

Minutes of Regular Meeting

The Board of Trustees Kilgore Junior College District

A Regular Meeting of the Board of Trustees of Kilgore Junior College District was held Monday, March 14, 2016, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor.

Joe Carrington
Lon Ford
Brian Nutt
Karol Pruett, Secretary
Cecelia Sanders
James N. Walker, Vice President
Larry Woodfin, President

Absent: Scott Andrews and Bob Heath

I. CALL TO ORDER

A. Invocation and Pledge of Allegiance

The meeting was called to order at 6:30 by Larry Woodfin. Dr. Mike Jenkins led the invocation and Larry Woodfin led the Pledge of Allegiance to the American Flag.

II. CITIZEN COMMENTS

There were no citizen comments

III. COLLEGE SPOTLIGHTS

A. Student Spotlight - Ashley Finley

Jimmy Rieves, Director of Student Development and Athletics, introduced Ashley Finley for the Student Spotlight.

B. Employee Spotlight - Kenya Ray, Corrosion Technology

D'Wayne Shaw, Automotive Technology Instructor, introduced Kenya Ray for the Employee Spotlight.

C. Program Spotlight - KC Clubs and Organizations

Presenter: Dr. Mike Jenkins

Dr. Mike Jenkins discussed how student engagement through clubs and organizations at Kilgore College helps students succeed through the Ranger Experience: We show our commitment to preparing students for success by creating a meaningful experience for them – the Ranger Experience! We will provide high quality, caring service where students come first and do our best to prepare those we interact with to engage actively in order to meet the challenges of college.

- D. Program Spotlight Survey
Presenter: Dr. Brenda Kays

Dr. Kays asked the Board of Trustees to look over a list of Kilgore College Programs and circle the ones they would like to know more about and return to the President's Office. This was not an exhaustive list and the Trustees were asked to add to the list if they had other suggestions.

IV. STUDENT LEARNING AND SUCCESS DATA

- A. Balanced Scorecard 2014-2015
Presenter: Dr. Staci Martin

**Kilgore College Balanced Scorecard
2014-2015 Update - *Student Success Measures***

- **26.4% of students who dropped at least one course during the Fall semester**
Target = 30% or less
- **4% of students who withdrew from all courses during the Fall semester**
Target = 5% or less
- **78.9% First Time In College (FTIC) full-time students returning for the Spring semester**
Target = 80%
- **52.3% First Time In College (FTIC) full-time students returning for the next Fall semester**
Target = 60%
- **19.5% FTIC-FT 3-yr graduation rate – Fall 2011 cohort**
Target = Annual cohort increase (IPEDS) – 16.9%
- **95.9% passed licensure/certificate exam by one year after graduation**
Target = 90%
- **88.6% - % of employment of Workforce Education graduates (degree or certificate)**
Target = 90%

Additional information can be found on the Kilgore College website at <https://www.kilgore.edu/about/offices/research-and-institutional-effectiveness/data-kilgore-college#balanced-scorecards>

V. CONSENT AGENDA

- A. To consider approving the minutes of the February 8, 2016 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
1. **Recommendation to accept employee resignation as follows:**
 - a. Government Instructor, effective May 31, 2016, after two years and nine months of service
 2. **Recommendation to accept employee retirement as follows:**
 - a. Associate Degree Nursing Instructor, effective August 31, 2016 after twenty-six years of service
 3. **Recommendation of employment as follows:**
 - a. ETPA Instructor, Business, Technology & Public Services, effective March 1, 2016
 - b. Police Officer, KCPD, effective March 1, 2016

- c. Professional Support Assistant, Student Development, Effective March 14, 2016
- d. Instructor, Government, Liberal & Fine Arts, effective September 1, 2016

4. Recommendation to change employment as follows:

- a. Instructor, Government to Assistant Department Chair & Government Instructor
- b. ETPA Instructor to Program Director of ETPA & Instructor, effective February 1, 2016
- c. Criminal Justice Instructor to Department Chair & Criminal Justice Instructor, effective February 1, 2016

C. To consider payment of legal fees for services rendered

Brian Nutt pulled this item from the Consent Agenda. It was voted on as a separate item. Karol Pruett made the motion to consider payment of legal fees for services rendered. Lon Ford seconded the motion. After some discussion the motion passed with 6 yay votes and 1 nay vote by Brian Nutt.

Karol Pruett made the motion to accept the Consent Agenda without Item C. Joe Carrington seconded the motion. The motion passed unanimously.

