

STATE OF TEXAS  
COUNTIES OF GREGG, RUSK, UPSHUR AND SMITH  
KILGORE JUNIOR COLLEGE DISTRICT

The Kilgore Junior College District Board of Trustees met in regular session at 6:30 pm, Monday, November 9, 2015 in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor, with the following members present:

G. Scott Andrews  
Joe Carrington  
Lon Ford  
Bob Heath  
Brian Nutt  
Karol Pruett, Secretary  
Cecelia Sanders  
James N. Walker, Vice President  
Larry Woodfin, President

**Section I.** on the agenda was Call to Order

A. Invocation and Pledge of Allegiance

**The meeting was called to order at 6:30 by Larry Woodfin. Mr. Woodfin led the invocation and the Pledge of Allegiance to the American Flag.**

**Section II.** on the agenda was Citizens Comments

There were no Citizens Comments.

**Section III.** on the agenda was Presentation

A. Student Spotlight

**Jackie Kelley, Assistant Director of Financial Aid introduced Linda Thomas for the Student Spotlight.**

B. Employee Spotlight

**Becky Johnson, Dean of Liberal & Fine Arts introduced Glen Wells, Director of the KC Band for the Employee Spotlight.**

C. Kilgore College SBDC (Small Business Development Center) – Brad Bunt

**Brad Bunt made the presentation and answered any questions from board members.**

**The Small Business Development Center (SBDC) is a partnership program with the U.S. Small Business Administration. The SBDC is designed to provide small businesses with the practical assistance needed to survive, grow and prosper. The SBDC program is a nationwide small business assistance network that links the resources of federal, state, and local government to those of colleges, universities, and the private sector to meet the specialized needs of small businesses.**

**Section IV.      on the agenda was Consent Agenda**

- A. To consider approving the minutes of the September 14, 2015 regular board meeting and the October 12, 2015 joint board meeting with the Kilgore Independent School District.
- B. To consider approval of personnel items submitted as follows:

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

- A. Director of Special Projects and Liaison to the Board, effective December 31, 2015 after seventeen years of service
- B. Professional Support Assistant – ETPA, effective December 31, 2015 after nineteen years and four months of service
- C. Professional Support Assistant – ETPA, effective December 31, 2015 after forty-two years and nine months of service
- D. Professional Support Assistant – Liberal & Fine Arts, effective December 31, 2015 after twenty-nine years and three months of service

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

- A. Police Officer, October 20, 2015 after a month and a half of service

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

- A. Assistant Director, Student Life, Student Development, effective September 16, 2015

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

- A. Support Specialist to Professional Support Assistant, Dean of Liberal & Fine Arts effective January 1, 2016
- ~~B. VP of Finance & Chief Financial Officer to VP of Finance, Administrative Support & Chief Financial Officer effective January 1, 2016~~

**5. Recommendation to approve changes to the Personnel Policies as follows:**

- A. Policy 1.7 express Breast Milk for Nursing Mothers

Kilgore College Policy Manual

1.7      Express Breast Milk for Nursing Mothers

Kilgore College supports the practice of, and will make reasonable accommodation to employees who are nursing mothers needing to express breast milk. A reasonable amount of break time will be provided each time the employee has need to express breast milk. The employee will be provided a place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public. Kilgore College may not suspend, or terminate the employment of or otherwise discriminate against an employee because the employee has asserted her rights under this policy.

- C. To consider payment of legal fees for services rendered.

**Karol Pruettt requested that item 4B, “VP of Finance & Chief Financial Officer to VP of Finance, Administrative Support & Chief Financial Officer effective January 1, 2016” be removed from the consent agenda.**

Scott Andrews made the motion to accept the Consent Agenda as written with item 4B removed as requested. Cecelia Sanders seconded the motion. The motion passed with 8 yay votes and one nay vote by Brian Nutt.

