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, February 9, 2015 in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

G. Scott Andrews
Joe Carrington
Bob Heath
Brian Nutt
Karol Pruett
Will Roberson, Secretary
James N. Walker, Presiding Officer (Vice President)
Larry Woodfin

Members absent: Scooter Griffin

Section I. on the Agenda was the Call to Order

James Walker called the meeting to order at 6:30 pm. Dr. Holda 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. Preview of general plans for the renovation of the Watson Library and the Mall area vacated by the Liberal Arts Building – Dr. Mike Turpin and Dan Beach

Dr. Turpin made the presentation and answered any questions from board members.

Section IV. on the Agenda was Executive Session

The board adjourned to executive session at 6:45. They reconvened to open meeting at 8:28.
(A certified agenda was prepared.)

Section V. on the Agenda was Consent Agenda
A. To consider approving the minutes of the December 15, 2014 regular board meeting.
B. To consider approval of personnel items submitted as follows:

1. Recommendation to accept employee resignation as follows:
   a. Assistant Men’s Basketball Coach, effective December 31, 2014 after 2 years and 7 months of service

2. Recommendation to accept employee retirement as follows:
   a. Corrosion Technology Instructor, effective May 31, 2015 after 8 years and 8 months of service
b. Office Professional Instructor, effective May 31, 2015 after 14 years and 4 months of service
   c. Biology Instructor, effective August 31, 2015 after 26 years of service

3. Recommendation for employment as follows:
   a. Professional Support Assistant, Financial Aid, effective January 5, 2015
   b. Assistant Men's Basketball Coach, effective January 1, 2015

4. Recommendation to change employment as follows:
   a. Professional Support Assistant, Financial Aid to Student Loan Coordinator

5. Recommendation to change salary as follows:
   a. Payroll Manager, due to mid-year evaluation of position, effective March 1, 2015

6. Recommendation to approve changes to the Personnel Policies as listed (Policy 18.1.4 Conference Hours)

Kilgore College Policy Manual

18.1.4 Conference Hours

Faculty members must spend a minimum of 30 hours a week on campus in classes and conference periods. If possible, a faculty member should schedule a conference period in the morning each day and at least one conference hour after one o'clock two days a week before leaving the campus for the day. Emergency requests should be filed by the faculty member with the Divisional Dean when scheduled conference hours cannot be observed. Paid overload assignments do not reduce required conference hours. Faculty members who are in class more than 30 hours per week as a regular load should make arrangements with the Divisional Dean for limited conference hours.

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

Larry Woodfin made the motion to accept the Consent Agenda as posted. The motion was seconded by Karol Pruett. The motion passed with 7 yea votes and 1 nay vote by Brian Nutt.

Personnel Agenda on next page
Personnel Agenda

Kilgore Junior College District
Personnel Agenda
February 9, 2015

1. Recommendation to accept employee resignation as follows:

Mr. Joe Reagan, Assistant Men’s Basketball Coach, effective December 31, 2014 after two years and seven months of service

2. Recommendation to accept employee retirement as follows:

Mr. Tim Loomis, Corrosion Technology Instructor, effective May 31, 2015 after eight years and eight months of service

Ms. Lucy Carroll, Office Professionals Instructor, effective May 31, 2015 after fourteen years and four months of service

Ms. Helena “Laney” Mobley, Biology Instructor, effective August 31, 2015 after twenty-six years of service

3. Recommendation of employment as follows:

A. Name: Ms. April Pettigrew
   Position: Professional Support Assistant
   Location: Financial Aid
   Education: Certificate Accounting
              Bish Mathis Institute
              Longview, Texas
   Experience: Business Services Representative
               Trinity Clinic
               Henderson, Texas; 1998-2014
   Effective Date: January 5, 2015
   Salary: $1,025.08 per pay period which is equivalent to a 12 month salary of $24,602

   Note: Ms. Pettigrew replaces Ms. Rilee Feaster who resigned

B. Name: Mr. Ken Carter
   Position: Assistant Men’s Basketball Coach
   Location: Student Development

Personnel Agenda cont. on next page
Personnel Agenda cont.

