

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, September 12, 2016, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following board members present:

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

I. CALL TO ORDER

A. Invocation and Pledge of Allegiance

The meeting was called to order at 6:30pm by Larry Woodfin. Tony Johnson led the invocation and Larry Woodfin led the Pledge of Allegiance.

II. COLLEGE SPOTLIGHTS

A. Student Spotlight - Ke'Asha Oliver Presenter: Anna Nimz

Anna Nimz, Head Women's Basketball Coach, introduced Ke'Asha Oliver for the Student Spotlight.

B. Employee Spotlight - Jane Lewis Presenter: Dr. Staci Martin

Dr. Staci Martin, Vice President of Institutional Planning, introduced Jane Lewis, for the Employee Spotlight. Jane is KC's Institutional Research Analyst.

C. Program Spotlight - Marketing
Presenter: Trey Hattaway & Manny Almanza

- **The Board was given a KC information packet**
- **The KC Marketing Department's focus is to keep KC in the forefront of everyone's mind and strive to keep the public aware of the educational and training opportunities available to our students and the community. The marketing team also assists departments or organizations on campus to establish the best ways to get the word out on programs and/or events.**
- **Three Strategic Goals:**
 - **Inform: through college webpage, press releases, mobile app, paid advertising, social media**
 - **Maintain an ongoing presence: through sponsorships, billboards, television, radio & internet ads, newspaper ads, high school outreach, social media**
 - **Attract & retain students: through recruiting visits, TACRAO events, communication with local school districts, website, campus tours, visits to area high schools, social media**

III. CITIZEN COMMENTS

There were no citizen comments.

IV. STUDENT LEARNING & SUCCESS DATA

A. SACSCOC Reaffirmation of Accreditation
Presenter: Dr. Staci Martin

- **SACSCOC Reaffirmation of Accreditation Timeline was distributed to the board.**
- **May 2016 – leadership team established. Team consists of: Dr. Staci Martin, Dr. Brenda Kays, Dr. Mike Turpin, Dr. Mike Jenkins, Duane McNaney, Nancy Law, Charleen Worsham and Sarah Booker**
- **July 2016 – leadership team initial meeting**
- **July-September 2016 – Compliance Assist software set-up for reaffirmation**
- **September 2016 – announce process and timeline to Board of Trustees; establish policy review team, begin policy review to ensure alignment with Principles of Accreditation and if policy is current, compliance certification team established, and QEP topic selection team first meeting**
- **October 2016 – compliance certification team commences regular meetings and activities, begins preparation of narrative and supporting documentation, and QEP topic proposals communicated campus-wide and call for additional topics**

- November 2016 – policy review completed, begin policy revisions and topic selection team narrows down QEP topics
- December 2016 – SACSCOC Annual Meeting in Atlanta, Dec. 4-5, reaffirmation orientation meeting on Dec. 4
- January 2017 – campus-wide QEP to discuss 2-3 potential topics
- February 2017 – Board of Trustees approve any necessary policies and/or policy revisions, topic selection team finalizes QEP topic
- March 2017 – QEP topic approved by leadership team and announced to campus
- April 2017 – QEP development team appointed and planning activities commence
- May-October 2017 – Conduct research, develop plan, and write QEP
- October 2017 – compliance certification sent to outside reviewer(s), QEP draft due; select pilot classes and faculty
- November 2017 – compliance certification feedback received from outside reviewer(s), begin revisions based on reviewer feedback and QEP draft sent to outside reviewer(s)
- December 2017 – SACSCOC Annual meeting, Dallas, Dec. 2-5, editors begin review of compliance certification and QEP feedback received from outside reviewer(s), begin revisions based on reviewer feedback
- January 2018 – address any new standards approved at annual meeting (federal requirements only), QEP pilot begins
- February 2018 – final editing of compliance certification
- March 2018 – submit compliance certification
- April 2018 – off-site committee review in Atlanta
- May 2018 – revise QEP based on lessons learned from pilot
- August 2018 (tentative 6 weeks before site visit) – submit focused report and submit QEP
- September-November 2018 – on-site committee visit
- December 2018 – SACSCOC annual meeting, New Orleans, Dec. 8-11
- Spring 2019 – respond to on-site committee report, if necessary
- June 2019 reaffirmation decision at SACSCOC board meeting

V. CONSENT AGENDA

- A. To consider approving the minutes of the August 15, 2016 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
 1. Recommendation to accept employee resignations as follows:

- a. Program Leader & Corrosion Technology Instructor, effective December 9, 2016 after five years and three months of service

