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 June 14, 2021, beginning at 6:30 PM with the following board members present:

Janice Bagley
Joe Carrington, President
David Castles
Kelvin Darden
Josh Edmonson
Lon Ford, Secretary
Travis Martin
Jon Rowe
Larry Woodfin, Vice President

1. CALL TO ORDER
   A. Invocation and Pledge of Allegiance

Joe Carrington called the meeting to order at 6:30 pm. Dr. Mike Jenkins led the Invocation and the Pledge of Allegiance.

2. PRESENTATIONS
   A. Swearing in of Board of Trustee Members Kelvin Darden, Jon Rowe, and Josh Edmonson

Presenter: Lon Ford

Lon Ford, Secretary for the Board of Trustees, administered the Oath of Office to Kelvin Darden, Jon Rowe, and Josh Edmonson.

B. Student Success Spotlight - IPEDS Graduation Rate

Presenter: Dr. Staci Martin

Kilgore College
IPEDS Three-Year Graduation Rates for First-Time Full-Time Students

Dr. Staci Martin
Vice President of Institutional Planning
June 14, 2021

IPEDS Graduation Rate cont. on next page
IPEDS Graduation Rate cont.

IPEDS 3-Year Graduation Rate: Overall

Cohort Entrance Year

IPEDS 3-Year Graduation Rate: Hispanic

Cohort Entrance Year

IPEDS Graduation Rate cont. on next page
IPEDS Graduation Rate cont.

IPEDS 3-Year Graduation Rate: Black or African American

IPEDS 3-Year Graduation Rate: White

IPEDS Graduation Rate cont. on next page
3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

Presenter: Joe Carrington

A. To consider approving the minutes of the April 12, 2021 board meeting

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

1. Recommendation to accept employee termination follows:
   a. eLearning Faculty Learning Specialist, effective April 14, 2021 after three years of service
   b. eLearning Technician, effective April 14, 2021 after two years and ten months of service
   c. Support Specialist-Purchasing, effective May 3, 2021, after two months of service

2. Recommendation for non-renewal of employment contract as follows:
   a. English Instructor, effective August 31, 2021, after four years and eight months of service

3. Recommendation to accept employee resignations as follows:
   a. Director of Financial Aid, effective April 15, 2021 after four years and eight months of service
   b. Accountant, effective May 21, 2021 after two years and eight months of service
   c. Biology Instructor, effective August 31, 2021, after one year of service
   d. High School Student Success Coach, effective May 28, 2021 after seven months of service
   e. Workforce Development Specialist, effective June 30, 2021, after six years of service
   f. Chemistry Instructor, effective August 31, 2021, after fifteen years of service
   g. Chemistry Instructor, effective August 31, 2021, after ten years of service
   h. Psychology Instructor, effective August 31, 2021, after two years of service

4. Recommendation to change employment as follows:
   a. Database Administrator to Director of ERP & Innovation, effective May 16, 2021
b. English Instructor to eLearning Faculty Development Specialist, effective June 1, 2021

c. Professional Support Assistant - Registrar to Professional Support Assistant - TRIO Program effective June 1, 2021

d. Program Director & Instructor, Radiologic Technology to Dean of Institutional Effectiveness & Research, effective September 1, 2021

e. Vice President of Institutional Planning to Vice President of Student Services & Athletic Director, effective July 16, 2021

f. Professional Support Assistant, Student Development to Executive Assistant, VP of Student Services & Athletic Director, effective July 16, 2021

5. Recommendation of employment as follows:

   a. Alumni Specialist, Institutional Advancement, effective May 16, 2021
   b. Government Instructor, Arts & Mathematical Sciences, effective September 1, 2021
   c. eLearning Technician, Title III, effective June 16, 2021

C. To consider payment of legal fees

David Castles made the motion to approve the Consent Agenda as presented. Travis Martin seconded the motion. The motion passed unanimously.

