M & O	.122000	95.66	.00	55.22	.00	150.88	27.59	.00	.00	178.47
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.122000	95.66	.00	55.22	.00	150.88	27.59	.00	.00	178.47
2005	M & O	.119000	119.85	.00	86.39	.00	206.24	39.59	.00	.00	245.83
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.119000	119.85	.00	86.39	.00	206.24	39.59	.00	.00	245.83
2004	M & O	.114000	21.61	.00	17.65	.00	39.26	7.10	.00	.00	46.36
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.114000	21.61	.00	17.65	.00	39.26	7.10	.00	.00	46.36
2003	M & O	.105000	18.00	.00	11.36	.00	29.36	1.01	.00	.00	30.37
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.105000	18.00	.00	11.36	.00	29.36	1.01	.00	.00	30.37
2002	M & O	.085000	29.51	.00	27.74	.00	57.25	5.96	.00	.00	63.21
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.085000	29.51	.00	27.74	.00	57.25	5.96	.00	.00	63.21
2001	M & O	.085000	7.12	.00	5.23	.00	12.35	.00	.00	.00	12.35
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.085000	7.12	.00	5.23	.00	12.35	.00	.00	.00	12.35
2000	M & O	.085000	2.88	.00	3.84	.00	6.72	1.01	.00	.00	7.73
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.085000	2.88	.00	3.84	.00	6.72	1.01	.00	.00	7.73

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 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 03/01/2011 THRU 03/31/2011
 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
ALL	M & O		158,155.86	.00	9,682.13	.00	167,837.99	2,098.85	.00	.00	169,936.84
ALL	I & S		32,136.99	.00	2,039.62	.00	34,176.61	.00	.00	.00	34,176.61
ALL	TOTAL		190,292.85	.00	11,721.75	.00	202,014.60	2,098.85	.00	.00	204,113.45
DLQ	M & O		4,470.91	.00	739.72	.00	5,210.63	1,305.94	.00	.00	6,516.57
DLQ	I & S		840.93	.00	218.44	.00	1,059.37	.00	.00	.00	1,059.37
DLQ	TOTAL		5,311.84	.00	958.16	.00	6,270.00	1,305.94	.00	.00	7,575.94
CURR	M & O		153,684.95	.00	8,942.41	.00	162,627.36	792.91	.00	.00	163,420.27
CURR	I & S		31,296.06	.00	1,821.18	.00	33,117.24	.00	.00	.00	33,117.24
CURR	TOTAL		184,981.01	.00	10,763.59	.00	195,744.60	792.91	.00	.00	196,537.51



Brazosport College

Human Resources

TO: Dr. Millicent M. Valek
FROM: H. E. Miles
DATE: April 7, 2011
SUBJECT: Advertisement for Vacant Positions – April Report

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

<u>Vacancy</u>	<u>Budget, New Line Item</u>	<u>Comments</u>
Biology Faculty	no	retirement
Information Systems Specialist	no	replacement
Simulation Lab Faculty Coordinator	no	replacement for grant funded position

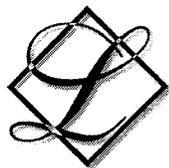
The position is being advertised following approved college procedures.

If you should have questions, please contact me.



H. E. Miles, Dean
Human Resources and Payroll

hmiles:board information/bd_info10-11/apr11_rpt



Brazosport College Foundation

Development Activities

March – April 2011

Brazosport College Foundation Board 2010-11	Officers:	Members:		
	Frank Mauro, President	Gerald Andrews	Jerry Hinojosa	Ravi Singhania
	George Rau, Jr., Vice President	Buddy Baker	Carolyn Johnson	Larry Stanley
	Gary Crabtree, Secretary	Dave Bleakney	Dave Lezak	Diane Tasto
	Ed Halpin, Treasurer	Bill Fenn	Barbara Monical	Lisa Bundick Woods
	Doris Williams, Past President	Lori Goucher	Tom Rich	
	<ul style="list-style-type: none"> • The next meeting of the Foundation Board of Directors will be Wednesday, April 20, 2011 at Noon in CLC-208. • The Nominating Committee met on Wednesday, March 9, 2011 at Noon in the Private Dining Room. The next scheduled meeting is May 18, 2011 at noon in the Private Dining Room. • The Fund Development and Community Relations Committee met on Thursday, March 10, 2011 at Noon in the Private Dining Room. The next scheduled meeting is May 5, 2011 at noon in the Private Dining Room. • The Finance and Investment Committee met on Friday, March 25, 2011 at 8:00 a.m. in C-103. The next scheduled meeting is May 27, 2011 at 8:00 a.m. in C-103. 			
Development Office Activities	<ul style="list-style-type: none"> • Serena Andrews attended Brazoria County Days in Austin on March 7-8, 2011. • Serena Andrews and Denise Holtzclaw continue to participate in the Junior Achievement program as volunteers at Ney Elementary and Roberts Elementary schools during the spring 2011 semester to promote the college. • The Business Office and Foundation staff continues to have monthly meetings to discuss financial information of the BC Foundation. • The Foundation office staff holds weekly meetings to keep communication with all committees current. 			
Board Development Activities	<ul style="list-style-type: none"> • A goal for board members is to increase advocacy for BC by targeting local groups for opportunities to communicate funding changes due to cuts from the State of Texas. • The process for nominating board members and the development of a slate of names for future board positions will be highlighted at the April 20th board meeting. • The Investment Policy has been finalized and will be presented to board members for approval at the April 20th board meeting. • The Operating Agreement will be presented for approval at the April 20th board meeting. 			
Women's Lecture Luncheon Series 2010- 11	<ul style="list-style-type: none"> • Barbara Monical is chair of the 2010-2011 Women's Lecture Luncheon series designed to promote cultural enrichment for all women. Susan Garrett Baker, advocate for the homeless in America and author of <i>Passing it On</i>, is scheduled to speak at the luncheon meeting on May 12, 2011. The original steering committee members met on April 7, 2011 to discuss the future structure and needs of the WLLS committee. The 2010-11 WLLS Committee will meet on May 23, 2011 at 10:30 a.m. in the Private Dining Room. 			

