

## Minutes of Regular Meeting

### The Board of Trustees Kilgore Junior College District

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A Regular Meeting of the Board of Trustees of Kilgore Junior College District was held Thursday, December 10, 2015, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following members present:

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

#### I. CALL TO ORDER

##### A. Invocation and Pledge of Allegiance

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

#### II. CITIZEN COMMENTS

There were no Citizens Comments.

#### III. ACTION ITEMS

- A. To consider approval of external audit reports for Fiscal Year 2014 - *Exhibit #1*  
Presenter: Henry & Peters

Jana Broussard of Henry & Peters PC presented the external audit reports for Fiscal Year 2015. Joe Carrington made the motion to consider approval of external audit reports for Fiscal Year 2015. James Walker seconded the motion. The motion passed unanimously.

*Exhibit #1 on next page*

**KILGORE JUNIOR COLLEGE DISTRICT - KILGORE, TEXAS**  
**STATEMENTS OF NET POSITION**  
**AUGUST 31, 2015 AND 2014**

EXHIBIT I

|   | 2015          | 2014          |
|---|---------------|---------------|
| <b><u>ASSETS</u></b>                              |               |               |
| Current assets                                    |               |               |
| Cash and cash equivalents                         | \$ 11,786,121 | \$ 13,682,521 |
| Short-term investments                            | 8,705,814     | 8,663,386     |
| Accounts receivable, net                          | 2,609,329     | 1,607,752     |
| Inventories                                       | 1,075,418     | 1,039,512     |
| Prepaid expenses                                  | 105,210       | 1,059,014     |
| Other assets                                      | 84,760        | 84,760        |
| Total current assets                              | 24,366,652    | 26,136,945    |
| Noncurrent assets                                 |               |               |
| Restricted cash and cash equivalents              | 3,054,689     | 2,562,357     |
| Other long-term investments                       | 425,000       | 425,000       |
| Endowment investments                             | 8,334,496     | 8,513,888     |
| Capital assets, net (see note 5)                  | 45,249,673    | 45,197,569    |
| Total noncurrent assets                           | 57,063,858    | 56,698,814    |
| Total assets                                      | 81,430,510    | 82,835,759    |
| <b><u>DEFERRED OUTFLOW OF RESOURCES</u></b>       |               |               |
| Deferred outflow of resources related to pensions | 871,222       | -             |
| <b><u>LIABILITIES</u></b>                         |               |               |
| Current liabilities                               |               |               |
| Accounts payable                                  | 513,759       | 761,646       |
| Accrued liabilities                               | 772,971       | 669,925       |
| Accrued compensable absences - current portion    | 264,090       | 228,373       |
| Funds held for others                             | 1,130,085     | 882,739       |
| Unearned revenue                                  | 2,205,259     | 2,597,290     |
| Deposits  | 123,132       | 162,932       |
| Long-term liabilities - current portion           | 390,048       | 393,774       |
| Total current liabilities                         | 5,399,344     | 5,696,679     |
| Noncurrent liabilities                            |               |               |
| Accrued compensable absences                      | 529,997       | 469,387       |
| Long-term liabilities                             | 5,695,972     | 1,205,048     |
| Total noncurrent liabilities                      | 6,225,969     | 1,674,435     |
| Total liabilities                                 | 11,625,313    | 7,371,114     |
| <b><u>DEFERRED INFLOW OF RESOURCES</u></b>        |               |               |
| Deferred inflow of resources related to pensions  | 1,493,103     | -             |
| <b><u>NET POSITION</u></b>                        |               |               |
| Net investment in capital assets                  | 44,044,625    | 43,598,747    |
| Restricted for:                                   |               |               |
| Expendable  | 4,460,439     | 4,565,675     |
| Nonexpendable                                     | 6,617,266     | 6,429,302     |
| Unrestricted                                      | 14,060,986    | 20,870,921    |
| Total net position (Schedule D)                   | \$ 69,183,316 | \$ 75,464,645 |

See accompanying notes to financial statements.

