

Minutes of Regular Board Meeting

The Board of Trustees Kilgore Junior College District

A Regular Board Meeting of the Board of Trustees of Kilgore Junior College District was held Monday, September 9, 2019, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor with the following members present:

Scott Andrews
Janice Bagley
Joe Carrington, President
David Castles
Lon Ford
Karol Pruett, Secretary
Jon Rowe
Cecelia Sanders
Larry Woodfin, Vice President

I. CALL TO ORDER

- A. Invocation and Pledge of Allegiance

Joe Carrington called the meeting to order at 6:30pm. He lead the Invocation and the Pledge of Allegiance.

II. PRESENTATIONS

- A. Student Success Spotlight: Radical Hospitality Commercial/Convocation Agenda
Presenter: Tony Johnson

Tony Johnson, Director of Human Resources talked about the Fall 2019 Convocation and the Hospitality Committee. Radical Hospitality was the theme. He showed a video commercial about Radical Hospitality. The acting in the commercial was done by Micah Gooding.

III. CITIZEN COMMENTS

There were no citizen comments.

IV. CONSENT AGENDA

- A. To consider approving the minutes of the August 12, 2019 regular board meeting
B. To consider approval of the personnel items submitted as follows:
1. **Recommendation to accept employee resignations as follows:**
 - a. Music Instructor & Director of Chorale, effective August 23, 2019 after two years of service
 2. **Recommendation to accept employee retirement as follows:**
 - a. Mathematics Instructor, effective December 31, 2019 after 40 years of service
 - b. TSF Director, effective August 31, 2020 after 48 years of service
 3. **Recommendation to change employment as follows:**

- a. Controller to Chief Financial Officer, effective September 1, 2019
- b. Assistant Controller to Controller, effective September 1, 2019
- 4. **Recommendation of employment as follows:**
 - a. Grant Accountant, Business Office, effective August 12, 2019
 - b. Project Coach, Early Childhood, Arts & Mathematical Sciences, effective August 26, 2019 (grant funded)
 - c. Project Advisor, Upward Bound, Student Development, effective August 16, 2019 (grant funded)
 - d. Computer & Information Technology Instructor, Business & Information Technology, effective September 1, 2019
 - e. Professional Support Assistant, Financial Aid, Student Development, effective September 1, 2019
 - f. Professional Support Assistant, Financial Aid, Student Development, effective September 1, 2019
 - g. Bookstore Clerk, Business Office, effective September 1, 2019
- C. To consider payment of legal fees for services rendered

Larry Woodfin made the motion to approve the Consent Agenda as presented. Jon Rowe seconded the motion. The motion passed unanimously.

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Personnel Agenda

**Kilgore Junior College District
Personnel Agenda
September 9, 2019**

1. Recommendation to accept employee resignation as follows:

- a. Dr. Zachary Marshall, Music Instructor & Director of Chorale, effective August 23, 2019 after two years of service

2. Recommendation to accept employee retirement as follows:

- a. Ms. Ann Thrower, Mathematics Instructor, effective December 31, 2019 after 40 years of service
- b. Mr. Raymond Caldwell, TSF Director, effective August 31, 2020 after 48 years of service

3. Recommendation to change employment as follows:

NAME	PREVIOUS POSITION	NEW POSITION	NEW SALARY/RATE OF PAY	EFFECTIVE DATE
Nancy Wylie	Controller	Chief Financial Officer	\$5,075/pay period 12 mo. equivalent = \$121,800	September 1, 2019
Dawn Jones	Assistant Controller	Controller	\$2,622.08/pay period 12 mo. equivalent = \$62,930	September 1, 2019

4. Recommendation of employment as follows:

NAME	POSITION	LOCATION	SALARY/RATE OF PAY	HIRE DATE
Ms. Christina Foote	Grant Accountant	Business Office	\$1,486.04/pay period 12 mo. equivalent = \$35,655	August 12, 2019
Ms. Heather Brenton	Project Coach, Early Childhood	Arts & Mathematical Sciences	\$1,994.16/pay period 12 mo. equivalent = \$47,860 (Grant Funded)	August 26, 2019
Kathryn Parker	Project Advisor, Upward Bound	Student Development	\$1,418.21/pay period 12 mo. equivalent = \$34,037 (Grant Funded)	August 16, 2019
Dr. Richard Tabu	Computer & Information Technology Instructor	Business & Information Technology	\$1,962.50/pay period 9 mo. equivalent = \$47,100	September 1, 2019
Ms. Beverly Taylor	Professional Support Assistant – Financial Aid	Student Development	\$1,037.16/pay period 12 mo. equivalent = \$24,892	September 9, 2019
Ms. Holly Foster	Professional Support Assistant – Financial Aid	Student Development	\$1,037.16/pay period 12 mo. equivalent = \$24,892	September 9, 2019
Ms. Morgause Lowman	Support Specialist – Purchasing	Business Office	\$951.54/pay period 12 mo. equivalent = \$22,837	September 1, 2019
Mr. Clint Fultner	Bookstore Clerk	Business Office	\$875.00/pay period 12 mo. equivalent = \$21,000	September 1, 2019

V. EXECUTIVE SESSION

The Board of Trustees did not convene into Executive Session.