Personnel Agenda

Kilgore Junior College District
Personnel Agenda
June 14, 2021

1. Recommendation to accept employee termination as follows:

   a. Mr. Michael Ward, eLearning Faculty Learning Specialist, effective April 14, 2021 after three years of service
   b. Ms. Kathryn Rader, eLearning Technician, effective April 14, 2021 after two years and ten months of service
   c. Mr. Blake Watson, Support Specialist-Purchasing, effective May 3, 2021 after two months of service

2. Recommendation for non-renewal of employment contract as follows:

   a. Mr. Jereme Wade Skinner, English Instructor, effective August 31, 2021 after four years and eight months of service

3. Recommendation to accept employee resignation as follows:

   a. Dr. Reggie Brazelle, Director of Financial Aid, effective April 15, 2021 after four years and eight months of service
   b. Ms. Jessica Bickham, Accountant, effective May 21, 2021 after two years and eight months of service
   c. Mr. Lennie Bashiri, Biology Instructor, effective August 31, 2021 after one year of service

Personnel Agenda cont. on next page
d. Ms. Shelly Gribble, High School Student Success Coach, effective May 28, 2021 after seven months of service

e. Ms. Jeannie Alcantar, Workforce Development Specialist, effective June 30, 2021 after six years of service

f. Ms. Ronda Howe, Chemistry Instructor, effective August 31, 2021 after fifteen years of service

g. Dr. Catherine Elueze, Chemistry Instructor, effective August 31, 2021 after ten years of service

h. Ms. Kelie Jones, Psychology Instructor, effective August 31, 2021 after two years of service

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>PREVIOUS POSITION</th>
<th>NEW POSITION</th>
<th>NEW SALARY/RATE OF PAY</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Brad Keiser</td>
<td>Database Administrator</td>
<td>Director of ERP &amp; Innovation</td>
<td>$3,208.33/pay period 12 mo. equivalent = $77,000</td>
<td>May 16, 2021</td>
</tr>
<tr>
<td>Ms. Stephanie Laszik</td>
<td>English Instructor</td>
<td>eLearning Faculty Development Specialist</td>
<td>$2,312.50/pay period 12 mo. equivalent = $55,500 Grant Funded</td>
<td>June 1, 2021</td>
</tr>
<tr>
<td>Ms. Jobeth Morris</td>
<td>Professional Support Assistant – Registrar</td>
<td>Professional Support Assistant – TRIO Program</td>
<td>No Change in Salary</td>
<td>June 1, 2021</td>
</tr>
<tr>
<td>Ms. Ursula Dyer</td>
<td>Program Director &amp; Instructor, Radiologic Tech.</td>
<td>Dean of Institutional Effectiveness &amp; Research</td>
<td>$3,166.67/pay period 12 mo. equivalent = $76,000</td>
<td>September 1, 2021</td>
</tr>
<tr>
<td>Dr. Staci Martin</td>
<td>Vice President of Institutional Planning</td>
<td>Vice President of Student Services &amp; Athletic Director</td>
<td>$5,833.33/pay period 12 mo. equivalent = $140,000</td>
<td>July 16, 2021</td>
</tr>
<tr>
<td>Ms. Kristan Propes</td>
<td>Professional Support Assistant – Student Development</td>
<td>Executive Assistant – VP of Student Services &amp; Athletic Director</td>
<td>$1,238.38/pay period 12 mo. equivalent = $29,721</td>
<td>July 16, 2021</td>
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5. Recommendation of employment as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>LOCATION</th>
<th>SALARY/RATE OF PAY</th>
<th>HIRE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Chelsea Payne</td>
<td>Alumni Specialist</td>
<td>Institutional Advancement</td>
<td>$1,482.00/pay period 12 mo. equivalent = $35,568</td>
<td>May 16, 2021</td>
</tr>
<tr>
<td>Mr. John Raulston</td>
<td>Government Instructor</td>
<td>Arts &amp; Mathematical Sciences</td>
<td>$1,873.50/pay period 9 mo. equivalent = $44,100</td>
<td>September 1, 2021</td>
</tr>
<tr>
<td>Mr. Aaron Baker</td>
<td>eLearning Technician</td>
<td>Title III</td>
<td>$1,750.00/pay period 12 mo. equivalent = $42,000 Grant Funded</td>
<td>June 16, 2021</td>
</tr>
</tbody>
</table>

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: Financial Update

Larry Woodfin was available for questions.