### Personnel Agenda

**Kilgore Junior College District  
Personnel Agenda  
November 9, 2015**

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

- A. Mr. Daniel Beach, Director of Special Projects & Liaison to the Board effective December 31, 2015 after seventeen years of service
- B. Ms. Lou Ann Procell, Professional Support Assistant – ETPA, effective December 31, 2015 after nineteen years and four months of service
- C. Ms. Charlotte Dunaway, Professional Support Assistant – ETPA, effective December 31, 2015 after forty-two years and 9 months of service
- D. Ms. Ginger Holley, Professional Support Assistant – Liberal & Fine Arts, effective December 31, 2015 after twenty-nine years and three months of service

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

- A. Ms. Veronica Wheeler, Police Officer, effective October 20, 2015 after a month and half of service

**3. Recommendation of employment as follows:**

- A. **Name:** Ms. Shalie Day
- Position:** Assistant Director, Student Life
- Location:** Student Development
- Education:** Bachelor of Science  
Stephen F. Austin State University  
Nacogdoches, Texas
- Experience:** Part Time Nolan Hall Coordinator  
Kilgore College  
Kilgore, Texas; 2015
- MJK Farms  
Farm Hand  
Ashdown, Arkansas; 2008-2012
- Effective Date:** September 16, 2015
- Salary:** \$1,387.50 per pay period which is  
equivalent to a 12 month salary of \$33,300

**Note:** Ms. Day replaces Mr. Ross Costanzo who was terminated

Personnel Agenda cont. on next page

**Personnel Agenda cont.**

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

**A. Name:** Ms. Karen Scibona  
**Old Position:** Support Specialist  
**New Position:** Professional Support Assistant, Dean of Liberal & Fine Arts  
**Effective Date:** January 1, 2016  
**Old Salary:** \$22,910  
**New Salary:** \$24,973

**Note:** Ms. Scibona replaces Ms. Ginger Holley who is retiring

**B. Name:** Mr. Duane McNaney  
**Old Position:** VP of Finance & Chief Financial Officer  
**New Position:** VP of Finance, Administrative Support & Chief Financial Officer  
**Effective Date:** January 1, 2016  
**Old Salary:** \$117,635  
**New Salary:** \$129,635

**Note:** Mr. McNaney will be assuming the duties of Mr. Dan Beach who is retiring effective December 31, 2015. To the list of eleven functions over which he currently has supervision he will now be responsible for facilities management, treasurer functions for the KC Foundation, and future special projects.

**5. Recommendation to approve changes to the Personnel Policies as listed (Policy 1.7 Express Breast Milk for Nursing Mothers)**

Kilgore College Policy Manual

1.7 Express Breast Milk for Nursing Mothers

Kilgore College supports the practice of, and will make reasonable accommodation to employees who are nursing mothers needing to express breast milk. A reasonable amount of break time will be provided each time the employee has need to express breast milk. The employee will be provided a place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public. Kilgore College may not suspend, or terminate the employment of or otherwise discriminate against an employee because the employee has asserted her rights under this policy.

Personnel item 4B continued on next page

**Personnel Item 4B**

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

- B. VP of Finance & Chief Financial Officer to VP of Finance, Administrative Support & Chief Financial Officer effective January 1, 2016

**Lon Ford made the motion to review Personnel Item 4B. James Walker seconded the motion. After much discussion the motion was amended into parts: Part A - Motion to accept change in title; Part B - Motion to accept salary increase as noted in Personnel Agenda of \$12,000. Part A of the motion passed with 8 yay votes and 1 nay vote by Brian Nutt. Part B of the motion did not pass with 9 nay votes by all board members.**

**Joe Carrington made the motion for a 4 month stipend of \$1,000 per month. Bob Heath seconded the motion. The motion passed with 6 yay votes and 3 nay votes by Brian Nutt, Karol Pruett and Cecelia Sanders.**

**Section V. on the agenda was Executive Session.**

**The Board did not go into Executive Session.**

**Section VI. on the agenda was Action Items.**

- A. To consider authorizing Administration to approve a contract with Quad Learning, Inc. (American Honors) – *Exhibit #1* – Dr. Mike Turpin

**Karol Pruett made the motion to accept Action Item A as presented. Joe Carrington seconded the motion. The motion passed unanimously.**

**Exhibit #1 on next page**

Exhibit #1



MICHAEL H. TURPIN, PH.D.  
VICE PRESIDENT OF INSTRUCTION  
& CHIEF ACADEMIC OFFICER  
mturpin@kilgore.edu

Date: November 5, 2015  
To: Kilgore College Board of Trustees  
From: Michael H. Turpin *MHT*  
on behalf of the Kilgore College Administration, Instructional Leadership Team  
and Student Development Leadership Team  
Subject: Partnership with Quad Learning, Inc. (American Honors)

American Honors is a program offered in partnership with Quad Learning, Inc., an organization which provides recruiting and support for community colleges' honors programs.