VI. BOARD COMMITTEE REPORTS & ACTION ITEMS

A. Investment/Finance/Audit Committee – Scott Andrews, Chair

- I. ACTION ITEM: To consider adoption by resolution of the tax rate for tax year 2019 (FY2020 budget)

Presenter: Scott Andrews

Scott Andrews made the motion to adopt the tax rate for tax year 2019 at .17500, which is above the effective rate of .16815. This tax rate will generate more tax revenue for maintenance and operations than last year's tax rate because of a 5.28% growth in property values. Because the motion came from a committee a second is not required. The motion passed unanimously.

Memo

To: Board of Trustees
From: Scott Andrews, Investment/Finance/Audit Committee Chair
CC: Dr. Brenda Kays
Date: 9/9/19
Re: Tax rate for tax year 2019

At the August 12, 2019 board meeting, the board of trustees set a tax rate of \$0.1750 for the tax year 2019. This rate appropriately supports the fiscal year 2020 budget. The Kilgore College board of trustees was required to hold public hearings. Those hearings were held on August 23 and August 29, 2019. **The Investment/Finance/Audit Committee recommends that the tax rate of \$0.1750 be adopted for the tax year 2019.**

B. Policy and Personnel Committee – Karol Pruett, Chair

- I. ACTION ITEM: To consider approval of policies
 - a. Hiring Policy
 - b. Nepotism Policy

Karol Pruett made the motion to approve the policies listed above. Because the motion came from a committee a second is not required. The motion passed unanimously.

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Hiring Policy

Hiring Policy

Approved By and Date: Board of Trustees 09/09/2019
Executive Leadership Team 08/27/2019

Kilgore College faculty and staff are expected to be involved in setting a climate conducive to promoting and maintaining diversity. It is the policy of Kilgore College that all qualified applicants receive equal consideration without regard to gender, race, color, religion, national origin, disability, age, veteran status or genetic information. This policy reflects compliance with all appropriate federal, state, and local statutes including, but not limited to, the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Rehabilitation Act of 1973 (section 503, 504); the Americans with Disabilities Act; Title IX of the Educational Amendments of 1972; the Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; Executive Orders 11246 and 11758; the Texas Commission on Human Rights Act, as amended.

Current full-time Kilgore College employees must wait six months from date of hire before being eligible to apply for another position within the College. Exceptions will only be allowed with approval of the College president.

Hiring Procedures

Approved By and Date: Executive Leadership Team 08/27/2019

Kilgore College establishes procedures, provides instructions, and sets forth basic principles to be followed in the administration of the hiring process. The objectives for the screening committees are to select and present for administrative consideration, the best candidates to fill faculty and staff vacancies in a timely manner; and to ensure that individual applicants are afforded the opportunity to compete for available positions on an equal basis.

By authority of the Kilgore College Board of Trustees, the president is authorized to make offers of employment and to employ personnel, subject to Board ratification. While administrators at levels other than the president may be authorized to negotiate employment, only the president can make an offer of employment. Administrators other than the president are authorized only to make recommendations for employment. When positions become vacant for any reason, no hiring or search procedures will be initiated until a *Request for Authorization to Conduct an Employee Search* form has been completed and must have all appropriate signatures and be received in the Office of Human Resources. This procedure applies to all full-time faculty and staff positions of Kilgore College. Vice presidents, deans (or equivalents), directors, department chairs, and coordinators are accountable for efforts to achieve a diverse faculty and staff in their respective areas. Positive action will be taken by the administration to identify and eliminate any unnecessary barriers to equal employment opportunities. Recruitment efforts will be made to utilize both traditional and non-traditional employment sources which reach individuals who are members of racially and ethnically underrepresented groups, as well as underrepresented gender groups. In the event of an unexpected faculty or staff vacancy, and when time does not permit a full search to be conducted, the president may approve an interim appointment. The duration of this appointment shall not exceed one year, during which time a search will be conducted. Exceptions to this procedure may be made only with written authorization of the president.

Deans and instructional department leaders are responsible for hiring adjunct instructors who have qualifications which meet or exceed those listed in the Faculty Competence Policy.

