

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 June 18, 2018, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor.

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| Prior to the Meeting | 6:00pm | Monday, June 18, 2018 |
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Dinner - this is a social function and unrelated to any business to be conducted by the Board of Trustees

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| Items of Business | 6:30pm | Monday, June 18, 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. CITIZEN COMMENTS

III. PRESENTATIONS

- A. Employee Spotlight - Jody Bush, Industrial Maintenance Instructor
Presenter: Kelly Kaemmerling,
- B. Student Success Spotlight - IPEDS Graduation Rate
Presenter: Dr. Staci Martin, VP of Institutional Planning

IV. CONSENT AGENDA

- A. To consider approving the minutes of the April 9, 2018 regular board meeting and minutes of the April 21, 2018 board training retreat
- B. To consider approval of personnel items submitted as follows:
1. **Recommendation to accept employee resignation as follows:**
 - a. Biology Lab Manager, effective May 31, 2018 after one year and eight months of service
 - b. Executive Director of Development, effective April 23, 2018 after six months of service
 - c. Professional Support Assistant, Evening/CE Longview, effective June 1, 2018 after six months of service

- d. Systems Administrator-Applications, effective May 25, 2018 after ten years and seven months of service
 - e. Police Officer, effective May 23, 2018 after eight months of service
 - f. eLearning Technician, effective May 31, 2018 after three months of service
 - g. Kinesiology Instructor and Head Women's Basketball Coach, effective June 29, 2018 after three years and two months of service
 - h. Chemistry Instructor, effective August 31, 2018 after two years of service
 - i. Institutional Research Data Specialist, effective June 5, 2018 after eight months of service
- 2. Recommendation to accept employee retirement as follows:**
- a. Photography Instructor, effective August 31, 2018 after forty-one years of service
 - b. Assistant Registrar, effective August 31, 2018 after ten years and one month of service
 - c. Workforce Development Specialist, effective December 31, 2018 after three years and five months of service
- 3. Recommendation for renewal of employment contract as follows:**
- a. Head Women's Softball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2018 - May 31, 2019
- 4. Recommendation for non-renewal of employment contract as follows:**
- a. Psychology Instructor, effective August 31, 2018 after eleven years of service
 - b. Corrosion Instructor, effective August 31, 2018 after three years of service
 - c. Biology Instructor, effective August 31, 2018 after six years of service
 - d. Government Instructor, effective August 31, 2018 after eight months of service
- 5. Recommendation to change employment as follows:**
- a. System Support Specialist to ERP Programmer/Analyst effective April 16, 2018
 - b. Professional Support Assistant, Financial Aid to Professional Support Assistant, Financial Aid - Veterans, effective April 30, 2018
 - c. Interim Drama Instructor/Technical Director to Drama Instructor/Technical Director, effective September 1, 2018
 - d. Interim Biology Instructor to Biology Instructor, effective September 1, 2018
 - e. Interim Psychology Instructor to Psychology Instructor, effective September 1, 2018
- 6. Recommendation for employment as follows:**

- a. Mathematics Instructor, Arts & Mathematical Sciences, effective September 1, 2018
- b. Assistant to the East Texas Oil Museum, Business Office, effective April 17, 2018
- c. eLearning Faculty Development Specialist, Faculty Innovation Center, Title III Grant Funded, effective April 19, 2018
- d. Controller, Business Office, effective May 14, 2018
- e. Professional Support Assistant - Financial Aid, Student Development, effective May 14, 2018
- f. Computer and Information Technology Instructor, Business & Computer Science, effective September 1, 2018
- g. Certified Nursing Assistant Instructor, Science & Health Sciences, effective May 16, 2018
- h. Computer Information & Technology Instructor, Business & Computer Science, effective September 1, 2018
- i. Government Instructor, Arts & Mathematical Sciences, effective September 1, 2018
- j. Music Instructor, Assistant Band Director, Arts & Mathematical Sciences, effective September 1, 2018
- k. Associate Degree Nursing Instructor, Science & Health Sciences, effective September 1, 2018
- l. Biology Lab Manager, Science & Health Sciences, effective May 29, 2018
- m. Support Specialist, Science & Health Sciences, effective June 4, 2018
- n. System Support Specialist, Administrative Services, effective June 25, 2018
- o. Psychology Instructor, Arts & Mathematical Sciences, effective September 1, 2018
- p. Biology Instructor, Science & Health Sciences, effective September 9, 2018

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 **June 18, 2018.**" **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 June 18, 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 APPOINTMENT COMMITTEE REPORT & ACTION ITEMS

Presenter: Lon Ford

- A. To consider appointing Janice Bagley to fill the unexpired term of Bob Heath for the South Zone, Voting Unit #1, Place #7, term scheduled to expire May of 2019
- B. To consider appointing Jon Rowe to fill the unexpired term of James Walker for the North Zone, Voting Unit #2, Place #2, term scheduled to expire May of 2021

VII. BOARD COMMITTEE REPORTS & ACTION ITEMS

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

Presenter: Joe Carrington

1. ACTION ITEM: To consider a recommendation to engage an external auditor
2. INFORMATION ITEM: Budget Reports
3. INFORMATION ITEM: Quarter 2 Texas Presbyterian (TPF) Investment Report

- B. Property & Facilities Committee - Brian Nutt, Chair

Presenter: Brian Nutt

1. ACTION ITEM: To consider a drive track bid recommendation

- C. Student Success Committee - Cecelia Sanders, Chair

1. INFORMATION ITEM: KC Foundation Board Update
Presenter: Cecelia Sanders

VIII. ADJOURNMENT

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