A Teleconference Board Meeting of the Board of Trustees of the Kilgore Junior College District was held June 8, 2020, beginning at 6:30 PM with the following board members present:

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

Members Absent: Scott Andrews

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting was conducted by teleconference. A quorum of the board participated by teleconference in accordance with the provisions of Sections 551.122 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Members of the public had access to the meeting as follows: You can join the Zoom Meeting by clicking on link beginning at 6:00pm.

Topic: June 8th Kilgore College Teleconference Board Meeting
Time: Jun 8, 2020 06:00 PM Central Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/98769340437?pwd=WmxIK2JLMVNNnOEc1a0tDVkFGVDCQQT09

Meeting ID: 987 6934 0437
Password: 543513
One tap mobile
+13462487799,98769340437# US (Houston)
+12532158782,98769340437# US (Tacoma)

Dial by your location
+1 346 248 7799 US (Houston)
+1 253 215 8782 US (Tacoma)
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)

Meeting ID: 987 6934 0437
Find your local number: https://zoom.us/u/aexUIfa7FD

Public comments related to this meeting were handled as follows: The presiding officer of the board admonished all attendees to mute themselves until such time as public comment was requested. Individuals who desired to speak during the public comments section were informed that they had to identify themselves by name prior to speaking.
Members of the public who desired to address the board regarding an item on the agenda were advised that they must comply with the following registration procedures: All public comment participants must make themselves known, along with the subject and/or agenda item being addressed, through the teleconference before the start of the meeting.

The open portions of this meeting were recorded and made available to the public on the Kilgore College website.

The subjects discussed, or considered upon which any formal action could be taken are listed below. Note: Items do not have to be taken in the same order as shown on the meeting notice.

1. **CALL TO ORDER**
   - A. Suspended Open Meetings Act Laws
     Presenter: Joe Carrington

   Joe Carrington called the meeting to order at 6:30pm and read the following:

   **Suspended Open Meetings Act Laws**  
   *(Script to Be Read by the Board President Before the Teleconference Board Meeting)*

   On March 16, Gov. Greg Abbott granted a request by Attorney General Ken Paxton to temporarily suspend a limited number of open meetings laws to the extent necessary to allow telephonic or videoconference meetings in response to the Coronavirus (COVID-19).

   In accordance with those suspended rules, we certify the following: Notice of this meeting has been posted online for at least 72 hours prior to the meeting.

   1. Although members of the board are not gathered in a central, physical location, we do have a quorum in attendance at this meeting by teleconference.

   2. We are meeting by use of Zoom software application which allows two-way communication for members of the public.

   3. As we would at any in-person meeting members of the public who have followed the instructions on the meeting agenda for registering to speak during the public comment portion will be unmuted for 3 minutes to speak. If the speaker submitted written comments in advance, the board’s secretary will read the comments into record before or during the board’s consideration of that item.

   4. All other meeting procedures will adhere to board-appointed procedures to the extent practicable.

   5. An audio recording of this meeting is being made and will be available to the public at a later date.

   6. This software application allows for multiple people to interact at a time. We apologize in advance for any unforeseeable difficulties and ask for your patience as we navigate unprecedented conditions.

   7. If you have questions about these suspended laws, please call the Office of the Attorney General at 888-672-6787 or by email at TOMA@aol.texas.gov.
2. PRESENTATIONS
   A. Swearing In of KC Board Of Trustee member, Josh Edmonson
      Presenter: Nancy Law

      Nancy Law, Recording Secretary for the Board of Trustees, administered the Oath of Office to Josh Edmonson.

      Josh Edmonson is now considered present at the board meeting.

      Joe Carrington informed everyone that Mr. Edmonson must take some required training by the Texas Higher Education Coordinating Board (THECB) before he is eligible to vote.

3. PUBLIC COMMENT

   There were no public comments.

