

## 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, June 18, 2018, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following members present:

Scott Andrews  
Joe Carrington  
Lon Ford  
Karol Pruett – Secretary  
Cecelia Sanders  
Larry Woodfin – President

Members absent – Brian Nutt, Vice President and Bob Heath

#### I. CALL TO ORDER

A. Invocation and Pledge of Allegiance

**Larry Woodfin called the meeting to order at 6:30pm. Dr. Mike Jenkins led the Invocation. Larry Woodfin led the Pledge of Allegiance.**

#### II. CITIZEN COMMENTS

**G. Floyd, Candidate for Gregg County Commissioner, Precinct 4 introduced himself.**

#### III. PRESENTATIONS

A. Employee Spotlight - Jody Bush, Industrial Maintenance Instructor  
Presenter: Kelly Kaemmerling

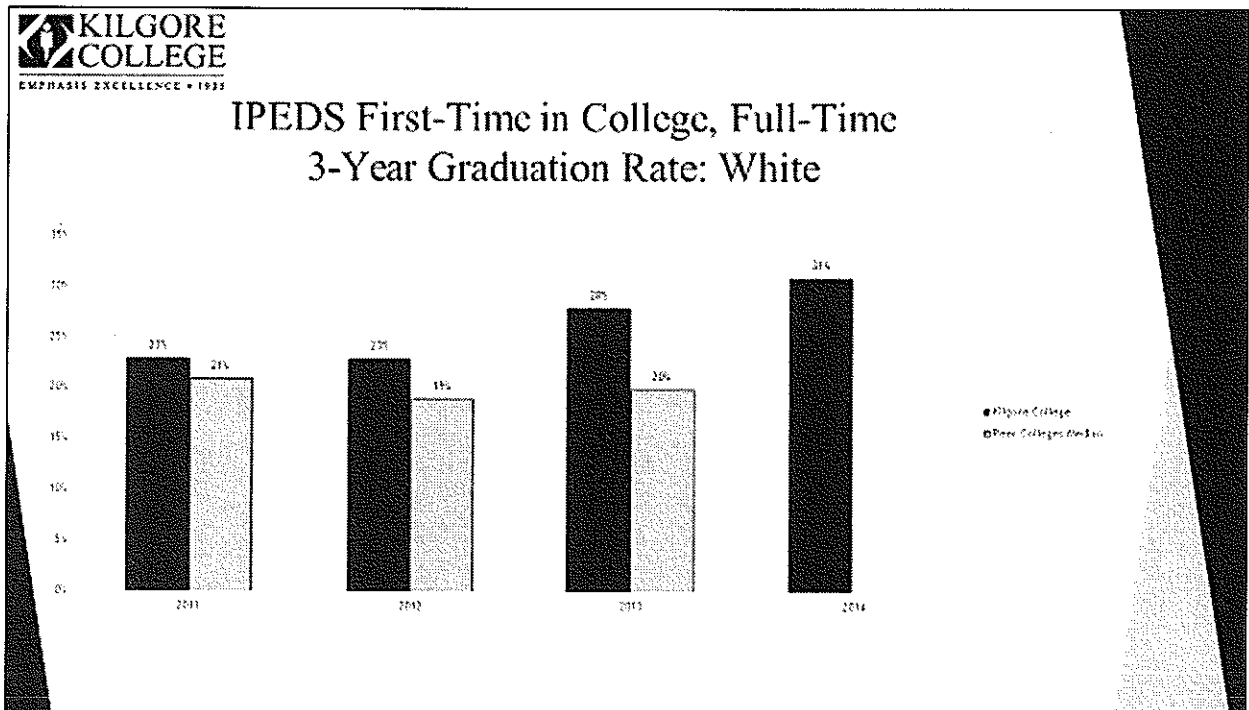
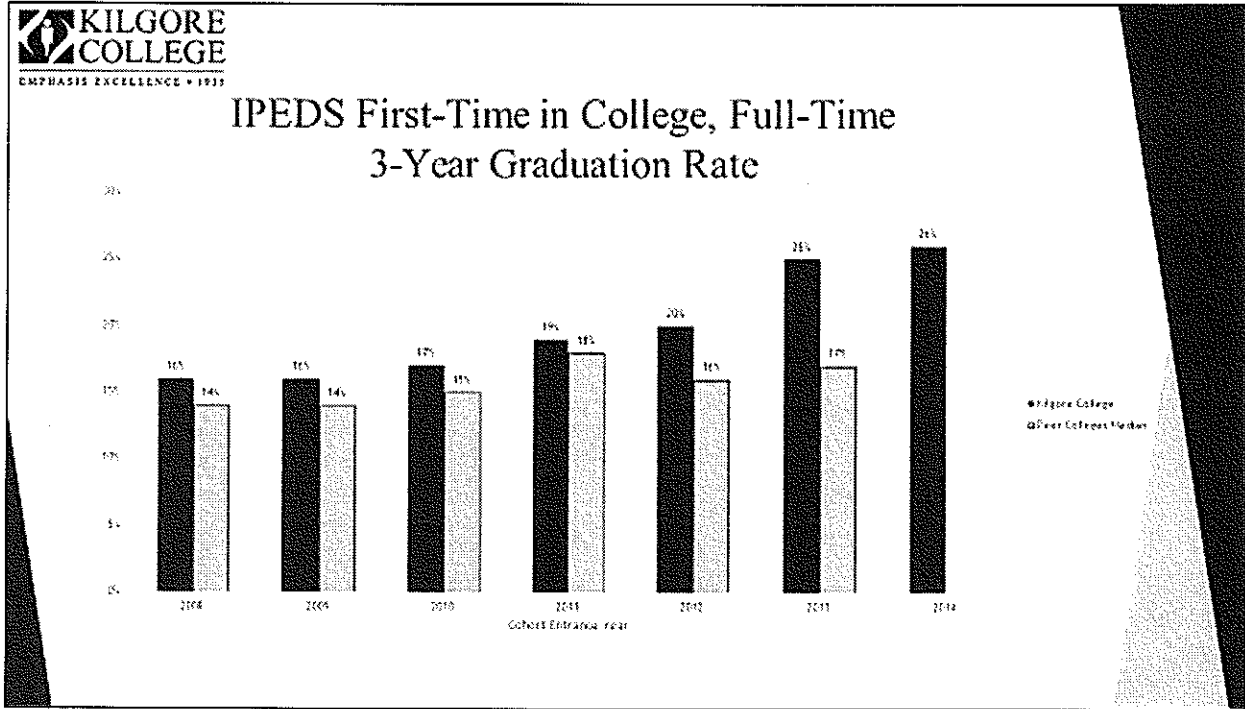
**Kelly Kaemmerling, Department Chair and Instructor, Industrial Maintenance Technology, recognized Jody Bush, Industrial Maintenance Instructor for his contribution to the Industrial Maintenance Technology Program and his work with students.**