Scholarship Fundraising	<ul style="list-style-type: none"> The 13th Annual Foundation Challenge Golf Tournament will be held on Friday, April 29, 2011 at 1:00 p.m. at the Wilderness Golf Course. Registration flyers were mailed to potential sponsors on March 9th. There are currently 32 teams registered for the tournament. The event will support the General Scholarship Program. The Scholarship Soiree, <i>Soiree in the French Quarter</i>, will be held on Friday, May 20, 2011 as the grand opening of the Dow Academic Center. All proceeds will be donated to the scholarship program. Approximately 850 invitations were mailed out on April 6th. Sponsored tables are available at \$2000 or \$1500, ten people per table, and general admission is \$50 per person. Four local restaurants along with Tommy's have been approved as caterers for the event. There will be a silent auction with 14 items and a live scholarship auction. There will also be a raffle for a chance to win a trip to New Orleans, which has been underwritten by members of the Board of Regents and the Foundation Board. Sub-committee meetings will continue to meet during the next few weeks. The next regular committee meeting is scheduled on May 4, 2011 at 11:00 a.m. in the Private Dining Room. Additional information is available on the college web site. The new <i>Sponsor a Scholar</i> scholarship program will be presented to the Foundation Board of Directors at the April 20th board meeting. 						
Estate Planning Seminar	<ul style="list-style-type: none"> A new format is being developed for the annual Estate Planning Seminar, "Planning Your Legacy", to be held on June 16, 2011 at the Dow Academic Center from 3:00 – 7:00 p.m. In addition to professionals who receive continuing education credit, the community will be invited to attend the seminar. Guest speaker, Jim McIngvale, will be speaking on <i>Giving Back to the Community</i> at the event. The following agenda has been confirmed and save-the-dates will be mail the week of April 11th. 3:00-3:50 p.m. Estate Planning (Mike Riddle/Frank Mauro/George Rau) 3:50-4:00 p.m. Break 4:00-4:30 p.m. Social Security Update (Andy Hardwick) 4:30-5:00 p.m. Economic Update (Donald Payne) 5:00-5:30 p.m. Linked Benefits (Jeffrey F. Jaynes) 5:30-6:00 p.m. Social time w/appetizers and wine 6:00-7:00 p.m. Update on State of the College followed by Guest speaker with topic "Giving Back to the Community" (Jim McIngvale) The Estate Planning Seminar committee met on April 8, 2011 at 8:00 a.m. to continue planning the seminar. The next meeting is May 5, 2011 at 8:00 a.m. Save-the-dates will be mailed the week of April 11th. 						
Friends of the College Annual Fund	<ul style="list-style-type: none"> The 2010-11 Friends of the College Annual Fund is chaired by Ravi Singhanian. The Annual Fund supports all of the programs of the BC Foundation. The campaign will run through April, 2011. As of March 31, 2011, the goal of \$30,000 has been exceeded with \$30,575 being raised. 						
The Clarion Spirit of Music Fund – 5th Anniversary Season	<ul style="list-style-type: none"> The 2011-2012 Guest Artist Series is currently being developed and will include eight performances. The <i>Spirit of Music</i> Fund is being supported through sponsorships of the Guest Artist Series. \$40,500 has been raised from the 2010-11 season for the <i>Spirit of Music</i> Fund. <ul style="list-style-type: none"> Dr. Mark Bonnen, South Texas Radiation Therapy Associates, the Brazosport Area Music Teachers Association and the BC Foundation are sponsoring the Alpin Hong performance on April 16, 2011. The "Best Seat in the House" campaign proceeds are being directed to the <i>Spirit of Music</i> Fund. A total of 230 seats have been sold. <table style="margin-left: auto; margin-right: auto;"> <tr> <td>As of March 31, 2011:</td> <td style="text-align: right;">\$279,080</td> </tr> <tr> <td style="padding-left: 20px;">Pledges:</td> <td style="text-align: right;">\$ 2,550</td> </tr> <tr> <td>Total Funds:</td> <td style="text-align: right;">\$281,630</td> </tr> </table> 	As of March 31, 2011:	\$279,080	Pledges:	\$ 2,550	Total Funds:	\$281,630
As of March 31, 2011:	\$279,080						
Pledges:	\$ 2,550						
Total Funds:	\$281,630						

"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



500 College Drive
 Lake Jackson, TX 77566
 Phone: 979.230.3000 Fax: 979.230.3499
 www.brazosport.edu

To: Dr. Millicent Valek

From: Ginger Wooster, CPA

Date: April 6, 2011

Re: Additional Funding for 2010-11 Adult Basic Education (ABE) Program

Brazosport College has received notification from the Region IV Education Service Center of approval of additional funding in the amount of \$3,000 for the 2010-11 Adult Basic Education program.

Revenue	Federal Adult Basic Education Program	\$3,000
Expenditure	Federal Adult Basic Education Program	\$3,000

If you have any questions or need additional information, please let me know.

Ginger Wooster, CPA
 Director, Business Services

/ppg

Cc: Fred Scott
 Cathie Hanson

APPROVED:

Millicent M. Valek, President

4/13/11
 Date



500 College Drive
 Lake Jackson, TX 77566
 Phone: 979.230.3000 Fax: 979.230.3499
 www.brazosport.edu

To: Dr. Millicent Valek
 From: Ginger Wooster, CPA
 Date: April 3, 2011
 Re: EL Civics Grant Budget Amendment

Brazosport College has received notification from the Texas Education Agency that we have received additional funding in the amount of \$27,406 for the English Literacy Civics Grant. The following amendment to the Current Restricted budget is recommended to allocate these funds.

Revenue	EL Civics Grant	\$27,406
Expenditure	EL Civics Grant	\$27,406

If you have any questions or need additional information, please let me know.

Ginger Wooster

Ginger Wooster, CPA
 Director, Business Services

/ppg

APPROVED:

Cc: Fred Scott
 Cathie Hanson

Millicent Valek
 Millicent M. Valek, President
 Date 4/4/11

New Milestones for Vision 2015

Objective	Milestone
Implement Achieving the Dream Program	Develop system to track student learning outcomes (8/11)
Develop ways to link students to the college	Work with faculty to develop advisors in specific program areas (5/12)
Define measures for assessing student success	Implement a comprehensive First-Year Experience Program for students (9/12)
	Use data to share information about trends and forecasts (1/12)
Target awareness to segments of the population	Explore strategies to build full-time student enrollment (9/12)
Implement campus-wide customer service program	Develop a customer service training program for college staff (12/11)
	Develop strategies to handle phone calls more efficiently during registration (7/11)
	Consider using website for course schedule to reduce printing costs (9/11)
	Review the use of technology and develop strategies to use technology more efficiently in areas such as use of website for information and use of student email accounts (8/12)
	Develop ways to market college to the community highlighting such areas as certificate programs, cost savings, facilities and student success (9/12)
Develop Allied Health programs (both credit and non-credit)	Develop health professions program with both credit and non-credit courses (9/12)
Develop courses to meet student needs	Explore the addition of a business writing component to the Writing Center and Community Education curriculum (12/11)
	Work with faculty to develop additional online courses (9/12)
	Develop statistics track to meet math requirement (9/11)
Develop campus and program master plan	Reduce dependence on state appropriations in college budget (yearly budget)