| Education: | Bachelors of Education  
| New York, NY |

| Experience: | Assistant Basketball Coach  
| Colorado Northwest Community College  
| Rangely, Colorado; 2013 |

| Experience: | Associate Head Men’s Basketball Coach  
| Suny Canton University  
| Canton, NY; 2012-2013 |

| Experience: | Head Men’s Basketball Coach & Director of  
| Basketball Operations  
| ESG Frankonia  
| Karlsruhe, Germany; 2007-2012 |

| Effective Date: | January 1, 2015 |

| Salary: | $625.00 per pay period which is equivalent to a 12 month salary of $15,000 |

| Note: | Mr. Carter replaces Mr. Joe Reagan who resigned |

4. Recommendation to change employment as follows:

| A. Name: | Ms. Rebecca Metcalf |

| Old Position: | Professional Support Assistant, Financial Aid |

| New Position: | Student Loan Coordinator |

| Effective Date: | January 16, 2015 |

| Salary: | $1,181.25 per pay period which is equivalent to a 12 month salary of $28,350 |

5. Recommendation to change salary as follows:

| A. Name: | Ms. Kristi Powers |

| Position: | Payroll Manager |

| Old Salary: | $34,127 |

| New Salary: | $36,940 |
Personnel Agenda cont.

Effective Date: March 1, 2015

Note: This change is due to mid-year evaluation of position

6. Recommendation to approve changes to the Personnel Policies as listed (Policy 18.1.4 Conference Hours)

Kilgore College Policy Manual

18.1.4 Conference Hours

Faculty members must spend a minimum of 30 hours a week on campus in classes and conference periods. If possible, a faculty member should schedule a conference period in the morning each day and at least one conference hour after one o’clock two days a week before leaving the campus for the day. Emergency requests should be filed by the faculty member with the Divisional Dean when scheduled conference hours cannot be observed. Paid overload assignments do not reduce required conference hours. Faculty members who are in class more than 30 hours per week as a regular load should make arrangements with the Divisional Dean for limited conference hours.

Section VI. on the Agenda was Action Items

A. To consider accepting the resignation of Board member Carlos B. “Scooter” Griffin, Jr.

Motion was made by Larry Woodfin to accept the resignation of Carlos B. “Scooter” Griffin, Jr. Brian Nutt seconded the motion. The motion passed unanimously.

B. To consider setting the deferred compensation amount, as specified in the 2014-2017 Presidential Employment Contract, paragraph 3.4 for year 2015

Larry Woodfin made the following motion, “As required by paragraph 3.4 of the current presidential employment contract, I move that we set the calendar year 2015 deferred compensation amount at $24,000 such amount is to be placed in the state of Texas 457 plan for the benefit of the president, Dr. William Holda.” The motion was seconded by Joe Carrington. The motion passed with 7 yea votes and 1 nay vote by Brian Nutt.

C. To consider authorizing the Administration to proceed with an RFP for the renovation of the Library and the Mall area vacated by the removal of the Liberal Arts Building and to bring a recommendation to the Board for a Construction Manager at Risk for the project

Joe Carrington made the motion to authorize the Administration to proceed with an RFP for the renovation of the Library and the Mall area. The motion was seconded by Brian Nutt. The motion passed unanimously.
D. To consider and approve the Board of Trustees Procedure Manual as revised – Trustees Walker, Roberson and Pruett – Exhibit #1

Brian Nutt made the motion to approve the Board of Trustees Procedure Manual as revised. Joe Carrington seconded the motion. It was noted that the reference to the audit committee should be added to section 1.7. The motion passed unanimously.

Exhibit #1

![Kilgore College Logo]

**KILGORE COLLEGE**

**EMPHASIS EXCELLENCE ★ 1935**

**Board of Trustees Procedure Manual**

Exhibit #1 cont. on next page

February 9, 2015 Minutes
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1. TRUSTEES:

1.1 Trustee Roles and Responsibilities:

Community College Boards of Trustees are responsible for ensuring that their colleges are integral parts of their communities and serve their ever-changing needs. Boards are accountable to the community for the performance and welfare of the institutions they govern.

Collectively, Trustees form a Board of Trustees. As stewards of the institution, the Board of Trustees advance the mission of the college through policy. Individual Trustees have specific responsibilities to contribute to the effective function of the Board of Trustees as a whole. Trustees know their roles and their communities, as they represent the public interest. They are visionary and thoughtful leaders. They understand the college culture and programs, and support the college's pursuit of its mission. Trustees act with integrity and respect, and use their influence appropriately. They avoid situations where there are actual or perceived conflicts of interest. Wise Trustees work together as a team to guide their college to excellence and success.