Personnel Agenda

<p>Kilgore Junior College District Personnel Agenda March 14, 2016</p>	
<p>1. Recommendation to accept employee resignation as follows:</p>	
<p>A. Ms. Lindsey McLennan, Government Instructor, effective May 31, 2016, after two years and nine months of service (Ms. Lindsey has been on a leave of absence from September 1, 2015 – May 31, 2016)</p>	
<p>2. Recommendation to accept employee retirement as follows:</p>	
<p>A. Mr. David Adamson, Associate Degree Nursing Instructor, effective August 31, 2016, after twenty-six years of service</p>	
<p>3. Recommendation of employment as follows:</p>	
<p>A. <u>Name:</u></p>	<p>Mr. Clifford King</p>
<p><u>Position:</u></p>	<p>ETPA Instructor</p>
<p><u>Location:</u></p>	<p>Business, Technology & Public Services</p>
<p><u>Education:</u></p>	<p>Bachelor of Arts University of Texas at San Antonio San Antonio, Texas</p>

Personnel Agenda cont. on next page

Personnel Agenda cont.

<u>Experience:</u>	Public Safety Officer Highland Park Department of Public Safety Highland Park, Texas; 2007-2016
	Police Recruit Dallas Police Department Dallas, Texas; 2007
<u>Effective Date:</u>	March 1, 2016
<u>Salary:</u>	\$2,227.79 per pay period which is equivalent to a 6 month contract of \$26,733.50 (March – August)
	Note: Mr. King replaces Mr. Joe Cassin who was promoted
B. <u>Name:</u>	Mr. Donald Willeford
<u>Position:</u>	Police Officer
<u>Location:</u>	KCPD
<u>Education:</u>	Master Peace Officer Certificate East Texas Police Academy Kilgore, Texas
<u>Experience:</u>	Security Officer Good Shepherd Medical Center Longview, Texas; 2011 - 2016
	Deputy/Fire/Fire Rescue/EMT Gregg County Sheriff's Office Longview, Texas; 2008-2010
	Regional Field Investigator Office of the Attorney General of Texas Longview, Texas; 2004-2008
<u>Effective Date:</u>	March 1, 2016
<u>Salary:</u>	\$1,324.45 per pay period which is equivalent to a 12 month salary of \$31,787 plus a \$900 stipend for Field Training Officer.
	Note: Mr. Willeford replaces Ms. Veronica Wheeler who resigned

Personnel Agenda cont. on next page

Personnel Agenda cont.

C. <u>Name:</u>	Ashley Benningfield-Finley
<u>Position:</u>	Professional Support Assistant
<u>Location:</u>	Student Development
<u>Education:</u>	Associate of Arts (May 2016) Kilgore College Kilgore, Texas
<u>Experience:</u>	Student Assistant Kilgore College Kilgore, Texas; 2015 -2016
	Student Assistant Kilgore College Kilgore, Texas; 2014-2015
	Gym Manager Anytime Fitness Hugo, Oklahoma: 2013-2014
<u>Effective Date:</u>	March 14, 2016
<u>Salary:</u>	\$1,025.08 per pay period which is equivalent to a 12 month salary of \$24,602
Note:	Ms. Finley replaces Ms. Jeannie Butler who is retiring
D. <u>Name:</u>	Mr. Derek Hunter
<u>Position:</u>	Instructor, Government
<u>Location:</u>	Liberal & Fine Arts
<u>Education:</u>	Master of Arts Sam Houston State University Huntsville, Texas
	Bachelor of Arts Sam Houston State University Huntsville, Texas

Personnel Agenda cont. on next page

Personnel Agenda cont.

<u>Experience:</u>	Temporary Full Time Government Instructor Kilgore College Kilgore, Texas; 2015 -2016 Adjunct Instructor Kilgore College Kilgore, Texas; 2013-2015 Adjunct Instructor Panola College Carthage, Texas; 2012-2015
<u>Effective Date:</u> <u>Salary:</u>	September 1, 2016 \$1,775.63 per pay period which is equivalent to a 9 month contract of \$42,615
Note:	Mr. Hunter replaces Ms. Lindsey McLennan who has resigned after taking a one year leave of absence
4. Recommendation to change employment as follows:	
A. <u>Name:</u>	Mr. Rick Moser
<u>Old Position:</u>	Instructor, Government
<u>New Position:</u>	Assistant Department Chair & Government Instructor
<u>Effective Date:</u>	January 1, 2017
<u>Salary:</u>	Additional \$5,000 stipend added onto current salary for Assistant Department Chair responsibilities
B. <u>Name:</u>	Mr. Joe Cassin
<u>Old Position:</u>	ETPA Instructor

Personnel Agenda cont. on next page

Personnel Agenda cont.