2011 Milestones from Vision 2015

Objective	Milestone
Implement Achieving the Dream Program	Implement Achieving the Dream grant for improving student success in transitional education courses (5/07-6/11)
	Pilot flexible curriculum for transitional educational courses (12/11)
Implement Student Success Initiative	Develop strategies to implement student success goals: (5/11) <ul style="list-style-type: none"> • Increase success in transitional education courses by 11% • Increase success in gatekeeper courses by 30%
Develop ways to link students to the college	Implement GED/ESL to certificate transition plan (12/11)
	Brazosport College and the Brazosport College Foundation will implement strategies to identify \$500,000 in new scholarship funds to support students enrolling at Brazosport College (9/10-8/11)
	Explore ways of reducing textbooks costs (6/11)
	Expand Learning Frameworks course to include all new students (9/10-5/11)
	Study tuition and fee costs for dual credit students (9/11)
Implement campus-wide customer service program	Study support for part-time students to include engagement opportunities (6/11)
Implement procedures to improve communications during emergencies	Practice emergency drills and procedures (5/11)
Develop Allied Health programs (both credit and non-credit)	Evaluate LVN to RN bridge program (5/11)
Expand baccalaureate program	Explore the addition of a second degree to the baccalaureate program (9/10-9/11)
Develop university partnerships	Develop articulation agreements with transfer colleges and universities (1/10-12/11)
Expand facilities to meet short-term and long-term needs	Develop landscape to support environmental science courses (11/09-6/11)

Objective	Milestone
	Complete construction of Sadler Complex (3/11)
	Complete construction of Dow Academic Center (3/11)
	Plan and construct new entryway for college (7/10-5/11)
	Develop plan for renovation of G and H wings (1/11-6/11)
	Renovate existing facility: (12/11) <ul style="list-style-type: none"> • B Wing • C Wing • Learning Assistance Center • Library • Transitional Education • “Swamp” Expansion
	Complete construction of Technology Corridor (5/11)

12/2010

2011 Board Focus

Activity	January – December 2011
Legislative Advocacy	Contact with local legislators and political leaders: <u>9</u> Email, phone personal conversations <u>9</u> Letters to legislators <u>7</u> Meeting with Dennis Bonnen (January) <u>2</u> Presentation by Dennis Bonnen (January)
Fund Development	Participation in Major Gifts Campaign: <u> </u> Open doors to potential donors for major gifts <u>4</u> Scholarship Celebration (March) <u> </u> Foundation Golf Tournament (April) <u> </u> Thank-You Notes (May) <u> </u> Holiday Foundation Meeting (December)
Regent Visibility	Attendance at college events recognizing Student Success such as: <u>2</u> Women’s Lecture Series (February) <u>8</u> Counselor/Administrator Dinner (February) <u> </u> Gator Grab Auction (April) <u> </u> Gator Gallup (April) <u> </u> Distinguished Student Awards (April) <u> </u> Employee Awards Dinner (May) <u> </u> Commencement (May) <u> </u> Law Enforcement Graduation (May) <u> </u> CE Graduation (May) <u> </u> ADN Nursing Ceremony (May) <u> </u> Women’s Lecture Series (May) <u> </u> Scholarship Soiree (May) <u> </u> Dow Academic Center Ribbon Cutting (June) <u> </u> Vocational Nurse Ceremony (July) <u> </u> President’s Reception and Opening Concert (September) <u> </u> Annual Scholarship Luncheon (October) <u> </u> Women’s Lecture Series (November) <u> </u> Economic Alliance Annual Meeting (November) <u> </u> Law Enforcement Graduation (December)
Professional Development	Board member participation in professional development activities: <u>2</u> Attendance at TACCTA Conference (February) <u>2</u> Attendance at <i>Achieving the Dream</i> Trustee Institute (March) <u> </u> Attendance at ACCT Leadership Congress Conference (October) <u> </u> Attendance at Texas Higher Education Coordinating Board Conference (November)
	Participation at workshops outside of Board meetings: <u>8</u> Communication Plan (February) <u> </u> Sustainability Model (April)

Brazosport CollegeSM The College of Choice

To: Millicent Valek
From: Fred J. Scott
Re: GMP for B-wing, C-wing, the Swamp, Transitional Education Center, Honors Atrium, and Restroom Renovations
Date: April 10, 2011

At the regular meeting of the Board of Regents on April 19, 2010, the Board approved Harvey Builders as the first choice for Construction Manager-at-Risk for the next projects of the Master Plan and a contract was executed. Phase 2 of the contract with Harvey Builders is to complete renovations as follows:

• B-wing	\$1,077,234
• C-wing	2,610,582
• Swamp	44,452
• Transitional Education Center	691,364
• Honors Atrium	93,490
• Restrooms	<u>442,510</u>
Total	\$4,959,632

No General Conditions and no Contingency are included in this GMP since these cost elements were previously approved by the Board for the entire Main Building Projects.

It is recommended that Harvey Builders be authorized to proceed with work on the above listed projects.



Fred J. Scott
Dean, Administrative & Business Services

Recommend: Millicent Valek
Millicent Valek, President

4/13/11
Date

Brazosport CollegeSM The College of Choice

To: Millicent Valek
From: Fred J. Scott
Re: Furnishings for the Library, LAC, and Testing Center
Date: April 10, 2011

As part of our program manager's scope of work, IDC is responsible for coordination of selection and installations of furnishings. A Request for Proposals (RFP) for furniture for the Dow Academic Center and the Byron & Sandra Sadler Health Professions/Science Complex was issued on November 1, 2010. The result of the RFP was the selection of CRG, Inc. of Houston, Texas, a Texas Multiple Award Schedule (TXMAS) vendor to provide furnishings for both facilities under TXMAS pricing. The scope of IDC's work on the Library, LAC, and Testing Center did not include selection and installation of furnishings. Kirksey Architects, the design architects for these spaces, was selected to perform these functions and instructed to utilize CRG, Inc. and TXMAS pricing for these projects.

The following is a summary of furnishings from CRG:

Desks, chairs, soft seating, tables, chairs, and installation	\$304,930
Contingency	<u>15,246</u>
Total	\$320,176

I propose that CRG be selected to provide furnishings for the Library, LAC, and Testing Center in an amount not to exceed \$321,000.