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*Exhibit #1 cont. on next page*

**KILGORE JUNIOR COLLEGE DISTRICT - KILGORE, TEXAS**  
**STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**FOR THE YEARS ENDED AUGUST 31, 2015 AND 2014**

EXHIBIT 2

|   | 2015          | 2014          |
|---|---------------|---------------|
| <b>REVENUES</b>   |               |               |
| Operating revenues  |               |               |
| Tuition and fees (net of discounts of \$7,214,758 and \$7,239,120, respectively)      | \$ 7,021,991  | \$ 7,916,233  |
| Federal grants and contracts  | 1,931,504     | 1,883,900     |
| State grants and contracts  | 1,368,737     | 1,249,858     |
| Non-governmental grants and contracts   | 168,302       | 210,646       |
| Sales and services of educational activities  | 118,671       | 149,414       |
| Auxiliary enterprises (net of discounts of \$2,586,394 and \$2,780,665, respectively) | 4,345,025     | 4,747,370     |
| General operating revenues  | 179,362       | 68,298        |
| Total operating revenues (Schedule A)   | 15,133,592    | 16,225,719    |
| <b>EXPENSES</b>   |               |               |
| Operating expenses  |               |               |
| Instruction   | 16,886,021    | 18,063,610    |
| Public service  | 933,780       | 969,715       |
| Academic support  | 3,271,193     | 3,554,964     |
| Student services  | 2,716,717     | 2,668,032     |
| Institutional support   | 7,220,444     | 5,402,300     |
| Operation and maintenance of plant  | 3,568,997     | 3,405,856     |
| Scholarships and fellowships  | 3,965,731     | 4,421,874     |
| Auxiliary enterprises   | 6,511,317     | 6,480,540     |
| Depreciation  | 1,600,207     | 1,471,807     |
| Total operating expenses (Schedule B)   | 46,674,407    | 46,438,698    |
| Operating loss  | (31,540,815)  | (30,212,979)  |
| <b>NON-OPERATING REVENUES (EXPENSES)</b>  |               |               |
| State appropriations  | 13,096,101    | 13,007,624    |
| Ad valorem taxes (net)  | 6,483,216     | 6,346,275     |
| Federal revenue, non-operating  | 10,673,954    | 10,981,941    |
| Gifts   | 1,180,646     | 858,154       |
| Investment income   | 63,526        | 133,098       |
| Endowment (loss)/income   | (151,656)     | 972,961       |
| Interest on capital related debt  | (53,046)      | (67,025)      |
| Loss on disposal of fixed assets  | (1,750)       | (97,294)      |
| Other non-operating revenues  | 3,000         | 3,000         |
| Other non-operating expenses  | (504,345)     | (870,728)     |
| Net non-operating revenues (Schedule C)   | 30,789,646    | 31,268,006    |
| (Decrease) increase in net position   | (751,169)     | 1,055,027     |
| <b>NET POSITION</b>   |               |               |
| Net position - beginning of year  | 75,464,645    | 74,409,618    |
| Cumulative effect of change in accounting principle (Note 2)                          | (5,530,160)   | N/A           |
| Net position - beginning of year, as restated   | 69,934,485    | 74,409,618    |
| Net position - end of year  | \$ 69,183,316 | \$ 75,464,645 |

See accompanying notes to financial statements.

*Exhibit #1 cont. on next page*

**KILGORE JUNIOR COLLEGE DISTRICT - KILGORE, TEXAS**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED AUGUST 31, 2015 AND 2014**

|   | <u>2015</u>          | <u>2014</u>          |
|---|----------------------|----------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                     |                      |                      |
| Receipts from students and other customers                      | \$ 11,108,574        | \$ 12,188,834        |
| Receipts of grants and contracts                                | 3,468,542            | 3,344,401            |
| Other receipts  | 179,361              | 68,297               |
| Payments to or on behalf of employees                           | (24,602,547)         | (24,857,379)         |
| Payments to suppliers for goods and services                    | (13,124,911)         | (13,214,336)         |
| Payments to students under federal grants                       | (4,839,480)          | (4,038,102)          |
| Net cash used by operating activities                           | <u>(27,810,461)</u>  | <u>(26,508,285)</u>  |
| <b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</b>         |                      |                      |
| Receipts of appropriations                                      | 10,583,078           | 10,608,711           |
| Ad valorem tax revenues   | 6,483,216            | 6,346,276            |
| Receipts for Title IV transactions                              | 10,662,895           | 10,962,149           |
| Gifts and grants (other than capital)                           | 1,180,647            | 853,456              |
| Receipts for student organization and other agency transactions | 207,548              | 12,951,232           |
| Student organization and other agency transactions              | -                    | (12,879,037)         |
| Misc other non-operating expenses                               | (665,373)            | (883,083)            |
| Net cash provided by non-capital financing activities           | <u>28,452,011</u>    | <u>27,959,704</u>    |
| <b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b> |                      |                      |
| Purchases of capital assets                                     | (1,654,059)          | (2,562,153)          |
| Payments on capital debt and leases - principal                 | (393,774)            | (383,774)            |
| Payments on capital debt and leases - interest                  | (53,046)             | (67,025)             |
| Net cash used by capital and related financing activities       | <u>(2,100,879)</u>   | <u>(3,012,952)</u>   |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                     |                      |                      |
| Investment (losses) earnings                                    | (81,705)             | 1,105,494            |
| Investment and endowment sales (purchases)                      | 136,966              | (858,063)            |
| Receipts on notes receivable                                    | -                    | 637,327              |
| Net cash provided by investing activities                       | <u>55,261</u>        | <u>904,758</u>       |
| Decrease in cash and cash equivalents                           | (1,404,068)          | (656,775)            |
| Cash and cash equivalents beginning of year                     | <u>16,244,878</u>    | <u>16,901,653</u>    |
| Cash and cash equivalents end of year                           | <u>\$ 14,840,810</u> | <u>\$ 16,244,878</u> |

See accompanying notes to financial statements.