After hearing presentations and participating in discussions about American Honors, the Kilgore College Administration, Instructional leadership team, and Student Development leadership team recommend that the College enter into a contractual agreement/partnership with Quad Learning, Inc. primarily in order to offer academically advanced students the opportunity to participate in a recognized honors program, American Honors, that will enhance their educational experience.

We anticipate that participation in this partnership will lead to increased enrollment in the number of academically advanced students in the service area as well as in the number of international students.

Students will pay an additional program fee to participate in honors courses and increased fees. A business model is currently being developed. Specifics regarding these fees and payments for American Honors will be presented and approved at a later time.

B. To consider a resolution of the East Texas Police Academy and the Texas Commission on Law Enforcement (TCOLE) – *Exhibit #2* – Dr. Mike Turpin

James Walker made the motion to accept Action Item B as presented. Karol Pruett seconded the motion. The motion passed unanimously.

Exhibit #2 on next page

**KILGORE JUNIOR COLLEGE DISTRICT**

**BOARD OF TRUSTEES**

**RESOLUTION**

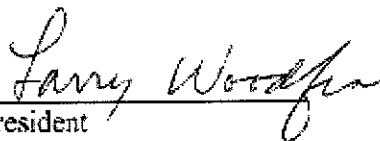
**WHEREAS**, the East Texas Police Academy at Kilgore College provides training for police officers, jailers, telecommunicators, and other related personnel; and


**WHEREAS**, the Texas Commission on Law Enforcement (TCOLE) may issue an academy license for the specific purpose of training officers, jailers, and telecommunicators; and

**WHEREAS**, the East Texas Police Academy at Kilgore College meets all licensing requirements as set forth by TCOLE; now

**THEREFORE**, be it resolved that the Board of Trustees of Kilgore College hereby supports and endorses the East Texas Police Academy at Kilgore College.

Adopted by vote of the Kilgore College Board of Trustees on November 9, 2015.

  
\_\_\_\_\_  
President  
Board of Trustees

  
\_\_\_\_\_  
Secretary  
Board of Trustees

- C. To consider enhancements to the library and mall project by increasing the contingency line in the Traset construction contract by \$250,000 – Dr. Mike Turpin, Dan Beach & Duane McNaney

**Dan Beach stated that the Library and Mall Project are coming along nicely. He gave the board a handout with enhancements for the library. Joe Carrington made the motion to accept Action Item C as presented. James Walker seconded the motion. The motion passed unanimously.**

- D. To consider approval of the 2015 Asbestos Management Plan prepared by ERI Consulting, Inc. –  
*Exhibit #3 – Dr. Bill Holda*

**Dr. Holda read the letter dated November 4, 2015 from Larry Snodgrass of ERI, Consulting. He stated that the 2015 Asbestos Management Plan is complete and there are no immediate concerns. He also stated that the plan will be available in the Library at a future time.**

**Karol Pruett made the motion to approve Action Item D as presented. Scott Andrews seconded the motion. After a time of discussion the motion passed unanimously.**

**Exhibit #3 on next page**



Exhibit #3



ERI CONSULTING, INC.

11700 Rockwood Lane, Houston, TX 77041  
2028 Republic Drive, Suite 6100, Texas 77041  
Ph: (281) 424-9001 Fax: (281) 424-8701  
E-MAIL: [eri@eri.com](mailto:eri@eri.com)  
[www.ericonsulting.com](http://www.ericonsulting.com)

November 4, 2015

Kilgore College  
Dr. Bill Holick, President  
1100 Broadway  
Kilgore, TX 75667-3714  
Phone: (937) 883-8289 [bill.holick@kilgore.edu](mailto:bill.holick@kilgore.edu)

**RE: EN915-123 - Asbestos Management Plan - Kilgore College**

Dear Dr. Holick:

Please find attached Asbestos Management Plan for the Kilgore College facilities dated September 28, 2015. The Management Plan was prepared in accordance with the Asbestos Hazard Emergency Response Act (AHERA) standards for public schools, and best practices.

The plan covers all student-occupied facilities owned by Kilgore College. In addition to the Management Plan, additional sampling was authorized by Kilgore College and conducted by ERI. The sampling was performed in an effort to positively identify every accessible non-exclusive area building or portion thereof that could contain asbestos. In all, 692 additional samples were collected and analyzed by Polarized Light Microscopy. The net result of the sampling was a significant reduction in the confirmed number of asbestos-containing building materials (ACBMs).

At the time the Management Plan was delivered, all asbestos structure asbestos inspections were current, with the needed information reflected in the Management Plan.