1.2 Trustee Job Description

The Board of Trustees exists to represent the general public. Boards discuss multiple viewpoints and issues in public, and have strategies to include the public in the policy-making process. Effective Trustees and Boards:

- Know community needs and trends
- Link with the community
- Seek out and consider multiple perspectives when making policy decisions
- Debate and discuss issues in public
- Serve the public good

All members of the Board should regularly attend Board meetings and make a serious commitment to actively participate in the deliberations of the Board. All Board members have a responsibility to stay informed about matters that come before the Board; they must prepare themselves for meetings and review and comment on minutes and reports.

Board members should be willing to volunteer for and accept assignments made to them by the Board President and they should strive to complete those assignments completely and on time. Board members should be willing to serve on a committee and to stay informed about the committee matters. Members should strive to know all members of the Board and build a working relationship with them that leads to a collegial working environment. Members should participate actively in the evaluation of the Board and in Board retreats. They may also be asked to participate in fundraising and in college events.

1.3 Act as a Unit

The Board is a corporate body. It governs as a unit, with one voice. This principle means that individual Trustees have authority only when they are acting as a Board. They have no power to act on their own or to direct college employees or operations. The power of governance is
expressed through one voice. As individuals, Trustees make no commitments of behalf of the Board to constituents, nor do they criticize or work against Board decisions.

In order for Boards to be cohesive and well-functioning units, Trustees must work together as a team toward common goals. Boards should have structures and rules for operating that ensure they conduct their business effectively and efficiently, that Board agendas are clear and informative and Board meetings are run in an appropriate manner.

1.4 Set the Policy Direction

Governing Boards establish policies that provide direction and guidance to the President and staff of the college. A major Board responsibility is to define and uphold a vision and mission that clearly reflect student and community expectations. This responsibility challenges Boards to think strategically, concentrate on the “big picture,” and focus on the future learning needs of their communities. It requires that Boards consult widely with community groups as well as the administration, faculty, staff, and students of the college. Trustees engage in exciting, creative, thoughtful discussions as they explore the future and envision what they want their communities to be.

1.5 Board Eligibility

To be eligible to be a candidate for, or elected or appointed to, the office of Kilgore College Trustee, a person must:

- Be a qualified (registered) voter in the voting unit to be represented.
- Reside in the voting unit to be represented.
- Take the official oath of office.
- Serve without compensation.

(Education Code 130.082 (d))

A Trustee vacates the office if he or she ceases to reside in the Trustee district he or she represents. (Education Code 130.0822 (h))

1.6 Board Member Training

Each member of a governing Board shall attend training as required by state law. All training certificates must be maintained by both the Trustee and in the KC President’s Office, and should be available for public inspection upon request.

1.61 Texas Open Government Laws

The Texas Open Meetings Act (Government Code 551.005) and the Public Information Act (Government Code 552.012) impose mandatory open government educational requirements on elected and appointed officials. Trustees have 90 days within which to complete Open Government training required by state law.

The Office of the Attorney General offers free online training courses to ensure that all government officials have a good command of both open records and open meetings laws. Upon completion of the online training, you will receive a code to
access your Certificate of Completion. After printing the certificate, submit it to the Assistant to the President.


1.62 Public Funds Investment Act Training
Elected and appointed officers must attend at least one training session relating to the person’s responsibilities under this chapter within 90 days of taking office.

Training under this section must include education in investment controls, security risks, strategy risks, market risks, and diversification of investment portfolio. Training can be satisfied by viewing the Public Funds Investment Act DVD (provided by the College President’s Office). Trustees must sign the “Protecting Public Funds: Your Responsibilities under the Public Funds Investment Act” acknowledgement form and submit it to the Assistant to the President. *(Government Code 2256.007)*

1.63 Best Practices
New Trustees are required to attend sessions for best practices in campus financial management, financial ratio analysis, and case studies using financial indicators. These sessions provided by the Texas Higher Education Coordinating Board satisfy the training requirement for newly appointed and elected Trustees. *(Education Code 61.084)*

1.7 Board Committees

Board Committees meet as needed. Service on a committee will mean additional meetings. Committees include:
- Executive Committee (President, Vice President and Secretary of the Board)
- Audit Committee
- Investment Committee
- Minerals Committee
- Nominating Committee (3 Presidents of the Board, current and past, or if not available, President selects 2 other Trustees to serve on the committee with him or her)
- Property Committee

