

B Brazosport CollegeSM

THE COLLEGE OF CHOICE



BOARD OF REGENTS

A G E N D A

SPECIAL MEETING

September 6, 2011

BRAZOSPORT COLLEGE

Notice is hereby given that on the 6th day of September, 2011, a Special Meeting of the Board of Regents of the Brazosport College is scheduled immediately following a public hearing at 5:30 p.m., in Room 104 in the Brazosport College Corporate Learning Center, located in Lake Jackson, Texas. The subjects to be discussed are listed on the agenda, which is attached to and made a part of this notice.

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

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|-----------------|---|
| 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 1st day of September, 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.



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.

September 1, 2011

Board of Regents
Brazosport College

Members of the Board:

A special meeting of the Brazosport College Board of Regents is scheduled for Tuesday, September 6, 2011, immediately following the Public Hearing on the 2011-2012 tax rate scheduled for 5:30 p.m., in Room 104, in the Brazosport College Corporate Learning Center, located in Lake Jackson, Texas.

The agenda is as follows:

1. Roll Call
2. New Business
 - a. Personnel.

- (1) Employment. On page 1 is a communication from the Provost and Dean, Academic & Student Affairs, recommending the employment of Ms. Carrie Streeter as Director, Admissions and Registrar for the 2011-2012 academic year. A biographical summary and position notice are included on pages 2 and 3.

The President joins in the recommendation.

- (2) Employment. On page 4 is a communication from the Provost and Dean, Academic & Student Affairs, recommending the employment of Mr. Harold David Shaw as Associate Dean of Students for the 2011-2012 academic year. A biographical summary and position notice are included on pages 5 and 6.

The President joins in the recommendation.

- b. Proposed Investment Advisor Services. Responses to our RFQ for investment advisor services were received July 18, 2011. Eight proposals were received. Three firms have been selected for the Board to interview.

Following the presentations, it would be appropriate for the Board to deliberate and determine if they wish to enter into an agreement with one of the firms for investment advisor services.

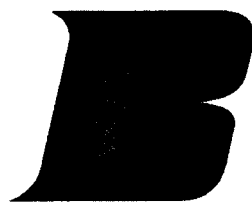
Should additional information or explanations be desired, please contact me.

Sincerely,

Millicent M. Valek

Millicent M. Valek
President

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Brazosport College

*Office of the Provost and
Dean, Academic & Student Affairs*

MEMORANDUM

TO: Millicent Valek

FROM: Ken Tasa

DATE: August 25, 2011

SUBJECT: Employment, Carrie Streeter

It is recommended that Carrie Streeter be employed as Director, Admissions and Registration. Her employment would begin with the fall 2011 semester with a report date of September 19, 2011. Ms. Streeter is qualified in her field and has been highly recommended by previous employers. It is further recommended Ms. Streeter be given a one-year contract for the 2011-2012 academic year.

A biographical summary is attached.

Respectfully,

Ken Tasa
Provost
Dean, Academic & Student Affairs

Attachment

Recommended,

Millicent Valek
President

**BIOGRAPHICAL SUMMARY
OF
CARRIE L. STREETER**

POSITION EMPLOYED: Director, Admissions and Registration

LENGTH OF CONTRACT: 2011-2012 Academic Year

DEGREES: Master of Science, Counseling and College Student Personnel
Kansas State University
Manhattan, Kansas

Bachelor of Science, Psychology
Kansas State University
Manhattan, Kansas

AREA OF COMPETENCY: Admissions and Registration

EXPERIENCE: 2005 – Present, Associate Registrar
University of Texas Health Science Center
Houston, Texas

2001 – 2004, Director of Admissions/Registrar
Galveston College
Galveston, Texas

1998 – 2001, Registrar
Alvin Community College
Alvin, Texas

RECOMMENDED BY: Dr. Ken Tasa. Based on interviews with Dr. Ken Tasa and a Search Committee composed of Dr. Pam Davenport, Angela Williams, Tom Fowler, Kay Wright, and Arnold Ramirez, Brazosport College; and outstanding references from Dr. Gaynelle Hayes, Vice President for Administration, Galveston College, Ms. Angela Weatherill, Senior Manager, Student Information System, Systems Analysis and Programming, University of Texas Health Science Center at Houston, Ms. Karen Saldana, Senior Production Analyst, University of Texas Health Science Center at Houston.