The plan calls for Kilgore College to assign a Designated Person to maintain the Management Plan. The Designated Person's duties include conducting and reviewing periodic surveillance of all known ACBMs, notifying outside vendors of the presence of ACBMs, overseeing training of maintenance and other staff personnel, administering friable permits, and documenting asbestos-related activities.

The plan calls for the Designated Person to observe, assess, and document the condition of all ACBMs every six months. The plan includes all necessary forms and resources for documenting periodic surveillance, and recording asbestos-related activities.

At the time of the plan's completion, there were no accessible significantly damaged friable asbestos products in Kilgore College facilities. Furthermore, the vast majority of Kilgore College ACBMs are classified as non-friable, or in good condition.

ERI/EN915-123-15

Exhibit #3 continued on next page

**Exhibit #3 continued**

ERI Consulting, Inc.

Dr. Holec,  
November 4, 2015  
page 2 of 2

As noted in Section VI, Financial Evaluation, no immediate or short term response actions are recommended. All remaining ACMs can be safely managed in place.

In summary, given the current condition of the asbestos-containing building materials, the implementation of the Management Plan will continue to ensure a safe working and learning environment for the students, patrons and staff of Kilgore College.

We have enjoyed serving Kilgore College on this matter. If you should have any questions or need anything further from us, please do not hesitate to contact me.

Sincerely,



Larry G. Smolgrass, President  
TD&HS Licensed Asbestos Consultant #12-4568

LJS:ms

Asbestos Management Plan 11/15

- E. To consider delegating authority to the President of the College Board and the Chair of the Presidential Search Committee for the purpose of negotiating the salary and terms of the contract for the new College President – Karol Pruett

**Brian Nutt made the motion to approve Action Item E as presented. Scott Andrews seconded the motion. The motion passed unanimously.**

**Section VII. on the agenda was Board Discussion Items**

- A. Funding options for the Longview Campus expansion requested by Trustee Brian Nutt

**Brian Nutt is interested in finding ways to fund expansion for the Longview Campus. Dr. Holda stated the following regarding Phase 1:**

- **KC has a \$500,000 pledge from LEDCO following completion of a Culinary Arts Building**
- **Dr. Holda and Dr. Julie Fowler, Executive Dean of the Longview Campus are working on grant proposals to be given to Longview businesses.**

**Section VIII. on the agenda was Administrative Discussion Items**

- A. PFIA Quarterly and Annual Investment Reports – Duane McNaney

**Duane McNaney was available to answer any questions.**

- B. TPF Quarterly and Annual Investment Report – Duane McNaney

**Duane McNaney was available to answer any questions.**

**Section IX. on the agenda was Administration Comments**

- A. Certification of Multidisciplinary Associate's Degree – Dr. Mike Turpin

**Senate Bill 1189 requires KC to have a Multidisciplinary Associate's Degree. Dr. Turpin stated that KC already has that degree in place. We need to verify that with a document signed by the President of the Board of Trustees.**

- B. Accreditation process update and report on Campus Labs – Dr. Staci Martin, Dr. Bill Holda and Duane McNaney

**Dr. Staci Martin gave a KC Reaffirmation of Accreditation Timeline to the Board.**

- **Summer-Fall 2016: Internal Compliance Audit**
- **December 2016: Orientation for Leadership Team at SACSCOC Annual Meeting in Atlanta, GA**
- **March 2018: Compliance Certification Due**
- **April 2018: Off-site Review of Compliance Certification**
- **Fall 2018: On-site Review (Response to off-site review (if required) and Quality Enhancement Plan due 6 weeks prior to on-site review)**
- **Spring 2019: Respond to On-site Committee Report (if required)**

- **June 2019: SACSCOC Reaffirmation Decision**

**Dr. Martin also talked about the Compliance Assist Software by Campus Labs to help with the process. Dr. Holda explained the pricing structure and that KC is going to purchase the software.**

**C. Report on Default Rates – Dr. Mike Jenkins**

**Dr. Mike Jenkins stated that each year, the U.S. Department of Education publishes the 3-year cohort default rate (CDR) for every institution receiving Title IV funds. If an institution has a CDR in excess of 30% for 3 consecutive years, the school faces sanctions, up to and including loss of eligibility for Title IV funds. The FY2009 CDR Kilgore College was 33.5%. When Kilgore College exceeded 30% in FY2010 (30.2%), specific efforts were taken to ensure that the CDR was lowered. Such efforts included: creation of a campus wide default taskforce, implementation of various new educational efforts (seminars, videos, etc.), creation of a financial aid retention counselor position, and the hiring of EdFinancial Services.**