2. Recommendation to change salary as follows:

- a. Assistant Financial Aid Director, effective September 1, 2016

3. Recommendation for employment as follows:

- a. Vocational Nursing Instructor, KC-Longview, effective September 1, 2016
- b. Associate Degree Nursing Instructor, Math, Science, Health Sciences, effective September 1, 2016
- c. SBDC Business Advisor, Small Business Development Center, effective August 24, 2016
- d. Lab Manager, KC-Longview, effective August 22, 2016
- e. Lab Manager, Math, Science & Health Sciences, effective September 1, 2016
- f. Police Officer, KCPD, effective August 22, 2016
- g. Environmental Safety, Construction & Facilities Manager, effective September 12, 2016

Joe Carrington made the motion to accept the Consent Agenda as presented. James Walker seconded the motion. The motion passed unanimously.

Personnel Agenda on next page

Personnel Agenda

**Kilgore Junior College District
Personnel Agenda
September 12, 2016**

1. Recommendation to accept employee resignations as follows:

- A. Ms. Kenya Ray, Program Leader & Corrosion Technology Instructor, effective December 9, 2016 after five years and three months of service

2. Recommendation to change salary as follows:

- A. **Name:** Ms. Jackie Kelley
Position: Assistant Director, Financial Aid
Effective Date: September 1, 2016
Old Salary: \$42,433
New Salary: \$47,476

Note: Raising salary to meet the new DOL threshold and maintain exempt status.

3. Recommendation for employment as follows:

- A. **Name:** Ms. Candice Dotson
Position: Vocational Nursing Instructor
Location: KC – Longview
Education: Bachelor of Science-Nursing
University of Texas at Tyler
Tyler, Texas
Experience: Adjunct Instructor
Kilgore College
Kilgore, Texas; 2016

Personnel Agenda cont. on next page

Personnel Agenda cont.

	Psychiatric Nurse Case Manager Palestine Regional Medical Center Palestine, Texas; 2010-2013
	Crown Home Health Case Manager Jacksonville, Texas; 2009- 2010 September 1, 2016
<u>Effective Date:</u>	
<u>Salary:</u>	\$2,349.25 per pay period which is equivalent to a 12 month contract of \$56,382
	Note: Ms. Dotson replaces Ms. Nicole Ham who resigned
B. <u>Name:</u>	Ms. Tracy Hicks
<u>Position:</u>	Associate Degree Nursing Instructor
<u>Location:</u>	Math, Science, Health Scineces
<u>Education:</u>	Master of Science - PMHNP University of Texas at Arlington Master of Science – Family Nurse Practitioner University of Texas at Arlington Bachelor of Science – Nursing University of Texas at Tyler Tyler, Texas

Personnel Agenda cont. on next page

Personnel Agenda cont.

<u>Experience:</u>	PMHNP/FNP Longview Behavioral Hospital Longview, Texas; 2015-2016
	Family Nurse Practitioner Community Health Core Longview, Texas; 2014-2016
	Family Nurse Practitioner Special Health Resources Longview, Texas 2013-2015
<u>Effective Date:</u>	September 1, 2016
<u>Salary:</u>	\$2,427.63 per pay period which is equivalent to a 10.5 month contract of \$58,263
	Note: Ms. Hicks replaces Ms. Kellie Richardson
C. <u>Name:</u>	Mr. Charles Vanderbilt
<u>Position:</u>	SBDC Business Advisor
<u>Location:</u>	SBDC
<u>Education:</u>	Bachelor of Arts Stephen F. Austin State University Nacogdoches, Texas
<u>Experience:</u>	Self Employed – Owner Early View Ultrasound Longview, Texas; 2001-2016
	History Teacher Marshall ISD Marshall, Texas; 2005-2012

Personnel Agenda cont. on next page

Personnel Agenda cont.

<u>Effective Date:</u>	August 24, 2016
<u>Salary:</u>	\$2,000 per pay period which is equivalent to a 12 month salary of \$48,000
Note:	Mr. Vanderbilt replaces Mr. Ken Estes who resigned
D. <u>Name:</u>	Mr. Jacob Dubois
<u>Position:</u>	Lab Manager – KC-Longview
<u>Location:</u>	KC - Longview
<u>Education:</u>	Bachelor of Science Stephen F. Austin State University Nacogdoches, Texas Associate of Science Kilgore College Kilgore, Texas
<u>Experience:</u>	TRIO Part Time Administrative Assistant Kilgore College Kilgore, Texas; 2016 Deli/Bakery Clerk Kroger Longview, Texas; 2011-2015
<u>Effective Date:</u>	August 22, 2016

Personnel Agenda cont. on next page

Personnel Agenda cont.

