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, February 8, 2016, 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. Brian Nutt led the invocation and Larry Woodfin led the Pledge of Allegiance to the American Flag.

II. CITIZEN COMMENTS

There were no citizen comments.

III. PRESENTATION

A. Student Spotlight

Chris Gore, Director of Admissions & Registrar introduced Pedro A. Robles-Mendoza for the Student Spotlight.

B. Employee Spotlight


C. Program Spotlight - Electric Power Technology

Presenter: Julie Allee, Assistant Director of Workforce Development and Continuing Education

Students looking for a good-paying career straight out of high school have a viable option through Kilgore College’s Electric Power Technology Certificate. The 10-week course of study will award those who graduate with an electrical power certificate which will allow them to go right to work for an electric cooperative company. The Kilgore College Electric Power Technology Certificate is an approved WIA course and is also eligible for veteran’s benefits.
IV. CONSENT AGENDA

A. To consider approving the minutes of the December 10, 2015 regular board meeting.

B. To consider renewing the 50% historical property tax exemption for the year 2016 for the Dr. E.L. and Nancy Walker Recorded Historic Texas Landmark home in Gladewater, Texas owned by Matthew and Memori Ruesing

   Presenter: Duane McNaney

   Joe Carrington pulled this item off of the Consent Agenda. It was voted on as a separate item. James Walker made the motion to consider renewing the 50% historical property tax exemption for the year 2016 for the Dr. E.L. and Nancy Walker Recorded Historic Texas Landmark home in Gladewater, Texas owned by Matthew and Memori Ruesing. Cecelia Sanders seconded the motion. Following some discussion, Karol Prueitt confirmed that Mr. Walker is not related to the Walkers referred to in this item. The motion passed with 6 yay votes and 3 nay votes by Scott Andrews, Joe Carrington, and Long Ford.

C. To consider approval of personnel items submitted as follows:

   1. Recommendation to accept employee resignation as follows:
      a. Computer Programmer & Systems Specialist, effective January 31, 2016 after fourteen years and seven months of service
      b. Police Officer, effective January 26, 2016 after one year and ten months of service

   2. Recommendation to accept employee retirement as follows:
      a. Director of East Texas Police Academy, effective January 31, 2016 after twenty-seven years and five months of service
      b. Professional Support Assistant - Residential Life, effective March 31, 2016 after twenty-two years and nine months of service

   3. Recommendation for employment as follows:
      a. Support Specialist - Health Sciences, effective February 8, 2016
      b. Institutional Research Analyst, effective February 22, 2016

D. 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 Prueitt made the motion to consider payment of legal fees for services rendered. James Walker seconded the motion. After some discussion the motion passed with 8 yay votes and 1 nay vote by Brian Nutt.

   Brian Nutt made the motion to accept the Consent Agenda without Items B and D. Joe Carrington seconded the motion. The motion passed unanimously.

   Personnel Agenda on next page
Personnel Agenda

Kilgore Junior College District
Personnel Agenda
February 8, 2016

1. Recommendation to accept employee resignation as follows:

   Mr. Lowell Ray Jackson II, Computer Programmer & Systems Specialist, effective January 31, 2016 after fourteen years and seven months of service

   Ms. Brenda Galindo, Police Officer, effective January 26, 2016, after one year and ten months of service

2. Recommendation to accept employee retirement as follows:

   Mr. Brian Ruthven, Director of East Texas Police Academy, effective January 31, 2016 after twenty-seven years and five months of service

   Ms. Jeannie Butler, Professional Support Assistant – Residential Life, effective March 31, 2016 after twenty-two years and nine months of service

3. Recommendation of employment as follows:

   A. Name: Ms. Kristan Propes

      Position: Support Specialist – Health Sciences

      Location: Math, Science & Health Science

      Experience:

      Receptionist
      Heaton Eye Associates
      Kilgore, Texas; 2015-2016

      Administrative Assistant
      Longview Wellness Center
      Longview, Texas; 2007-2011