Board Committees always contain less than a quorum of members so they are not subject to the Open Meetings Act and committee meetings do not need to be posted. However, if the Board of Trustees grants a Committee the authority to supervise public business, then that Committee meeting must be posted. *(For instance, if the Committee is authorized to finalize a contract for the Board).*
1.8 Conflicts of Interest

Elected and appointed Trustees shall complete a “Local Government Officer Conflicts Disclosure Statement” kept on file in the KC President’s office. This form shall be used to disclose areas of possible conflict of interest where the Trustee must abstain from participation. This form shall be updated annually in June, is available for public inspection upon request and will also be posted on the Board website. (Local Government Code 171)

Kilgore College Trustees shall not accept or solicit any gift, favor, service or benefit that the Trustee should reasonably know is offered with the intent to influence their decisions or actions. Likewise, the Trustee may not solicit, accept, or agree to accept any unauthorized gifts, services, or other benefits from having exercised the powers and responsibilities of their official positions.

1. Trustees of Kilgore College shall not accept gifts, either in-kind or of money, or excessive entertainment, from a vendor.
   a. Gifts include any items not obviously of an advertising nature. Gifts of an advertising nature are those with the name of the firm affixed which have an estimated value of $50.00 or less. (Texas Penal Code 36.10(a.6)
   b. Excessive entertainment shall include, but not be restricted to, transportation beyond district boundaries, and overnight accommodations.

2. The Trustee shall not solicit an employee for favors, services or other benefits as those shall constitute a conflict of interest between the Trustee and the employee.

3. A Trustee must be very careful in any business dealings (outside of KC business) with either the College President or the Liaison to the Board or their immediate family members so that any conflict of interest or perceived conflict of interest is avoided.

A Trustee who believes he or she has or may have a conflict of interest shall file the updated conflicts disclosure statement with the Assistant to the President not later than 5 p.m. on the seventh business day after the date on which the Trustee becomes aware of the facts that require the filing of the statement. (Local Government Code 176.003 (a)) That Trustee will also notify the Executive Committee of the Board and shall recuse himself/herself from any discussion, deliberation and vote related to this conflict.

1.9 Board Officers

The Board shall be authorized to elect a President, Vice President and Secretary at the first regular meeting of the Board following the regular election of members, or at any time thereafter in order to fill a vacancy. (Education Code 130.082 (d))

1.10 Plan for Succession

The President of the Board of Trustees will be succeeded by the Vice President of the Board in case the President is no longer able to perform his/her duties due to resignation, sudden incapacity or death. The board will have the option of selecting a replacement officer as noted in Section 1.9.
1.11 Board Vacancies

Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by a special election ordered by the Board or by appointment by resolution or order of the Board. A person appointed to fill a vacancy in a Trustee district must be a resident of that Trustee district. (Education Code 130.082 (d))

If a Board seat becomes vacant during its prescribed term, the Board will usually appoint someone to the position. An appointment to the Board may be made with the intent to ensure that the Board is representative of the constituency served by the Board. The procedure is:

- The Nominating Committee will advertise for the open position.
- Any qualified applicant from the correct voting unit can be nominated and apply for the position.
- The Nominating Committee will review the list of applicants. They can request resumes, references, etc. They will interview applicants and may go through any steps they deem appropriate. When they have one preferred nominee they will present that person to the Board for discussion and a vote.
- An appointed Trustee will only serve until the next regular election. The Trustee must run for the remainder of the term for that seat in a Special Election held at the same time as the next regularly scheduled election.

1.12 Removal of Board Members

Board members may be removed from office for:

- Attendance: It is a ground for removal of a member of the Board of Trustees of a junior college district that the member is absent from more than half of the regularly scheduled Board meetings that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the Board.
- Incompetence: which means:
  - Gross ignorance of official duties.
  - Gross carelessness in the official discharge of those duties.
  - Unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of election.
- Official misconduct: Intentional or unlawful behavior relating to official duties as a Trustee entrusted with the administration of justice or execution of the law.
- Conviction by a legal court-of-law for public intoxication or DWI/DUI.
- Conviction of a Trustee by a jury for any felony or for misdemeanor official misconduct.
- Actions for the removal of Board members must be brought before the judge of the district court holding jurisdiction, except that any court convicting a Trustee of a felony or official misconduct shall order immediate removal. (Local Government Code 87.011, 87.012, 87.013, 87.031; Education Code 44.032 (e))
2 MEETINGS

2.1 Meeting Structure

Regular Board meetings are usually held on the second Monday of the month. The Board is subject to monthly meetings, but usually meets 10 times per year: September, October, November, December, January, February, April, May, June and August. The Assistant to the President will forward, via email, a Trustee availability request for meetings. Trustees are asked to indicate whether they are able to attend the specified meetings. Emergency meetings and special meetings are allowed as prescribed by state laws.