<u>E. Name:</u>	Ms. Katherine Manriquez
<u>Position:</u>	Lab Manager – Kilgore Campus
<u>Location:</u>	Math, Science & Health Sciences
<u>Education:</u>	Bachelor of Science Stephen F. Austin State University Nacogdoches, Texas
<u>Experience:</u>	Financial Services Representative East Texas Professional Credit Union Henderson, Texas; 2015-2016 Assistant Manager Kroger Henderson, Texas; 2011-2014 Teacher Assistant – Lab Stephen F. Austin State University Nacogdoches, Texas; 2010-2011
<u>Effective Date:</u>	September 1, 2016
<u>Salary:</u>	\$1,087.88 per pay period which is equivalent to a 12 month salary of \$26,109
Note:	Ms. Manriquez replaces Ms. Tracy Maples who resigned

Personnel Agenda cont. on next page

Personnel Agenda cont.

F. <u>Name:</u>	Mr. Derek Keith
<u>Position:</u>	Police Officer
<u>Location:</u>	KCPD
<u>Education:</u>	TCOLE Kilgore College Police Academy Kilgore, Texas
<u>Experience:</u>	Police Officer City of Henderson Henderson, Texas; 2013- 2016
<u>Effective Date:</u>	August 22, 2016
<u>Salary:</u>	\$1,274.46 per pay period which is equivalent to a 12 month salary of \$30,587
Note:	Mr. Keith replaces Mr. Brian Froiseth who resigned
G. <u>Name:</u>	Mr. Jeff Williams
<u>Position:</u>	Environmental Safety, Construction & Facilities Manager
<u>Education:</u>	Master of Business Administration University of Texas at Tyler Tyler, Texas Bachelor of Science University of Texas at Tyler Tyler, Texas

Personnel Agenda cont. on next page

Personnel Agenda cont.

Experience:

JW Services, LLC
Owner
Tyler, Texas; 2010-2016

Human Resource
Manager/Safety &
Environmental Manager
Amega West Services
Tyler, Texas; 2013-2015

Safety & Environmental
Coordinator
Express Energy Services
Kilgore, Texas; 2011-2012

Director of
Manufacturing/Safety &
Environmental Coordinator
Challenger Process Systems
Whitehouse, Texas; 2008-2010

Effective Date:

September 12, 2016

Salary:

\$2,708.33 per pay period
which is equivalent to a 12
month salary of \$65,000

Note:

This is a new position

EXECUTIVE SESSION

The Board did not convene into Executive Session.

VII. ACTION ITEMS

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

Cecelia Sanders made the motion to accept Action Item A as presented. Scott Andrews seconded the motion. The motion passed unanimously.

B. To consider approval of the tax rate for tax year 2016 (FY2017 budget) - *Exhibit #1*

James Walker made the motion "I move that a property tax rate of 1.1750 be adopted for the 2016 property tax year, which is below the effective rate." Joe Carrington seconded the motion. The motion passed unanimously.

Exhibit #1 on next page

Exhibit #1

Duane J. McNaney, CPA
Vice President of Finance and Chief Fiscal Officer
(903) 983-8107 (v)
(903) 983-8655 (f)

Kilgore College

Memo

To: Board of Trustees
From: Duane J. McNaney, CPA
CC: Dr. Brenda Kays
Date: 8/26/2016
Re: Tax rate for tax year 2016

At the August 15, 2016 board meeting, the board of trustees set a tax rate of \$0.1750 for the tax year 2016. This rate appropriately supports the fiscal year 2017 budget. The Kilgore College board of trustees was not required to hold any public hearings. **Administration is recommending the tax rate of \$0.1750 be adopted for the tax year 2016.**

- C. To consider approval of the 2016-2019 Strategic Plan for Kilgore College - *Exhibit #2*
Presenter: Dr. Brenda Kays

Scott Andrews made the motion to accept Action Item C as presented. Karol Pruett seconded the motion. The motion passed unanimously.

Exhibit #2

**Kilgore College Strategic Plan 2016-2019
Final Draft and Pending Board Approval**

I. Improve Student Learning and Success

Strategic Goal 1A: By August 2019, improve the ease of connecting with Kilgore College.