B. Policy & Personnel Committee - Lon Ford, Chair
   1. ACTION ITEM: To consider approval of policies
      a. Exemptions and Payments (Local Policy CAIA(LOCAL))
      b. Sale, Trade, or Lease of College-Owned Property (CAL(LOCAL))
      c. Emergency Plans and Alerts (CGC(LOCAL))
      d. Outside Employment (DBF(LOCAL))
      e. Retirement Programs (DF(LOCAL))

Lon Ford made the motion to approve the following policies: Exemptions and Payments (CAIA(LOCAL)), Sale, Trade, or Lease of College-Owned Property (CAL(LOCAL)), Emergency Plan and Alerts (CGC(LOCAL)), Outside Employment (DBF(LOCAL)), and Retirement Programs (DF(LOCAL)). Larry Woodfin seconded the motion. The motion passed unanimously.

Exemptions and Payments (CAIA(LOCAL)) on next page

June 14, 2021 Minutes
Exemptions and Payments (CAIA(LOCAL))

AD VALOREM TAXES
EXEMPTIONS AND PAYMENTS

No Discounts or Split Payments
Discount or split payment options shall not be provided for the payment of property taxes in the College District.

DATE ISSUED: 4/16/2020
UPDATE 38
CAIA(LOCAL)-AJC

Sale, Trade, or Lease of College-Owned Property (CAL(LOCAL))

APPROPRIATIONS AND REVENUE SOURCES
SALE, TRADE, OR LEASE OF COLLEGE-OWNED PROPERTY

The Board delegates to the College President the authority to negotiate the lease of College District property or office space to another political subdivision or an agency of a state or federal government in accordance with state law. The College President shall report the terms of any new lease to the Board at the next regular Board meeting.

DATE ISSUED: 2/25/2008
UPDATE 23
CAL(LOCAL)-AJC

Emergency Plans and Alerts (CGC(LOCAL)) on next page
Emergency Plans and Alerts (CGC(LOCAL))

SAFETY PROGRAM
EMERGENCY PLANS AND ALERTS

Emergency Operations Plan
In accordance with state requirements, the College District shall maintain a multihazard emergency operations plan that provides for appropriate employee training; adequate communications technology and infrastructure, including employee access to emergency communication devices; coordination with state and local entities; and implementation of a safety and security audit.

Emergency Response and Evacuation Procedures
In accordance with federal law, the College District shall maintain effective emergency response and evacuation procedures that can be implemented on short notice and that will ensure optimum safety for students and personnel.

Emergency Alert System
In accordance with state requirements, the College District shall maintain an emergency alert system that provides for timely notification to students, faculty, and staff of emergencies affecting the College District or its students and employees.

DATE ISSUED: 11/11/2019
UPDATE 37
CGC(LOCAL)-AJC

Outside Employment (DBF(LOCAL))

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
OUTSIDE EMPLOYMENT

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.

DATE ISSUED: 11/8/2018
UPDATE 35
DBF(LOCAL)-AJC

DBF LOCAL Policy - Request for Outside Employment Form on next page

June 14, 2021 Minutes Page 4746
DBF LOCAL Policy - Request for Outside Employment Form

Request for Outside Employment

Name: ____________________________ Date: ____________________________
Department: ______________________ Title: ____________________________

I hereby request approval to engage in outside employment as described below:
Nature of employment (be specific, including name of employer and duties; if self-employed, include that information and your responsibilities)

Weekly time commitment required for employment:

Based on the information above, is there a potential conflict of interest with the proper discharge of your assigned duties and responsibilities or with the best interest of Kilgore College?
Yes ________ No ________ If yes, please explain