B. Student Success Spotlight - IPEDS Graduation Rate  
Presenter: Dr. Staci Martin, VP of Institutional Planning

**IPEDS – Integrated Post-Secondary Education Data System**

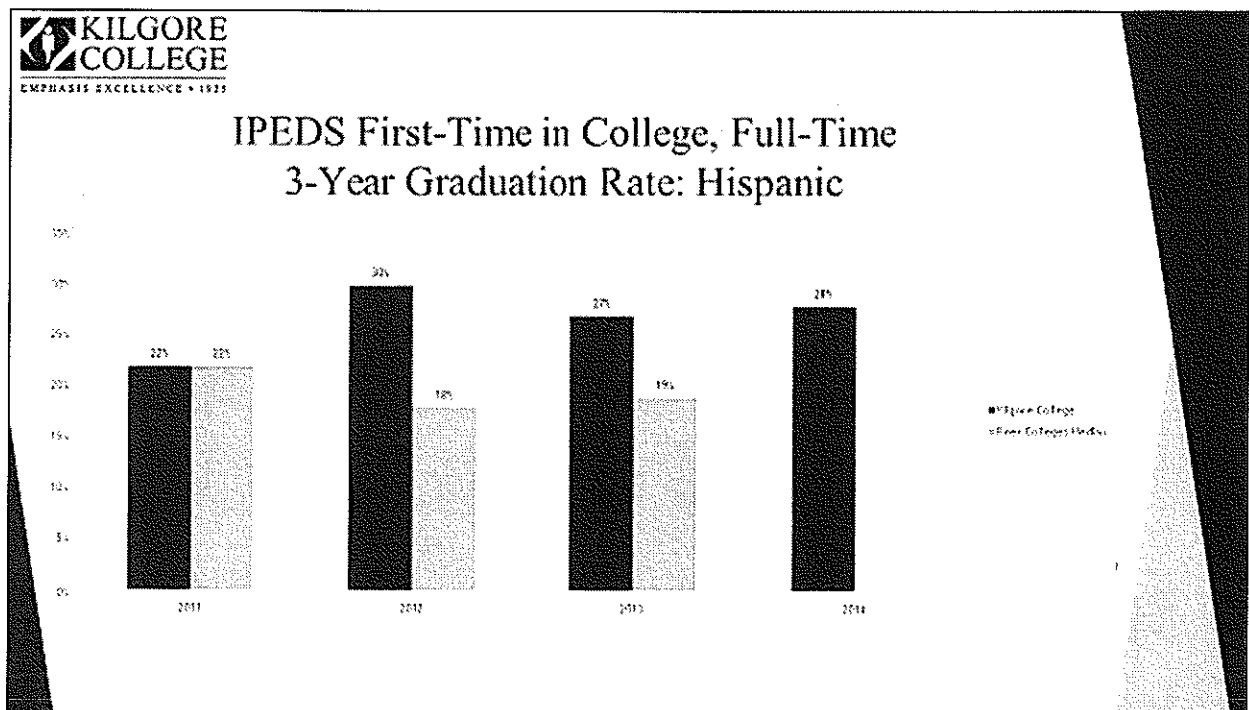
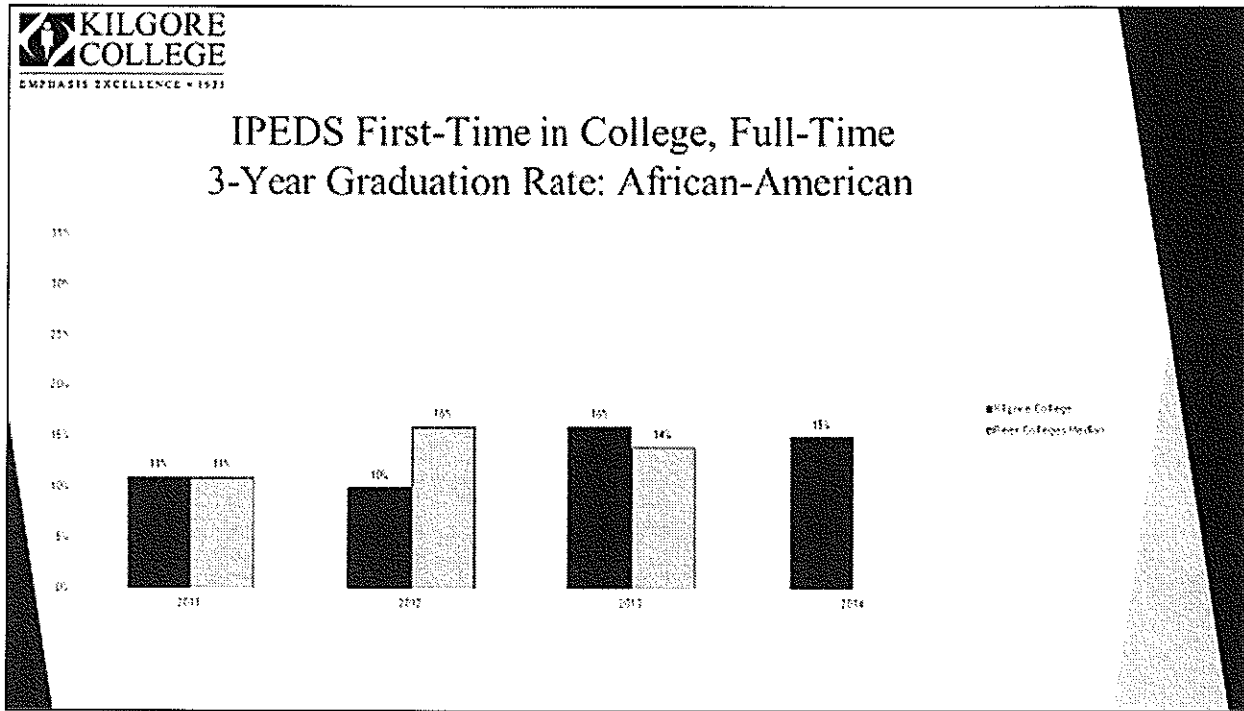