Fred J. Scott
 Dean, Administrative & Business Services

Recommend: Millicent Valek
 Millicent Valek, President

4/13/11
 Date



March 31, 2011

Dr. Millicent Valek

Below are the bids received for the Library RFID Security System which will replace the existing magnetic tattle-tape security system:

Vendor	Package Price	Annual Maintenance	Delivery Time	Price per Tag	Training Included?
Bibliotheca	\$105,095	\$4,460	2 Weeks	\$.19	4 days onsite
MK Sorting Systems	\$103,083	\$5,154	10-11 Weeks	\$.193	Yes, unspecified
ITG	\$108,920.40	\$3,524.80	NA	\$.19	60 min online & 1 day onsite
Sirsi/Dynix & 3M	\$110,695	\$8,936	NA	\$.21	NA
Techlogic	\$113,386	\$12,585	NA	\$.185	Yes, unspecified

The package price was very close for the top two vendors. Upon review of the bids several factors other than price needed to be considered, i.e., annual maintenance, security tag price and training provided. Also, due to the projected timeline for relocation back into the renovated library, and the necessity of having security in place upon moving into the space, 10-11 weeks for delivery and installation is unacceptable. Therefore, it is recommended that Bibliotheca be awarded the project

A handwritten signature in cursive script, appearing to read 'Tami Wisofsky'.

Tami Wisofsky
Director, Library Services

Concur:

A handwritten signature in cursive script, appearing to read 'Fred Scott'.

Fred Scott
Dean, Administrative & Services

Recommended:

A handwritten signature in cursive script, appearing to read 'Millicent Valek'.

Dr. Millicent Valek, President

B Brazosport CollegeSM The College of Choice

To: Millicent Valek
From: Fred J. Scott
Re: Shelving for the Library
Date: April 10, 2011

The program manager's scope of work did not include design and specification of shelving units for the Library in the same way Furnishings were not included. Library Design Systems, Inc (LDSI) is the company that dismantled our old shelving, moved it to the temporary location, reassembled it, and re-shelved the library collection. LDSI operates under TXMAS Contract 3-7-110120 and is approved to sell Montel Shelving on the GSA price schedule. Kirksey Architects collaborated with LDSI, BC librarians, and other college staff to design the shelving system for the Library.

The following is a summary of Montel Shelving system:

Shelving units	\$227,305
End panels and tops	68,060
Freight, shipping, and TXMAS fee	<u>60,754</u>
Sub-total	356,119
Contingency (5%)	<u>17,806</u>
Total	\$373,925

I propose that the Montel Shelving system be authorized for the library in an amount not to exceed \$373,925.



Fred Scott
 Dean, Administrative & Business Services

Recommend: Millicent Valek
 Millicent Valek, President

4/13/11
 Date

Brazosport CollegeSM The College of Choice

To: Millicent Valek
From: Fred J. Scott
Re: Mechanical Contractor for B & K wings
Date: April 10, 2011

A Request for Proposals was issued and opened on March 15, 2011 for a Mechanical Contractor to replace the HVAC systems in B & K wings. The following Companies submitted proposals:

- | | |
|-------------------------------------|-----------|
| • LMI, LLC | \$203,973 |
| • Mabry Mechanical | \$330,360 |
| • American Mechanical Services, LLC | \$422,071 |
| • Comfort Systems USA | \$536,000 |

The bid from LMI, LLC did not include concrete work, cutting, patching, coring, painting, allowances, trash dumpster fees, roofing, plumbing, fire alarm systems, smoke detection, exhaust duct rate enclosure, electrical, and ceiling work. Mabry Mechanical's bid was evaluated by staff and by the Professional Engineers at ACR Engineering, Inc. and there is agreement that Mabry's bid includes all required work to be done and the firm is qualified to perform this work.

The following is a summary of the HVAC bid for B & K wings.

Mabry Mechanical bid	\$330,360
Contingency	<u>33,036</u>
Total	\$363,396

I propose that Mabry Mechanical be approved to replace the HVAC systems for B and K wings.



Fred J. Scott
 Dean, Administrative & Business Services

Recommend: Millicent Valek
 Millicent Valek, President

4/13/11
 Date

500 College Drive
Lake Jackson, Texas 77566
College of Choice for our Community


Brazosport College
www.brazosport.edu

April 11, 2011

Dr. Millicent Valek
President, Brazosport College
500 College Dr.
Lake Jackson, TX 77566

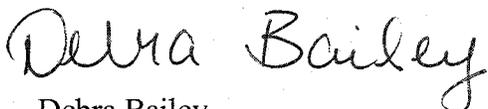
Dear Dr. Valek,

I am writing to let you know that I will be retiring from Brazosport College after the second summer session of 2011 ends, August 19. It has been a pleasure to teach at Brazosport. I will never forget the true happiness I experienced when Dr. Miles called to inform me that I had been chosen by the committee to be an instructor at this institution. It seems as though it were just yesterday!

My experience here at the college has been very rewarding. Having enjoyed my association with many students, I would appreciate the opportunity to teach English here on a part-time basis.

I really appreciate the staff and faculty I've worked with and thank you for the opportunity to be a part of Brazosport College.

Sincerely,



Debra Bailey
Assistant Professor
Communication & Fine Arts Division

Approved:

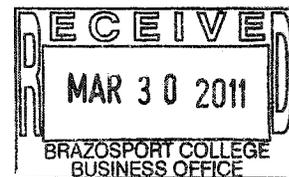


Brazoria County Tax Office



Ro'Vin Garrett, RTA
Tax Assessor-Collector

Brazoria County Courthouse
111 East Locust
Angleton, Texas 77515-4682



Monday, March 28, 2011

Brazosport College

% Fred J Scott
500 College Drive
Lake Jackson, Texas 77566

Re: See Attached

Dear Mr. Scott:

The Property Tax Resale Committee of Brazoria County has received an offer on certain property(s) held in trust. Attached is the property information.

The Tax Resale Committee has agreed that the offer is acceptable. Would you please present this offer to your governing body for approval and notify the Brazoria County Tax Office, by mail, of their answer with a copy of the minutes. Please refer to our Tax Account number with your reply.

If you have questions, please call 388-1329.

Sincerely,

A handwritten signature in cursive script that reads "Lacey Powell".
Lacey Powell

Tax Resale Property Information

RESALE MEETING OF:

March 22, 2011

Legal Description: BELANGER (A0051 F J CALVIT DIV 2
 (BCIC)), BLOCK 48A, LOT 2A
 ACRES .260 SURFSIDE
Physical Address: 501 BEACH
Account Number: 1751-0003-000
In Trust To: VILLAGE OF SURFSIDE BEACH
Adjudged Value/Year: \$22,000.00
Minimum Bid at Sale: \$12,792.59
Offer: \$1,589.17
Offer made by: VILLAGE OF SURFSIDE
Sheriff's Deed Filed: January 20, 2011
Redemption Expiration: 7/20/2011
City weed/demo liens: UNKNOWN
Land Value: (Current) \$85,050.00
Improvement Value:(Current) \$0.00
Previous Owner: WILLIE FIELDS
Precinct: 1
School District: BRAZOSPORT ISD
Vote:

	<u>AYE</u>	<u>NAY</u>
R. Garrett	X	
C. Garner	X	
Judge King	X	
D. Payne	X	
Civil Div. Rep.	X	

Notes: Michael Darlow was present at the meeting.



