

## Minutes 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 was held Monday, April 9, 2018, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following members present:

Scott Andrews  
Joe Carrington  
Lon Ford  
Bob Heath  
Brian Nutt – Vice President  
Karol Pruett – Secretary  
Cecelia Sanders  
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. Brian Nutt led the Invocation. Larry Woodfin led the Pledge of Allegiance.**

#### II. COLLEGE SPOTLIGHTS

##### A. Student Spotlight - Justin Gipson Presenter: Tanton Johnson, Automotive Instructor

**Justin Gipson was introduced by Automotive Instructor, Tanton Johnson. Justin is honored for being an exceptional student, for his outstanding performance in the automotive program as a leader and mentor.**

##### B. Program Spotlight - Institutional Advancement Presenter: Askala Harris & Leah Gorman

**Office of Institutional Advancement information was presented by Askala Harris, Executive Director of Development and Leah Gorman, Director of Alumni, Foundation & Scholarship Relations.**

- **What is Institutional Advancement?**
  - **Development**
    - **Technology Infrastructure Initiative – Secured grants and matching funds to start Phase 1 of updating infrastructure on both Kilgore & Longview campuses; updating & renovation under way for Zone Tutoring Lab to serve more students**
    - **Fundraising & Friendraising – Board support by giving & opening doors to donors; celebrate philanthropy by honoring donors & supporters of Kilgore College; MLK breakfast inaugural event raised \$20,000 for dual credit scholarships, with plans to make this a premiere annual event; launching “I’m in for KC” Employee Giving Campaign in August 2018; East Texas Giving Day,**

April 24, 2018, 6:00am – 11:59pm, donate any time during the day, [www.easttexasgivingday.org/kilgorecollegefoundation](http://www.easttexasgivingday.org/kilgorecollegefoundation), all funds raised will benefit the Technology Initiative

- Alumni Association
    - Open to all Alums and friends of Kilgore College; Inaugural Excelling Alumni event planned for Homecoming 2018; Pizza in the Plaza special event scheduled for finals week; One on One visits with upcoming graduates; New graduates receive the first two years of membership at no charge – members receive quarterly newsletters with updates about Kilgore College, on campus discounts, and invitations to alumni events
  - Kilgore College Foundation & Scholarships
    - Recently received four endowed scholarships for the Culinary Arts program – East Texas Restaurant Association endowed in memory of Gerard Cace and Mike Clements endowed three scholarships in memory of his wife, Amy
    - Sponsoring East Texas Sized Fundraiser – May 5, 2018; proceeds to benefit summer scholarships for KC Athletics
    - Annual Scholarship Luncheon – November 8, 2018; opportunity to bring donors and student recipients together
- C. Student Success Spotlight - KC Reporting Journey  
Presenter: Jane Lewis, Institutional Research Analyst

Jane Lewis, Institutional Research Analyst presented the following:

- Data to the People – more user involvement, improvements to our current reports, generates new ideas for future reporting, and everyone becomes a data analyst
- Higher Education typically has high data reporting needs with limited budgets. Using our current reporting tool SSRS (Report Builder) along with Microsoft Office Products, we are able to provide external reporting from Jenzabar EX.
- KC Reporting Journey
- Converted to Jenzabar EX Fall 2015 – Jenzabar is a great system to collect data, but provides limited reports through JICS and EX; faculty primarily use JICS while staff areas and others such as Deans and Department Chairs use EX; began developing reports external to Jenzabar EX using SSRS (Report Builder)
- Since Spring 2016 – Institutional Research has written over 50 reports. We can run these reports ourselves and share them with others so they can run reports; developed way to share reports written in SSRS (Report Builder) through MyKC for faculty usage and EX for others; goal is to provide user reporting in the area of Jenzabar (JICS or EX) that the employee uses; data is now available to employees whenever they want it
- Institutional Research has provided reporting to many areas of KC: President’s Office, Math Department, English Department, Development Office, TRIO, Zone, Police & Fire Academies, Athletic reporting requirements, Program Outcome Data, ROI reports, KPI Reports for Internal & external usage, Dual Credit
- Our Next Journey – being able to run reports outside the KC network: from your phone, tablet or remotely from home

### III. CITIZEN COMMENTS

There were no citizen comments.