I understand that Kilgore College's policy prohibits me from engaging in any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job duties at Kilgore College, while on College time, or using College equipment or materials. I understand that in order to engage in outside employment, I must receive approval from my supervisor, the responsible Director or Vice President, and the Director of Human Resources of Kilgore College in advance of performing such outside employment, and that the approval may be withdrawn at any time. I also understand and agree that my outside employment must be suspended if my work status is sick leave, workers' compensation leave or restricted duty. If my outside employment status changes, I agree to notify the Director of Human Resources immediately.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Approved</th>
<th>Denied</th>
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<th>Director of Human Resources</th>
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Retirement Programs (DB(LOCAL)) on next page

June 14, 2021 Minutes
RETIREMENT PROGRAMS

All College District employees shall be required to participate in a retirement program. Part-time employees who are not members of the Teacher Retirement System (TRS) or an optional retirement program shall be required to participate in a retirement program selected by the College District.

DATE ISSUED: 2/19/2014
UPDATE 29
DF(LOCAL)-AIC

C. Property & Facilities Committee - Jon Rowe, Chair

1. ACTION ITEM: To consider the approval of Resolution No. R-2021-4 by the Board of Trustees at Kilgore Junior College District authorizing the Kilgore College President to sign the Agreement for the Kilgore College pedestrian bridge construction on-system improvement project with Texas Department of Transportation for the completion of a highway improvement generally described as the design and construction of a pedestrian bridge over SH 42.

Jon Rowe made the motion to consider the approval of Resolution No. R-2021-4 by the Board of Trustees at Kilgore Junior College District authorizing the Kilgore College President to sign the Agreement for the Kilgore College pedestrian bridge construction on-system improvement project with Texas Department of Transportation for the completion of a highway improvement generally described as the design and construction of a pedestrian bridge over SH 42. Janice Bagley seconded the motion. The motion passed unanimously.

Resolution No. R-2021-4 on next page
RESOLUTION NO. R-2021-4

A RESOLUTION BY THE BOARD OF TRUSTEES AT KILGORE JUNIOR COLLEGE DISTRICT
AUTHORIZING THE KILGORE COLLEGE PRESIDENT TO SIGN THE AGREEMENT FOR THE KILGORE
COLLEGE PEDESTRIAN BRIDGE CONSTRUCTION ON-SYSTEM IMPROVEMENT PROJECT WITH
TEXAS DEPARTMENT OF TRANSPORTATION FOR THE COMPLETION OF A HIGHWAY
IMPROVEMENT GENERALLY DESCRIBED AS THE DESIGN AND CONSTRUCTION OF A PEDESTRIAN
BRIDGE OVER SH 42 (PROJECT); CONDITIONING SAID AUTHORIZATION ON THE RECEIPT OF ALL
NECESSARY DOCUMENTS IN A FORM ACCEPTABLE TO THE KILGORE COLLEGE PRESIDENT;
FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS
IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT; MAKING
OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; EXPRESSING THE BOARD OF
TRUSTEES' SUPPORT OF THE PROJECT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Government Code, Chapter 791, and Transportation Code §201.209 and Chapter 221, authorize the
State of Texas, acting by and through the Texas Department of Transportation called the “State,” to contract with
municipalities and political subdivisions; and

WHEREAS, the Texas Transportation Commission passed Minute Order Number 115814 authorizing the State to
undertake and complete a highway improvement generally described as the design and construction of a pedestrian bridge
over SH 42 (5-Lanes) between Houston Street and Dudley Road, in the City of Kilgore, (the “Project”); and

WHEREAS, the State has approved the participation of the Kilgore Junior College District (“Kilgore College”)
through an insurance settlement to fund the Project; and

WHEREAS, the State has determined that such participation is in the best interest of the citizens of the state; and

WHEREAS, Kilgore College is striving to ensure the safety of motorists and citizens on public streets and
roadways; and

WHEREAS, it is in the best interest of the public for the Board of Trustees to officially state its support for the
Project; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF KILGORE COLLEGE:

PART 1. That the findings set out in the preamble to this resolution are hereby in all things approved and
adopted.

