

# Agenda of Regular Meeting

## The Board of Trustees Kilgore Junior College District

---

A Regular Meeting of the Board of Trustees of Kilgore Junior College District will be held June 19, 2017, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor.

---

Prior to the Meeting	6:00pm	Monday, June 19, 2017
----------------------	--------	-----------------------

---

DINNER & Texas Shakespeare Festival Presentation (TSF) by the TSF Foundation Board

---

Items of Business	6:30pm	Monday, June 19, 2017
-------------------	--------	-----------------------

---

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. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

### **I. CALL TO ORDER**

A. Invocation and Pledge of Allegiance

### **II. CITIZEN COMMENTS**

### **III. PRESENTATIONS**

A. Student Spotlight - Kassey McDonald

Presenter: Leah Gorman, Director of Alumni, Scholarship and Foundation Relations

B. Employee Spotlight - Pam Davis, Assistant Registrar

Presenter: Chris Gore, Registrar

C. Student Success Spotlight - Student Success Points

Presenter: Dr. Staci Martin

D. Program Spotlight - American Honors

Presenter: Kim Carrillo, American Honors Advisor

### **IV. SWEARING IN OF KC BOARD OF TRUSTEE MEMBERS**

Presenter: Nancy Law

A. Scott Andrews

B. Lon Ford

C. Larry Woodfin

### **V. NOMINATING COMMITTEE FOR ELECTION OF BOARD OFFICERS**

Presenter: Lon Ford, Chair

A. INFORMATION ITEM: Report from Nominating Committee - Slate of Officer Candidates

Presenter: Lon Ford

VI. **BOARD OFFICER ELECTIONS**

Presenter: Larry Woodfin, Board President

VII. **CONSENT AGENDA**

A. To consider approving the minutes of the April 10, 2017 regular board meeting and the May 6, 2017 Board Retreat

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

1. **Recommendation to accept employee resignation as follows:**

- a. Police Officer, effective May 1, 2017 after one year of service
- b. Project Advisor, Upward Bound, effective May 12, 2017 after three years and eight months of service
- c. Assistant Manager, Fitness Center, effective May 26, 2017 after two years and eight months of service
- d. Interim History Instructor, effective May 31, 2017 after one year of interim service
- e. Interim History Instructor, effective May 31, 2017 after one year of interim service
- f. Music Instructor, effective June 30, 2017 after seven years and nine months of service
- g. Mathematics Instructor, effective August 31, 2017 after seven years of service
- h. Process Technology Instructor, effective August 31, 2017 after five years of service
- i. Associate Degree Nursing Instructor, effective August 31, 2017 after one year of service
- j. Program Director and Instructor, Child Development, effective August 31, 2017 after sixteen years of service

2. **Recommendation to terminate employment as follows:**

- a. Lead Accounts Payable Specialist, effective April 20, 2017 after nine months of service
- b. Assistant Housing Director & Assistant Women's Softball Coach, effective May 19, 2017
- c. Support Specialist - Cashier, Business Office, effective May 22, 2017
- d. Director of Student Activities & Residential Life, effective June 19, 2017

3. **Recommendation to accept employee retirement as follows:**

- a. Continuing Education and Business Services Coordinator, effective May 31,

2017 after thirty-four years of service

- b. Professional Support Assistant, Athletics, effective August 31, 2017 after twenty years and one month of service
- c. Student Success Learning Specialist, effective August 31, 2017 after fourteen years and eight months of service

**4. Recommendation for renewal of employment contract as follows:**

- a. Head Women's Softball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2017 - May 31, 2018

**5. Recommendation for employment as follows:**

- a. Adult Education & Literacy Teacher, Longview Campus, effective April 10, 2017
- b. Continuing Education Support Specialist, Admissions & Registrar, effective May 10, 2017
- c. Director of Adult Education and Literacy, Longview Campus, effective May 15, 2017
- d. Workforce Development Specialist - Health Services, effective June 1, 2017
- e. Workforce Development Specialist - Industrial Technology, effective May 30, 2017
- f. Assistant Department Chair & Mathematics Instructor, Math, Science & Health Sciences, effective September 1, 2017
- g. Mathematics Instructor, Math, Science & Health Sciences, effective September 1, 2017
- h. ESOL Instructor, Liberal & Fine Arts, effective September 1, 2017
- i. English Instructor, Liberal & Fine Arts, effective September 1, 2017
- j. Government Instructor, Liberal & Fine Arts, effective September 1, 2017
- k. History Instructor, Liberal & Fine Arts, effective September 1, 2017
- l. History Instructor, Liberal & Fine Arts, effective September 1, 2017
- m. English Instructor, Liberal & Fine Arts, effective September 1, 2017
- n. Police Officer, KCPD, effective June 1, 2017