4. CONSENT AGENDA
   A. To consider approving the minutes of the April 13, 2020 board meeting
   B. To consider approval of personnel items submitted as follows:
      1. Recommendation to terminate employment as follows:
         a. Support Specialist, Health Sciences effective April 14, 2020
      2. Recommendation of employment as follows:
         a. Speech Instructor, Arts & Mathematical Sciences, effective September 1, 2020
         b. History Instructor, Arts & Mathematical Sciences, effective September 1, 2020
   C. To consider payment of legal fees

      Cecelia Sanders made the motion to accept the Consent Agenda as presented. David Castles seconded the motion. The motion passed unanimously.

Personnel Agenda

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>LOCATION</th>
<th>SALARY/RATE OF PAY</th>
<th>HIRE DATE</th>
</tr>
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<tbody>
<tr>
<td>Kimberly Ellgass</td>
<td>Speech Instructor</td>
<td>Arts &amp; Mathematical Sciences</td>
<td>$1,712.50/pay period 9 mo. equivalent = $41,100</td>
<td>September 1, 2020</td>
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<td>Michael Green</td>
<td>History Instructor</td>
<td>Arts &amp; Mathematical Sciences</td>
<td>$1,775.00/pay period 9 mo. equivalent = $42,600</td>
<td>September 1, 2020</td>
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5. EXECUTIVE SESSION

The Board of Trustees did not go into Executive Session.

6. BOARD COMMITTEE REPORTS & ACTION ITEMS
   A. Investment/Finance/Audit Committee - Larry Woodfin, Chair
      1. INFORMATION ITEM: April Financial Snapshot

Larry Woodfin was available to answer any questions.

3. INFORMATION ITEM: Public Funds Investment Act (PFIA) Investment Report - Quarter 3

Larry Woodfin was available to answer any questions.

4. ACTION ITEM: To consider a recommendation to approve a meal plan pricing structure that is contingent upon housing occupancy

Larry Woodfin made the motion to approve a meal plan pricing structure that was contingent upon housing occupancy. Because the motion came from a committee, a second was not required. The motion passed unanimously.

2020-21 Rate Projections Room & Board Contingency for Occupancy

<table>
<thead>
<tr>
<th></th>
<th>Current Room</th>
<th>Proposed Room</th>
<th>$ Increase</th>
<th>% Increase</th>
<th>Current Board</th>
<th>Proposed Board</th>
<th>$ Increase</th>
<th>% Increase</th>
<th>Total Increase</th>
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<tr>
<td>Stark</td>
<td>$930</td>
<td>$1025</td>
<td>$95</td>
<td>10.22%</td>
<td>$1,530</td>
<td>$1,610</td>
<td>$80</td>
<td>5.23%</td>
<td>$175</td>
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<td>Nolen</td>
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<td>$1140</td>
<td>$110</td>
<td>10.68%</td>
<td>$1,530</td>
<td>$1,610</td>
<td>$80</td>
<td>5.23%</td>
<td>$190</td>
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<td>Quads</td>
<td>$1135</td>
<td>$1250</td>
<td>$115</td>
<td>10.13%</td>
<td>$1,530</td>
<td>$1,610</td>
<td>$80</td>
<td>5.23%</td>
<td>$195</td>
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<tr>
<td>GNDRR</td>
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<td>$1800</td>
<td>$170</td>
<td>10.43%</td>
<td>$1,530</td>
<td>$1,610</td>
<td>$80</td>
<td>5.23%</td>
<td>$250</td>
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</tbody>
</table>

Contingency

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<th></th>
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<td>Option 1</td>
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<td>Option 2</td>
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<td>Option 3</td>
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B. Policy & Personnel Committee - Lon Ford, Chair
   1. ACTION ITEM: To consider approval of policies
      a. Infectious Disease Facility Protocol Policy
      b. Protocol for Suspected/Confirmed Employee Cases of COVID-19 Policy
      c. Protocol for Suspected/Confirmed Student/Visitor Cases of COVID-19 Policy
      d. Workforce/Workplace Protocol for COVID-19 Policy
      e. Reduction in Force Policy
Lon Ford made the motion to approve the above referenced policies. Cecelia Sanders seconded the motion. The motion passed unanimously.