PART 2. That the College President is hereby authorized to sign the Agreement for Kilgore College Pedestrian
Bridge Construction On-System Improvement Project with the Texas Department of Transportation and any and all
documents or agreements, as approved by Kilgore College President’s Office, incident to support the Project.

PART 3. That the Board of Trustees, hereby expresses its support of the Project.

PART 4. That the meeting at which this resolution was approved was in all things conducted in strict compliance
with the Texas Open Meetings Act, Texas Government Code Chapter 551.

PART 5. That this resolution shall become effective immediately from and after its passage and approval by the
Board of Trustees.

PASSED AND APPROVED this 14th day of June, A.D., 2021.

JOE CARRINGTON, PRESIDENT
KILGORE COLLEGE
BOARD OF TRUSTEES
APPROVED:

ATTEST:
2. ACTION ITEM: To consider the recommendation from Halff Associates to retract the invitation for bids as advertised in the Longview News Journal and Tyler Morning Telegraph Legal Notice, ad# 1688267, dated May 26, 2021, and reject the single bid received from RLM General Contractors in the amount of $659,315.18 for exceeding reasonable costs for this scope of work, and grant the College President the authority to work with Halff Associates to pursue alternative courses of action for the demolition of existing bridge structures.

Jon Rowe made the motion to consider the recommendation from Halff Associates to retract the invitation for bids as advertised in the Longview News Journal and Tyler Morning Telegraph Legal Notice, ad# 1688267, dated May 26, 2021, and reject the single bid received from RLM General Contractors in the amount of $659,315.18 for exceeding reasonable costs for this scope of work, and grant the College President the authority to work with Halff Associates to pursue alternative courses of action for the demolition of existing bridge structures. David Castles seconded the motion. The motion passed unanimously.

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Halff recommendation cont. on next page

June 14, 2021 Minutes
3. ACTION ITEM: To consider approval of interlocal contract and/or interagency agreement with TxDOT for demolition of existing bridge structure

Jon Rowe made the motion to table the above action item. Larry Woddfin seconded the motion. The motion passed unanimously.
4. ACTION ITEM: To consider approval of contract amendment with Halff Associates to include demolition of existing bridge structure

Jon Rowe made the motion to table the above action item. Josh Edmonson seconded the motion. The motion passed unanimously.

D. Student Success Committee - Janice Bagley, Chair
1. INFORMATION ITEM: QEP/Writing Studios Report
   Presenter: Karen Dulweber
### Number of Visits to Writing Studio by Month

<table>
<thead>
<tr>
<th></th>
<th>August 2019</th>
<th>September 2019</th>
<th>October 2019</th>
<th>November 2019</th>
<th>December 2019</th>
<th>Total Sessions</th>
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<tbody>
<tr>
<td>Kilgore</td>
<td>6</td>
<td>218</td>
<td>157</td>
<td>282</td>
<td>76</td>
<td>710</td>
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<tr>
<td>Longview</td>
<td>5</td>
<td>41</td>
<td>28</td>
<td>18</td>
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<td>Tutor.com</td>
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<td>127</td>
<td>108</td>
<td>85</td>
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<td>397</td>
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<table>
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<tr>
<th></th>
<th>January 2020</th>
<th>February 2020</th>
<th>March 2020</th>
<th>April 2020</th>
<th>May 2020</th>
<th>Total Sessions</th>
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<tbody>
<tr>
<td>Kilgore</td>
<td>77</td>
<td>341</td>
<td>14</td>
<td>20</td>
<td>0</td>
<td>438</td>
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<tr>
<td>Longview</td>
<td>24</td>
<td>36</td>
<td>n/a</td>
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<td>74</td>
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<td>91</td>
<td>55</td>
<td>76</td>
<td>20</td>
<td>242</td>
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<tr>
<td>Longview</td>
<td>n/a</td>
<td>n/a</td>
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<td>n/a</td>
<td>n/a</td>
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<tr>
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<td>81</td>
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<th></th>
<th>January 2021</th>
<th>February 2021</th>
<th>March 2021</th>
<th>April 2021</th>
<th>May 2021</th>
<th>Total Sessions</th>
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<tbody>
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<td>80</td>
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<td>91</td>
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### QEP Course Success Rates Related to Number of Visits to Kilgore Writing Studio