Outcome 1A.1: By January 2017 and ongoing, increase social media presence and contacts as evidenced by an upward trajectory of social media analytics. (Responsible: President, Vice President of Student Development, Director of Enrollment Management and Marketing, Coordinator of Marketing Operations and Outreach)

Outcome 1A.2: By August 2019, implement programmable electronic signage on the Kilgore and Longview Campuses as evidenced by the existence of signage. (Responsible: President, Vice President of Finance, Vice President of Student Development, Vice President of Instruction, Student Government Association, Phi Theta Kappa Organization)

Outcome 1A.3: By January 2017 and ongoing, implement KC presence at all service area schools as evidenced by implementation of a regular schedule of planned and publicized activities at the service area high schools. (Responsible: President, Vice President of Student Development, Vice President of Instruction, Director of Enrollment Management and Marketing, Director of Financial Aid, Director of Admissions/Registrar)

Strategic Goal 1B: By August 2019, improve the ease by which students segue through the registration process and first semester of enrollment.

Exhibit #2 cont. on next page

Exhibit # 2 cont.

Outcome 1B.1: By March 2017, create an enrollment management plan that addresses strategic growth through implementation of initiatives designed to improve communication, registration and retention as evidenced by execution of the plan, establishment of a retention committee, and incorporation of the Jenzabar Retention module. (Responsible: President, Vice President of Student Development, Vice President of Instruction, Faculty, Director of Admissions and Registrar, Director of Enrollment Management and Marketing)

Outcome 1B.2: By August 2019, increase the number of students who complete their first semester of enrollment with earned hours as evidenced by a reduction in the number of students who complete a semester with 0 hours of credit. (Responsible: President, Vice President of Instruction, Vice President of Student Development)

Outcome 1B.3: By August 2019, increase the number of students who maintain financial aid eligibility each semester as evidenced by a reduction in the number of students on financial aid probation and suspension. (Responsible: President, Vice President of Student Development, Director of Financial Aid)

Strategic Goal 1C: By August 2019, facilitate student progress through the improvement of curricular clarity and student support services.

Outcome 1C.1: By August 2019, increase the number of students who make progress toward completion as evidenced by a 25% increase in the number of students who earn at least 15 hours of credit within the first year of enrollment and 30 hours of credit within the second year of enrollment. (Responsible: President, Vice President of Instruction, Deans, Faculty, Vice President of Student Development, Director of Student Development)

Outcome 1C.2: By August 2019, improve student retention rates as evidenced by a 5 percentage point increase in the fall to spring and fall to fall retention rates. (Responsible: President, Vice President of Instruction, Deans, Faculty, Vice President of Student Development, Director of Student Development)

Outcome 1C.3: By August 2018, institutionalize a Guided Pathways Model as evidenced by a revamped decentralized advising process and streamlined curriculum. (Responsible: President, Vice President of Instruction, Deans, Faculty, Vice President of Student Development)

Exhibit # 2 cont. on next page

Exhibit # 2 cont.

Strategic Goal 1D: By August 2019, increase the number of students who obtain a certificate or degree from Kilgore College.

Outcome 1D.1: By January 2017, begin to enculturate a message of a 1+1+2 pathway to completion as evidenced by an increase in the number of dual credit students who attend Kilgore College after high school graduation to obtain their associate's degree prior to transferring. (Responsible: President, Vice President of Student Development, Director of Enrollment Management and Marketing, Vice President of Instruction, Coordinator of Dual Credit, Deans, Faculty)

Outcome 1D.2: By August 2018, implement the degree check component of Jenzabar to award completers automatically, as evidenced by an increase in the number of certificates and degrees conferred by Kilgore College. (Responsible: President, Vice President of Institutional Planning, Director of Admissions and Registrar)

Outcome 1D.3: By August 2018, increase the number of Workforce Education Completers as evidenced by implementation of a process that provides outreach to students who separated from the institution prior to the completion of a certificate or degree. (Responsible: President, Vice President of Student Development, Director of Admissions and Registrar, Director of Enrollment Management and Marketing, Vice President of Instruction, Deans, Faculty)

II. Enhance college resources to adequately support student learning and success

Strategic Goal 2A: Technology Resources – By August 2019, upgrade technology infrastructure and connectivity to provide tools to enhance student learning.

Outcome 2A.1: By August 2017, employees will be fully functional with the Jenzabar product as evidenced by a resolution of all items on the issue log generated after conversion. (Responsible: President, Vice President of Finance, Vice President of Student Development, Director of Information Technology).