#### IV. EXECUTIVE SESSION

The Board did not go into executive session.

#### V. CONSENT AGENDA

- A. To consider approving the minutes of the February 12, 2018 regular board meeting (Consent Item 1)
- B. To consider the following personnel items (Consent Item 2):
  1. **Consider and authorization to accept employee resignation as follows:**
    - a. Professional Support Assistant - Financial Aid, effective February 9, 2018 after two years and two months of service
    - b. Support Specialist - Health Sciences, effective March 1, 2018 after four months of service
    - c. Controller, effective April 26, 2018 after three years and ten months of service
  2. **Consider and authorization to accept employee retirement as follows:**
    - a. Physical Therapist Assistant Program Director and Instructor, effective August 31, 2018 after thirty years of service
    - b. Mathematics Instructor, effective August 31, 2018 after thirty-six years of service
    - c. Associate Degree Nursing Instructor, effective August 31, 2018 after twelve years of service
    - d. Cosmetology Instructor, effective August 31, 2018 after thirty-two years of service
    - e. Program Director & Office Professionals Instructor, effective August 31, 2018 after twenty-two years of service
    - f. Dean of Science & Health Sciences, effective December 31, 2018 after twenty-seven years and ten months of service
  3. **Consider and authorization to renew faculty contracts as follows:**
    - a. Head Men's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2018 - May 31, 2019
    - b. Head Women's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2018 - May 31, 2019
  4. **Recommendation to change employment as follows:**
    - a. Workforce Dual Credit Coordinator & Industrial Technologies Department Chair to Dean of Public Services & Industrial Technologies effective March 1, 2018
  5. **Recommendation of employment as follows:**
    - a. eLearning Technician, Faculty Innovation Center, effective March 1, 2018 (Title III Grant Funded position)
    - b. Support Specialist, Purchasing/AP, Business Office, effective March 19, 2018

**Scott Andrews made the motion to accept the Consent Agenda as presented. Joe Carrington seconded the motion. The motion passed unanimously.**

**Personnel Agenda on next page**

## Personnel Agenda

### Kilgore Junior College District Personnel Agenda April 9, 2018

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

- a. Ms. April Pettigrew, Professional Support Assistant-Financial Aid, effective February 9, 2018 after two years and two months of service
- b. Ms. Tami Phelps, Support Specialist-Health Sciences, effective March 1, 2018 after four months of service
- c. Ms. Jonnie Stice, Controller, effective April 26, 2018 after three years and ten months of service

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

- a. Dr. Carla Gleaton, Physical Therapist Assistant Program Director and Instructor, effective August 31, 2018 after thirty years of service
- b. Dr. Nina Verheyden, Mathematics Instructor, effective August 31, 2018 after thirty-six years of service
- c. Ms. Mariane Hastie, Associate Degree Nursing Instructor, effective August 31, 2018 after twelve years of service
- d. Ms. Joyce Sperlich, Cosmetology Instructor, effective August 31, 2018 after thirty-two years of service
- e. Ms. Molly Reavis, Program Director & Office Professionals Instructor, effective August 31, 2018 after twenty-two years of service
- f. Ms. Louise Wiley, Dean of Science & Health Sciences, effective December 31, 2018 after twenty-seven years and ten months of service

#### 3. Recommendation for renewal of faculty contracts as follows:

- A. Mr. Brian Hoberecht, Head Men's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2018 – May 31, 2019
- B. Ms. Anna Nimz, Head Women's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2018 – May 31, 2019

Personnel Agenda cont. on next page

**Personnel Agenda cont.**

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

NAME	PREVIOUS POSITION	NEW POSITION	NEW SALARY/RATE OF PAY	PROMOTION DATE
D'Wayne Shaw	Workforce Dual Credit Coordinator & Industrial Technologies Department Chair	Dean of Public Services & Industrial Technologies	\$3,703.13/pay period 12 mo. equivalent = \$88,875	03/01/2018