Hiring Policy cont. on next page

Hiring Policy cont.

Responsibilities for organizing and conducting searches

President

It is the responsibility of the president to:

- Approve or disapprove all requests to conduct an employment search.
- Approve or disapprove all recommendations for hiring.
- Issue a written offer of employment to each successful candidate.
- Submit each new employee to the Board of Trustees for ratification.

Vice Presidents (or equivalents)

It is the responsibility of the vice presidents to:

- Approve or disapprove each search before forwarding such requests to the Office of Human Resources and the President's Office.
- Approve or disapprove all finalists for employment consideration and submit same to the president for final approval.
- Meet with committee should he/she disapprove a finalist.

Deans or Equivalent Supervisor

It is the responsibility of the deans or equivalent supervisors to:

- Complete and submit a ***Request for Authorization to Conduct an Employee Search*** and the ***Position Specification*** or updated job description.
- Approve the screening committee composition. The committee must, to the maximum extent possible, include a cross section of persons with regard to race, gender, and ethnic origin, and the voting members should have knowledge in the field or other meaningful insights as related to the position.
- Receive the screening committee's recommendations and conduct second round interviews, as appropriate.
- Make objective recommendation for employment to the appropriate vice president with a copy to the Office of Human Resources.
- Ensure that all hiring and employment practices are followed in accordance with Kilgore College procedures.
- Notify the successful candidate of the outcome of the search by telephone or delegate that responsibility to HR or appropriate department chair.
- Indicate that an official offer of employment can only be extended by the president.
- Assume all of the responsibilities listed below for a department chair if the search is for a program coordinator or department chair level position.

Screening Committee Chair

For faculty positions, the department chair, program director, or coordinator typically serves as the chair of the screening committee. For non-faculty positions, the direct supervisor typically fills this role.

It is the screening committee chair's responsibility to:

- Assist the dean or supervisor in writing the ***Kilgore College Job Description*** to include qualifications and responsibilities of the position. (Note: If the search is to fill an existing position, the chair will check with Human Resources to see if a job description already exists and if so, an update to the current job description can be used.)
- Initiate the hiring process by assisting the dean or equivalent supervisor in completing a ***Request for Authorization to Conduct an Employee Search*** form.
- Recommend to the dean a three to five member screening committee, after conferring with the Director of Human Resources. The committee must, to the maximum extent possible, include a cross section of persons with regard to race, gender, and ethnic origin, and the voting members should have knowledge in the field.

Hiring Policy cont. on next page

Hiring Policy cont.

- Meet with the screening committee to emphasize compliance with the procedures and to give the committee its charge, including the target date for completion of the search, as well as any other specific instructions.
- Receive applications from the Office of Human Resources and duplicate and distribute, as appropriate, to members of the screening committee.
- Work with the screening committee to ensure that all the appropriate steps of this procedure are completed and that a fair and objective hiring recommendation is reached.
- Notify the Office of Human Resources of those candidates not selected for an interview so that letters of non-selection may be developed.
- Forward a copy of the interview questions to the Office of Human Resources for review prior to the start of interviews.
- Forward the *Screening Committee Recommendation* form to HR and the appropriate dean/administrator for consideration.
- Forward a copy of the all application materials, a copy of the interview questionnaire, and all *Pre-employment Reference Check* forms to the Office of Human Resources.
- Notify by phone those individuals who were interviewed but not selected for employment, expressing gratitude for their interest in Kilgore College.

Screening Committee

It is the responsibility of the committee to:

- Review and understand the hiring procedures.
- Maintain confidentiality regarding individuals in the applicant pool, as well as all committee discussions and ratings. Develop a list of essential candidate characteristics (knowledge base, skills, abilities and other qualifications) to be considered in the screening process.
- Develop interview questions which will be asked of every candidate. This list of questions must focus only on job related issues and must avoid discriminatory or overly personal subjects.
- Screen application materials to determine applicant qualifications based upon job related criteria. Individuals not meeting the "minimum requirements", as listed on the official Kilgore College Job Announcement, should not be considered for employment; thus, they should not be offered an interview.
- Select those individuals who will receive an interview. The most equitable method for selecting candidates to interview involves grouping all applications by similar job related criteria (e.g., all applicants with a master's degree and three or more years of experience in group 1, applicants with bachelor's degree and three or more years of experience in group 2.) Interviews should be offered to all individuals within the "highest" or most qualified group. If the screening committee desires to interview someone in the second most qualified group, all applicants within that group must also be offered an interview. (Note: There is no such thing as being "over qualified" for a job.)
- Schedule interviews. To the maximum extent possible, interviews should be set at a time convenient to the committee members, as well as the applicants. If desired, the Office of Human Resources will schedule interviews on behalf of the committee.
- Conduct the interviews. Every applicant interviewed must be asked the same basic questions. However, based upon responses received to the basic questions, the screening committee members are permitted to ask follow up or probing questions that differ person to person. In addition, the committee must ensure that each candidate is treated similarly (If one candidate is provided a tour, all candidates should be provided the same opportunity.)
- Rank the top three finalists in order of preference and submit the *Screening Committee Recommendation* form.
- Contact references and/or previous employers of top finalist after the interview process. Record the results of the conversations on the *Pre-Employment Reference Check* form.