Outcome 2A.2: By August 2019, a wireless environment will be available at both campus locations to support students, faculty, and staff as evidenced by findings on a connectivity audit. (Responsible: President, Vice President of Finance, Director of Information Technology)

Exhibit #2 cont. on next page

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Strategic Goal 2B: Financial Resources – By August 2019, secure external funding via the Kilgore College Foundation and grant procurement in order to develop a fourth funding stream for the college.

Outcome 2B.1: By January 2017, the Kilgore College Foundation Board will actively embark on targeted fund raising activities to secure adequate resources in support of the core activities of the strategic plan as evidenced by scheduled activities and growth of Partner In Education funds for targeted initiatives (Responsible: President, Foundation Board of Directors, Foundation Director).

Outcome 2B.2: By August 2017, the Kilgore College Alumni Association will have over 500 members as evidenced by the number of names on a membership roster.

Outcome 2B.3: By August 2017, the Kilgore College grant writer will have actively engaged in plans to secure a Title III-Department of Education Strengthening Institutions Grant, Department of Commerce Economic Development Administration Grant, and a National Science Foundation Grant as evidenced by grant documents (Responsible: President, Vice President of Institutional Planning, Grant Writer) (Responsible: President, Foundation Director, Alumni Relations, Faculty, Staff)

Strategic Goal 2C: Human Resources – By August 2019, foster professional development through the execution of policy, procedure and training.

Outcome 2C.1: By August 2017, review all college policies, update format, and create/revise any necessary policies in support of reaffirmation of accreditation as evidenced by a Kilgore College Board of Trustee Policy Manual (Responsible: President, Vice President of Institutional Planning, Director of Human Resources, Assistant to the President)

Outcome 2C.2: By March of 2017, revise Employee Performance Appraisals to support completion of the Strategic Plan, conduct customer service and supervisor training, and launch a new appraisal system as evidenced by the campus-wide use of the new system for the evaluation cycle (Responsible: President, Vice President of Institutional Planning, Director of Human Resources, Assistant to the President)

Exhibit #2 cont. on next page

Exhibit #2 cont.

Outcome 2C.3: By January 2018, launch a platform of online mandatory training activities for all employees and implement a tracking system to insure completion as evidenced by training modules on the My KC employee site (Responsible: President, Vice President of Institutional Planning, Director of Human Resources, Director of Information Technology, Assistant to the President)

III. Provide students with safe, well-maintained, and accessible environments that foster student achievement and engagement

Strategic Goal 3A: By August 2019, improve campus safety and security.

Outcome 3A.1: By August 2017, comply with state legislative mandate to allow campus carry as evidenced by constituent-vetted college policy, procedures, and appropriate signage and accommodations. (Responsible: President, Vice President of Student Development, Kilgore College Police Department)

Outcome 3A.2: By August 2017, update and disseminate college safety and security manual, encompassing all instructional locations, as evidenced by a college-wide email distribution, training schedule, and publication on the college website as appropriate. (Responsible: Vice President of Student Development, Kilgore College Police Department)

Outcome 3A.3: By August 2019, add lighting to all identified areas of deficiency as evidenced by a lighting audit (Responsible: Vice President of Student Development, Vice President of Finance, Director of Facilities, Kilgore College Police Department)

Strategic Goal 3B: By August 2019, provide well-maintained learning and living environments for KC students.

Outcome 3B.1: By August 2019, increase student satisfaction with residence halls as evidenced by a 90% satisfaction rate on the Residential Life Survey (Responsible: President, Vice President of Finance, Facilities Manager, Vice President of Student Development, Director of Residential Life)

Outcome 3B.2: By August 2019, increase employee satisfaction with facilities contractor as evidenced by a 90% satisfaction rate on the Employee Customer Service survey. (Responsible: President, Vice President Finance, Facilities Manager)

Exhibit #2 cont. on next page

Exhibit #2 cont.

Outcome 3B.3: By August 2019, increase student and employee satisfaction with campus appearance as evidenced by a 95% satisfaction rate on the Graduating Student survey, Student Satisfaction survey, and Employee Customer Service survey. (Responsible: President, Vice President of Administrative Services, Vice President of Student Development, Director of Residential Life, Facilities Manager)

Strategic Goal 3C: By August 2019, provide accessible learning environments for students.

