

Agenda of Regular Meeting

The Board of Trustees Kilgore Junior College District

A Regular Meeting of the Board of Trustees of Kilgore Junior College District will be held February 27, 2017, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor.

Prior to the Meeting	6:00pm	Monday, February 27, 2017
----------------------	--------	---------------------------

DINNER

Items of Business	6:30pm	Monday, February 27, 2017
-------------------	--------	---------------------------

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. PRESENTATION

A. Where Are They Now?

KC Alumni Mazie Jamison

B. Student Spotlight - Adan Aguinaga

Presenter: Judy DeRouen

C. Employee Spotlight - Charleen Worsham and Doris Johnson

Presenter: Becky Johnson

D. Student Success Spotlight - Data Points from the Data Summit

Presenter: Dr. Staci Martin

E. Program Spotlight - Campus Carry Updates and Policy Draft

Presenter: Heath Cariker

IV. CONSENT AGENDA

A. To consider approving the minutes of the December 12, 2016 regular board meeting

B. To consider approving the corrected minutes from the September 12, 2016 board meeting

The original minutes had the August Personnel Agenda attached instead of the

September Personnel Agenda.

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

1. **Recommendation to accept employee resignation as follows:**

- a. Director of Small Business Development Center, effective January 16, 2017 after twenty-five years and six months of service
- b. Administrative Coordinator - Small Business Development Center, effective January 25, 2017 after six months of service
- c. Adult Education and Literacy Instructor effective, effective January 31, 2017 after eight months of service
- d. Professional Support Assistant-WE/CE Evenings, effective February 14, 2017 after four years and six months of service
- e. Systems Electronic Librarian, effective February 28, 2017 after seven years and six months of service
- f. English Instructor, effective August 31, 2017 after twelve months of service

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

- a. Alumni Relations Coordinator, effective February 28, 2017 after twenty-six years and one month of service
- b. Business Manager, effective May 31, 2017 after eight years and eleven months of service
- c. Mathematics Instructor & Department Chair, effective May 31, 2017 after thirty-eight years and nine months of service
- d. Training Coordinator-Workforce Development, effective August 31, 2017 after sixteen years of service

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

- a. Interim English Instructor, Liberal & Fine Arts, effective January 1, 2017
- b. Support Specialist, Purchasing/Accounts Payable, effective February 6, 2017

4. **Recommendation to change employment as follows:**

- a. Professional Support Assistant, Financial Aid to Advisor - KC Longview, effective January 11, 2017
- b. Police Academy Instructor to Police Academy Instructor & Deputy Director

V. **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 **February 27, 2017.**"

PERSONNEL: (Government Code 551.074)

Evaluation of the College President

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 February 27, 2017."

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.

VI. ACTION ITEMS

- A. To consider and approve the evaluation and extension of the employment contract of the College President
Presenter: Larry Woodfin
- B. To consider payment of legal fees for services rendered.
- C. To consider renewing the 50% historical property tax exemption for the year 2017 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
- D. To accept the Certification of Unopposed Candidates and to issue an Order of Cancellation, declaring the election canceled and the unopposed candidate is hereby elected for the following Voting Zones:
Presenter: Nancy Law

1. North Zone
2. Central Zone
3. South Zone

VII. BOARD COMMITTEE REPORTS & ACTION ITEMS

A. Investment/Finance/Audit Committee - Joe Carrington, Chair

1. INFORMATION ITEM: Budget Reports
Presenter: Joe Carrington
2. ACTION ITEM: To consider tuition & fee increases for the 2017-2018 academic year
Presenter: Joe Carrington
3. ACTION ITEM: To consider course fee increase for the 2017-2018 academic year
Presenter: Joe Carrington
4. ACTION ITEM: To consider adopting the Kilgore College Investment Policy & Investment Strategies
Presenter: Joe Carrington

B. Policy & Personnel Committee - Karol Pruett, Chair

1. ACTION ITEM: To consider 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. First reading of an amendment to the Board of Trustees' By-Laws:
Section 3. Governing Board:
ADDED:
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). At the regular election or any special election held to fill vacancies for the Board of Trustees, the candidate who shall have received the highest number of votes cast at such election for each position to be filled shall be declared elected. In the event of a tie vote, the respective candidates so tied shall participate in a coin toss to determine who shall be the duly elected Board Member unless one candidate withdraws.(Election Code 2.002).
Presenter: Karol Pruett
3. ACTION ITEM: To consider approval of Policies:
Presenter: Karol Pruett
 - a. Policy Development and Review
 - b. Employee Dependent Child Scholarships

- c. Tuition Grants for Regular Full-Time Employees and Retirees
- d. Verifying Student Identity in Online Course
- e. Substantive Change

C. Property & Facilities Committee - Brian Nutt, Chair

- 1. ACTION ITEM: To consider a recommendation for the sale of 1009 Brook Drive
Presenter: Brian Nutt
- 2. INFORMATION ITEM: Facilities Update
Presenter: Jeff Williams
 - a. Quads
 - b. Nolan
 - c. Turk
 - d. TV Building

D. Student Success Committee - Cecelia Sanders, Chair

- 1. INFORMATION ITEM: Kilgore College Faculty Professional Development on January 12, 2017 - How to Help People Remember What They Learn
Presenter: Cecelia Sanders
- 2. INFORMATION ITEM: Kilgore College Inaugural Data Summit on February 14, 2017
Presenter: Cecelia Sanders

VIII. ADMINISTRATIVE DISCUSSION ITEMS

- A. PFIA Quarterly Investment Reports
Presenter: Duane McNaney
- B. TPF Quarterly Investment Report
Presenter: Duane McNaney

IX. ADMINISTRATIVE COMMENTS

- A. QEP Topic (Quality Enhancement Plan)
Presenter: Dr. Staci Martin

X. BOARD COMMENTS

- A. Return on Investment of the Lady Ranger Softball Tournament
Presenter: James Walker

XI. ADJOURNMENT