Minutes of Regular Board Meeting

The Board of Trustees
Kilgore College

A Regular Board Meeting of the Board of Trustees of Kilgore College was held on June 12, 2023, beginning at 6:30 PM on the 2nd floor of the McLaurin Administration Building, 1201 S. Henderson Blvd., Kilgore, TX 75662, with the following members present:

Lon Ford, President
Jon Rowe, Vice President
Josh Edmonson, Secretary
Janice Bagley
David Castles
Kelvin Darden
Gina DeHoyos
Travis Martin
Jon Keller – Sworn in at 6:35PM and was considered present for remaining of the meeting

1. CALL TO ORDER
   A. Invocation and Pledge of Allegiance
   Mr. Lon Ford called the meeting to order at 6:30 pm. Mr. Ford said the Invocation and led the Pledge of Allegiance.

2. PRESENTATIONS
   A. Oath of Office for new Board of Trustee member, Mr. Jon Keller – Appendix A/B
      Presenter: Mr. Lon Ford/Ms. Karen Scibona

   B. Employee Spotlight: Dr. Paul Buchanan
      Presenter: Mr. Brandon Walker, Associate Dean of Arts & Sciences

   C. Student Success Data Spotlight: Spring 2023 Snapshot – Appendix C
      Presenter: Dr. Richard Plott, Dean of Institutional Effectiveness and Research

3. PUBLIC COMMENT
   There were no public comments.

4. CONSENT AGENDA
   Presenter: Mr. Lon Ford
   A. To consider approving the minutes from the following meetings:
      • Public Hearing on Tax Abatements: April 10, 2023
• Board Meeting: April 10, 2023
• Election Canvass and Special Board Meeting: May 16, 2023

B. To consider approval of personnel items submitted as follows: Appendix D
- Employee Resignations
- Employee Retirements
- Employee Terminations
- Proposed Change of Employment
- Offers of Employment

C. To consider payment of legal fees

David Castles made the motion to accept the Consent Agenda. Janice Bagley seconded the motion. The motion passed unanimously.

5. BOARD COMMITTEE REPORTS & ACTION ITEMS

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

1. ACTION ITEM: To consider a recommendation to engage in a Broker-Dealer Services with FHN Financial Capital Markets and Mischler Financial Group, and authorize the College President to execute the same. – Appendix E
   
   Presenter: Mr. Terry Hanson

   Mr. Jon Rowe moved to engage in a Broker-Dealer Services with FHN Financial Capital Markets and Mischler Financial Group, and authorize the College President to execute the same. This recommendation was coming from the committee and did not require a second. The motion passed unanimously.

2. ACTION ITEM: To consider approval of a Debt Management Plan. - Appendix F
   
   Presenter: Mr. Terry Hanson

   Mr. Jon Rowe moved to approve the debt management plan as presented to address the capital maintenance needs of the college. This authorizes the issuance of debt for a maximum of $5,000,000 up to 12 years with an annual maximum principal and interest payment of $750,000. This recommendation was coming from the committee and did not require a second. The motion passed unanimously.

3. ACTION ITEM: To consider adoption of Resolution R-2023-8, Interlocal Agreement for Assessment and Collection of Taxes between Upshur County and Kilgore College. Appendix H
   
   Presenter: Mr. Terry Hanson

   Mr. Jon Rowe moved to adopt Resolution R-2023-8, Interlocal Agreement for Assessment and Collection of Taxes between Upshur County and Kilgore College. This recommendation did not come from a committee and required a second. David Castles seconded the motion. The motion passed unanimously.
Jon Rowe moved to adopt Resolution R-2023-8 entering into Interlocal Agreement for Assessment and Collection of Taxes between Upshur County and Kilgore College. This recommendation was coming from the committee and did not require a second. The motion passed unanimously.