Outcome 3C.1: By August 2019, increase online course sections as evidenced by 10% annual growth in online sections offered. (Responsible: Vice President of Instruction, Deans, Director of eLearning, Faculty)

Outcome 3C.2: By August 2019, increase hybrid course sections as evidence by 10% annual growth in hybrid sections offered. (Responsible: Vice President of Instruction, Deans, Director of eLearning, Faculty)

Outcome 3C.3: By August 2017, implement additional 8-week course offerings as evidenced by a revised schedule of course offerings and increased enrollment (Responsible: President, Vice President of Instruction, Deans, Faculty, Vice President of Student Development, Director of Financial Aid, Director of Admissions and Registrar)

IV. Provide instructional programming that enables students to achieve marketable credentials that provide a living wage by focusing and aligning workforce curriculum with service area industry standards and needs

Strategic Goal 4A: Non-Credit – By August 2019, increase educational opportunities for students in short-term programs and courses.

Outcome 4A.1: By August 2019, increase educational opportunities for students in non-credit programs as evidenced by growth in headcount/contact hours and expansion of short-term training opportunities. (Responsible: President, Vice President of Instruction, Deans, Faculty, Instructional Support Staff)

Outcome 4A.2: By August 2019, increase responsiveness to professionals who require continuing education opportunities and educational updates to maintain their credentials as evidenced by an increase in the breadth and depth of recertification's/licensure update courses scheduled. (Responsible: President, Vice of Instruction, Deans, Faculty, Instructional Support Staff)

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Exhibit #2 cont.

Strategic Goal 4B: Credit – By August 2019, increase educational opportunities for students with various exit/entry points and stackable credentials.

Outcome 4B.1: By August 2019, expand allied health programs as evidenced by additional educational opportunities. (Responsible: President, Vice President of Instruction, Dean of Math, Science and Health Science, Faculty)

Outcome 4B.2: By August 2019, expand industry recognized credentials embedded in workforce education programs as evidenced by an increased number of students completing those credentials. (Responsible: President, Vice President of Instruction, Deans, Faculty)

Outcome 4B.3: By August 2019, increase experiential learning opportunities in workforce education programs as evidenced by an increased number of students participating in internships and co-ops. (Responsible: President, Vice President of Instruction, Deans, Faculty)

Strategic Goal 4C: Partnerships – By August 2019, establish and strengthen relationships with service area business, industry, and educational partners.

Outcome 4C.1: By August 2019, Kilgore College will be widely-recognized as an economic driver in our service area as evidenced by a minimum of 30 outreach activities to area economic development corporations and chambers. (Responsible: President, Vice Presidents, Deans)

Outcome 4C.2: By August 2019, enhance communications with area Independent School Districts as evidenced by college-hosted meetings held twice a year with superintendents hosted by the college. (Responsible: President, Deans, Director of Enrollment Management and Marketing, Coordinator of Dual Credit, Assistant to the President)

Outcome 4C.3: By August 2019, strengthen public/private partnerships with area business/industry as evidenced by college-hosted meetings held twice a year with service area CEO's hosted by Kilgore College (Responsible: President, Assistant to the President)

D.

To consider appointment of second KC Foundation Board of Directors Liaison
Presenter: Larry Woodfin & Karol Pruett

**Second KC Foundation Board of Directors
Liaison Appointment
September 12, 2016**

On August 19, 2016 an email was sent to the entire KC Board of Trustees regarding service on the KC Foundation Board of Directors. Two KC Board of Trustee members have expressed an interest in serving as the second KC Trustee Liaison to the KC Foundation Board of Directors.

KC Board Members, please mark a 2 for your first choice, and a 1 for your second choice. The member with the most points will serve as the second KC Trustee Liaison to the KC Foundation Board of Directors.

Sanders, Cecelia _____

Walker, James _____

Signature _____

Cecelia Sanders was appointed as the second KC Trustee Liaison to the KC Foundation Board of Directors.

VIII. ADMINISTRATIVE DISCUSSION ITEMS

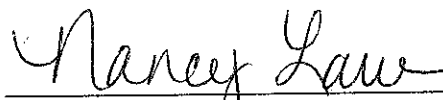
- A. Budget Reports
Presenter: Duane McNaney

Duane McNaney was available to answer any questions.

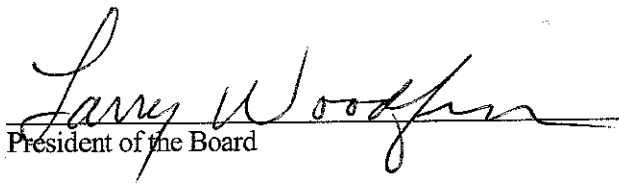
IX. ADJOURNMENT

Larry Woodfin adjourned the meeting at 7:16pm.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees


President of the Board
Secretary of the Board