2.2 Quorum

This is a nine member Board, serving staggered six year terms. A majority of the Board, five members of a nine-member Board, regardless of the number vacancies, constitutes a quorum for meeting of the Board. *(Government Code 551.001(6), 311.013(b))*

2.3 Meeting dates and posting

Board meetings are usually held in the Faculty Lounge of the McLaurin Administration Building at KC-Kilgore. Meetings begin promptly at 6:30 pm unless posted otherwise.

- Notice of the date, hour, place and subject of each regular meeting of the Board shall be given as follows:
  - Notice shall be posted in a prominent place on the first floor of the McLaurin Administration Building on the KC Campus at least 72 hours before the regularly scheduled meeting.
  - An announcement shall be provided to the general public through posting on the Kilgore College website at www.Kilgore.edu, at the Gregg County Courthouse and through local media outlets 72 hours in advance of the scheduled meeting.
- Meetings of the Board shall be open to the public as prescribed by law.

2.4 Agenda

The official agenda is prepared by the President or Presiding Officer of the Board of Trustees. Suggested agenda items are submitted to President or Presiding Officer with a copy to the Assistant to the President. The draft agenda will be reviewed by the College President, Liaison to the Board and the Executive Committee of the Board. The college attorney will be consulted if needed. The official agenda and supporting documentation will be distributed to Board members prior to the meeting in their Board meeting packets. If possible, all exhibits for action items will be included in the packets to give Trustees ample time to consider their decisions.

2.5 Placing an Item on the Agenda

The Executive Committee of the Board and the College President generally meet at noon on the seventh day preceding the scheduled meeting to finalize the agenda.
The College President or the Board President (or Presiding Officer) may place items on the agenda for presentation to the Board.

Any Trustee may request to the Board President or Presiding Officer any item they wish to have considered for placement on the agenda. The President or Presiding Officer must be notified of the item no later than noon of the seventh day preceding the scheduled meeting. Notification must be made in writing through correspondence or email. The President or Presiding Officer may work with the Trustee proposing the item and the college attorney if needed to clarify the item and to ensure the item complies with applicable laws.

The Board President or Presiding Officer shall ensure that any topics the Board or individual Trustees have requested be addressed are either on that agenda or are scheduled for deliberation at a subsequent meeting to occur no later than the next regularly scheduled Board meeting.

In accordance with Texas Open Meetings laws, no Board member can place an item on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by the Texas Government Code

### 2.2 Board Dinner

The Board dinner is a time honored tradition at KC and is a time for the Board to meet in fellowship with each other and members of the college administration. It is a time to build better working relationships that lead to a collegial working environment. Dinner is usually provided before each meeting. The dinner meeting is usually a social function, but it is posted on the agenda. Occasionally, there will be an educational presentation at the dinner and the subject matter will be included in the posting. You will receive an email from the Assistant to the President asking if you will be attending the dinner. Please respond quickly so that plans can be made accordingly.

### 2.3 Citizen Comments

During the “Citizens Comments” section of the Board agenda, any member of the public may address the Board of Trustees on a matter of public concern. The person wishing to address the Board must make a written request before the meeting on a form provided at the meeting. The President or Presiding Officer of the Board may limit the time permitted for public comment. The Board does not comment or deliberate on the “Citizens Comments” except as authorized by Government Code 551.042. (Government Code 551.042)

### 3 OTHER

#### 3.1 Board Website

The Board website can be found at: [http://www.kilgore.edu/hr_board_trustees.asp](http://www.kilgore.edu/hr_board_trustees.asp)

Trustee Information, Trustee Organization and By-Laws, Regular Meeting Dates, Meeting Agenda, Meeting Minutes and Standing Committees can be found on the website.
2.6 College ID/Parking Permits

All Trustees will be given a college ID badge and a college parking permit. These are maintained through the Kilgore College Police Department.

2.7 Mileage

Trustees shall be reimbursed for attending meetings/events by personal automobile at the state approved rate. Trustees are encouraged to submit a "Reimbursement Worksheet" form on a regular basis (period: not to exceed 60 days). The Assistant to the President has the forms and processes your completed forms.