**Village of Surfside Beach
1304 Monument Drive
Surfside Beach, Texas 77541
Telephone 979-233-1531 Fax 979-230-6200**

February 23, 2011

Brazoria County tax Office

Attention Lacey

111 East Locust Street

Surfside Beach, Texas 77541

RE: Property Account Number I751-0003-000

Mrs. Powell,

First of all, thank you for your time checking in the details of this property and for your guidance on this matter. The Village of Surfside would be willing to pay the fees in the amount of \$1589.17 in full. Please submit this to the board and let us know if acceptable. We would be willing to ask the other taxing entities our self if they would be willing to make this donation for the good of the public. Again, Surfside asks that this lot be donated to Surfside Beach in order to be used as a public beach access point. This lot has a value that is over stated as the lot is NOT buildable. Please let me know if this is acceptable for the board.

Sincerely,

A handwritten signature in cursive script that reads "Sandra Miller".

Sandra Miller

City Secretary

BID ANALYSIS

Cause Number: 51164 **Account Number:** 1751-0003-000
Offer Amount: \$1,589.17 **Value \$:** \$85,050.00
Person Offering: VILLAGE OF SURFSIDE **Adjudged Value\$:** \$22,000.00

Judgement Information

Taxing Entity	Tax Years	Amount Due
BC	1987-2009	\$2,537.71
Brazosport ISD		\$7,920.69
BRHND		\$361.18
Brazosport College		\$924.19
Velasco Drainage		\$541.86
Village of Surfside Beach		\$2,465.51
	Total	\$14,751.14

Costs

Court Costs	\$601.00	Sheriff Fees	\$560.17
Publication Fees	\$174.00	Research Fees	\$230.00
Ad Litem		Recording fee's	\$24.00
	Liens		0
		Cost of Deed	
	Total		\$1,589.17

Post Judgement Information

Taxing Entity	Tax Year's	Amount Due
BC	2010	\$429.32
Brazosport ISD		\$1,150.93
BRHND		\$49.60
Brazosport College		\$176.30
Velasco Drainage		\$84.28
Village of Surfside Beach		\$378.98
	Post Judgment Total	\$2,269.41

Proposed Distribution

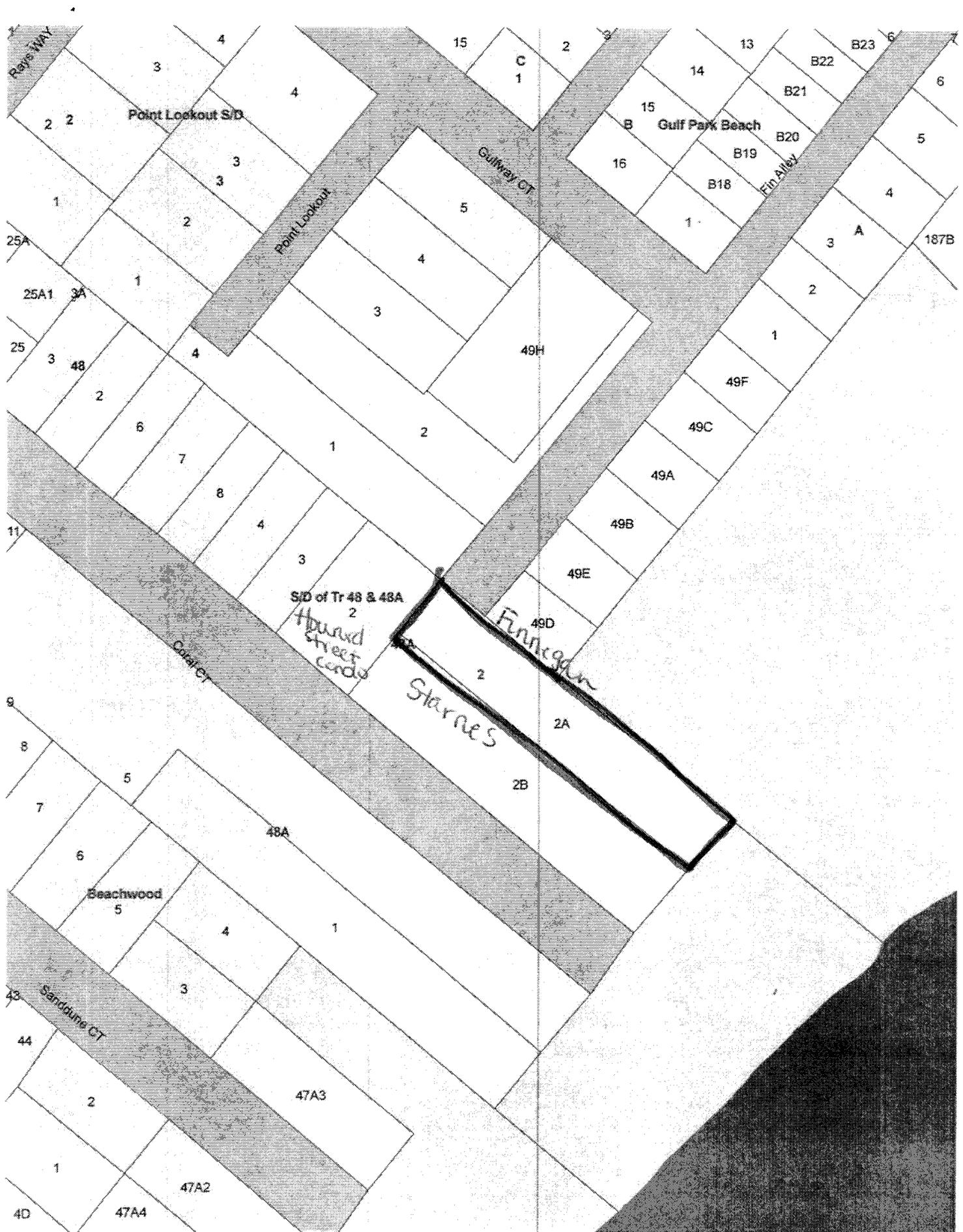
Offer Amount \$1,589.17 **Costs + P & J** \$3,858.58
Net to Distribute \$ -\$2,269.41

BC	17.20%	-\$390.42
Brazosport ISD	53.70%	-\$1,218.57
BRHND	2.45%	-\$55.57
Brazosport College	6.27%	-\$142.18
Velasco Drainage	3.67%	-\$83.36
Village of Surfside Beach	16.71%	-\$379.31



