

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

Jimmy Rieves, Director of Student Development and Athletics, introduced KC Full Time Football Coaches: Full Time Coaches: Justin "JJ" Eckert, Willie Gooden and Nick Dobler along with Part Time Coaches: Keith Browning, Gary Wade, Dustin Smith and Dale Vogel.

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 Pruett 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 Pruett 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.

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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. <u>Name:</u>	Ms. Kristan Propes
<u>Position:</u>	Support Specialist – Health Sciences
<u>Location:</u>	Math, Science & Health Science
<u>Experience:</u>	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
<u>Effective Date:</u>	February 8, 2016
<u>Salary:</u>	\$940.50 per pay period which is equivalent to a 12 month salary of \$22,572

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Personnel Agenda cont.

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

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

Duane J. McNaney, CPA
Vice President of Finance and CFO
(903) 983-8107 (v)
(903) 988-7443 (f)



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 to this program. Again, these fees will only apply if the student voluntarily signs up to be part of the American Honors Program.

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

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**

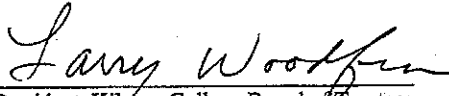
WHEREAS, those eligible taxing units participating in the Upshur Appraisal District have the right and responsibility to nominate from one to five candidates(s) to fill the two (2) recent vacated positions of the Board of Directors of the Upshur Appraisal District for 2016-2017 term and

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.


President, Kilgore College Board of Trustees

ATTEST:


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 the 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

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- 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

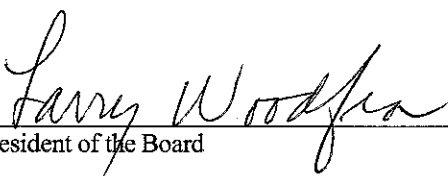
IX. BOARD COMMENTS

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, Recording Secretary
 Kilgore College Board of Trustees


 President of the Board


 Secretary of the Board