*Exhibit #1 cont. on next page*

**KILGORE JUNIOR COLLEGE DISTRICT - KILGORE, TEXAS**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED AUGUST 31, 2015 AND 2014**  
**CONTINUED**

|  | <u>2015</u>            | <u>2014</u>            |
|--|------------------------|------------------------|
| Reconciliation of operating loss to net cash used        |                        |                        |
| by operating activities:                                 |                        |                        |
| Operating loss   | \$ (31,540,815)        | \$ (30,212,979)        |
| Adjustments to reconcile operating loss to net cash used |                        |                        |
| by operating activities:                                 |                        |                        |
| Depreciation expense                                     | 1,600,207              | 1,471,807              |
| On-behalf state benefits                                 | 2,513,023              | 2,398,913              |
| Changes in assets and liabilities:                       |                        |                        |
| Receivables, net   | (835,501)              | (98,512)               |
| Inventories  | (35,906)               | 50,636                 |
| Prepaid expenses   | 953,804                | (132,126)              |
| Accounts payable and accrued liabilities                 | (791,450)              | 190,152                |
| Unearned revenue   | (392,031)              | (149,597)              |
| Compensable absences                                     | 96,327                 | (26,579)               |
| Changes in deferred inflows and outflows:                |                        |                        |
| Deferred outflow   | (871,222)              | -                      |
| Deferred inflow  | 1,493,103              | -                      |
| Net cash used by operating activities                    | <u>\$ (27,810,461)</u> | <u>\$ (26,508,285)</u> |

See accompanying notes to financial statements.

#### IV. EXECUTIVE SESSION

**The Board did not go into Executive Session.**

#### V. CONSENT AGENDA

- A. To consider approving the minutes of the November 9, 2015 regular board meeting and the special called meetings on November 5, 2015, November 10, 2015, November 12, 2015, November 16, 2015 and November 23, 2015.
- B. To consider approval of personnel items submitted as follows:
1. **Recommendation for approval of faculty contracts as follows:**
    - a. Head Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2016 - December 31, 2016
    - b. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2016 - December 31, 2016
    - c. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2016 - December 31, 2016
  2. **Recommendation to accept employee resignation as follows:**
    - a. Assistant Department Chair & Philosophy Instructor, effective November 9, 2015 after five years and two months of full time service
    - b. Support Specialist, Health Science, effective December 31, 2015 after three years and three months of full time service
    - c. English Instructor, effective August 31, 2015 after six years of full time service
  3. **Recommendation for employee retirement as follows:**
    - a. Director of Institutional Research, effective December 31, 2015 after thirty-two years and eight months of full time service
    - b. Department Chair & Music Instructor, effective August 31, 2016 after forty years of service
  4. **Recommendation of employment as follows:**
    - a. Professional Support Assistant, East Texas Police Academy, effective November 9, 2015
    - b. Support Specialist, Liberal & Fine Arts, effective January 1, 2016
    - c. Professional Support Assistant, East Texas Police Academy, effective January 1, 2016
  5. **Recommendation to approve changes to the Personnel Policies as listed (Policy 15.2 Employee Rights and Privileges: Research)**

Kilgore College Policy Manual

15.2 Employee Rights and Privileges: Research

*Research* is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Generalizable knowledge typically indicates that the results will be included in a thesis or dissertation, published, or presented at a conference.

Any activity meeting the definition of *research* above and that uses human subjects (i.e., human beings or data related

to human beings) is subject to Kilgore College Institutional Review Board (IRB) approval.

KC's IRB will be formed from a subset of members of the Research & Institutional Effectiveness Committee on an ad-hoc basis, with the option of adding KC faculty and staff who may have necessary expertise. Those seeking IRB approval must complete the IRB Approval Form.

Activities exempt from IRB approval include the following:

- Projects intended for quality assurance purposes, such as improvement of a program or service and outcomes will not be generalized for other programs, services, or organizations. This includes research designed to judge the effectiveness of or the comparison of instructional techniques, curricula, or classroom management methods.

- Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior.

- Journalism assignments given with the intent to publish a newspaper article.