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

- a. Training Coordinator, Workforce Development to Professional Support Specialist, Workforce Development, effective June 1, 2017. This position is grant funded.
- b. Assistant Director, Workforce Development to Workforce Development Specialist, effective June 1, 2017
- c. Support Specialist - Purchasing to Lead Accounts Payable Specialist, effective May 18, 2017

**VIII. EXECUTIVE SESSION**

Adjournment to executive session pursuant to Texas Government Code Sections 551.071 - 551.084, the Open Meetings Act, for the following purposes:

"The Board has adjourned to executive session at \_\_\_\_\_ p.m. on **June 19, 2017.**"

PERSONNEL: (Government Code 551.074)

LEGAL: (Government Code 551.071)

REAL ESTATE: (Government Code 551.072)

**RECONVENING IN OPEN MEETING**

"**The Board has reconvened in open session at \_\_\_\_\_ p.m. on June 19, 2017.**"

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 AT THAT DATE, HOUR AND PLACE GIVEN IN THIS NOTICE OR AS SOON AFTER THE COMMENCEMENT OF THE MEETING COVERED BY THIS NOTICE AS THE BOARD MAY CONVENIENTLY MEET IN SUCH CLOSED OR EXECUTIVE MEETING OR SESSION CONCERNING ANY AND ALL SUBJECTS AND FOR ANY AND ALL PURPOSES PERMITTED BY SECTIONS 551.071-551.084, INCLUSIVE, OF THE OPEN MEETINGS ACT.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- a. the open meeting covered by this notice upon the reconvening of this public meeting, or
- b. at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

**IX. ACTION ITEMS**

A. To consider payment of legal fees for services rendered

**X. BOARD COMMITTEE REPORTS & ACTION ITEMS**

A. Investment/Finance/Audit Committee - Joe Carrington, Chair

Presenter: Joe Carrington

1. ACTION ITEM: To consider results of the analysis of program viability
  - a. Associate of Applied Science (AAS) Degree/Certificate of Completion - Surgical Technology
  - b. Associate of Applied Science (AAS) Degree/Certificate of Completion - Drafting & Design Technology
  - c. Associate of Applied Science (AAS) Degree/Certificate of Completion - Commercial Photography
2. INFORMATION ITEM: Legislative Action - State Funding
3. INFORMATION ITEM: Budget Reports

B. Policy & Personnel Committee - Karol Pruett, Chair

Presenter: Karol Pruett

1. ACTION ITEM: To consider approval of Policies
  - a. Academic Freedom Policy
  - b. Board Conflict of Interest Policy
  - c. Trustee Removal From Office Policy
  - d. College Events and Facility Rental: Alcohol on Campus Policy
  - e. Family Medical Leave Act (FMLA) Policy
  - f. Progressive Discipline Policy
  - g. Resignation/Retirement Policy
2. INFORMATION ITEM: Request for Qualifications (RFQ) for Legal Services

C. Property & Facilities Committee - Brian Nutt, Chair

Presenter: Brian Nutt

1. ACTION ITEM: To consider an Inter-Local Agreement with West Rusk CCISD
2. ACTION ITEM: To consider facility rental fee structure recommendation
3. ACTION ITEM: To consider an ice truck enclosure for the East Texas Oil Museum (ETOM)
4. INFORMATION ITEM: Facility & Property Committee Meeting, June 26, 2017, Open Meeting, entire Board invited and encouraged to attend to hear presentation from the Energy Service Company (ESCO), McKinstry
5. INFORMATION ITEM: Facilities Update  
Presenter: Jeff Williams
  - a. Bridge
  - b. Former Print Shop/New Tactical Training Room for the Police and Fire Academies
  - c. Technical Vocational (TV) Building Renovation

d. Glass Replacement - Housing

e. Quads

D. Student Success Committee - Cecelia Sanders, Chair

1. INFORMATION ITEM: Spring 2016-2017 Snapshot

Presenter: Dr. Staci Martin

2. INFORMATION ITEM: KC Foundation Board Update

Presenter: Cecelia Sanders

**XI. ADJOURNMENT**