2.8 Travel

Trustees may attend local, state, regional and national conferences. Travel arrangements are coordinated by the Assistant to the President. The Assistant to the President will forward information to all Trustees regarding upcoming conferences and will confirm hotel and conference registration. Trustees are required to submit a "Reimbursement Worksheet." Out-of-pocket expenses can be included on this form. Board members shall be reimbursed for reasonable actual expense for meals at conferences. For reimbursement of such expenses, the Board member shall submit the itemized receipt, a list of the attendees, and the purpose of the business meal. Expenses for alcoholic beverages and related gratuities will not be reimbursed. The Assistant to the President has the forms and processes your receipts and completed forms.

2.9 Invitations to College Events

Trustees are encouraged to attend college special events. The Assistant to the President will inform the Trustee via email of any special college events.

2.10 College Commencement Participation

All Trustees are invited and encouraged to attend the Kilgore College commencement ceremonies. KC has a ceremony at the end of the spring semester and at the end of the fall semester. The Assistant to the President will provide information to the Trustees on dates and receptions.

3.7 Media Recommendations for Trustees

Upon being contacted by the media, advise and consult with the Board of Trustees President and/or with the College President for an informed and accurate response.

- Determine if the issue is an "operational" matter or a "policy" matter. Trustee comments on policy matters are entirely appropriate. On operational questions, it frequently is best to refer those to the President’s office to check the status of the matter, including finding out whether or not Kilgore College is aware of the issue.

- Before getting back to the reporter, think through the points you want to make, as well as any additional potential questions the reporter might have. The President’s office or Kilgore College's public relations office can help you work through this process.
Exhibit #1 cont.

- Keep your comments to the point, and look to reinforce key Kilgore College messages about the high quality of education offered at Kilgore College, Kilgore College’s commitment to the community not only to offer a high quality of education but also to be a good steward of public trust and tax dollars and to the openness and accountability of the college, its Trustees and administrators.

- If you feel you are being drawn into a “getcha” or “ambush” situation, ask the reporter, again, what the story is about and consider referring the matter back to Kilgore College.

E. To consider a proposal for a Long-Term Asbestos Abatement Plan submitted by ERI – Exhibit #2

Karol Pruett made the motion to approve a proposal for a Long-Term Asbestos Abatement Plan submitted by ERI. The motion was seconded by Brian Nutt. The motion passed unanimously.

Exhibit #2 on next page
Kilgore College
Dr. Bill Holda, President
1100 Broadway
Kilgore, TX 75662-3204
Phone: 903-983-8289 / bholda@kilgore.edu

RE: Proposal - Asbestos Management Plan

Dear Dr. Holda:

ERI Consulting, Inc. is pleased to submit our proposal for preparing a facility-wide asbestos management plan for Kilgore College. The plan will include the approximately 36 buildings comprising the main campus, the approximately five buildings at the Longview campus, the Fire Academy Range buildings, and the Farm buildings. If the college owns additional structures which are occupied by Kilgore College employees and/or students, please inform us and we will modify the proposal to reflect those changes.

We propose to prepare management plans for all structures in basic accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations (40 CRF 763). The plan will also conform to the EPA’s Green Book (Managing Asbestos in Place) and the Purple Book (Guidance for Controlling Asbestos-containing Materials in Buildings).

The purpose of the management plan is (1) to prevent fiber release episodes due to accidental disturbance of asbestos-containing building materials, (2) to inform maintenance staff and contracted maintenance vendors as to the presence of asbestos-containing materials which may be encountered in their activities, (3) to provide guidance to Kilgore College trustees and management team for budgeting future renovations, and (4) to allow the public, including teaching staff and students, ready access to information on asbestos-containing building materials in Kilgore College facilities.

The management plan will not replace or supersede previous inspections. The management plan will provide a summary of past asbestos activities by structure, including initial inspection, supplemental inspections, abatement activities, and air monitoring data (if applicable).

We anticipate 150 man-hours for the field work and an additional 80 hours of report preparation and peer review. We anticipate a SMALL number (<100) of samples will be collected and analyzed. Please note, this will most likely not be sufficient to confirm the presence of all previously unidentified building materials. This number of samples is anticipated only for materials which have not been previously identified, and are in poor condition. The College should be aware that there will be building materials which are “Assumed” to contain asbestos.
ERI Consulting, Inc.