- Academic assessment data (e.g., grades, coursework, surveys, interviews, etc.) used only to provide feedback to students or improve a course or program.

- Data provided to accrediting agencies in order to present evidence of improvement of student learning.

- Projects intended to meet course requirements with no intention to use the results for other purposes.

- Course-related activities designed to provide opportunities to practice research methods (e.g., interview, observation and survey techniques; data analysis; research design) as long as the activities are limited in scope, present no more than minimal risk to participants, and do not lead to generalizable results. Students working on such projects should ensure full disclosure about the purpose of the project and obtain consent from participants.

- Research involving the collection or study of existing data, documents, or records if these sources are publicly available or if the information is recorded by the researcher in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

While the above activities may be exempt from IRB approval, those conducting such activities should exhibit every effort to minimize risk to students, including considering how students may feel when asked about certain issues and the potential for emotional distress or psychological disturbance. It is recommended that classroom surveys include the option for students to choose "no response" or "does not apply". Further, survey responses should be anonymous. It is also recommended that students be allowed to opt out of the activities that may cause emotional distress or psychological disturbance.

C. To consider payment of legal fees for services rendered.

**James Walker made the motion to accept the Consent Agenda as presented. Bob Heath seconded the motion. The motion passed with 8 yav votes and 1 nay voted by Brian Nutt.**

*Personnel Agenda on next page*

**Kilgore Junior College District  
Personnel Agenda  
December 10, 2015**

**1. Recommendation for approval of faculty contracts as follows:**

- A. Mr. Justin J. Eckert, Head Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2016 – December 31, 2016
- B. Mr. Willie Gooden, Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2016 – December 31, 2016
- C. Mr. Nick Dobler, Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2016 – December 31, 2016

**2. Recommendation to accept employee resignations as follows:**

- A. Dr. William Wells, Assistant Department Chair & Philosophy Instructor, effective November 9, 2015 after five years and two months of full time service
- B. Ms. Catherine Vega, Support Specialist, Health Science, effective December 31, 2015 after three years and three months of full time service
- C. Ms. Gwen Winters, English Instructor, effective August 31, 2016 after six years of full time service

**3. Recommendation to accept employee retirement as follows:**

- A. Ms. Robin Huskey, Director of Institutional Research, effective December 31, 2015 after thirty-two years and eight months of full time service
- B. Ms. Jeanne Johnson, Department Chair & Music Instructor, effective August 31, 2016 after forty years of service

**4. Recommendation of employment as follows:**

- A. **Name:** Ms. Beverly Hodges
- Position:** Professional Support Assistant
- Location:** East Texas Police Academy
- Education:** Master of Arts  
University of Texas at Dallas  
Richardson, Texas
  
- Bachelor of General Studies  
University of Texas at Dallas  
Richardson, Texas



Associate of Arts & Sciences  
El Centro College  
Dallas, Texas

**Experience:**

Planning and Community Engagement Specialist  
East Texas Council of Governments  
Kilgore, Texas; 2008-2015

Police Intelligence Research Specialist  
Dallas Police Department  
Dallas, Texas; 1994-2000

Director of Residential Services  
Dallas County Department of Community Corrections  
Dallas Texas; 1985-1994

**Effective Date:**

November 9, 2015

**Salary:**

\$1,025.08 per pay period which is equivalent to a  
12 month salary of \$24,602

**Note:**

Ms. Hodges replaces Ms. Charlotte Dunaway who retired

**B. Name:**

Ms. Emily Hammett

**Position:**

Support Specialist

**Location:**

Liberal & Fine Arts

**Experience:**

Part Time Administrative Assistant  
Kilgore College  
Kilgore, Texas; 2015

PACT Enrollment Support  
LeTourneau University  
Longview, Texas; 2002-2004

Receptionist/HR Assistant  
Vertex RSI/Tripoint Global  
Kilgore, Texas; 2000-2002

**Effective Date:**

January 1, 2016

**Salary:**

\$940.50 per pay period which is equivalent to a 12 month  
salary of \$22,572

**Note:** Ms. Hammett replaces Ms. Karen Scibona who was promoted

**C. Name:** Ms. Grace Kennedy

**Position:** Professional Support Assistant

**Location:** East Texas Police Academy

**Education:** Associate of Arts  
Kilgore College  
Kilgore, Texas

**Experience:** Part Time Administrative Assistant  
Kilgore College  
Kilgore, Texas; 2015

Receptionist  
Cross Roads Family Care  
Henderson, Texas; 2014-2015

Receptionist  
Mt. Enterprise Health Clinic  
Mt. Enterprise, Texas; 2009-2011

**Effective Date:** January 1, 2016

**Salary:** \$1,025.08 per pay period which is equivalent to a 12 month salary of \$24,602

**Note:** Ms. Kennedy replaces Ms. Lou Ann Procell who retired

**5. Recommendation to approve changes to the Personnel Policies as listed (Policy 15.2 Employee Rights and Privileges: Research)**

Kilgore College Policy Manual

15.2 Employee Rights and Privileges: Research

*Research* is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Generalizable knowledge typically indicates that the results will be included in a thesis or dissertation, published, or presented at a conference.