Hiring Policy cont. on next page

Hiring Policy cont.

Office of Human Resources

It is the responsibility of the Office of Human Resources to monitor the search process and to:

- Authorize the search opening, in consultation with the president, by signing the *Request for Authorization to Conduct an Employee Search* form.
- Develop and distribute the official Kilgore College Job Announcement based upon the Position Specification or updated job description.
- Develop and transmit to the public information officer any paid advertising of the vacancy requested by the department. Please note: paid advertising is done only at the request of the department and all associated costs must be paid out of departmental budgets.
- Receive original application materials from prospective employees.
- Meet with the screening committee prior to the initiation of the interview process to cover all necessary procedures.
- Prepare and transmit letters of non-selection.
- Receive employment recommendations from the screening committee and arrange or conduct final interviews, as appropriate.
- Make the final employment recommendation to the president.
- Prepare for the president's signature a written offer of employment.
- Conduct background check on the recommended candidate.
- Ensure that all rules, policies, and regulations concerning equal employment opportunity are adhered to during the search process.

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Nepotism Policy

Nepotism Policy

Approved By and Date: Board of Trustees 09/09/2019
Executive Leadership Team 08/26/2019

Kilgore College strives to avoid conflicts of interest and appearances of favoritism that result from the appointment, reappointment, and/or supervision of an employee by a close relative. No College employee may approve, recommend, or otherwise take action with regard to the appointment, reappointment, promotion, salary, or supervision of a close relative as defined in the following procedures.

Close relatives of members of the Kilgore College Board of Trustees are not eligible for employment at the College, unless the exception outlined in the following procedures applies.

Employees are required to fully disclose the existence of any relationship that may create a conflict of interest at the time of employment, or that develops at any time during employment. Failure to make full disclosure may result in discipline, including termination.

Nepotism Procedures

Approved By and Date: Executive Leadership Team 08/26/2019

Definitions

A close relative is defined as an employee's spouse, son, daughter (including stepchild), son-in-law, daughter-in-law, parents (including stepparents), father-in-law and mother-in-law, brother, sister (including stepbrother and stepsister), brother-in-law, sister-in-law, aunt, uncle, niece, nephew, grandparent, grandchildren, great grandparents, great grandchildren, spouse's grandchildren, and spouse's grandparents.

Supervision is defined as the exercise of authority or responsibility with regard to appointment, reappointment, promotion, managing performance, work assignments, salary administration, termination or other terms, and conditions of employment.

Management Options

If an applicant for employment is a close relative of another departmental employee, and the hire of the applicant would place him or her under the supervision of a close relative, the head of the hiring committee may omit the applicant from those being considered for the vacant position.

Alternative Supervision

If an appointment, reappointment, or promotion of a person places him or her under the supervision of a close relative, all actions with regard to the terms and conditions of employment of the supervised employee, including the annual performance evaluation, shall be the responsibility of the next highest administrative supervisor.

If a person in a supervisory position marries a person who he/she supervises, the supervised spouse shall be transferred to another position for which he/she is qualified if such a position is available. If such a position is not available, the supervised spouse is deemed to have resigned his/her position as of the marriage date.

Nepotism Policy cont. on next page

Nepotism Policy cont.

Board Member

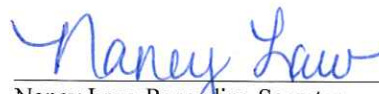
No close relative of any member of the Board of Trustees of Kilgore College shall be eligible for employment in any position with the College. This prohibition governs the hiring of an individual that is a close relative of any member of the Board of Trustees whether hired as an employee or as an independent contractor. An exception to this is made when the related employee has been continuously employed with the College for: thirty (30) days prior to the appointment of the related Board member; six months if the Board member is elected at an election other than a general election for state and county officers; or one year if the Board member is elected at the general election for state and county officers. However, if this exception applies, the Board member may not participate in any deliberation or voting related only to that individual.

VII. ADJOURNMENT

The meeting was adjourned at 6:41pm by Joe Carrington.

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,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board

