

# Agenda of KC Regular Board Meeting

## The Board of Trustees Kilgore Junior College District



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A KC Regular Board Meeting of the Board of Trustees of Kilgore Junior College District will be held December 14, 2021, beginning at 6:30 PM in the 2nd floor of the Stewart McLaurin Administration Building, 1100 Broadway, Kilgore, TX 75662.

Prior to the Meeting    6:00 pm    December 14, 2021

Dinner and Training: This time will be led by Mr. Jon Rowe and will be used for additional Board Member Training.

Items of Business    6:30 pm    December 14, 2021

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.

### 1. CALL TO ORDER

**Presenter:** Mr. Joe Carrington

A. Invocation and Pledge of Allegiance

**Presenter:** Mr. Joe Carrington

### 2. PRESENTATIONS

A. Student Success Spotlight - Key Performance Indicator (KPI) Data

**Presenter:** Mrs. Natalie Bryant

### 3. PUBLIC COMMENT

### 4. CONSENT AGENDA

**Presenter:** Mr. Joe Carrington

A. To consider approving the minutes of the September 13, 2021 regular board meeting

B. To consider approval of personnel items submitted as follows:

1. Employee Resignations
2. Employee Retirements
3. Employee Terminations
4. Proposed Change in Employment
5. Offers of Employment

C. To consider payment of legal fees

## 5. BOARD COMMITTEE REPORTS & ACTION ITEMS

### A. Investment/Finance/Audit Committee - Jon Rowe, Chair

1. ACTION ITEM: To consider approving a tax abatement for Camfil USA  
**Presenter:** Lisa Denton, Kilgore Economic Development Council, Executive Director
2. ACTION ITEM: To consider approving the use of reserves to fund AEC renovation costs.  
**Presenter:** Mr. Terry Hanson
3. INFORMATION ITEM: Financial Update - September FY22  
**Presenter:** Mr. Terry Hanson
4. INFORMATION ITEM: Public Funds Investment Act (PFIA) Investment Report - Quarter 4  
**Presenter:** Mr. Terry Hanson

### B. Policy & Personnel Committee - Lon Ford, Chair

1. ACTION ITEM: To consider approval of policies
  - a. CIB (Legal, Local, Administrative Rules): Equipment and Supplies Management: Disposal of Property
  - b. CR (Legal, Local, Administrative Rules): Technology Resources
  - c. CS (Legal, Local, Administrative Rules): Information Security
  - d. BA (Legal, Local): Board Legal Status
  - e. BBF (Legal, Local): Ethics
  - f. BBG (Legal, Local): Compensation and Expenses
  - g. BFA (Legal, Local): Qualifications & Duties
  - h. BFD (Local): Retirement or Resignation
  - i. BFE (Local): Evaluation
  - j. BH (Local): Administrative Rules and Regulations
  - k. CAK (Legal, Local, Administrative Rule): Investments
2. ACTION ITEM: Annual Review of KC Mission Statement  
**Presenter:** Dr. Mickey Best
3. INFORMATION ITEM: TASB HR Services Agreement & Salary Study Notes  
**Presenter:** Mr. Terry Hanson
4. INFORMATION ITEM: Review of Student Success Policy  
**Presenter:** Mr. Josh Edmonson

### C. Property & Facilities Committee - Josh Edmonson, Chair

1. ACTION ITEM: To consider demolition of the building (Bunk House) located at 619 Laird Street in Kilgore, Texas
2. ACTION ITEM: To consider approval of: (1) allowing the President to enter into contract negotiations with Riley Harris Construction (RHC) for East Texas Police Academy Classroom Renovation to expand restrooms and office space (per KC CSP#2021-ETPA002), (2) delegating to the College President the authority to negotiate and finalize any remaining terms related to this same project, and (3) authorizing the College President to sign the contract and any other necessary paperwork related to the same project.
3. ACTION ITEM: To consider approval of a *Justification of Approval of Disposal of Unnecessary Property for Less than Fair Market Value* form submitted by Administration.

4. ACTION ITEM: To consider a proposal from Johnson & Pace to provide the design and construction administration services (Phase 1) for Stark Hall located at 1101 E. South Street in Kilgore, Texas.
5. ACTION ITEM: To consider a recommendation from Administration to utilize \$288,000.00 from Building Fund Reserves to facilitate completion of Tier 1 Life/Safety Facilities Needs as recommended by the Aramark Facilities Condition Assessment (FCA).

D. Student Success Committee - Janice Bagley, Chair

1. ACTION ITEM: Ratification of Kilgore College's Diversity, Equity, Inclusion (DEI) Statement:

**Presenter:** Ms. Ebony Allison-Dennis

2. INFORMATION ITEM: Fall 2021 Enrollment Snapshot

**Presenter:** Dr. Brenda Kays

3. INFORMATION ITEM: Title IX Yearly Report

**Presenter:** Dr. Brenda Kays

4. INFORMATION ITEM: Dual Credit Enrollment/TVAH Update

**Presenter:** Mr. Brandon Walker

5. INFORMATION ITEM: Open Educational Resources (OER)

**Presenter:** Dr. Tracy Skopek

6. INFORMATION ITEM: 2021 Kilgore College Annual Security & Fire Safety Report

**Presenter:** Dr. Staci Martin

7. INFORMATION ITEM: Texas Success Center Award: Texas Pathways 2021: Excellence in Mapping Pathways to Student End Goals

**Presenter:** Dr. Brenda Kays

**6. APPRAISAL DISTRICT REPRESENTATIVES:**

**Presenter:** Mr. Lon Ford

- A. ACTION ITEM: To consider approval of a resolution to cast Kilgore College's 40 votes for the Upshur County Appraisal District election of its Board of Directors for the 2022-2023 term to Mr. John Ussery (nominated by the City of Gladewater): Upshur County Appraisal District: Resolution No. R-2022-3

- B. ACTION ITEM: To consider approval of a resolution to cast Kilgore College's 100 votes for the Gregg County Appraisal District election of its Board of Directors for the 2022-2023 term to Mr. A. P. Merritt, Jr.: Gregg County Appraisal District: Resolution No. R-2022-4

- C. ACTION ITEM: To consider approval of a resolution to cast Kilgore College's vote for the Smith County Appraisal District election of its Board of Directors for the 2022-2023 term to Dr. Glen Elliott, Jr.: Smith County Appraisal District: Resolution No. R-2022-5

**7. CERTIFICATION OF BOARD OF TRUSTEES MEMBER TRAINING**

**Presenter:** Mr. Jon Rowe

**8. KILGORE COLLEGE BOARD OF TRUSTEES APPOINTMENT TO KC FOUNDATION BOARD**

**Presenter:** Mr. Joe Carrington

**9. EXECUTIVE SESSION**

Convene into executive session pursuant to Texas Government Code 551.071 to seek the advice of the college's attorney about pending or contemplated litigation or a settlement offer, or on a matter in which the duty of the attorney to the board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act.

**10. 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 551.01-551.089 of the Open Meetings Act.*