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

NAME	POSITION	LOCATION	SALARY/RATE OF PAY	HIRE DATE
Rechel Fatunde	eLearning Technician	Faculty Innovation Center	\$1,145.83/pay period 12 mo. equivalent = \$27,500 (Title III Grant Funded)	03/01/2018
Liesa Gray	Support Specialist, Purchasing/AP	Business Office	\$940.50/pay period 12 mo. equivalent = \$22,572	03/19/2018

**VI. ACTION ITEMS**

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

**Cecelia Sanders made the motion to consider payment of legal fees. Karol Pruett seconded the motion. The motion passed unanimously.**

- B. To consider approval of the 2017-2018 Student Catalog  
Presenter: Dr. Mike Turpin

**Joe Carrington made the motion to approve the 2017-2018 Student Catalog. Lon Ford seconded the motion. The motion passed unanimously.**

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

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

1. ACTION ITEM: To consider renewing the 50% historical property tax exemption for the year 2018 for the Dr. E.L. and Nancy Walker Recorded Historical Landmark home in Gladewater, Texas, owned by Matthew and Memori Ruesing

**Joe Carrington made the motion to renew the 50% historical property tax exemption for the year 2018 for the Dr. E.L. and Nancy Walker Recorded Historic Texas Landmark home in Gladewater, Texas owned by Matthew and Memori Ruesing. Because the motion came from a committee a second was not required. The motion passed unanimously.**

2. INFORMATION ITEM: Tax Abatement Certificates of Compliance  
Presenter: KEDC

**Amanda Nobles and Kimberly Wright from KEDC presented a Tax Abatement Certificate of Compliance for Skeeter Products Inc.**

3. INFORMATION ITEM: Quarter 1 Texas Presbyterian (TPF) Investment Report

**Joe Carrington and Fred Gore were available to answer any questions.**

4. INFORMATION ITEM: Quarter 1 and 2 Public Funds Investment Act (PFIA) Report

**Joe Carrington and Fred Gore were available to answer any questions.**

5. INFORMATION ITEM: Budget Update

**Joe Carrington and Fred Gore were available to answer any questions.**

6. INFORMATION ITEM: Tax Levy Lawsuit  
Presenter: Fred Gore
  - a. Gregg County - \$56,774.
  - b. Rusk County - In Progress

**In March, Kilgore College received notice from Gregg and Rusk Counties of a recent ruling by the Texas Supreme Court that some leased property located in these districts, but where the owner conducts business elsewhere outside the district, should be taxed in that other district rather than in this district. The result of that is that some of these properties which have previously been taxed and collected by Kilgore College will have to be refunded. At this time some owners are filing suit in the counties to have their respective tax levies reversed if they have not been paid or refunded if they have been paid. Gregg County has given us an estimate of \$56,774 in tax revenues which have already been collected would be refunded under this ruling by Kilgore College. That is an estimate only pending lawsuits that are in progress at this moment. Rusk County has not provided Kilgore College with an estimate. At this time Kilgore College has not been notified by Upshur or Smith Counties that any tax collections would be impacted at this point. A timeline of repayment has not been given to us.**

- B. Policy & Personnel Committee - Karol Pruett, Chair
  1. ACTION ITEM: To consider approval of policies  
Presenter: Karol Pruett
    - a. Pets on Campus Policy

**Karol Pruett made the motion to approve the Pets on Campus Policy. Bob Heath seconded the motion. The motion passed unanimously.**

## Pets on Campus Policy

Pets on Campus Policy

Approved By and Date: Board of Trustees 4/09/2018  
Executive Leadership Team 3/27/2018

**This policy allows for the presence of pets/service animals on campus in a way that provides for the restraint of these animals and also provides for the health and safety of Kilgore College students, faculty, staff, and visitors and for the protection of the College's property/assets.**

**The College, in its sole discretion, may terminate a pet owner's privilege to bring a pet on campus; for example if a pet is noisy, disruptive, aggressive, sick, or otherwise a nuisance. The Director of Human Resources will be responsible for determinations involving employees and the Vice President of Student Development for those involving students. The Director of Human Resources, in consultation with the Chief of Kilgore College Police Department (KCPD), will be responsible for determinations involving individuals not affiliated with the College.**

Pets on Campus Procedures

Approved By and Date: Executive Leadership Team 3/27/2018

These procedures apply to all on-campus, College-controlled properties, including residence halls and all athletic facilities. Pets on campus can pose a significant risk to Kilgore College and its community. These procedures also standardizes the College's position on the management of animals on Kilgore College property.