Any activity meeting the definition of *research* above and that uses human subjects (i.e., human beings or data related to human beings) is subject to Kilgore College Institutional Review Board (IRB) approval. KC's IRB will be formed from a subset of members of the Research & Institutional Effectiveness Committee on an

ad-hoc basis, with the option of adding KC faculty and staff who may have necessary expertise. Those seeking IRB approval must complete the IRB Approval Form.

Activities exempt from IRB approval include the following:

- Projects intended for quality assurance purposes, such as improvement of a program or service and outcomes will not be generalized for other programs, services, or organizations. This includes research designed to judge the effectiveness of or the comparison of instructional techniques, curricula, or classroom management methods.
- Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior.
- Journalism assignments given with the intent to publish a newspaper article.
- Academic assessment data (e.g., grades, coursework, surveys, interviews, etc.) used only to provide feedback to students or improve a course or program.
- Data provided to accrediting agencies in order to present evidence of improvement of student learning.
- Projects intended to meet course requirements with no intention to use the results for other purposes.
- Course-related activities designed to provide opportunities to practice research methods (e.g., interview, observation and survey techniques; data analysis; research design) as long as the activities are limited in scope, present no more than minimal risk to participants, and do not lead to generalizable results. Students working on such projects should ensure full disclosure about the purpose of the project and obtain consent from participants.
- Research involving the collection or study of existing data, documents, or records if these sources are publicly available or if the information is recorded by the researcher in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

While the above activities may be exempt from IRB approval, those conducting such activities should exhibit every effort to minimize risk to students, including considering how students may feel when asked about certain issues and the potential for emotional distress or psychological disturbance. It is recommended that classroom surveys include the option for students to choose “no response” or “does not apply”. Further, survey responses should be anonymous. It is also recommended that students be allowed to opt out of the activities that may cause emotional distress or psychological disturbance.

## VI. ACTION ITEMS

- A. To consider a recommendation for tuition and fee rates for dual credit classes, effective fall semester 2016 - *Exhibit #2*

**Scott Andrews made the motion to accept Action Item A as presented. Lon Ford seconded the motion. The motion passed unanimously.**

*Exhibit #2 on next page*

Duane J. McNaney, CPA  
Vice President of Finance and CFO  
(903) 983-5107 (v)  
(903) 988-7443 (f)



# Memo

**To:** Kilgore College Board of Trustees  
**From:** Duane J. McNaney, CPA  
**CC:** Bill Holda, President  
**Date:** December 7, 2015  
**Re:** Dual Credit Tuition Rates

Kilgore College has been offering dual credit to our area high schools for many years. Historically, the tuition rate that has been targeted for dual credit has been at a rate about 50% of regular student tuition rates at Kilgore College. Administration is recommending that over a period of time, perhaps three or four years, the College move the dual tuition rate to be targeted at about 75% of the standard rate. The last time Kilgore College increased the dual credit tuition was for the Fall of 2012. Below is what Kilgore College has charged over the past five years.

| Fiscal Year | In-District Rate per SCH | Out-of-District Rate per SCH |
|-------------|--------------------------|------------------------------|
| 2011        | 25                       | 50                           |
| 2012        | 30                       | 60                           |
| 2013        | 35                       | 70                           |
| 2014        | 35                       | 70                           |
| 2015        | 35                       | 70                           |

Due to increases to tuition and fees for all students over the past five years, administration believes it would be appropriate to increase the dual credit rate. Administration is recommending to increase the In-district rate from \$35 to \$40 per SCH and the Out-of-district rate from \$70 to \$85 per SCH effective the Fall of 2016. These rates will put the dual credit rates at about 63.5% compared to that of other students. Administration expects that Kilgore College will make additional recommendations for 2017 and 2018 to move closer to a target of 75% of regular tuition and fee costs. Administration believes that dual credit is a very cost-effective way for students to earn college credit. By moving toward a 25% discount for dual credit students, Kilgore College will continue to offer a more cost effective way for students to access these courses.