**Infectious Disease Facility Protocol Policy**

Approved by and date:
Board of Trustees 06/08/2020
Executive Leadership Team 05/22/2020

Policy:

Meticulous adherence to public health practices, including environmental measures such as enhanced cleaning and disinfection of common and high traffic areas, is critical in providing a working and learning environment that is safe and reassuring for the entire College community.

Procedures:

Approved by and date:
Executive Leadership Team 05/22/2020

In compliance with this policy, contractual housekeeping staff have received Personal Protective Equipment (PPE) and guidelines on appropriate techniques, as per Centers for Disease Control (CDC) guidelines, for cleaning and disinfecting common, non-clinical spaces.

The following facility protocols will be utilized to reopen closed buildings, return buildings to operations, and to return buildings to continuing operations after containment. These protocols may happen sequentially or concurrently as institutional need dictates.

**Reopen Closed Buildings Protocol**

Facility Readiness:

a. Areas identified for reopening by the College president have been deep cleaned at least once since closure.
b. Site disinfection (classrooms and common areas) is executed prior to employees returning to work per local disinfection procedure.
c. Cleaning routines are established and processes have been developed for verifying appropriateness of routines.
d. Break and lunchroom protocols – chairs have been removed and signage has been added to limit capacity.
e. Work and lunchbreak protocols – seating has been limited to ensure social distancing and signage has been added to limit capacity in break areas.
f. Physical distancing, isolation, and gathering/congregating rules and layouts have been deployed.
g. Walkways have social/physical distancing markers in case of lines or congregating individuals.
Infectious Disease Facility Protocol Policy cont.

h. All rooms where employees will return have been labeled with signs, ground or wall tape, to denote physical distance, as needed.
i. Water fountains have been disabled and signage added.
j. Furniture has been rearranged to discourage proximity of closer than six feet.
k. Health check stations (thermometers, gloves, hand sanitizers, and masks) have been setup before employees return, if deemed necessary.
l. Separate waste disposal mechanisms for PPE have been set up and are treated as biohazard.
m. HVAC is fully operational in all necessary areas.
n. HVAC filters have been upgraded and changed per defined schedule.
o. Entry and Exit points are controlled as appropriate, and have been designated and communicated via signs, emails, and other communications.
p. Processes have been identified for maximizing physical distancing in staircases and elevators.
q. Inactive spaces have been placed in lockdown or roped off to limit access.
r. Strategies for the use of classrooms on lower floors, if possible, have been developed to minimize the use of elevators.
s. The use of elevators is limited to people with disabilities.
t. Lists have been developed to identify active space (building schedules).
u. Where feasible, interior doors have been propped to the open position to minimize touchpoints.
v. Determine if cafés and cafeterias will resume in full or limited offerings.
w. Develop office, conference room, classroom, elevators, etc. capacity restrictions.

Classrooms, laboratories, and other instructional facilities:

a. Equipment deep cleaning activities have been completed (in particular those parts an employee/student is likely to touch).
b. Equipment readiness activities/checks have been completed.
c. Furniture has been rearranged (or removed as necessary) to ensure six-feet physical distancing.

Return Buildings to Operations Protocol

Facility Readiness:

a. Disinfecting stations are periodically checked for supplies and replenished as necessary (at least daily) and records are kept.
b. Wayfinding signs, cautionary signs, and all other type of infectious disease-related signs, tapes, and markings are checked daily.
c. Used PPE are discarded daily and will be removed from the buildings so as to have only one day's worth of PPE trash in the buildings.

Classrooms, laboratories, and other instructional facilities:

a. Classroom and laboratory cleaning schedules are maintained and kept at the local level (daily to begin).
b. Classrooms and laboratory furniture are checked daily to ensure they have not been moved in non-compliance with Reopen Closed Buildings Protocol.
c. Classroom and laboratory signs, markings, and tape are checked daily to ensure they have not been moved, removed, etc.