#### Fall 2019

<table>
<thead>
<tr>
<th>Number of Visits to Writing Studio</th>
<th>Rate of Passing with ABC</th>
<th>D and F Rate</th>
<th>W Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>70%</td>
<td>20%</td>
<td>11%</td>
</tr>
<tr>
<td>1</td>
<td>86%</td>
<td>13%</td>
<td>2%</td>
</tr>
<tr>
<td>5+</td>
<td>93%</td>
<td>8%</td>
<td>0%</td>
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</tbody>
</table>

#### Fall 2020

<table>
<thead>
<tr>
<th>Number of Visits to Writing Studio</th>
<th>Rate of Passing with ABC</th>
<th>D and F Rate</th>
<th>W Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>74%</td>
<td>23%</td>
<td>4%</td>
</tr>
<tr>
<td>1</td>
<td>86%</td>
<td>14%</td>
<td>0%</td>
</tr>
<tr>
<td>5+</td>
<td>91%</td>
<td>9%</td>
<td>0%</td>
</tr>
</tbody>
</table>
2. INFORMATION ITEM: New Dual Credit Courses at Gladewater High School  
**Presenter:** Dr. Mike Turpin

Four Technical Core courses being taught at Gladewater High School beginning in the Fall are:  
1st year – (1) Safety & Ergonomics and (2) Blueprint Reading & Sketching  
2nd year – (3) Basic Electrical Theory and (4) Analog Controls (all 4 courses will be taught the 2nd year)

7. NOMINATING COMMITTEE REPORT  
A. INFORMATION ITEM: Report from Nominating Committee - Slate of Officer Candidates 2021-2023  
**Presenter:** Jon Rowe

Nominations for Board Officers:  
- Joe Carrington for President  
- Larry Woodfin for Vice President  
- Lon Ford for Secretary

Jon Rowe was chairman of the Nomination Committee along with Janice Bagley and David Castles.

8. BOARD OFFICER ELECTIONS  
**Presenter:** Joe Carrington, Board President

Joe Carrington asked for any other candidates from the floor for Secretary. There were no other nominations. Mr. Carrington called for the vote for Lon Ford for Secretary of the Board. Because the motion came from a committee a second was not required. The motion passed unanimously.
Joe Carrington asked for any other candidates from the floor for Vice President. There were no other nominations. Mr. Carrington called for the vote for Larry Woodfin for Vice President of the Board. Because the motion came from a committee a second was not required. The motion passed unanimously.

Joe Carrington asked for any other candidates from the floor for President. There were no other nominations. Mr. Carrington called for the vote for Joe Carrington for President of the Board. Because the motion came from a committee a second was not required. Mr. Carrington abstained from voting. The motion passed unanimously.

9. BOARD COMMITTEE STRUCTURE - 2021-2023
   Presenter: Joe Carrington

   Appointments for committees:
   - Student Success: Janice Bagley, Chairman, David Castles, and Kelvin Darden
   - Policy & Personnel: Lon Ford, Chairman, Josh Edmonson, and Janice Bagley
   - Property & Facilities: Josh Edmonson, Chairman, Travis Martin, and Lon Ford
   - Investment/Finance/Audit: Jon Rowe, Chairman, Joe Carrington, and Larry Woodfin

10. ADJOURNMENT

    Joe Carrington adjourned the meeting at 7:05 pm.

Respectfully submitted,

Nancy Law, Recording Secretary
Kilgore College Board of Trustees

President of the Board

Secretary of the Board