**D. Report on Nursing Pass Rates – Dr. Mike Turpin**

**Dr. Mike Turpin stated that between October 1, 2014 and September 30, 2015, Kilgore College had 92 nursing graduates take the state board exam with 76 passing on their first attempt. The 82.61% pass rate will take the program off warning status when the Texas Board of Nursing meets in February.**

**E. Annual Campaign – Leah Gorman**

**Leah Gorman handed out an Annual Campaign form and stated that the Annual Campaign has kicked off, and although it's a difficult year to ask our employees to give and they are participating. The Foundation was generous to provide incentives for the employees and we have been doing weekly prizes for those participating. She stated that it speaks volumes to the community when we can say we have a large percentage of our employees participating, as well as, 100% of both the Foundation and elected boards participating.**

**F. Legal Update – Dr. Bill Holda**

**Dr. Holda gave a brief update on pending legal matters.**

- **Chiropractor from the Dallas area**
- **EEOC: LVN instructor in Longview**
- **Dalton Smith**
- **PIA spreadsheet is in your board packets**

**G. Upcoming dates, events and activities – Dr. Bill Holda**

**Dr. Holda handed out a calendar of upcoming dates:**

- Tues., Nov. 10:**
- **10:30am – Louie Gohmert – Rette Gym**
  - **All Day – Presidential Candidate**

**Wed., Nov. 11:**

- 12:00pm – Closing on Kilgore Heights
- 1:00pm – Veteran’s Day Celebration

**Thurs., Nov. 12:**

- All Day – Presidential Candidate

**Monday, November 16:**

- All Day – Presidential Candidate

**Tues.-Wed., Nov. 17-18:**

- Pathways Summit (Dr. Turpin, Dr. Jenkins, Dr. Holda, Dr. Martin, Becky Johnson-all to Lone Star College)

**Thurs., Nov. 19:**

- 7:00pm – KCCC Trinity Episcopal, Longview

**Fri., Nov. 20:**

- 3:30pm – Lineman’s Graduation, AEC Auditorium

**Mon., Nov. 23:**

- Board Meeting to vote on new College President

**Tues., Nov. 24:**

- 4:00pm – Campus closes for Thanksgiving

**Thurs., Dec. 3:**

- 12:30pm – Band Christmas Concert, Mall Area

**Fri., Dec. 4:**

- 11:30-1:00 – Retiree Luncheon

**Sat., Dec. 5:**

- Potential Bowl Game

**Sat.-Tues., Dec. 5-8:**

- SACS

**Wed., Dec. 9:**

- Noon – Superintendent Luncheon, Administration Bldg., 2<sup>nd</sup> floor

**Thurs., Dec. 10:**

- Board Meeting

**Fri., Dec. 11:**

- 9:00am – A.D.N. Pinning Ceremony, Dodson Auditorium
- 6:00pm – Commencement, Dodson Auditorium

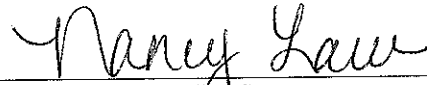
**Section X. on the agenda was Board Comments**

A. Update from the Presidential Search Committee – Karol Pruett

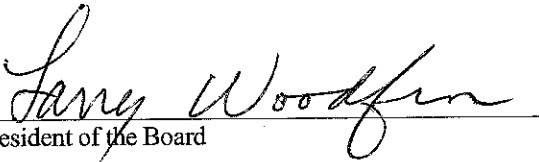
Karol Pruett stated that 1 interview for the position of College President has taken place. There are 3 Presidential Candidates left to interview. The board will meet on Monday, November 23<sup>rd</sup> to vote on the next President of Kilgore College.

Section XI. on the agenda was Adjournment

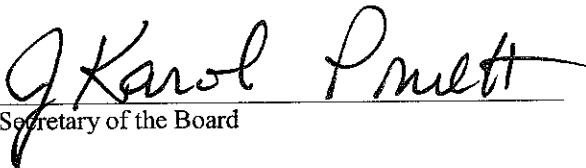
Larry Woodfin adjourned the meeting at 8:23pm.



Nancy Law, Recording Secretary  
Kilgore College Board of Trustees



President of the Board



Secretary of the Board