Infectious Disease Facility Protocol Policy cont. on next page
Infectious Disease Facility Protocol Policy cont.

Return Buildings to Operations Protocol for Containment

Facility Readiness, including classrooms, laboratories, and other instructional facilities:

a. Confirmed and/or suspected positives on KC property will lead to an immediate shutdown of the affected buildings until sanitized.
b. Confirmed and/or suspected positives will lead to a relocation of functions in the affected building to another area/building.

Protocol for Suspected/Confirmed Employee Cases of COVID-19 Policy

Protocol for Suspected/Confirmed Employee Cases of COVID-19 Policy

Approved by and date:
Board of Trustees 06/08/2020
Executive Leadership Team 05/19/2020

Policy:

Kilgore College expects all employees to self-monitor their temperatures each morning and to review the Employee Self-screening Checklist prior to coming to work each day as long as there is a threat to public health due to COVID-19. If review of the Employee Self-screening Checklist indicates new or worsening symptoms, the employee must not report to work and must notify the director of human resources immediately. If an employee experiences new or worsening symptoms of COVID-19 while on campus or at a College facility, the employee must notify the director of human resources immediately and leave work.

Employees must self-report to the director of human resources if they have been diagnosed with or exposed to COVID-19 or have recently traveled to high-risk locations.

Procedures:

Approved by and date:
Executive Leadership Team 05/19/2020

An employee who has any of the following new or worsening signs or symptoms of possible COVID-19 infection will be sent home:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain

Protocol for Suspected/Confirmed Employee Cases of COVID-19 Policy cont. on next page

- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who has been lab confirmed within the past 14 days to have COVID-19

An employee who becomes ill at work with any symptoms of COVID-19 must notify the director of human resources so that the employee can be separated from other employees and be sent home immediately. It is the employee’s responsibility to follow-up with the employee’s primary care physician if needed.

If the employee is not diagnosed with COVID-19, the employee must satisfy the following criteria before being allowed to return to work:

- The employee certifies in writing that the employee is fever-free and has been completely symptom free (no cough, chills, or other symptoms consistent with COVID-19) for at least three days; and
- At least 14 calendar days have passed since the employee first exhibited symptoms; or
- The employee provides documentation from a medical provider confirming that the employee can return to work, and/or that the employee had a negative test for COVID-19.

If an employee has a confirmed case of COVID-19, the employee must contact the director of human resources immediately. The employee will be asked to identify all individuals (co-workers, students, visitors, vendors) who have been in close proximity with the employee for the period beginning two days prior to the onset of symptoms to the present. The director of human resources will inform other employees of their possible exposure to COVID-19 in the workplace, but keep the identity of the infected or exposed individual confidential. Kilgore College will communicate and coordinate with local public health officials as appropriate. The employee will not be allowed to report to work until a healthcare provider has given a medical release to return to work.

The College will not allow any employee with known close contact with a person who is lab-confirmed to have COVID-19 to return to any College campus/facility until the end of the 14-day self-quarantine period from the last date of exposure.

Confirmed positive cases of COVID-19 on campus or in a KC facility will lead to a relocation of functions in the affected building to another area/building and an immediate shutdown of the affected building until sanitized according to the “Infectious Disease Facility Protocol Policy.”
Protocol for Suspected/Confirmed Student/Visitor Cases of COVID-19 Policy

Approved by and date:  
Board of Trustees  
Executive Leadership Team  
06/08/2020  
05/19/2020

Policy:

Kilgore College values the health and safety of students, employees, and visitors to its campuses and facilities. As such, the College requires that students or visitors who have signs or symptoms of COVID-19 or who have been diagnosed with COVID-19 must not visit any KC campus, facility, or other location at which instruction is delivered.

The College expects all students and visitors to self-report to a College employee if they begin to show symptoms of COVID-19 while at a College campus/facility or other instructional site.