1751-0003-000

Pct. 1



Tax Resale Property Information

RESALE MEETING OF:

March 22, 2011

Legal Description: A0020 S F AUSTIN, TRACT 6J (PT) DIV 18
ACRES 3.000, CAUSE NO 50497

Physical Address: CR 679 OAKLAND

Account Number: 0020-1740-000

In Trust To: BRAZORIA COUNTY

Adjudged Value/Year: \$15,810.00

Minimum Bid at Sale: \$12,730.01

Offer: \$6,500.00

Offer made by: LEE SCHMITT

Sheriff's Deed Filed: August 16, 2010

Redemption Expiration: 2/16/2011

City weed/demo liens: UNKNOWN

Land Value: (Current) \$6,750.00

Improvement Value:(Current) \$2,610.00

Previous Owner: MARTHA WILLIAMS

Precinct: 4

School District: BRAZOSPORT ISD

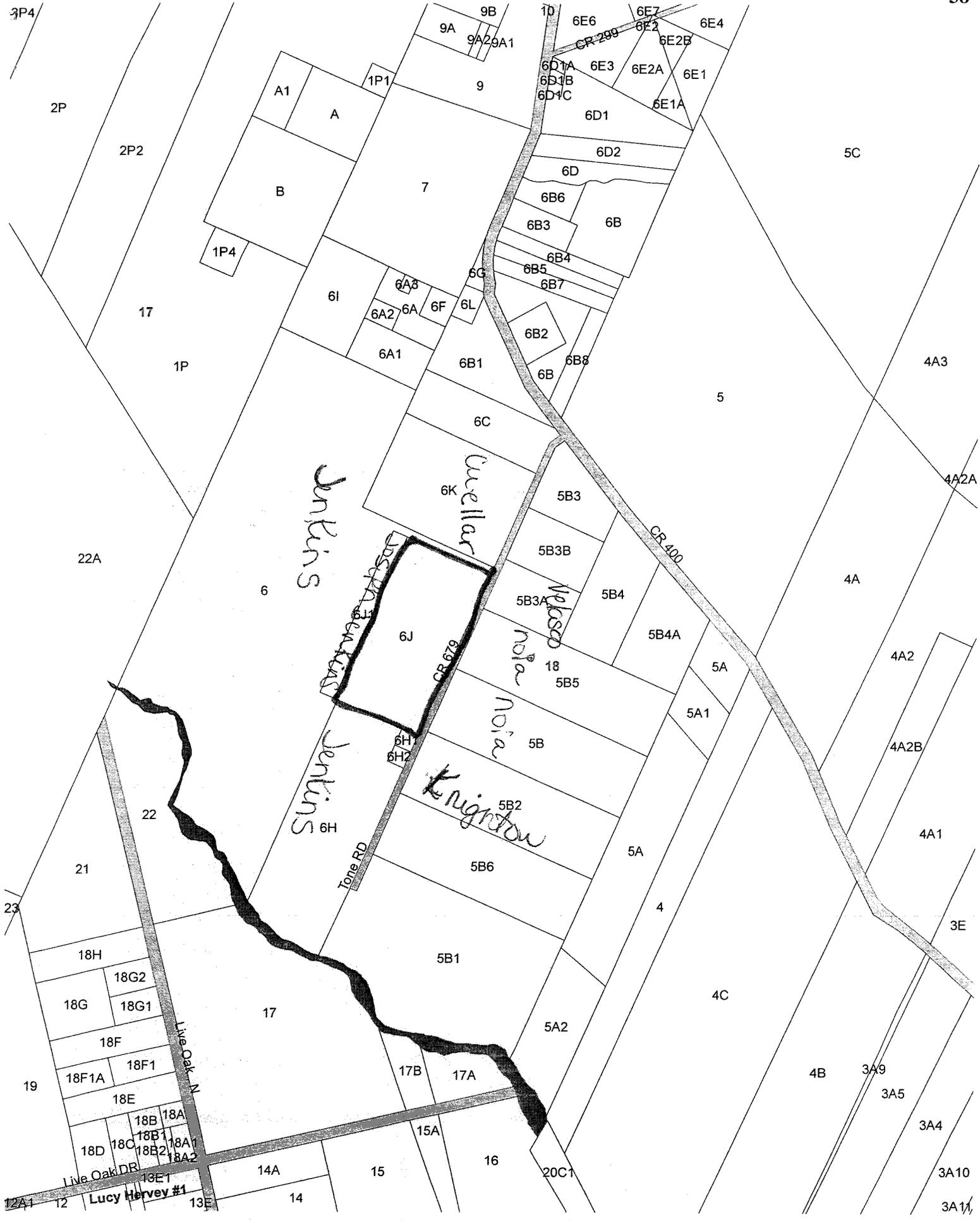
Vote:	AYE	NAY
R. Garrett	X	
C. Garner	X	
Judge King	X	
L. Stanley	X	
Civil Div. Rep.	X	

Notes: Michael Darlow was present at the meeting.



0020-1740-000-110-100
0020-1740-170

Pct. 4



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3A11

Jenkins

Cuellar

Nelson

Noia

Knighton

Jenkins

Tone RD

Live Oak N

Live Oak DR

Lucy Harvey #1

CR-299

CR-400

CR-679

Tax Resale Property Information

RESALE MEETING OF: March 22, 2011

Legal Description: A0020 S F AUSTIN, TRACT 6J (PT), DIV 18
ACRES 1.000, CAUSE NO 50497

Physical Address: CR 679

Account Number: 0020-1740-110

In Trust To: BRAZORIA COUNTY

Adjudged Value/Year: \$2,000.00

Minimum Bid at Sale: \$2,000.00

Offer: \$1,200.00

Offer made by: LEE SCHMITT

Sheriff's Deed Filed: August 16, 2010

Redemption Expiration: 2/16/2011

City weed/demo liens: UNKNOWN

Land Value: (Current) \$2,250.00

Improvement Value:(Current) \$0.00

Previous Owner: MARTHA WILLIAMS

Precinct: 4

School District: BRAZOSPORT ISD

Vote:	<u>AYE</u>	<u>NAY</u>
R. Garrett	X	
C. Garner	X	
Judge King	X	
L. Stanley	X	
Civil Div. Rep.	X	

Notes: Michael Darlow was present at the meeting.