      Administrative Assistant
      Region VII ESC
      Kilgore, Texas; 2005-2007

      Effective Date: February 8, 2016

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

Personnel Agenda cont. on next page
**Personnel Agenda cont.**

<table>
<thead>
<tr>
<th>Note:</th>
<th>Ms. Propes replaces Ms. Catherine Vega who resigned</th>
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</thead>
<tbody>
<tr>
<td><strong>B. Name:</strong></td>
<td>Ms. Jane Lewis</td>
</tr>
<tr>
<td><strong>Position:</strong></td>
<td>Institutional Research Analyst</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Institutional Planning</td>
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<tr>
<td><strong>Education:</strong></td>
<td>Bachelor of Business Administration</td>
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<tr>
<td></td>
<td>Texas A&amp;M University</td>
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<tr>
<td></td>
<td>College Station, Texas</td>
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<td></td>
<td>Associate of Science</td>
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<td></td>
<td>Kilgore College</td>
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<td></td>
<td>Kilgore, Texas</td>
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<tr>
<td><strong>Experience:</strong></td>
<td>Enrollment Management Business Analyst</td>
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<td></td>
<td>University of Arkansas</td>
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<td></td>
<td>Fort Smith, Arkansas; 2015-2016</td>
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<td></td>
<td>Financial Data Analyst</td>
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<td></td>
<td>LeTourneau University</td>
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<td></td>
<td>Longview, Texas; 2013-2014</td>
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<td></td>
<td>Office Manager</td>
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<td></td>
<td>Longview Habitat for Humanity</td>
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<td></td>
<td>Longview, Texas; 2009-2013</td>
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<tr>
<td><strong>Effective Date:</strong></td>
<td>February 22, 2016</td>
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<tr>
<td><strong>Salary:</strong></td>
<td>$1,877.08 per pay period which is equivalent to a 12 month salary of $45,050</td>
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<td><strong>Note:</strong></td>
<td>Ms. Lewis replaces Ms. Robin Huskey who retired</td>
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**V. EXECUTIVE SESSION**

The Board did not go into Executive Session.
VI. ACTION ITEMS

A. To consider approval of the American Honors Tuition - Exhibit #1
Presenter: Duane McNaney

Joe Carrington made the motion to accept Action Item A as presented. Karol Pruett seconded the motion. The motion passed unanimously.

Exhibit #1

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Memo

To: Kilgore College Board of Trustees
From: Duane J. McNaney, CPA
CC: Brenda Kays, President
Date: 2/3/2016
Re: American Honors Program Fee Rates

The Kilgore College Board of Trustees approved contracting with Quad Learning, Inc. to start the American Honors Program at the November 9, 2015 board meeting. The AH Program will have some specific fees related to those students that choose to be part of this program. Again, these fees will only apply if the student voluntarily signs up to be part of the American Honors Program.

<table>
<thead>
<tr>
<th></th>
<th>In-District Rate</th>
<th>Out-of-District Rate</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>34/sch</td>
<td>34/sch</td>
<td>0/sch</td>
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<tr>
<td>Non-resident tuition</td>
<td>0/sch</td>
<td>0/sch</td>
<td>82/sch</td>
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<tr>
<td>General Education</td>
<td>29/sch</td>
<td>29/sch</td>
<td>29/sch</td>
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<tr>
<td>Out-of-District</td>
<td>0/sch</td>
<td>71/sch</td>
<td>71/sch</td>
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<tr>
<td>Additional Fees Related to American Honors</td>
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<tr>
<td>AH Differential Fee</td>
<td>30/sch</td>
<td>35/sch</td>
<td>45/sch</td>
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<tr>
<td>AH Program Fee</td>
<td>1390/annual</td>
<td>1390/annual</td>
<td>5000/annual</td>
</tr>
</tbody>
</table>

Administration is recommending the approval of the additional fees related to the AH Program, these fees would be effective the Fall of 2016.
B. To consider a Board Resolution to Nominate two Candidates to serve on Upshur Appraisal District Board due to two recent resignations – Exhibit #2

Scott Andrews made the motion to accept Action Item B as presented. James Walker seconded the motion. The motion passed unanimously.