- B. To consider a resolution under the provision of Texas Education Code 44.031(h) to allow administration to engage Transet Co. as a Construction Manager at Risk to replace and repair the HVAC system for Nolan Hall, and to authorize administration to approve a guaranteed maximum price range - *Exhibit #3*  
Presenter: Dan Beach and Dr. Mike Jenkins

Karol Pruett made the motion to accept Action Item B as presented. Scott Andrews seconded the motion. The motion passed with 8 yay votes and 1 nay vote by Brian Nutt.

*Exhibit #3*

**Resolution  
Kilgore College Board of Trustees**

**Whereas** the Texas Education Code 44.031(h) allows the Board to authorize a contract under certain conditions by methods other than those required by Education Code 44.031, and

**Whereas** the Texas Education Code 44.031(h) states that if school equipment is destroyed or severely damaged and undergoes major operational failure and such failure would impair the conduct of some essential school activities, and

**Whereas** Nolan Hall experienced a fire in late April, 2015 that destroyed the HVAC system, and

**Whereas** Nolan Hall has operated on temporary units while the engineers constructed repair and replacement plans, and

**Whereas** the original plans were cost prohibitive and had to be reworked, and

**Whereas** the residents will have to be relocated for the Spring, 2016 semester since there will be no heat in Nolan Hall, and

**Whereas** The Texas Shakespeare Festival company will be arriving in early May for the season and Nolan Hall is their only location available for housing, and

**Whereas** the traditional procedures specified under Texas Education Code 44.031 would cause delays that will impair the conduct of some essential school activities,

**Therefore**, be it resolved that the Board of Trustees determines that the Nolan Hall repairs meet the criteria of Texas Education Code 44.031(h) and authorizes the administration to select a Construction Manager at Risk and to approve a guaranteed maximum price within the range of \$500,000-\$600,000.

Approved this the 10<sup>th</sup> day of December, 2015.

  
President, Board of Trustees

  
Secretary, Board of Trustees

C. To consider a naming opportunity for the plaza area now under construction - *Exhibit #4*

Cecelia Sanders made the motion to accept Action Item C as presented. Joe Carrington seconded the motion. The motion passed unanimously.

*Exhibit #4 on next page*

**Resolution  
Kilgore College Board of Trustees  
Naming Opportunity Honoring Michael Frederic Miller**

**Whereas** Michael Frederic "Mike" Miller was a former student at Kilgore College from 1967-1969, and

**Whereas** Mike Miller was a member of the Kilgore College Ranger Band, Head Cheerleader, Who's Who in Art, Most Representative Student, an officer in the Student Affairs Congress and participated in two musicals, and

**Whereas** Mike Miller matriculated to SMU University, earning both the BBA and MBA degrees, in addition to numerous awards, and

**Whereas** Mike Miller was named "Ex-Student of the Year by Kilgore College in 1989, and

**Whereas** Mike Miller exhibited tremendous support for Kilgore College, endowing over 18 scholarships, of which 12 directly benefited Rangerettes, and

**Whereas** Mike Miller contributed tremendously to the cause of campus beautification at Kilgore College, and

**Whereas** Mike Miller was the significant donor in the renovations of Dodson Auditorium and the Deana Bolton Covin Rangerette Gym, and

**Whereas** during his lifetime Mike Miller gave Kilgore College over a million dollars in gifts, goods and services, and

**Whereas** as a result of being a beneficiary in the estate of Mike Miller, over \$700,000 has been received since his death in 2007,

**Therefore**, be it resolved that the new plaza, appropriately featuring a large Star and being constructed in the center of the Kilgore College campus be named the **MIKE MILLER PLAZA**.

Resolved this the 10<sup>th</sup> Day of December, 2015 by the Kilgore College Board of Trustees.

  
\_\_\_\_\_  
President, Board of Trustees

  
\_\_\_\_\_  
Secretary, Board of Trustees

D. To consider a Resolution casting votes for nominees of the Gregg Appraisal District – *Exhibit #5*  
 Presenter: Dr. Bill Holda

The board combined Action Items D, E, F, and G into one motion. Karol Pruett made the motion to cast all votes for A.P. Merritt for the Gregg Appraisal District, all votes for Harold Richardson for the Smith Appraisal District, Darrell McKnight for the Upshur Appraisal District and Pat McCrory for the Rusk Appraisal District. James Walker seconded the motion. The motion passed unanimously.