C. <u>Name:</u>	Mr. Michael Ferguson
<u>Old Position:</u>	Criminal Justice Instructor
<u>New Position:</u>	Department Chair & Criminal Justice Instructor
<u>Effective Date:</u>	February 1, 2016
<u>Salary:</u>	Additional \$5,000 stipend added onto current salary for Department Chair – Police & Fire Academies

VI. EXECUTIVE SESSION

The Board did not go into Executive Session.

VII. ACTION ITEMS

- A. To consider approval of a change to the Kilgore College Board of Trustees Procedures Manual 2.7 Citizens Comments

During the "Citizens Comments" section of the Board agenda, any member of the public may address the Board of Trustees on a matter of public concern. The person wishing to address the Board must make a written request before the meeting on a form provided at the meeting. The President or Presiding Officer of the Board may limit the time permitted for public comment. *Citizens or organizations may not cede or yield any of their allotted time to another person or organization. Any handouts from speakers or other citizens must include the name of the person or organization providing the handout and must be handed out during the speaking time.* The board does not comment or deliberate on the "Citizens Comments" except as authorized by Government Code 552.042. (Government Code 552.042)

During tax hearings or other public hearings, the total time allowed for hearing citizens may be longer than 20 minutes. During tax and public hearings where the topic is specifically listed on the agenda, the Board and Administration may discuss the comments among themselves, but will not interact with or discuss issues with the citizens or organizations in attendance without the approval of the President of the Board.

Presenter: Karol Pruett

Karol Pruett made the motion to approve a change to the Kilgore College Board of Trustees Procedures Manual, section 2.7 Citizens Comments. James Walker seconded the motion. The motion passed unanimously.

- B. To consider tuition & fee increases for next academic year - *Exhibit #1*
Presenter: Scott Andrews/Duane McNaney

Joe Carrington made a recommendation from the Investment Committee to consider tuition and fee increases for next academic year. Because the recommendation came from a committee a second is not required. The motion passed unanimously.

Exhibit #1

Kilgore College

Memo

To: Kilgore College Board of Trustees
From: Investment/Finance Committee
CC: Brenda Kays, President
Date: 4/5/2016
Re: Rates for Tuition and Fees

On March 2, 2016 the Investment Committee of the Board met with administration to review recommendation for tuition and fee changes. After discussion of various scenarios, the committee is recommending a tuition rate increase of \$4 per SCH, a general education fee increase of \$1 per SCH, and an out-of-district fee increase of \$1 per SCH. This recommendation keeps our in-district rate at the 10th lowest in the state and has the non-tax paying residents paying about two times that rate.

Rates for Tuition and Tees 2016-2017

	In-District Student	Out-of-District Student	Non-Resident Student
Tuition	38/sch	38/sch	88/sch
General Education	30/sch	30/sch	30/sch
Out-of-District	0/sch	72/sch	72/sch
Total	68/sch	140/sch	190/sch

These tuition and fees would be effective the Fall of 2016.

It is expected that the change in rates will increase our revenue resources by about \$600,000 based on a projected 105,000 annual semester credit hour enrollment. These resources are needed to expand and enhance our IT infrastructure to support the advancing digital needs of the students and the institution, support the human resource needs of the institution, and continue addressing infrastructure improvements that impact student learning, campus safety, and community pride.

- C. To consider re-adopting the Kilgore College Investment Policy
 Presenter: Scott Andrews/Duane McNaney

Joe Carrington made a recommendation from the Investment Committee to consider re-adopting the Kilgore College Investment Policy with “the changes to section 9.3 reflecting the maximum maturity of 90 days rather than 180 in the investment strategies as presented.” Because the recommendation came from a committee a second is not required. The motion passed unanimously.

- D. To consider approval of a concept for the use of the Kilgore Heights property and authorize commencement of Phase 1 - *Exhibit #2*
 Presenter: Brian Nutt/Dr. Mike Jenkins/ Dr. Brenda Kays

Brian Nutt made a recommendation from the Property Committee to approve a concept for the use of the Kilgore Heights property and authorize commencement of Phase 1. Because the recommendation came from a committee a second is not required. The motion passed unanimously.