Exhibit #2

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

WHEREAS, those eligible taxing units participating in the Upshur Appraisal District have the right and responsibility to nominate from one to five candidate(s) to fill the two (2) recent vacated positions of the Board of Directors of the Upshur Appraisal District for 2016-2017 term and

WHEREAS, this governing body desires to exercise its right to nominate the said candidate(s) for such position(s) on said board of directors, now, therefore

BE IT RESOLVED, by the Kilgore College Board of Trustees that the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Upshur Appraisal District to be filled by those eligible taxing units participating in the Upshur Appraisal District for a two year term of office commencing in 2016:

Richard Stolle and Conrad Coppedge

PASSED, ADOPTED AND APPROVED this 8th day of February, 2016.

[Signature]
President, Kilgore College Board of Trustees

ATTEST:

[Signature]
Secretary, Kilgore College Board of Trustees
C. To consider approval of the purchase of 103 & 105 W. College, Longview, TX (one piece of property - duplex)

Brian Nutt made the recommendation from the Property Committee to consider approval of Action Item C as presented. Because it came from a committee a second to the motion is not required. The motion passed unanimously.

VII. ADMINISTRATIVE DISCUSSION ITEMS

A. PFIA Quarterly Investment Reports
   Presenter: Duane McNaney

   Duane McNaney was available to answer any questions.

B. TPF Quarterly Investment Report
   Presenter: Duane McNaney

   Duane McNaney was available to answer any questions.

C. Nolen Hall HVAC
   Presenter: Duane McNaney

   Administration wanted the board to know that the bids for replacing the HVAC in Nolen Hall came in higher than amount previously approved by the board. Administration is looking at going with individual units in each room. These units are much like what is used in hotel rooms and will be more cost effective. In addition the students will have the capability to control the heat and AC in their rooms.

VIII. ADMINISTRATIVE COMMENTS

A. Upcoming dates and events
   Presenter: Dr. Brenda Kays

   Presidential Forums:
   - Wednesday, February 10, 1:30pm – BA116 & 3:30pm – OM140
   - Thursday, February 11, 8:15am – 2nd floor of Admin, Bldg. 2:30pm BA116 & 3:45pm – ES134
   - Friday, February 12, 10:00am – HSG10 (Health Science Center) 1:30pm – Devall Room
   - Monday, February 15, 2:30pm – KC Longview & 3:45pm – KC Longview
   - Monday, February 22, 3:30pm – KC Longview

   - February 10  Softball vs Weatherford College – Kilgore at 1 & 3pm
     Basketball (M/W) vs Bossier Parish – Kilgore at 5:30 & 7:30pm
   - February 12  KC Retirees Luncheon – Devall Ballroom at 11:30am (please let Leah Gorman know if you plan on attending)
   - February 13  Championship Football Ring Ceremony – Devall Ballroom at 12:30pm
     Basketball (M/W) vs Paris JC – Kilgore at 2 & 4pm
   - February 17  Dr. Kays Welcome Reception for faculty/staff/students – Devall Ballroom from 1:30-3:30
   - February 18-21  KC Theatre will present “Our Town” – 7:30pm Thurs.- Sat.; 2:30pm Sunday
• February 20  
  Ranger Preview Day – 8am – noon
  Softball vs Indy/EOSC/Connors State – Kilgore at 9am, 1 & 5pm
  Basketball (W) vs San Jacinto College – Kilgore at 2pm
  "Guns vs Hoses" Basketball Game – Kilgore at 4pm
  Community Concert: "Billy Dean" – Dodson Auditorium at 7pm

• February 21  
  Softball vs Indy/Grayson CC – Kilgore at 9am & 3pm

• February 23  
  Chorale/Camerata Concert – Van Cliburn Auditorium at 7:30pm

• February 24  
  Basketball (M/W) vs Tyler JC – Kilgore at 5:30 & 7:30pm

• February 25-26  
  East Texas Regional Science Fair – Devall Ballroom beginning at 7am

• February 27  
  Bach Piano Festival – Van Cliburn Auditorium at 7pm

IX. BOARD COMMENTS

James Walker praised the Women’s Softball Team and Coach Leslie Messina for their hard work. He attended a softball tournament that had teams from 4 other states in attendance.

X. ADJOURNMENT

Larry Woodfin adjourned the meeting at 7:26pm.

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

Larry Woodfin
President of the Board

J. Karol Potter
Secretary of the Board

February 8, 2016 Minutes