### Definitions:

- A. College-controlled property - Property that is owned, operated, and/or maintained by the College.
- B. Service Animal - A guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability. Police K-9s are also considered a service animal as well as other animals that work for emergency personnel.
- C. Pets at Large - An animal that is either unattended and/or unrestrained by its owner.

### Health & Safety Concerns:

Pets can pose various health and safety concerns to the campus community, such as allergic reactions to animal dander, excessive noise, animal bites, and disease/parasite transmission (i.e., fleas, ticks, viruses, bacteria, etc.). Individuals with a disability that requires the use of a service animal are at particular risk. For example, a dog running at large poses a hazard to an individual using a service dog, should there be a confrontation between the two animals.

All pets must be tagged, registered, and vaccinated in accordance with appropriate state, county, and/or city regulations.

### Inside/Outside Facility Guidelines:

It is prohibited to bring dogs, cats, or other pets inside any College-controlled buildings, including residence halls, except for the animals listed in the exemption section of this policy. While on College-controlled properties, pets (including service animals) must be maintained on a leash of six feet or shorter, on a restraining harness, or in a caged enclosure. With the exception of the animals listed in the exemption section, pets are not allowed in/on any athletic facilities (inside or outside). Pets will not be allowed (leashed or unleashed) at any special events or College functions (e.g., Homecoming, athletic venues, graduations, concerts, etc.) with the exception of any specific event that has been approved by the Chief of the Kilgore College Police Department (KCPD) or designee.

**Pets on Campus Policy cont. on next page**

**Pets on Campus Policy cont.**

Pet owners are responsible for cleaning up any messes made by their pet. Anyone who brings a pet on College-controlled property assumes all financial responsibility for any damages to property or injury to individuals caused by the animal.

Pets may not be tethered to College buildings, structures, motor vehicles, trees, railings, light poles, benches, posts, or other structures.

**Prohibited Animals (non-service):**

Animals such as poisonous reptiles, constricting snakes (e.g., Boas, Pythons, and Anacondas) and other potentially dangerous or aggressive animals are prohibited from all College-controlled property (inside and outside) at all times, except those used in accepted academic purposes.

Additionally, pets at large and non-domesticated animals are prohibited.

**Failure to Comply:**

**A. Prohibited Animals on College-controlled Property**

Any prohibited animals on a College-controlled property must be removed immediately. If a prohibited animal is observed on a College-controlled property, administrative sanctions (for employees), campus citations and/or disciplinary actions (for students), or exclusion from the campus by criminal trespass (for members of the public) may be imposed for policy violations.

Kilgore College Police Department will enforce this policy.

**B. Unattended or Unrestrained Animals**

If an unrestrained/unattended animal is observed, a reasonable attempt will be made to locate the animal's owner. If the owner is located, he/she may face administrative sanctions (for employees), campus citations and/or disciplinary actions (for students), or exclusion from the campus by criminal trespass (for members of the public). If attempts to find the animal's owner are unsuccessful, the City of Kilgore Animal Control will be contacted; and they will remove the animal from College property.

Kilgore College Police Department will enforce this policy.

**C. Property Damage**

The College will seek restitution for any animal-related damage to College-controlled property, facilities, or grounds. The repair or replacement cost of damaged property is the sole responsibility of the owner of the animal that caused the damage.