Procedures:

Approved by and date:  
Executive Leadership Team  
05/19/2020

Any student or visitor who has any of the following new or worsening signs or symptoms of possible COVID-19 infection must leave the College campus/facility/instructional site:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who has been lab confirmed within the past 14 days to have COVID-19

It is the responsibility of the student/visitor to follow-up with the individual’s physician/healthcare provider if needed and to abide by the provider’s directive of when it is safe for the student/visitor to return to a KC campus, facility, or other instructional site.
Workforce/Workplace Protocol for COVID-19

Approved by and date:
Board of Trustees 06/08/2020
Executive Leadership Team 05/14/2020

Policy:
The Board recognizes that workforce protection and safety are critical to reopening and business continuity, and measures must be taken to ensure that faculty and staff have appropriate protective controls, plans, supplies, and guidance to return to work safely.

Procedures:
Approved by and date:
Executive Leadership Team 05/14/2020

In order to ensure that faculty and staff have appropriate protective guidance, controls, plans, and supplies to return to work safely and to maintain business continuity, the following procedures will be implemented prior to as well as during the period of time that COVID-19 poses a threat to public safety.

These procedures were developed in concert with the American College Health Association’s Considerations for Reopening Institutions of Higher Education in the COVID-19 Era, and reflect guidance from the Centers for Disease Control.

Mandatory Education and Training

All faculty and staff will receive basic information and are required to participate in formal education/training regarding COVID-19. Compliance will be monitored via the director of human resources.

Elements of training will include, but not be limited to:

a. Infection prevention and control measures (hand hygiene, respiratory etiquette, physical distancing, cleaning, and disinfection), signs and symptoms, testing, transmission, and credible resources.

b. KC policies and practices regarding infection prevention and control, use of PPE including face coverings, and actions if sick.

Required Employee Health Protocols

Supervisors are responsible for monitoring and enforcing these protocols:

a. Conduct meetings telephonically or electronically, even when working on-site. If meetings cannot be conducted virtually, keep participation to fewer than 10 participants and enforce appropriate physical distancing and wearing of masks or face coverings.

b. Avoid office gatherings, congregating in break/lunch rooms, and unnecessary visiting/contact (i.e., hugs and handshakes) in the workplace. Employees must stay within their own workspaces to the maximum extent possible.

c. Maintain physical distancing of at least 6 feet between workstations/workers.

d. Eliminate reusable kitchen items (flatware, dishes and cups) and cleaning tools (sponges, brushes, towels) and replace with single use options.

e. Remove high-touch items from the workspace, such as brochures, common pens, etc.

f. Avoid shared appliances or thoroughly sanitize prior to use.

Employees are responsible for self-monitoring and employing these best practices:

a. Utilize good hand hygiene while in the workplace. Employees are advised to wash their hands using CDC guidelines or use hand sanitizer (60% alcohol) as an alternative.

b. Practice proper cough/sneeze etiquette.

Containment Health Monitoring

All employees will:

a. Self-monitor temperature each morning.

b. Review the provided employee self-screening checklist prior to departing for work each morning.

c. Stay home and notify the director of human resources if screening checklist indicates.

d. Immediately notify the director of human resources and then leave the workplace if COVID-19 symptoms develop while at work.

e. Call their health care provider’s office for instructions regarding a return to workplace. Refer to "Protocol for Suspected/Confirmed Cases of COVID-19 Policy" for specific details.

Personal Protective Equipment (PPE):

All employees are required to wear face coverings that meet CDC recommendations in all public spaces and spaces used by multiple people. Employee face coverings may be removed if an employee is in a private office and no other individual enters the office to within 6 feet of the employee. Faculty may remove face coverings while lecturing as long as social distancing is maintained. If an employee forgets his/her face covering, he/she should contact the supervisor prior to entering the building/workspace for direction.

Acrylic shields will be installed in areas where moderate to high levels of visitor/student interaction occur.

Gloves will be made available to those who handle cash and/or high volumes of incoming documents. Employees are advised to contact their supervisor to address the need for gloves.