*Exhibit #5*

**A RESOLUTION OF THE KILGORE COLLEGE  
 BOARD OF TRUSTEES  
 VOTING FOR CANDIDATES  
 FOR THE GREGG APPRAISAL DISTRICT  
 BOARD OF DIRECTORS**

WHEREAS, the Texas Property Tax Code requires the creation of a tax appraisal district in each county in the State of Texas; and

WHEREAS, the Texas Property Tax Code provides for the election of directors to the Gregg Appraisal District Board of Directors; and

WHEREAS, it is necessary to elect candidates as directors of the Gregg County Appraisal District for a two-year term commencing on January 1, 2016; and


WHEREAS, Kilgore College is allotted 107 votes to cast for the election of candidates as directors of the Gregg Appraisal District;

**NOW, THEREFORE, BE IT RESOLVED BY THE KILGORE COLLEGE BOARD OF TRUSTEES:**


The Kilgore College Board of Trustees hereby cast votes for the following person or persons to the Board of Directors of the Gregg Appraisal District of Gregg County for a two-year term to begin January 1, 2016.

| Nominee              | Votes Cast For: |
|----------------------|-----------------|
| Atkinson, Daryl      | _____           |
| Cerrato, Jim         | _____           |
| McWhorter, David     | _____           |
| Merritt, A. P.       | <u>107</u>      |
| Northcutt, Cassandra | _____           |
| Pruitt, Mark         | _____           |
| Satterwhite, Sam     | _____           |
| Woods, Julie         | _____           |

**PASSED, ADOPTED AND APPROVED** this 10<sup>th</sup> day of December, 2015.

  
 \_\_\_\_\_  
 President, Kilgore College Board of Trustees

**ATTEST:**

  
 \_\_\_\_\_  
 Secretary, Kilgore College Board of Trustees

E. To consider a Resolution casting votes for nominees of the Smith Appraisal District – *Exhibit #6*  
Presenter: Dr. Bill Holda

The board combined Action Items D, E, F, and G into one motion. See Action Item D above.

*Exhibit #6*

**A RESOLUTION OF THE KILGORE COLLEGE  
BOARD OF TRUSTEES  
VOTING FOR CANDIDATES  
FOR THE SMITH APPRAISAL DISTRICT  
BOARD OF DIRECTORS**

**WHEREAS**, the Texas Property Tax Code requires the creation of a tax appraisal district in each county in the State of Texas; and

**WHEREAS**, the Texas Property Tax Code provides for the election of directors to the Smith Appraisal District Board of Directors; and

**WHEREAS**, it is necessary to elect candidates as directors of the Smith County Appraisal District for a two-year term commencing on January 1, 2016; and

**WHEREAS**, Kilgore College is allotted 1 vote to cast for the election of candidates as directors of the Smith Appraisal District;

**NOW, THEREFORE, BE IT RESOLVED BY THE KILGORE COLLEGE BOARD OF TRUSTEES:**

The Kilgore College Board of Trustees hereby cast votes for the following person or persons to the Board of Directors of the Smith Appraisal District of Smith County for a two-year term to begin January 1, 2016.

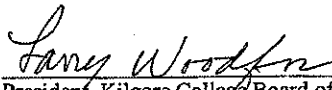
**Nominee**

**Votes Cast For:**

Richardson, Harold

1

**PASSED, ADOPTED AND APPROVED** this 10<sup>th</sup> day of December, 2015.

  
\_\_\_\_\_  
President, Kilgore College Board of Trustees

**ATTEST:**

  
\_\_\_\_\_  
Secretary, Kilgore College Board of Trustees



F. To consider a Resolution casting votes for nominees of the Upshur Appraisal District – *Exhibit #7*  
Presenter: Dr. Bill Holda

The board combined Action Items D, E, F, and G into one motion. See Action Item D above.

*Exhibit #7*

**A RESOLUTION OF THE KILGORE COLLEGE  
BOARD OF TRUSTEES  
VOTING FOR CANDIDATES  
FOR THE UPSHUR APPRAISAL DISTRICT  
BOARD OF DIRECTORS**

**WHEREAS**, the Texas Property Tax Code requires the creation of a tax appraisal district in each county in the State of Texas; and

**WHEREAS**, the Texas Property Tax Code provides for the election of directors to the Upshur Appraisal District Board of Directors; and

**WHEREAS**, it is necessary to elect candidates as directors of the Upshur County Appraisal District for a two-year term commencing on January 1, 2016; and

**WHEREAS**, Kilgore College is allotted 34 votes to cast for the election of candidates as directors of the Upshur Appraisal District;

**NOW, THEREFORE, BE IT RESOLVED BY THE KILGORE COLLEGE  
BOARD OF TRUSTEES:**

The Kilgore College Board of Trustees hereby cast votes for the following person or persons to the Board of Directors of the Upshur Appraisal District of Upshur County for a two-year term to begin January 1, 2016.

| Nominee           | Number of Votes: |
|-------------------|------------------|
| Clay, David       | _____            |
| Dodd, Brandon     | _____            |
| McKnight, Darrell | <u>34</u>        |
| Mitchell, Huey    | _____            |
| Ragland, Jim      | _____            |

**PASSED, ADOPTED AND APPROVED** this 10<sup>th</sup> day of December, 2015.

  
\_\_\_\_\_  
President, Kilgore College Board of Trustees

**ATTEST:**

  
\_\_\_\_\_  
Secretary, Kilgore College Board of Trustees

G. To consider a Resolution casting votes for nominees of the Rusk Appraisal District – *Exhibit #8*  
 Presenter: Dr. Bill Holda

The board combined Action Items D, E, F, and G into one motion. See Action Item D above.