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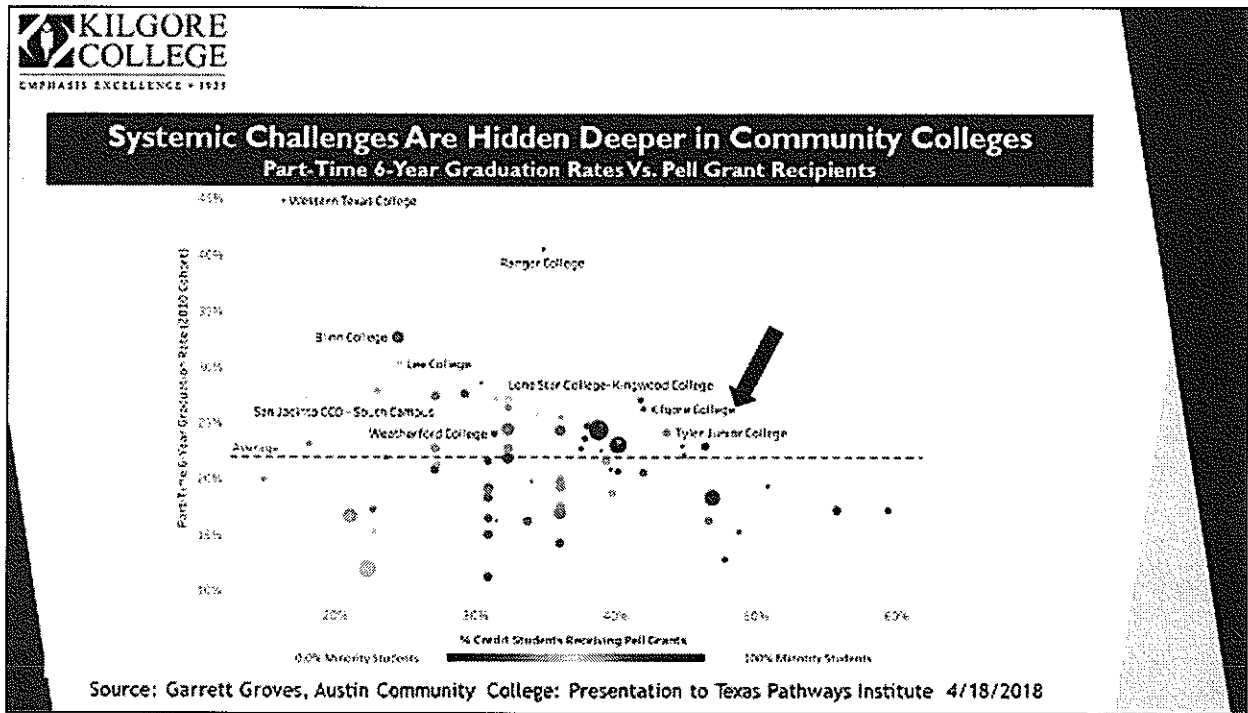
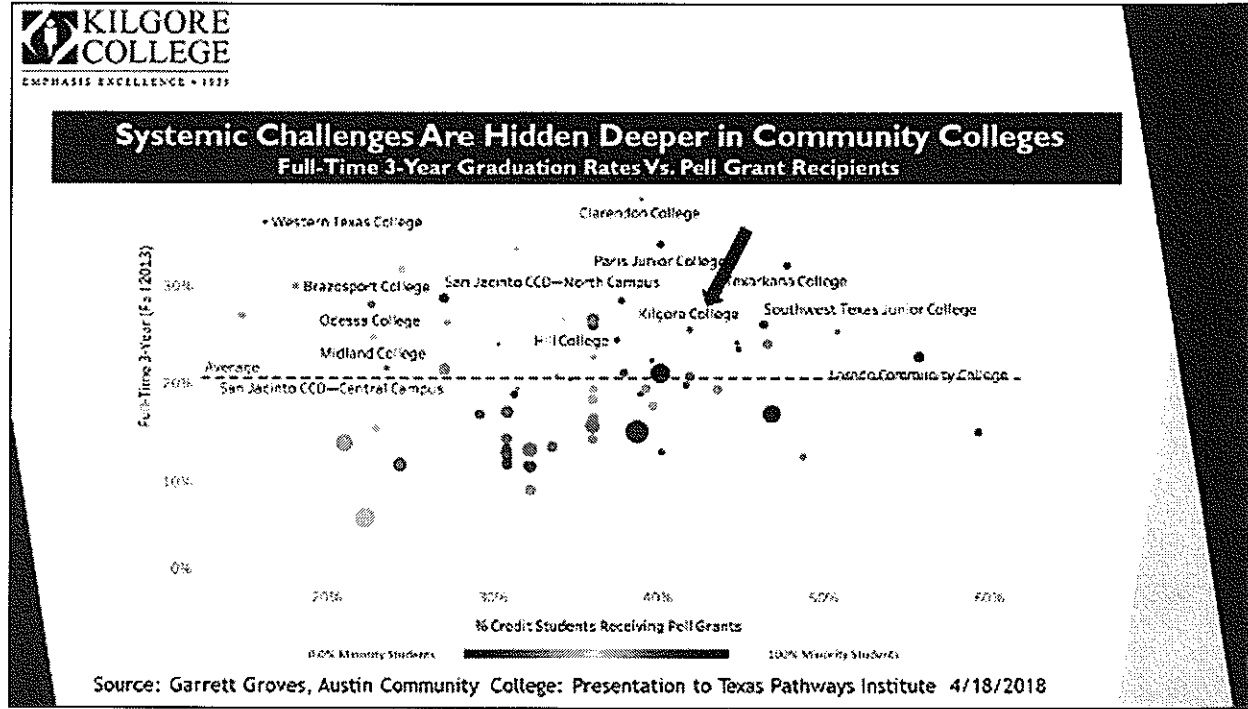