Appropriate precautionary signage will be placed at all entrances to communicate safety protocols.

Sanitization & Cleaning Procedures:

Employees will be provided with appropriate sanitizing supplies for individuals to clean their personal work areas before and after use.

Reduction in Force Policy on next page
Reduction in Force Policy

Approved by and date:
Board of Trustees 06/08/2020
Executive Leadership Team 05/06/2020

Policy:

The Board will declare the necessity for a Reduction in Force (RIF) due to either a financial constraint demanding immediate attention (financial exigency) or a program change. All contracts will, unless excepted by the Board, contain a proviso that a RIF may take place when the Board determines that a financial exigency or program change requires that the contract of one or more instructors, administrators, or other professional employees be terminated. Such a determination constitutes the necessary cause for dismissal. With respect to at-will employees, this determination is a legitimate non-discriminatory reason for dismissal.

Procedures:

Approved by and date:
Executive Leadership Team 05/06/2020

Definitions

a. “Reduction in force (RIF)” means the dismissal of an instructor, administrator, or any other employee before the end of a contract term (if the employee is a contractual employee) for reasons of financial exigency or program change. With respect to non-contractual employees and adjunct faculty, it means a dismissal for reasons of financial exigency or program change.

b. “Financial exigency” means any decline in the Board’s financial resources brought about by decline in enrollment, cuts in funding, decline in tax revenues, closure of the College or other effects on the College due to or related to governmental orders or recommendations, or any other actions or events that create a need for the College to reduce financial expenditures for personnel.

c. “Program change” means any elimination, curtailment, or reorganization of a curriculum offering, program, or school operation because of a lack of student response to particular course offerings, legislative revisions to program funding, closure of the College or other effects on the College due to or related to governmental orders or recommendations, or a reorganization or consolidation of two or more divisions or departments.

Board Action

The Board will declare the necessity for a RIF due to financial exigency or program change. The RIF may be implemented in one, several, or all employment areas. The Board will identify the employment areas to be affected by the RIF in the declaration.

Reduction in Force Policy cont. on next page
Reduction in Force Policy cont.

Criteria Procedure for Decisions

Upon declaration of a RIF by the Board, and identification by the Board of the employment areas affected, the College president will determine which particular employees will be dismissed. The College president will determine the timeline for implementing the RIF. The affected employees will be given as much notice as possible. The College president may, but is not required to, use the following criteria, which is non-exclusive, and not listed in order of importance.

a. Certification: Minimum necessary degree, certificate, and/or certification/licensure for current assignment required by the Southern Association of Colleges and Schools Commission on Colleges, the Texas Higher Education Coordinating Board, and/or other regulatory or licensing bodies, and other minimum necessary qualifications for current assignment.

b. Performance: Employee’s effectiveness and value as a team member as reflected by the most recent written evaluations and/or other relevant documentation. This criteria includes the employee’s effectiveness and collegiality both individually and as a member of a group, and his/her compliance with directives and policies.

c. Program or departmental needs.

d. Qualifications/Proficiency: Employee’s ability to be used in multiple areas and his/her flexibility of skill set to adjust to the College’s needs.

e. Retaining employment of veterans pursuant to federal or state law, if applicable.

f. Need: Relevancy, lack of demand, or the ability to absorb or combine positions.

g. Any other relevant criteria as determined by the College president.

Contract Employees

A contractual employee dismissed pursuant to this policy during the term of the contract will have the same appeal rights as set forth in the Termination of Employment: Dismissal Policy under the heading Term Contracts. A contractual employee who is dismissed pursuant to this policy at the end of the contract term will have the same appeal rights as set forth in the Non-Renewal of Term Contracts Policy.

Non-Contract Employees

Any employee without a contract, including adjunct faculty, who is dismissed pursuant to this policy, will have the same appeal rights as set forth in the Termination of Employment: Dismissal Policy under the heading At-Will Employment: Dismissal.