5. INFORMATION ITEM: April FY23 Financial Snapshot and Capital Projections – Appendix I  
**Presenter:** Mr. Terry Hanson

B. Policy & Personnel Committee - Mr. Josh Edmonson, Chair  
1. INFORMATION ITEM: New TASB Policies for Information Only  
**Presenter:** Mr. Josh Edmonson

   a. CAAA (LEGAL) - State and Federal Revenue Sources – State – Appendix J  
   b. CAD (LEGAL) - Appropriations and Revenue Sources - Bond Issues – Appendix K  
   c. CAE (LEGAL) - Appropriations and Revenue Sources - Time Warrants – Appendix L  
   d. CAF (LEGAL) - Appropriations and Revenue Sources - Certificates of Indebtedness – Appendix M  
   e. CAG (LEGAL) - Appropriations and Revenue Sources - Revenue Bonds and Obligations - Appendix N  
   f. CAH (LEGAL) - Appropriations and Revenue Sources - Loans and Notes - Appendix O  
   g. CAI (LEGAL) - Appropriations and Revenue Sources - Ad Valorem Taxes – Appendix P  
   h. DECB (LEGAL, Administrative Rule) - Leaves and Absences - Military Leave - Appendix Q  
   i. DLC (LEGAL) - Employee Performance - Promotion and Demotion - Appendix R

C. Student Success Committee - Ms. Janice Bagley, Chair  
1. ACTION ITEM: To consider approval of the Kilgore College Athletic Handbook – Appendix S  
**Presenter:** Dr. Staci Martin, Vice President of Student Services

Janice Bagley moved to approve the 2023-2024 Kilgore College Athletic Handbook including the KC Drug Testing Policy. This recommendation did not come from a committee and required a second. Travis Martin seconded the motion which passed unanimously.

2. INFORMATION ITEM: Student Success Council Update and Data Summit Recap  
**Presenter:** Mr. Jase Graves, Co-Chair Student Success Council

6. KILGORE COLLEGE FOUNDATION UPDATE  
**Presenter:** Ms. Merlyn Holmes, Executive Director of KC Foundation

7. BOARD OFFICERS' AD HOC NOMINATING COMMITTEE REPORT  
**Presenter:** Ms. Janice Bagley, Chair
Ms. Bagley reported the process by which Trustees were asked to complete a survey on their desire to serve as either an officer or committee chair. She stated that all current officers had indicated a willingness to serve in the same capacity for the upcoming term and no other KC Board members were available to serve in a role as officer at this time.

The Ad Hoc Nominating Committee brought forth the following slate for KC Board Officers:
  - Mr. Josh Edmonson; Secretary
  - Mr. Jon Rowe; Vice President
  - Mr. Lon Ford; President

8. ELECTION OF OFFICERS: 2023-2025
- Mr. Josh Edmonson was elected unanimously as Secretary of the KC Board of Trustees
- Mr. Jon Rowe was elected unanimously as Vice President of the KC Board of Trustees
- Mr. Lon Ford was elected unanimously as President of the KC Board of Trustees

Presenter: Mr. Lon Ford

9. BOARD PRESIDENT'S REPORT

Presenter: Mr. Lon Ford

A. UPCOMING BOARD DATES:
- Monday, July 24: Budget Workshop 6:00 PM
- Monday, August 14, 2023: August Regular Board Meeting 6:30 PM
- Monday, September 11, 2023: Property Tax Hearing 5:45-6:15 PM
- Monday, September 11, 2023: September Board Meeting 6:30 PM
- Monday, December 11, 2023: December Board Meeting 6:30 PM

Presenter: Mr. Lon Ford

10. EXECUTIVE SESSION
The Board of Trustees did not go into Executive Session.

11. ADJOURNMENT
The meeting was adjourned by Mr. Lon Ford at 7:58 PM.

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.
Respectfully submitted,

Karen Scibona
Kilgore College Board of Trustees

Tom Ford
President, Kilgore College Board of Trustees

[Signature]
Secretary, Kilgore College Board of Trustees
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