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#### IV. CONSENT AGENDA

- 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 1, 2018
- C. To consider payment of legal fees for services rendered

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

**Personnel Agenda**

**Kilgore Junior College District  
Personnel Agenda  
June 18, 2018**

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

- a. Ms. Katherine Manriquez, Lab Manager, effective May 31, 2018 after one year and eight months of service
- b. Ms. Askala Harris, Executive Director of Development, effective April 23, 2018 after six months of service
- c. Ms. Diane Perkins, Professional Support Assistant, Evening/CE Longview, effective June 1, 2018 after five years and seven months of service
- d. Mr. Chris Carroll, Systems Administrator-Applications, effective May 25, 2018 after ten years and seven months of service
- e. Mr. Cody Rodriguez, Police Officer, effective May 23, 2018 after eight months of service
- f. Ms. Rechel Fatunde, eLearning Technician, effective May 31, 2018 after three months of service
- g. Ms. Anna Nimz, Kinesiology Instructor and Head Women's Basketball Coach, effective June 29, 2018 after three years and two months of service
- h. Mr. Jonathan Belew, Chemistry Instructor, effective August 31, 2018 after two years of service
- i. Mr. Patrick Brophy, Institutional Research Data Specialist, effective June 5, 2018 after eight months of service

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

- a. Mr. O. Rufus Lovett, Photography Instructor, effective August 31, 2018 after forty-one years of service
- b. Ms. Pamela Davis, Assistant Registrar, effective August 31, 2018 after ten years and one month of service
- c. Ms. Julie Allee, Workforce Development Specialist, effective December 31, 2018 after three years and five months of service

**Personnel Agenda cont. on next page**

**Personnel Agenda cont.**

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

- a. Ms. Leslie Messina, 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. Mr. Paul Wills, Psychology Instructor effective August 31, 2018 after eleven years of service
- b. Ms. Bonnie Burgess, Corrosion Instructor, effective August 31, 2018 after three years of service
- c. Mr. Jesse James, Biology Instructor, effective August 31, 2018 after six years of service
- d. Mr. Zachary Carnes, Government Instructor, effective August 31, 2018 after eight months of service

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

NAME	PREVIOUS POSITION	NEW POSITION	NEW SALARY/RATE OF PAY	PROMOTION DATE
Mr. Taylor Fleet	System Support Specialist	ERP Programmer/Analyst	\$2,600/pay period 12 mo. equivalent = \$62,400	04/16/2018
Ms. Angelita Rice	Professional Support Assistant, Financial Aid	Professional Support Assistant, Financial Aid - Veterans	Lateral move. No change in salary.	04/30/2018
Ms. Megan Potter	Interim Drama Instructor/ Technical Director	Drama Instructor/ Technical Director	\$1,858.33/pay period 9 mo. equivalent = \$44,600	09/01/2018
Mr. Nicholas Simpson	Interim Biology Instructor	Biology Instructor	\$1,804.17/pay period 9 mo. equivalent = \$43,300	09/01/2018
Dr. David Fonteno	Interim Psychology Instructor	Psychology Instructor	\$2,069.79/pay period 9 mo. equivalent = \$49,675	09/01/2018

Personnel Agenda cont. on next page

**Personnel Agenda cont.**

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

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>SALARY/RATE OF PAY</b>	<b>HIRE DATE</b>
Ms. Virginia Germany	Mathematics Instructor	Arts & Mathematical Sciences	\$1,816.66/pay period 9 mo. equivalent = \$43,600	09/01/2018
Ms. Amber Kinsey	Assistant to the East Texas Oil Museum	Business Office	\$1,458.33/pay period 12 mo. equivalent = \$35,000	04/17/2018
Mr. Michael Ward	eLearning Faculty Development Specialist	Faculty Innovation Center	\$1,666.67/pay period 12 mo. equivalent = \$40,000 (Title III Grant Funded)	04/19/2018
Ms. Nancy Wylie	Controller	Business Office	\$2583.33/pay period 12 mo. equivalent = \$62,000	05/14/2018
Ms. Irais Barrera Manzo	Professional Support Assistant – Financial Aid	Student Development	\$1,025.08/pay period 12 mo. equivalent = \$24,602	05/14/2018
Mr. Danny Darden	Computer and Information Technology Instructor	Business & Computer Science	\$1,816.66/pay period 9 mo. equivalent = \$43,600	09/01/2018
Mr. Ty Berry	Certified Nursing Assistant Instructor	Science & Health Sciences	\$2,243.04/pay period 12 mo. equivalent = \$53,833	05/17/2018
Mr. Mark Stephens	Computer Information & Technology Instructor	Business & Computer Science	\$1,900/pay period 9 mo. equivalent = \$45,600	09/01/2018
Mr. Jon Pearce	Government Instructor	Arts & Mathematical Sciences	\$1,750.00/pay period 9 mo. equivalent = \$42,000	09/01/2018
Mr. Brent Farmer	Music Instructor, Assistant Band Director	Arts & Mathematical Sciences	\$2,303.25/pay period 10 mo. equivalent = \$55,278	09/01/2018
Ms. Caroline Hardee	Associate Degree Nursing Instructor	Science & Health Sciences	\$2,352.08/pay period 10.5 mo. equivalent = \$56,450	09/01/2018
Mr. Cameron Neal	Biology Lab Manager	Science & Health Sciences	\$1,087.88/pay period 12 mo. equivalent = \$26,109	05/29/2018
Ms. KaShawna Mack	Support Specialist	Science & Health Sciences	\$940.50/pay period 12 mo. equivalent = \$22,572	06/04/2018
Mr. Kirk Norris	System Support Specialist	Administrative Services	\$1,314.95/pay period 12 mo. equivalent = \$31,559	06/25/2018
Dr. Karen Frederick	Psychology Instructor	Arts & Mathematical Sciences	\$1,941.67/pay period 9 mo. equivalent = \$46,600	09/01/2018
Ms. Pamela Clarkson	Biology Instructor	Science & Health Sciences	\$1,737.50/pay period 9 mo. equivalent = \$41,700	09/01/2018