Effective Date

Filing for a review will not delay the effective date of a dismissal pursuant to this policy, or the effective date of the RIF.

Eligibility for Rehire Rights of Employees Subject to RIF

An employee dismissed due to a RIF may apply for available positions for which he/she is qualified. The former employee is responsible for reviewing posted vacancies and making a new application. If rehired, the employee will be compensated at the current rate for the new position and will not be entitled to leave forfeited due to the RIF.

Effect on Compensation and Benefits

All benefits end on the last day of the month during which the RIF occurs.
A. Property & Facilities Committee - Jon Rowe, Chair

2. ACTION ITEM: To consider granting the College President the authority to enter into contract negotiations with Aramark Corporation, a vendor who responded to RFP 2020 FC 007 Facilities Maintenance Provider, RFP 2020 FC 008 Custodial Services Provider, and RFP 2020 FC 009 Landscape & Grounds Maintenance Provider

Jon Rowe made the motion to grant the College President the authority to enter into contract negotiations with Aramark Corporation, a vendor who responded to RFP 2020 FC007 Facilities Maintenance Provider, RFP 2020 FC 008 Custodial Services Provider, and RFP 2020 FC 009 Landscape & Grounds Maintenance Provider. Because the motion came from a committee, a second was not required. The motion passed unanimously.

ARAMARK

Recommendation for the selection of Aramark Corporation (Aramark) as Kilgore College’s (KC) maintenance, grounds, and custodial services provider for the three year period of September 1, 2020, through August 31, 2023, with the option of two one-year extensions.

Background - KC’s Office of Procurement Services issued a request for proposals (RFP) for maintenance, grounds, and custodial services. Proposers could bid on one or more of the service areas. Seven proposals were received for maintenance operations, five for grounds maintenance, and twelve for custodial services. Three companies responded to all three of the service areas. Those proposers included: ABM, Aramark, and SSC.

RFP Review - A five-member review team evaluated the proposals for maintenance and custodial services (Dr. Mike Jenkins, Jeff Williams, Terry Huckaby, Dr. Sandra Carroll, and Dawn Jones), while a four-member team (Dr. Mike Jenkins, Jeff Williams, Terry Huckaby, and Dawn Jones) evaluated the proposals for grounds services. All proposal reviews were based upon the following published criteria: staffing, scope of work, costs, and references. A summary of these criteria follows:

Staffing (maximum 40 points) – demonstration that proposer will provide qualified personnel, will provide staff for all supported locations, and will provide staff for proposed times and special events.

Scope of Work (maximum 30 points) – demonstration that the proposer understands the published objectives and describes methodology for achievement of those objectives.

Price Proposal (maximum 20 points) – monthly and overall costs to the College.

References (maximum 10 points) – demonstration of track record of projects in similar size and relevance of references per RFP.

While all 24 individual proposals were evaluated, the committee felt that a coordinated approach to these services would best serve the College in terms of synergies between functional areas; the reduction in service overlap and/or conflict; and having a single work order system provided and managed by the contractor.

Review team ratings of the “bundled” services are:

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<tr>
<th></th>
<th>ABM</th>
<th>Aramark SSC</th>
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</thead>
<tbody>
<tr>
<td>Maintenance</td>
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<tr>
<td>Reviewer 1</td>
<td>82</td>
<td>92</td>
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<tr>
<td>Reviewer 2</td>
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<td>Reviewer 3</td>
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<td>Reviewer 4</td>
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<td>87</td>
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<td>Reviewer 5</td>
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ARAMARK cont. on next page
### ARAMARK cont.

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<td><strong>Total Score:</strong></td>
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<td>1,169</td>
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<td>1,158</td>
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</table>

Due to the COVID-19 pandemic and related financial considerations, the three proposers listed above were given the opportunity to submit a revised plan based upon a $2-$2.5million budget. ABM and Aramark submitted revised scopes of work which were evaluated by the committee. The committee affirmed the original rankings.