**Exempted Pets and Other Animals:**

The animals listed below are permitted inside College-controlled property:

- A. Service animals
- B. Fish in containers of five gallons or less
- C. On-duty police K-9s or rescue dogs
- D. Visiting college mascots
- E. College approved animals being used for academic purposes (e.g., demonstrations, speeches, etc.). Approval for this exemption begins with the Chief of KCPD or designee.

Although these animals are permitted within the buildings and facilities, said animals must remain under the control of the owner at all times. The care or supervision of an exempted animal is solely the responsibility of the owner. Kilgore College reserves the right to exclude an exempted animal whose behavior poses a threat to the health or safety of others. More information on service animal guidelines and expectations are available of the Kilgore College Disability Services webpage.



- C. Property & Facilities Committee - Brian Nutt, Chair
  - 1. ACTION ITEM: To consider approval of a bid from R & G Construction, LLC, Marshall, Texas for the pedestrian bridge project

**Brian Nutt made the motion to approve a bid from R & G Construction, LLC, Marshall, Texas for the pedestrian bridge project. The total bid is \$94,207.00. Because the motion came from a committee a second was not required. The motion passed unanimously.**

- 2. INFORMATION ITEM: Facilities Update
  - a. Police Academy Drive Track  
Presenter: Jeff Williams

**With the help of East Texas Council of Governments (ETCOG) we have received grants totaling \$200,000 to update and extend the drive track by about 30,000 square feet. Today we had an open meeting with contractors to discuss the project. Tomorrow we start accepting bids. April 20<sup>th</sup> at 2:00pm is the deadline to receive bids.**

- b. McKinstry  
Presenter: Fred Gore

**McKinstry submitted two 7.5 million dollar applications to the State Energy Conservation Office (SECO) for improvement to the Kilgore and Longview campuses. The total of these planned improvements with the requested funds is a total of 18.5 million dollars. 15 million will be funded by the SECO, 1%, 15 year loan. Representatives of SECO have toured the campuses with McKinstry personnel, reviewed the applications, and submitted questions to McKinstry concerning these applications. As of Friday, April 6, McKinstry has responded back to all SECO questions on both applications. While there is no stated timeline on the applications, McKinstry believes that approval will be granted within the week. Ten days ago McKinstry supplied Kilgore College with a proposed contract agreement with regard to the terms of this project. That proposed contract is under review by Kilgore College's legal counsel. Once the contract is approved by the KC Board of Trustees, work should begin within 45 days of that approval.**

- 3. INFORMATION ITEM: Governance Leadership Institute (GLI) Top Ten, San Antonio  
Presenter: Brian Nutt

- 1. **Changed The Political Landscape**
- 2. **Financial Challenges and Constraints**
- 3. **Declining Enrollment**
- 4. **Financial Aid**
- 5. **Completion and Student Success**
- 6. **Degrees of Relevance**
- 7. **Employment and Earnings**
- 8. **Business Model**
- 9. **Technology**
- 10. **Leadership**

- D. Student Success Committee - Cecelia Sanders, Chair
  - 1. INFORMATION ITEM: Student Success Point Data  
Presenter: Dr. Staci Martin, VP of Institutional Planning

**Emphasis on performance based funding: a portion of our state appropriations, roughly 10%, comes from student success points. The rest is a set amount in core funding that every community college in**

the state receives and then we have funding based on our contact hours. Contact hours are based on the number of students we have enrolled in each class and how much time they spend in those classes. A new legislative session begins next spring so the Texas Higher Education Coordinating Board and the Texas Association of Community Colleges are monitoring very closely where we are with our success points. The legislature funds the success points at a set dollar amount per point. The 83<sup>rd</sup> legislative session was the first session to fund points at a \$185.12 per point. Each year after that the THECB and TACC has recommended that points be funded at that same amount so that colleges who improve their points will have a chance to gain funding or those that lose in their points will lose funding from what they received the prior year. Unfortunately, that is not what has happened. It appears they are setting aside a certain amount of money and dividing that evenly between all community colleges based on their points. The 84th legislative session funded at \$172.58 per point, and the 85<sup>th</sup> legislative session funded at \$171.56 per point. This is the Texas version of performance based funding. Preliminarily for the 86<sup>th</sup> legislative session that will start in January, we have been given information that there is a placeholder for our funding to be based on FY15, FY16, and FY17 average. It is a 3-year rolling average, so as soon as a new year's worth of data is available the oldest year is dropped off. That helps to deal with any anomalies. The THECB has us figured at 9,542 success points. We are on the upswing so once FY15 drops off and FY18 is added we are hopeful to increase our success points.