BID ANALYSIS

Cause Number: 50497 Account Number: 0020-1740-110
 Offer Amount: \$1,200.00 Value \$: \$2,250.00
 Person Offering: LEE SCHMITT Adjudged Value\$: \$2,000.00

Judgement Information

Taxing Entity	Tax Years	Amount Due
BC	1985-2008	\$443.74
BCED		\$201.52
Brazosport ISD		\$1,438.32
BRHND		\$97.79
BCES #2		\$10.20
BCES #1		\$0.00
Brazosport College		\$101.99
WBDD #11		\$17.53
Total		\$2,311.09

Costs

Court Costs	\$175.25	Sheriff Fees	\$273.72
Publication Fees	\$72.75	Research Fees	\$218.75
Ad Litem		Recording fee's	\$10.00
Liens			0
Total		Cost of Deed	\$750.47

Post Judgement Information

Taxing Entity	Tax Year's	Amount Due
BC	2009-2010	\$19.34
BCED		\$0.00
Brazosport ISD		\$54.42
BRHND		\$2.36
BCES #2		\$1.32
BCES #1		\$0.00
Brazosport College		\$7.98
WBDD #11		\$0.88
Post Judgment Total		\$86.30

Proposed Distribution

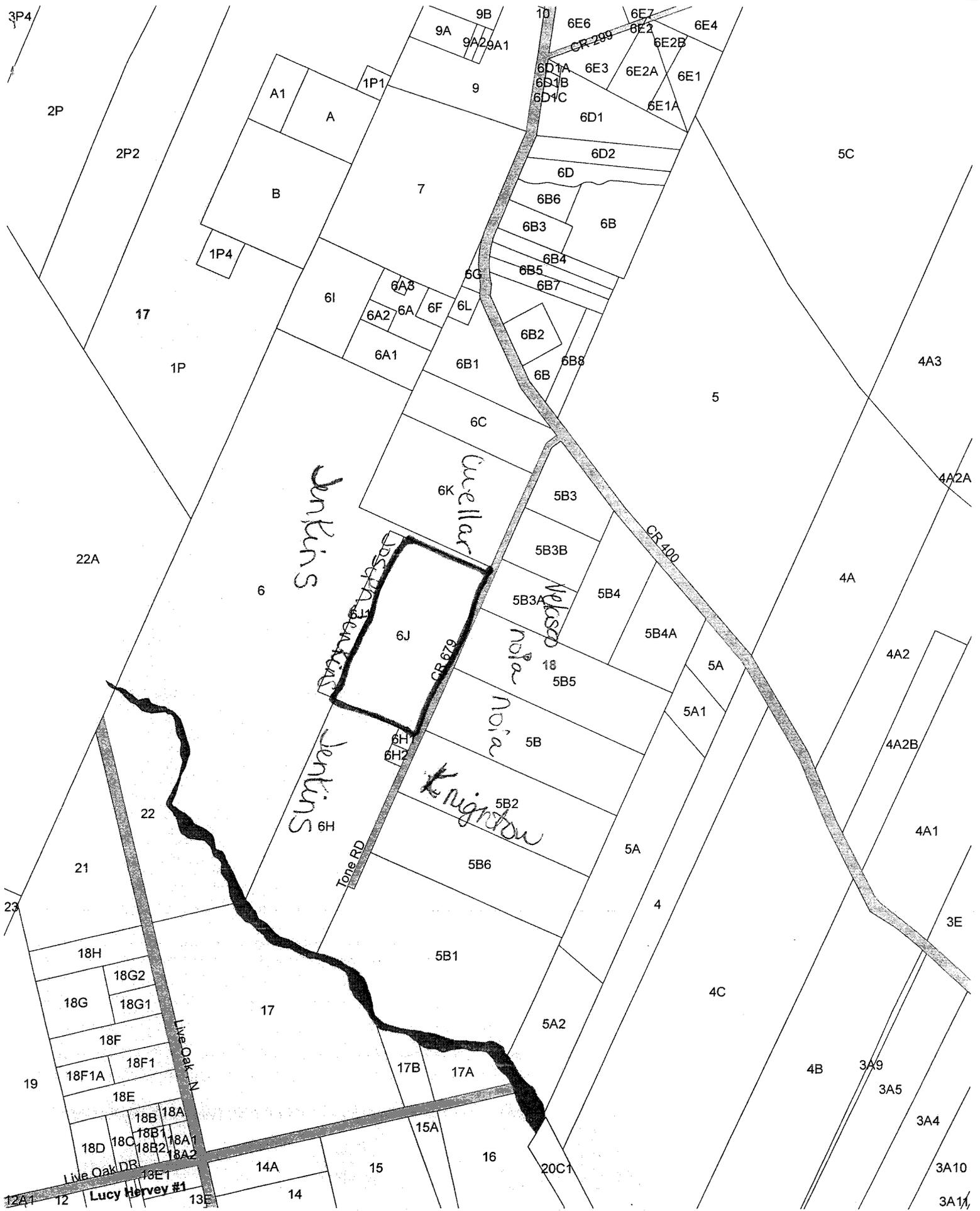
Offer Amount: \$1,200.00
 Costs + P & J: \$836.77
 Net to Distribute \$: \$363.23

BC	19.20%	\$69.74
BCED	8.72%	\$31.67
Brazosport ISD	62.24%	\$226.06
BRHND	4.23%	\$15.37
BCES #2	0.44%	\$1.60
BCES #1	0.00%	\$0.00
Brazosport College	4.41%	\$16.03
WBDD #11	1%	\$2.76



0020-1740-000-110-100
 0020-1740-170

Pct. 4



Jenkins

Cuellar

Nelson

Noia

K. Kingston

Tone RD

Live Oak N

Live Oak DR

Lucy Harvey #1

CR 299

CR 400

CR 679



Tax Resale Property Information

RESALE MEETING OF: March 22, 2011

Legal Description: A0020 S F AUSTIN, TRACT 6J (PT), DIV 18
ACRES 2.000

Physical Address: CR 679 OAKLAND

Account Number: 0020-1740-160

In Trust To: BRAZORIA COUNTY

Adjudged Value/Year: \$4,000.00

Minimum Bid at Sale: \$4,000.00

Offer: \$2,500.00

Offer made by: LEE SCHMITT

Sheriff's Deed Filed: August 16, 2010

Redemption Expiration: 2/16/2011

City weed/demo liens: UNKNOWN

Land Value: (Current) \$4,500.00

Improvement Value:(Current) \$0.00

Previous Owner: MARTHA WILLIAMS

Precinct: 4

School District: BRAZOSPORT ISD

Vote:	<u>AYE</u>	<u>NAY</u>
R. Garrett	X	
C. Garner	X	
Judge King	X	
L. Stanley	X	
Civil Div. Rep.	X	

Notes: Michael Darlow was present at the meeting.