3. **ACTION ITEM:** To consider granting the College President the authority to enter into contract negotiations with HALFF, a vendor who responded to RFQ 2020-OP011 Pedestrian Bridge Engineering Services

Jon Rowe made the motion to grant the College President the authority to enter into contract negotiations with HALFF Associates, Inc., a vendor who responded to RFQ 2020-OP011 Pedestrian Bridge Engineering Services.

### HALFF Associates, INC.

**Recommendation for the selection of HALFF Associates, INC. as Kilgore College’s (KC) provider for Pedestrian Bridge Engineering Services.**

**Background** - KC’s Office of Procurement Services issued a request for qualifications (RFQ) for design and engineering services for the restoration of the former pedestrian bridge. Eight proposals were received. Four companies were selected to proceed to Phase II for presentations and interviews. Those four companies were Barnhart Construction, Halff Associates, Dannenbaum Engineering, and Bridgefarmer and Associates.

**RFQ Review** - An eight-member review team evaluated the proposals for services Phase I (Dr. Brenda Kays, Dr. Mike Jenkins, Jeff Williams, Will Buskell, Rolin McPhee, Josh Selleck, Lon Ford, and Jon Rowe), while a seven-member team (Dr. Brenda Kays, Jeff Williams, Will Buskell, Rolin McPhee, Josh Selleck, Lon Ford, and Jon Rowe) evaluated the Phase II interviews and presentations.
HALFF Associates, INC. cont.

**Phase I Review:**
Phase I proposal reviews were based upon the following published criteria: compliance with instructions, quality control, staff qualifications, experience with similar projects, schedule, and availability.

Proposals were scored according to the following criteria:
- **Compliance with Instructions (maximum 10 points)** – demonstrate general compliance with instructions issued in RFQ.
- **Quality Control (maximum 15 points)** – provided quality-controlled process to be implemented to ensure that quality work products and services can be delivered in a timely manner.
- **Staff Qualifications (maximum 20 points)** – demonstrated firm’s staff qualifications
- **Experience with Similar Projects (maximum 30 points)** – demonstrated project experience that is similar with nature and complexity.
- **Schedule and Availability (maximum 25 points)** – demonstrated project schedule and availability.

**Phase I Results:**

<table>
<thead>
<tr>
<th>Assigned Total Points</th>
<th>Barnhart Construction</th>
<th>HALFF</th>
<th>Dannenbaum</th>
<th>BridgeFarmer</th>
<th>Walter P. Moore</th>
<th>GLS</th>
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<td>671</td>
<td>632</td>
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<td>462</td>
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</table>
Phase II Review:
The top 4 responders; Barnhart Construction, HALFF Associates, Dannerbaum Engineering, and Bridgefarmer and Associates were invited for presentations and interviews. Each of the 4 entities elaborated on their written proposals and answered questions as posed by the group.

Upon completion of the 4 presentations, reviewers rank ordered the responders based upon the merits of their presentation and the responses made to the questions posed by the reviewers.

Phase II Results:
Discussions ensued until the reviewers reached a consensus to recommend HALFF Associates, based out of Tyler, Texas, for consideration by the Kilgore College Board of Trustees.

7. BOARD APPOINTMENT COMMITTEE REPORT & ACTION ITEM
   Presenter: Lon Ford

   A. ACTION ITEM: To consider appointing Travis Martin to fill the unexpired term of Scott Andrews for the South Zone, Unit 1, Place 4, term scheduled to expire May of 2023

   Lon Ford made the motion to consider appointing Travis Martin to fill the unexpired term of Scott Andrews for the South Zone, Unit 1, Place 4, term scheduled to expire May of 2023. Because the motion came from a committee a second was not required. The motion passed unanimously.

8. ADJOURNMENT

Joe Carrington adjourned the meeting at 6:50pm.

Respectfully submitted,

Nancy Law
Nancy Law, Recording Secretary
Kilgore College Board of Trustees

President of the Board

Secretary of the Board

June 8, 2020 Minutes