Exhibit #2

Kilgore College		KC Commons* Recommended Schedule of Activity and Estimated Costs	
		<u>Estimated Costs</u>	
Phase 1	April – August 2016		
	1. Initiate fundraising campaign with naming opportunities		
	2. Dispose of existing furniture and equipment		
	3. Abate and demolish Heights building and create a grass field	\$375,000	
	4. Construct a basic softball field (already funded through donations)		
	a. Dirt work and field construction		
	b. Field irrigation		
	c. All fencing and foul poles		
	d. Dugouts and benches		
	5. Renovate classrooms into softball offices, dressing rooms, storage, and meeting rooms	\$ 10,000	
	6. Prepare classrooms for academic instruction	\$ 10,000	
			\$395,000

Exhibit #2 cont. on next page

Exhibit #2 cont.

Phase 2 TBD – Based on Available Funding			
1.	Renovate cafeteria area into band hall		\$ 75,000
	a. Possible fire sprinkler system	\$ 60,000	
2.	Renovate office area		\$ 5,000
3.	Clean up portable building		\$ 5,000
4.	Install a security fence		\$ 15,000
			\$160,000
Phase 3 TBD – Based on Available Funding			
1.	Renovate kitchen area for band needs, add 1 restroom		\$ 75,000
	a. Possible fire sprinkler system extension	\$ 15,000	
2.	Install batting cages/bullpen and score board		\$ 15,000
			\$105,000
Phase 4 TBD – Based on Available Funding			
1.	Construct parking lot in the Heights footprint and stripe for marching band		\$100,000
2.	Install covered spectator stands and press box area		\$ 75,000
			\$175,000
			\$940,000
Phase 5 TBD – Based on Available Funding			
1.	Construct a second softball field		
2.	Construct an entry arch and ticketing plaza		
3.	Renovate the metal gym to include additional restrooms and concessions		
<p>Note: Phases may be delayed, combined, and/or expedited, based upon available revenues, resources, and/or donations.</p>			
*Kilgore Heights			

E. To consider the recommendation to make payment in excess of employee's contractual amount for extra hours worked on Jenzabar Conversion as follows: - *Exhibit #3*

Presenter: Dr. Brenda Kays

1. Director of Admissions & Registrar
2. Assistant Director of Financial Aid
3. Assistant Registrar
4. Director of Workforce Development

5. Manager, Fire Academy
6. Director of Information Technology
7. Business Manager
8. Controller
9. Supervisor of Cashiers

Brian Nutt made the recommendation to accept Action Item E as presented. Lon Ford seconded the motion. The motion passed unanimously.

Exhibit #3

Jenzabar Stipends	
Student Services – Mike Jenkins	
Chris Gore – Level 1 Stipend at \$5,000	Director of Admissions & Registrar
Jackie Kelley – Level 2 Stipend at \$3,000	Assistant Director of Financial Aid
Pam Davis – Level 3 Stipend at \$1,500	Assistant Registrar
Workforce/CE – Mike Turpin	
Martha Woodruff – Level 1 Stipend at \$5,000	Director of Workforce Development
Ronda Forsythe – Level 2 Stipend at \$3,000	Manager, Fire Academy
IT & Business Office – Duane McNaney	
John Colville – Level 1 Stipend at \$5,000	Director of Information Technology
Claudia Miracle - \$3,000	Business Manager
Paroo Mueglich - \$3,000	Controller
Jonnie Stice - \$3,000	Supervisor of Cashiers

VIII. ADMINISTRATIVE DISCUSSION ITEMS

A. Annual Non-Racial Profiling Data Report
Presenter: Dr. Mike Jenkins

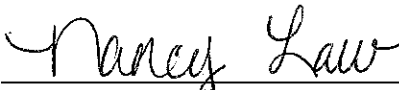
**KILGORE COLLEGE POLICE DEPT.
Motor Vehicle Racial Profiling Information**

Number of motor vehicle stops:	Race or Ethnicity known prior to stop?
1. 10 citation only	12. 0 Yes
2. 0 arrest only	13. 10 No
3. 0 both	14. 10 Total
4. 10 Total	Search conducted?
Race or Ethnicity:	15. 1 Yes
5. 3 African	16. 9 No
6. 0 Asian	17. 10 Total
7. 5 Caucasian	Was search consented?
8. 2 Hispanic	18. 1 Yes
9. 0 Middle Eastern	19. 0 No
10. 0 Native American	20. 1 Total
11. 10 Total	

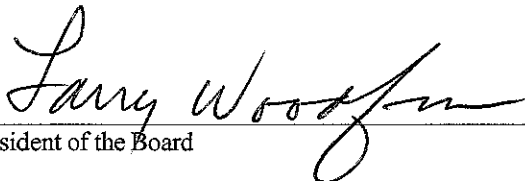
IX. ADJOURNMENT

The meeting was adjourned at 7:38pm by Larry Woodfin.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board