*Exhibit #8*

**A RESOLUTION OF THE KILGORE COLLEGE  
 BOARD OF TRUSTEES  
 VOTING FOR CANDIDATES  
 FOR THE RUSK APPRAISAL DISTRICT  
 BOARD OF DIRECTORS**

**WHEREAS**, the Texas Property Tax Code requires the creation of a tax appraisal district in each county in the State of Texas; and

**WHEREAS**, the Texas Property Tax Code provides for the election of directors to the Rusk Appraisal District Board of Directors; and

**WHEREAS**, it is necessary to elect candidates as directors of the Rusk County Appraisal District for a two-year term commencing on January 1, 2016; and

**WHEREAS**, Kilgore College is allotted 119 votes to cast for the election of candidates as directors of the Rusk Appraisal District;

**NOW, THEREFORE, BE IT RESOLVED BY THE KILGORE COLLEGE BOARD OF TRUSTEES:**

The Kilgore College Board of Trustees hereby cast votes for the following person or persons to the Board of Directors of the Rusk Appraisal District of Rusk County for a two-year term to begin January 1, 2016.

| Nominee            | Number of Votes:       |
|--------------------|------------------------|
| Cox, Phillip       | _____                  |
| Harkless, Clifford | _____                  |
| Johnston, Jon      | _____                  |
| Jones, Jimmy L.    | _____                  |
| Kangerga, Jim      | _____                  |
| McCrary, Pat       | _____ <u>119</u> _____ |
| Whitehead, Lanita  | _____                  |

**PASSED, ADOPTED AND APPROVED** this 10<sup>th</sup> day of December, 2015.

*Larry Woodfin*  
 \_\_\_\_\_  
 President, Kilgore College Board of Trustees

**ATTEST:**

*J. Karol Pickett*  
 \_\_\_\_\_  
 Secretary, Kilgore College Board of Trustees

- H. To consider approving the contract for President-designate, Dr. Brenda Kays  
Presenter: Larry Woodfin and Karol Pruett

**Joe Carrington made the motion to approve the contract for President-designate, Dr. Brenda Kays. James Walker seconded the motion. The motion passed unanimously.**

## VII. ADMINISTRATIVE COMMENTS

- A. Board Training Report  
Presenter: Nancy Law

**Nancy Law stated that the Board of Trustees are all current on their required training.**

- B. Legal Update  
Presenter: Dr. Bill Holda

**Dr. Holda stated that KC received a letter from the Texas State Department of Health Services saying that they have completed their investigation and that there was no factual basis or evidence to support the allegations that were made.**

**Dr. Holda further stated that he has been in contact with the college attorney and the attorney for the underwriter of our insurance carrier and there should not be any problem with insurance coverage for the pending litigation and it is simply going through their system waiting for signoff.**

**The Attorney General responded to a complaint that we had not responded properly to a public information request and has confirmed that we did in fact respond correctly in withholding certain information.**

- C. Upcoming dates, events and activities  
Presenter: Dr. Bill Holda

- **December 11 – Final Day of Semester**
- **December 11 – Graduation at 6pm**

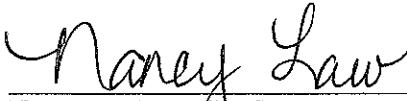
## VIII. BOARD COMMENTS

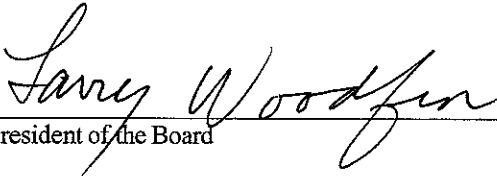
- A. KC Graduation Achievements  
Presenter: James Walker

**Mr. Walker stated that he had attended 3 KC graduations: Fire Academy, Police Academy and the Lineman graduation. All were exceptional. He encouraged more Trustees to attend in the future.**

**IX. ADJOURNMENT**

**The meeting was adjourned at 7:24pm by Larry Woodfin.**

  
\_\_\_\_\_  
Nancy Law, Recording Secretary  
Kilgore College Board of Trustees

  
\_\_\_\_\_  
President of the Board

  
\_\_\_\_\_  
Secretary of the Board