BID ANALYSIS

Cause Number: 50497 Account Number: 0020-1740-160
 Offer Amount: \$2,500.00 Value \$: \$4,500.00
 Person Offering: LEE SCHMITT Adjudged Value\$: \$4,000.00

Judgement Information

Taxing Entity	Tax Years	Amount Due
BC	1983-2008	\$838.63
BCED		\$362.70
Brazosport ISD		\$2,732.80
BRHND		\$183.19
BCES #2		\$20.11
BCES #1		\$0.00
Brazosport College		\$193.86
WBDD #11		\$33.65
Road Dist. 34		\$ -
Total		\$4,364.94

Costs

Court Costs	\$175.25	Sheriff Fees	\$273.72
Publication Fees	\$72.75	Research Fees	\$218.75
Ad Litem		Recording fee's	\$10.00
Liens			0
Total		Cost of Deed	\$750.47

Post Judgement Information

Taxing Entity	Tax Year's	Amount Due
BC	2009-2010	\$38.66
BCED		\$0.00
Brazosport ISD		\$108.83
BRHND		\$4.73
BCES #2		\$2.65
BCES #1		\$0.00
Brazosport College		\$15.92
WBDD #11		\$1.77
Road Dist. 34		0.00
Post Judgment Total		\$172.56

Proposed Distribution

Offer Amount: \$2,500.00
 Costs + P & J: \$923.03
Net to Distribute \$: \$1,576.98

BC	19.21%	\$302.98
BCED	8.31%	\$131.04
Brazosport ISD	62.61%	\$987.31
BRHND	4.20%	\$66.18
BCES #2	0.46%	\$7.27
BCES #1	0.00%	\$0.00
Brazosport College	-4.44%	-\$70.04
WBDD #11	0.77%	\$12.16
Road Dist. 34	0	0



0020-1740-000-110-160
 0020-1740-170

Pct. 4



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Tax Resale Property Information

RESALE MEETING OF: March 22, 2011

Legal Description: A0020 S F AUSTIN, TRACT 6J (PT), DIV 18
ACRES 2.000, CAUSE NO 50497

Physical Address: CR 679 OAKLAND

Account Number: 0020-1740-170

In Trust To: BRAZORIA COUNTY

Adjudged Value/Year: \$4,000.00

Minimum Bid at Sale: \$4,000.00

Offer: **\$2,500.00**

Offer made by: LEE SCHMITT

Sheriff's Deed Filed: August 16, 2010

Redemption Expiration: 2/16/2011

City weed/demo liens: UNKNOWN

Land Value: (Current) \$4,500.00

Improvement Value:(Current) \$0.00

Previous Owner: **MARTHA WILLIAMS**

Precinct: 4

School District: BRAZOSPORT ISD

Vote:	AYE	NAY
R. Garrett	X	
C. Garner	X	
Judge King	X	
L. Stanley	X	
Civil Div. Rep.	X	

Notes: Michael Darlow was present at the meeting.

BID ANALYSIS

Cause Number: 50497 **Account Number:** 0020-1740-170
Offer Amount: \$2,500.00 **Value \$:** \$4,500.00
Person Offering: LEE SCHMITT **Adjudged Value\$:** \$4,000.00

Judgement Information

Taxing Entity	Tax Years	Amount Due
BC	1983-2008	\$838.63
BCED		\$362.70
Brazosport ISD		\$2,732.80
BRHND		\$183.19
BCES #2		\$20.11
BCES #1		\$0.00
Brazosport College		\$193.86
WBDD #11		\$33.65
Total		\$4,364.94

Costs

Court Costs	\$175.25	Sheriff Fees	\$273.72
Publication Fees	\$72.75	Research Fees	\$218.75
Ad Litem		Recording fee's	\$10.00
Liens			0
Total		Cost of Deed	\$750.47

Post Judgement Information

Taxing Entity	Tax Year's	
BC	2009-2010	\$38.66
BCED		\$0.00
Brazosport ISD		\$108.83
BRHND		\$4.73
BCES #2		\$2.65
BCES #1		\$0.00
Brazosport College		\$15.92
WBDD #11		\$1.77
Post Judgment Total		\$172.56

Proposed Distribution

Offer Amount \$2,500.00 **Costs + P & J** \$923.03
Net to Distribute \$ \$1,576.97

BC	19.21%	\$302.98
BCED	8.31%	\$131.04
Brazosport ISD	62.61%	\$987.31
BRHND	4.20%	\$66.18
BCES #2	0.46%	\$7.27
BCES #1	0.00%	0
Brazosport College	-4%	-\$70.04
WBDD #11	1%	\$12.16



0020-1740-000-110-100
0020-1740-170

Pct. 4

College Calendar

April 22, 2011	Spring Holiday <i>College Closed</i>
April 26, 2011	Distinguished Student Ceremony 12:30 p.m., <i>The Clarion</i>
April 28-30, 2011	Drama Production: Goldilocks & The Three Bears 7:00 p.m., <i>The Seidule Drama Theatre</i>
April 29, 2011	13th Annual Foundation Challenge Golf Tournament <i>The Wilderness, Registration 11:00 a.m., Shotgun Start 1:00 p.m.</i>
May 1, 2011	Drama Production: Goldilocks & The Three Bears 2:00 p.m., <i>The Seidule Drama Theatre</i>
May 5-7, 2011	Drama Production: Goldilocks & The Three Bears 7:00 p.m., <i>The Seidule Drama Theatre</i>
May 6, 2011	Employee Awards Dinner 6:30 p.m., <i>The Dow Academic Center</i>
May 7, 2011	Law Enforcement Adacemy Graduation 6:00 p.m., <i>The Clarion</i>
May 8, 2011	Drama Production: Goldilocks & The Three Bears 2:00 p.m., <i>The Seidule Drama Theatre</i>
May 12, 2011	CE Graduation 6:00 p.m., <i>The Corporate Learning Center, Rm # 103</i>
May 14, 2011	Commencement Ceremony 7:00 p.m., <i>The Dow Academic Center</i>
May 16, 2011	Board of Regents Meeting 6:30 p.m., <i>The Corporate Learning Center, Rm #104</i>
May 20, 2011	Scholarship Soiree 7:00 p.m., <i>The Dow Academic Center</i>
May 28, 2011	Brazosport Symphony Orchestra 7:30 p.m., <i>The Clarion</i>
May 30, 2011	Memorial Day Holiday <i>College Closed</i>
June 9-11, 2011	Grimm Brothers: Spectaculathon 8:00 p.m., <i>The Seidule Drama Theatre</i>
June 16-18, 2011	Grimm Brothers: Spectaculathon 8:00 p.m., <i>The Seidule Drama Theatre</i>
June 20, 2011	Board of Regents Meeting 6:30 p.m., <i>The Corporate Learning Center, Rm #104</i>
June 21, 2011	College Night 5:00 p.m., <i>The Dow Academic Center</i>

