

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 December 17, 2018, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor.

Prior to the Meeting	6:00pm	Monday, December 17, 2018
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Dinner - This is a social function and unrelated to any business to be conducted by the Board of Trustees

Items of Business	6:30pm	Monday, December 17, 2018
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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. PRESENTATIONS

A. Program/Employee/Student Spotlight: Substance Abuse Counseling Program

Presenter: Dr. Mike Turpin

B. Student Success Spotlight: Key Performance Indicators

Presenter: Dr. Staci Martin

III. CITIZEN COMMENTS

IV. CONSENT AGENDA

Presenter: Larry Woodfin

A. To consider approving the minutes of the September 10, 2018 regular board meeting and the October 20, 2018 Board Retreat

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

1. Recommendation to accept employee resignations as follows:

a. Assistant Women's Basketball Coach & Stark Hall Supervisor, effective September 12, 2018 after one year and two months of service

b. Workforce Development Specialist, effective October 12, 2018 after eleven years and three months of service

- c. Police officer, effective October 14, 2018 after five days of service
 - d. Police Officer, effective October 31, 2018 after nine months of service
 - e. Social Media Marketing Specialist, effective December 4, 2018 after eighteen years and two months of service
 - f. Staff Grant Accountant, effective November 30, 2018 after two years and one month of service
 - g. Head Football Coach, effective December 31, 2018 after sixteen years of service
- 2. Recommendation to accept employee retirement as follows:**
- a. Director of Marketing & Enrollment Management, effective December 31, 2018 after ten years and nine months of service
 - b. Purchasing Agent, effective December 31, 2018 after eleven years and one month of service
 - c. Project Coach - Texas School Ready Grant Program, effective December 31, 2018 after three years and four months of service
 - d. Professional Support Assistant-Admissions & Dual Credit Specialist, effective January 31, 2019 after twelve years and eight months of service
 - e. Program Leader and Instructor - Process Technology effective December 31, 2018 after eleven years and four months of service
 - f. Music Instructor/Band Director effective December 31, 2018 after seven years and five months of service
- 3. Recommendation for approval of faculty contracts as follows:**
- a. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2019 - December 31, 2019
 - b. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2019 - December 31, 2019
- 4. Recommendation to terminate employment as follows:**
- a. Cashier, effective November 29, 2018
- 5. Recommendation to change employment as follows:**
- a. Support Specialist - Switchboard Operator to Support Specialist - Arts & Mathematical Sciences, effective September 8, 2018
 - b. Support Specialist - Arts & Mathematical Sciences to Professional Support Assistant - Science & Health Sciences
 - c. Vice President of Student Development to Executive Vice President & Chief Student Affairs Officer, effective November 1, 2018
 - d. Grant Writer to Title III Project Director & Grant Writer, effective September 16, 2018

- e. Director of Enrollment Management & Registrar to Dean of Enrollment Management & Student Success, effective January 1, 2019
- f. Admissions Counselor to Continuing Educational Coordinator, effective October 29, 2018
- g. Sociology Instructor to Substance Abuse Counseling Instructor, effective November 1, 2018
- h. Manager, Payroll & Benefits to Student Accounts Coordinator, effective October 22, 2018

6. Recommendation of employment as follows:

- a. Dean of Science & Health Sciences, effective August 17, 2018
- b. CDL Instructor, Public Service & Industrial Technologies, effective September 13, 2018
- c. Professional Support Assistant, Arts & Mathematical Sciences, effective September 19, 2018
- d. Professional Support Assistant, TRIO Program, effective October 1, 2018
- e. Police Officer, KCPD, effective October 10, 2018
- f. Support Specialist-Purchasing/Accounts Payable, Business Office, effective October 16, 2018
- g. Professional Support Assistant - Workforce, Public Service & Industrial Technologies, effective October 22, 2018
- h. Admissions Counselor, Student Development, effective October 29, 2018
- i. Police Officer, KCPD, effective November 1, 2018
- j. Professional Support Assistant, International Student Admissions Specialist, Student Development, effective November 5, 2018
- k. Kilgore College East Texas Oil Museum Manager, Business Office, effective November 12, 2018
- l. Police Officer, KCPD, effective November 12, 2018
- m. Sociology Instructor, Arts & Mathematical Sciences, effective January 1, 2019
- n. Biology Instructor, Science & Health Sciences, effective January 1, 2019

C. To consider payment of legal fees for services rendered

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 **December 17, 2018.**"

PERSONNEL: (Government Code 551.074)

LEGAL: (Government Code 551.071)

Consultation with attorney regarding a real property matter

REAL ESTATE: (Government Code 551.072)

Kilgore College owned property located at 1009 Brook Dr., Kilgore, TX

RECONVENING IN OPEN MEETING

"The Board has reconvened in open session at _____ p.m. on December 17, 2018."