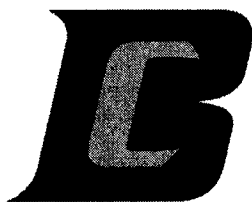


Brazosport College

Human Resources

DIRECTOR OF ADMISSIONS AND REGISTRAR Student Services

Posting Details	
Classification Title:	Director of Admissions and Registrar
Pay Grade Level	D61
Pay Rate:	Hiring-in range \$61,754-\$65,519 depending on education and/or experience;
Department:	Admissions and Registrar
Physical Demands	walking, standing, sitting, lifting, handling, fine dexterity, vision, hearing, and talking;
Job Summary/Basic Function:	Reports to the Dean of Student Services; directs and/or supervises all admissions, registration, and student recordkeeping systems for Brazosport College; provides state and federal reporting; coordinates communication and reporting for prospective and current international students; provides leadership and coordination of graduation.
Minimum Qualifications:	Minimum of a Bachelor's Degree in Education or a related field (master's degree preferred) from a regionally accredited college or university; admissions and registrar management experience (minimum of 2 years); experience working with a student information system (minimum of 2 years); and administration/management experience (minimum of 3 years); excellent organizational skills and detail oriented work habits; strong communication skills (oral and written), including strong human relations skills; demonstrated ability working with culturally diverse populations; other qualities, experiences, and skills that enhance one's value to the institution; exceptional employment or educational qualifications may be given special consideration.
Preferred Qualifications:	Master's degree preferred; bilingual language skills preferred;
Closing Date:	Open until filled;



Brazosport College

*Provost and Dean
Academic and Student Affairs*

MEMORANDUM

TO: Dr. Millicent Valek
FROM: Ken Tasa
DATE: August 31, 2011
SUBJECT: Employment, Harold David Shaw

It is recommended that Harold David Shaw be employed as Associate Dean of Students. His employment would begin with the fall 2011 semester with a report date of October 24, 2011. Mr. Shaw is qualified in his field and has been highly recommended by previous employers. It is further recommended Mr. Shaw be given a one-year contract for the 2011-2012 academic year.

A biographical summary is attached.

Respectfully,

Ken Tasa
Provost
Dean, Academic & Student Affairs

Attachment

Recommended,

Dr. Millicent Valek
President

**BIOGRAPHICAL SUMMARY
OF
HAROLD DAVID SHAW**

POSITION EMPLOYED: Associate Dean of Students

LENGTH OF CONTRACT: 2011-2012 Academic Year

DEGREES: Master of Arts, Higher Education/Student Personnel
University of Mississippi
University, Mississippi

AREA OF COMPETENCY: Student Services

EXPERIENCE: 2008 – Present, Director of Student Affairs
The American University of Afghanistan
Kabul, Afghanistan

2006 – 2008, Director, Office of Judicial Affairs
George Mason University
Fairfax, Virginia

2003 – 2006, Assistant Dean of Students
Arkansas State University
State University, Arkansas

RECOMMENDED BY: Dr. Ken Tasa. Based on interviews with Search Committee composed of Dr. Ken Tasa, Dr. Lynda Villanueva, Wade Wilson and Arnold Ramirez, Brazosport College; and outstanding references from Dana Holland, PhD, Assistant Professor of Social Science, American University of Afghanistan; Jamie M. McNally, M.S., Student Development Specialist/Conduct Officer, American University of Afghanistan; Tamara Myatt, Senior Director, Goldman Sachs 10,000 Women Initiative, The American University of Afghanistan; Joseph R. Givens, Director, McNair Scholars Program, Louisiana State University; Dr. Roger Lee, Vice President of Student Affairs, Rheinart University; Dr. Pamela Patterson, Vice President of Student Life, George Mason University; Michael D. Nicholas Sr.



Brazosport College

Human Resources

ASSOCIATE DEAN OF STUDENTS Student Services

Posting Details	
Classification Title:	Associate Dean of Students
Pay Grade Level	D-72
Pay Rate:	Hiring-in range \$73,464 - \$77,936 depending on education and/or experience;
Department:	Student Services
Physical Demands:	Walking, standing, sitting, lifting, handling, fine dexterity, vision, hearing, and talking, foot control;
Job Summary/Basic Function:	Reports to the Provost and Dean of Academic and Student Affairs; serves as the student services officer supervising admissions and records, counseling and testing, job placement, student life, intramurals, student activities, and student discipline; ensures compliance with state and federal regulations, laws, and reporting requirements; provides oversight of counseling and for the student conduct/discipline process; coordinates reverse articulation agreements with other colleges as well as oversees strategies to increase certificate and degree completion; and other duties as required;
Minimum Qualifications:	Master's degree with a focus in student personnel, counseling, educational administration, student development theory or related areas (doctor's degree preferred) from a regionally accredited college or university; experience at the postsecondary level in counseling, administration, and/or teaching; knowledge of student development theory; excellent organizational skills and detail oriented work habits; strong communication skills (oral and written), including strong human relations skills; demonstrated ability working with culturally diverse populations; other qualities, experiences, and skills that enhance one's value to the institution; exceptional employment or educational qualifications may be given special consideration;
Preferred Qualifications:	The successful applicant needs an understanding of the basic services provided through these departments: Counseling Career Development, Student Activities, and Admissions, preferably with a good understanding of student development theory and the principles relating to student behavior;
Closing Date:	Open Until Filled;