Dr. Holda
February 4, 2015
page 2 of 2

We will need access to documentation of all previous asbestos-related activities. Use of this
documentation will minimize the amount of “Assumed” materials. We will also use the
documents to provide a summary of activities, per structure.

We anticipate we can have the final documents prepared and submitted to you within 150 days of
receiving your notice to proceed. Our fees on this project will be $24,200.00.

We would welcome the opportunity to go over the components of the management plan with
your staff and the board. We look forward to serving you again. If you have questions regarding
our proposal, or if we can be of further service to you, please contact me. If you would like to
retain our services, please sign the acceptance statement below and return to our office.

Sincerely,

[Signature]

Larry G. Snodgrass
President

LGS/ma
Enclosure

ACCEPTANCE STATEMENT:

RE: Proposal - Asbestos Management Plan

We wish to retain the services of ERI Consulting, Inc. as outlined in the proposal letter dated
February 4, 2015.

__________________________________________
Signature

__________________________________________
Printed Name/Title

__________________________________________
Date

Kilgore College Management Plan, pro
ERI Consulting, Inc.

KILGORE COLLEGE MANAGEMENT PLAN
XXXXX BUILDING

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                 Buildings (Purple Book)
      Section B: Managing Asbestos in Place (Green Book)
XIV. WORK PERMITS
F. To consider nominations for the Tax Increment Refinance Board (TIRZ)

Joe Carrington nominated Brian Nutt and Karol Pruett for the TIRZ board. Joe Carrington made the motion to nominate Brian Nutt and Karol Pruett for the TIRZ board. Will Roberson seconded the motion. The motion passed unanimously.

Section VII. on the Agenda was Board Discussion

A. Tuition & fee increases for next academic year – Dr. Bill Holda, Dr. Mike Turpin, Dr. Mike Jenkins, Mr. Duane McNaney

The above referenced administrators each made comments about possible changes to tuition and fees including raising tuition, raising out of district fees, concept of differential tuition, concept of increased course fees and increases to room and board. No recommendations were made and no motions were made.

B. To consider possible dates for a joint meeting of the Kilgore College Board with the Board of Kilgore Independent School District

Dr. Holda is working on a date with Kilgore Independent School District.

C. Possible initiatives the Board can implement to allow for more informed discussion of items prior to voting at meetings, including additional planning sessions, improved committee functioning, and additional board meetings

The Texas Open Meetings Act changes make the level of discussion difficult prior to board meetings. The board members made various comments to understand that additional planning meetings may be necessary in the future.

D. Response to SACSCOC Comprehensive Standard 3.2.6 (Board/administration role distinction), requiring that there is a clear and appropriate distinction, in writing and practice, between the policy-making functions of the governing board and the responsibility of the administration and faculty to administer and implement policy, per the January 16, 2015 letter from SACSCOC Vice President, Cheryl Cardell

Board members discussed and committed to attend a future training session on the role of the board. The Board indicated the desire to postpone that training until after the May 9, 2015 board election in order to include newly elected Trustees. Dr. Holda will respond on behalf of the board and specifically with attention to the change of the makeup of the board after the May election and the need additional board training.

VIII. ADMINISTRATIVE DISCUSSION ITEMS

A. Budget Reports – Duane McNaney
B. PFIA Quarterly Investment Report – Duane McNaney
C. TPF Quarterly Investment Report – Duane McNaney

Duane McNaney was available to answer questions on Budget Reports, PFIA Quarterly Investment Report and the TPF Quarterly Investment Report.
D. Program Reviews – Dr. Mike Turpin

There was a problem with the programming for the Program Reviews. Dr. Turpin hopes to have them ready in a couple of weeks.

Section IX. on the Agenda was Administration Comments

A. Upcoming Dates and Events

Dr. Holda went over several dates on the KC calendar. A full KC calendar is located at www.kilgore.edu.

B. Reports on recent college happenings

Dr. Holda mentioned several college happenings.

Section X. on the Agenda was Board Comments

A. James Walker: regarding programs at Kilgore College – Longview

James Walker made various positive comments regarding programs at KC-Longview.

XI. ADJOURNMENT

The meeting was adjourned by James Walker at 9:55pm.

Respectfully submitted,

Nancy Law
Nancy Law, Recording Secretary
Kilgore College Board of Trustees

James Walker
President of the Board

Will Robinson
Secretary of the Board