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. BOARD COMMITTEE REPORTS & ACTION ITEMS

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

Presenter: Joe Carrington

1. PRESENTATION ITEM: Legislative Update and Role of Appraisal District
Presenter: Libby Neely, Chief Appraiser Gregg Appraisal District
2. ACTION ITEM: To approve and consent to the assignment of the tax abatement agreement between Kilgore College and OG Dallas TX Landlord, LLC to Hammer Time Owner (TX) LP. The tax abatement agreement as adopted by the Kilgore College Board of Trustees at its meeting on June 27, 2018 is identical to the terms and conditions of the City of Kilgore tax

abatement agreement with OG Dallas TX Landlord, which was assigned to Hammer Time (TX), LP by the City of Kilgore on December 11, 2018. All of the rights and obligations of the tax abatement agreement will be assumed by Hammer Time Owner (TX) LP.

Presenter: Jana Russell, Asst. Director KEDC

3. ACTION ITEM: To consider a resolution supporting the application of Thousand Oaks Corporation DBA Evolution Outdoor Design for a Foreign Trade Sub-Zone designation for 2002 Synergy Blvd., Kilgore, TX
Presenter: Jana Russell, Asst. Director KEDC
4. ACTION ITEM: To consider approval of recommendation from staff on a phone system vendor
5. ACTION ITEM: To consider a request for refund of erroneous property tax payment
6. INFORMATION ITEM: Financial Update
7. INFORMATION ITEM: Investment Reports
 - a. Texas Presbyterian Fund (TPF) Investment Report - Quarter 4
 - b. Public Funds Investment Act (PFIA) Investment Report - Quarter 4

B. Policy & Personnel Committee - Karol Pruett, Chair

1. ACTION ITEM: To consider annual review and approval of the Kilgore College Mission Statement
Presenter: Karol Pruett
2. ACTION ITEM: To consider appointing Nancy Law as the authority performing the duties of Election Official of the Board of Trustees during the 2019 election period
Presenter: Karol Pruett
3. ACTION ITEM: To consider calling the Kilgore Junior College District Trustee general election set for May 4, 2019
Presenter: Karol Pruett
4. ACTION ITEM: To consider approving Joint Election Agreements
Presenter: Karol Pruett
 - a. City of Kilgore
 - b. City of Gladewater
5. ACTION ITEM: To consider approval of extended Strategic Plan
Presenter: Karol Pruett
6. ACTION ITEM: To consider approval of Kilgore College Records Retention Policy
Presenter: Karol Pruett
 - a. ACTION ITEM: To consider appointing Fred Gore as the Records Management Officer for Kilgore College
Presenter: Karol Pruett

- b. ACTION ITEM: To consider approval of Policy Model #4 of the Texas State Library and Archives Commission regarding Records Management
Presenter: Karol Pruett
- c. ACTION ITEM: To consider adopting TSLAC (Texas State Library & Archives Commission) Records Retention Schedules
Presenter: Karol Pruett
 - 1. Schedule EL (Records of Elections and Voter Registration)
 - 2. Schedule GR (Records Common to All Governments)
 - 3. Schedule JC (Records of Public Junior Colleges)
 - 4. Schedule PS (Records of Public Safety Agencies)
- d. ACTION ITEM: To consider approval of the Kilgore College Records Retention Schedule
Presenter: Karol Pruett

C. Property & Facilities Committee - Brian Nutt, Chair

- 1. ACTION ITEM: To consider responses to Request for Bids for the purchase or real property owned by Kilgore College located at 1009 Brook Dr., Kilgore, TX
Presenter: Brian Nutt
- 2. ACTION ITEM: To consider a Property Access Agreement with ATC Group Services on behalf of E-Z Mart Stores located at 600 Houston St. in Kilgore
Presenter: Fred Gore

D. Student Success Committee - Cecelia Sanders, Chair

- 1. ACTION ITEM: To consider approval of the Substance Abuse Counseling Program consisting of a 60-hour AAS Degree
Presenter: Cecelia Sanders
- 2. INFORMATION ITEM: Updates from the KC Foundation Board
Presenter: Cecelia Sanders, KC Trustee Liaison to the Foundation Board
- 3. INFORMATION ITEM: 2018 Kilgore College Annual Security and Fire Safety Report
Presenter: Dr. Mike Jenkins

VII. ADMINISTRATIVE COMMENTS

- A. Board Training Report
Presenter: Nancy Law
- B. March 4, 2019 Board Meeting Date
Presenter: Dr. Brenda Kays

VIII. ADJOURNMENT