

# Agenda 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 will be held December 12, 2016, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor.

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Prior to the Meeting	6:00pm	Monday, December 12, 2016
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Dinner & Discussion of Potential Quality Enhancement Plan (QEP) Topics - Sarah Booker

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Items of Business	6:30pm	Monday, December 12, 2016
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The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

### I. CALL TO ORDER

A. Invocation and Pledge of Allegiance

### II. CITIZEN COMMENTS

### III. STUDENT LEARNING & SUCCESS DATA

A. Fall 2016 Snapshot

Presenter: Dr. Staci Martin

### IV. EXECUTIVE SESSION

Adjournment to executive session pursuant to Texas Government Code Sections 551.071 - 551.084, the Open Meetings Act, for the following purposes:

"The Board has adjourned to executive session at \_\_\_\_\_p.m. on **December 12, 2016.**"

PERSONNEL: (Government Code 551.074)

LEGAL: (Government Code 551.071)

REAL ESTATE: (Government Code 551.072)

RECONVENING IN OPEN MEETING

**"The Board has reconvened in open session at \_\_\_\_\_ p.m. on December 12, 2016."**

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 THAT 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 551.071-551.084, INCLUSIVE, OF THE OPEN MEETINGS ACT.

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.

#### **V. CONSENT AGENDA**

- A. To consider approving the minutes of the September 12, 2016 regular board meeting and the minutes of the October 13, 2016 Property & Facilities Committee of the Board
- 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, 2017 - December 31, 2017
    - b. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2017 - December 31, 2017
    - c. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2017 - December 31, 2017
  2. **Recommendation to accept employee resignation as follows:**
    - a. Speech Instructor, effective December 31, 2016 after twenty-six years and four months of service

- b. History Instructor, effective December 31, 2016 after twenty-three years and four months of service
  - c. Support Specialist, effective November 10, 2016 after two years and three months of service
  - d. English Instructor, effective December 7, 2016 after eight years and three months of service
- 3. Recommendation for employee retirement as follows:**
- a. History Instructor, effective December 31, 2016 after thirty-four years and four months of service
  - b. Counselor, KC-Longview, effective December 31, 2016 after twenty-five years and five months of service
  - c. Maintenance Technician II, effective January 31, 2017 after twenty-three years and seven months of service
  - d. Director of Adult Education & Literacy, effective March 31, 2017 after thirty-three years and eight months of service
- 4. Recommendation of employment as follows:**
- a. Cashier/Student Accounts Accountant, Business Office, effective October 3, 2016
  - b. Professional Support Assistant, Financial Aid, Student Development, effective November 8, 2016
  - c. Interim Government Instructor, Liberal & Fine Arts, effective January 1, 2017
  - d. Interim History Instructor, Liberal & Fine Arts, effective January 1, 2017
  - e. Corrosion Instructor, Business, Technology & Public Services, effective January 1, 2017
  - f. Police Officer, KCPD, effective December 5, 2016

## **VI. LEGAL FEES**

- A. ACTION ITEM: To consider payment of legal fees for services rendered.

## **VII. BOARD COMMITTEE REPORTS & ACTION ITEMS**

- A. Investment/Finance/Audit Committee - Joe Carrington, Chair
  - 1. ACTION ITEM: To consider approval of external audit reports for Fiscal Year 2016 - *Exhibit #1*  
Presenter: Henry & Peters
  - 2. INFORMATION ITEM: Zero Based Budgeting  
Presenter: Duane McNaney
  - 3. INFORMATION ITEM: Student ROI (Return on Investment) Report by Program  
Presenter: Dr. Staci Martin
- B. Policy & Personnel Committee - Karol Pruett, Chair

1. First reading of an amendment to the Board of Trustees' By-Laws:  
**Section 3. Governing Board:**  
**CHANGE:**  
1. *Board elections will be conducted in accordance with the parameters set forth in Chapter 41 of the Election Code, specifically (a)(1), stipulating given election dates in May of odd-numbered years (Election Code 41.001).*  
Presenter: Karol Pruett
2. ACTION ITEM: To consider approval of revisions to the Kilgore College Board of Trustees Procedures Manual - *Exhibit #2*  
Presenter: Karol Pruett
3. ACTION ITEM: To consider appointing Nancy Law as the authority performing the duties of Election Official of the Board of Trustees during the 2017 election period  
Presenter: Karol Pruett
4. ACTION ITEM: To consider calling the Kilgore Junior College District Trustee general election set for May 6, 2017 - *Exhibit #3*  
Presenter: Karol Pruett
5. ACTION ITEM: To consider approving the Joint Election Agreement with the City of Gladewater - *Exhibit #4*  
Presenter: Karol Pruett

C. Property & Facilities Committee - Brian Nutt, Chair

1. INFORMATION ITEM: Facilities Update  
Presenter: Jeff Williams
  - a. Quads
  - b. Fine Arts
  - c. Technical Vocational
  - d. Kilgore Commons

D. Student Success Committee - Cecelia Sanders, Chair

1. ACTION ITEM: To consider approval of the Kilgore College Mission Statement - *Exhibit #5*  
Presenter: Dr. Brenda Kays
2. ACTION ITEM: To consider approval of a Credit Certified Nursing Assistant Program - *Exhibit #6*  
Presenter: Dr. Mike Turpin
3. INFORMATION ITEM: Dual-Credit Update  
Presenter: Terry Booker

**VIII. UPDATES FROM KC FOUNDATION BOARD**

Presenter: Cecelia Sanders, KC Trustee Liaison to the Foundation Board

- A. New Foundation Board Members
- B. Drill Deeper Campaign

C. Habenicht Grant

D. New Alumni Members

**IX. ADMINISTRATIVE DISCUSSION ITEMS**

A. Budget Reports

Presenter: Duane McNaney

B. Public Funds Investment Act Quarterly Investment Report

Presenter: Duane McNaney

C. Texas Presbyterian Fund Quarterly Investment Report

Presenter: Duane McNaney

**X. ADMINISTRATIVE COMMENTS**

A. Board Training Report

Presenter: Nancy Law

B. February 27, 2016 Board Meeting Date

Presenter: Dr. Brenda Kays

**XI. ADJOURNMENT**