2. INFORMATION ITEM: Annual Racial Profiling Data Report and Safety Briefing  
Presenter: Heath Cariker, KCPD Chief

**KILGORE COLLEGE POLICE DEPT.  
Motor Vehicle Racial Profiling Information**

**Total Stops: 22**

**Number of motor vehicle stops:**

Citation Only - 13  
Arrest Only - 1  
Both - 8

**Race or Ethnicity known prior to stop?**

Yes - 1  
No - 21

**Race or Ethnicity:**

African - 9  
Asian - 0  
Caucasian - 7  
Hispanic - 6  
Middle Eastern - 0  
Native American - 0

**Search conducted?**

Yes - 8  
No - 14

**Was search consented?**

Yes - 3  
No - 5

**Safety update:**

- Phase I of installing security cameras began last week
- Street project with the city – Nolan and Oak Streets are two-way traffic; 4-way stop installed at Broadway and Nolan Streets; waiting for an additional 4-way stop to be installed at Broadway and Laird Streets
- Campus Violence Awareness Training – 2 in Kilgore and 2 in Longview; 1 at each campus for employees and 1 at each campus for students. We provided strategies to equip people in dealing with violence. Chief Cariker was joined by Dr. Mike Turpin, VP of Instruction and Tony Johnson, Director of Human Resources. Dr. Turpin spoke about classroom tactics and Mr. Johnson spoke about workplace violence.

3. INFORMATION ITEM: Board of Trustees Institute (BOTI), Santa Fe, New Mexico  
Presenter: Cecelia Sanders and Lon Ford

**Dr. Brenda Kays, Cecelia Sanders, and Lon Ford attended the Board of Trustees Institute in Santa Fe, New Mexico. They brought back a lot of valuable information regarding Student Success and Guided Pathways that will be presented at a later date.**

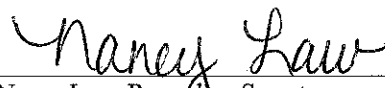
VIII. BOARD COMMENTS

- A. Trustee Vacancy  
Presenter: Larry Woodfin

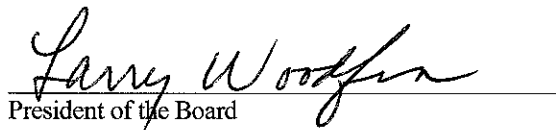
**Trustee Bob Heath announced his retirement effective at the time a replacement is found. There are now two vacancies on our Board of Trustees due the passing of James Walker. Board of Trustee President Larry Woodfin made the following statement, "in order to fulfill our mission and have adequate representation we want to put the fulfillment of these two positions on a fast track. In order to do this I am appointing a committee. This committee will be Lon Ford who will chair the committee, Cecelia Sanders, and Karol Pruett. They will accept applications, interview the applicants, and bring back to our June meeting a recommendation for each seat." Applications will be accepted until April 30, 2018. Bob Heath was thanked for his invaluable years of service on the Board of Trustees.**

- IX. *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 concerning any subjects and for any and all purposes permitted by Sections 551.071-551.089 of the Open Meetings Act.*

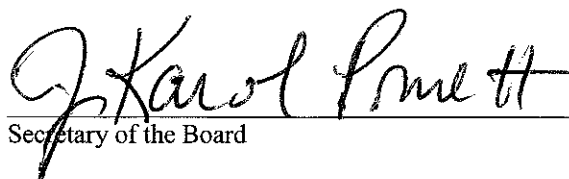
Respectfully submitted,



Nancy Law, Recording Secretary  
Kilgore College Board of Trustees



President of the Board



Secretary of the Board