## V. EXECUTIVE SESSION

The Board of Trustees did not go into Executive Session.

## 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

**Lon Ford made the motion to appoint 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 and to appoint 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. Because the motion came from a committee a second was not required. The motion passed unanimously.**

## 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

**Joe Carrington made the motion to engage Weaver and Tidwell L.L.P., Houston, TX as external auditor for Kilgore College. Because the motion came from a committee a second was not required. The motion passed unanimously.**

2. INFORMATION ITEM: Budget Reports

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

3. INFORMATION ITEM: Quarter 2 Texas Presbyterian (TPF) Investment Report

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

B. Property & Facilities Committee - Brian Nutt, Chair

Presenter: Brian Nutt

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

**In Brian Nutt's absence, Karol Pruett, who is on the Property & Facilities Committee made the motion to accept the drive track bid from Montrose Concrete in the amount of \$182,250. Because the motion came from a committee a second was not required. The motion passed unanimously.**

C. Student Success Committee - Cecelia Sanders, Chair

1. INFORMATION ITEM: KC Foundation Board Update

Presenter: Cecelia Sanders

- **Four new scholarships have been endowed:**
  - **East Texas Restaurant Association endowed a Culinary Arts Scholarship by giving \$14,000 to an existing \$1,000 Culinary Arts Scholarship**
  - **Mike Clements endowed three Culinary Arts Scholarships, in memory of his late wife, totaling \$45,000**


- **The KC Foundation awarded five Habenicht Grants to programs and departments at KC:**
  - \$6,000 to Adult Education & Literacy
  - \$6,000 to Automotive Technology
  - \$6,000 to Computer Information & Technology
  - \$5,000 to the Kilgore Testing Center
  - \$1,250 to Athletic Training
  
- **Fred Peters reported that KC has received a \$25,000 grant from the Crain Foundation for a second Zone Computer Lab in the Student Support Building on the Kilgore Campus**
  
- **KC's first time involvement in ET Giving Day was successful, raising \$10,205.76 in 18 hours for the technology upgrade initiative**
  
- **The Texas Sized Fundraiser, held in the Maud Cobb Exhibit Hall, with a near capacity crowd, was very successful, raising approximately \$33,000 with all proceeds benefiting athletic summer school scholarships**

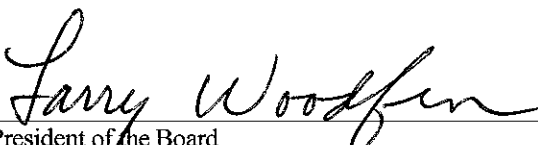
**VIII. ADJOURNMENT**


**Larry Woodfin adjourned the meeting at 6:58pm.**

*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.*

Respectfully submitted,

  
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 Nancy Law, Recording Secretary  
 Kilgore College Board of Trustees

  
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 President of the Board

  
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 Secretary of the Board