

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 5:30 pm, Monday, March 2, 2015 in the Ballroom of the Charles K. And Lyde Devall Student Center, with the following members present:

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

Members not present: Scott Andrews, Joe Carrington

Section I. on the Agenda was the Call to Order

James walker called the meeting to order at 5:30pm. Dr. Holda led the invocation and the Pledge of Allegiance to the American Flag.

Scott Andrews and Joe Carrington arrived at 5:33pm.

Section II. on the Agenda was Citizens Comments

Due to time constraints for this meeting Citizens Comments will be deferred to the April meeting.

Section III. on the Agenda was Consent Agenda

Was brought to the board at 5:34. All board members were present.

- A. To consider approving the minutes of the February 9, 2015 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
 1. **Recommendation to accept employee retirement as follows:**
 - A. Maintenance Supervisor, effective March 31, 2015 after 22 years and 11 months of service
 - B. Maintenance Tech 1, effective May 31, 2015 after 22 years and 5 months of service
 2. **Recommendation for employment as follows:**
 - A. Support Specialist, Career Services & Service Learning, effective February 15, 2015
 - B. Professional Support Assistant, Institutional Advancement, effective February 24, 2015
 - C. Bookstore Manager, Administrative Services, effective April 1, 2015
 3. **Recommendation to approve changes to the Personnel Policies as listed (Policy 16.1 Standards of Ethical Conduct)**

Kilgore College Policy Manual

16.1 Standards of Ethical Conduct

The following standards of conduct shall apply to all employees of the College:

1. College employees shall not engage in romantic or intimate relationships with current students nor other employees who are their subordinates in the chain of command.
2. Employees shall not use college property (including copy machines, FAX machines, telephones, postage, computers, or college supplies) to conduct personal, business, club, church, or other activities which are not related to employment at the College. Personal phone calls are allowed during break times; however, long distance personal calls must be made using personal credit cards.
3. College employees shall maintain confidentiality of business information and student records. In no instance should student records be made available (including viewing on a computer screen) to unauthorized individuals not having a valid reason to view the records.
4. All Kilgore College employees must be aware that it is not in keeping with the character of a public institution to use their status as college employees to receive any benefit or gain as a result of their positions, other than their agreed-upon salaries and benefits. Any college employee who receives a benefit or a gain as a result of college employment will be considered to have violated the college's ethical standards. Such benefits or gains include, but are not limited to, services and products furnished with college resources. Exceptions will be allowed when the benefit is offered to all college employees for the purpose of instruction and when the benefit is directly linked to student learning outcomes in a course.

This unethical use of a college employee's status extends to an employee's family members and friends who may receive a benefit or a gain.

An employee's personal use of college resources will be considered grounds for disciplinary action, including separation from employment.

5. *Ethical conduct required of all employees includes providing complete and accurate information about all appropriate facets of the institution and operating with integrity in all matters. This applies to all information regardless of the mode of delivery or audience. Information includes, but is not limited to, programs, institutional charges, the employability of graduates, and the institution's relationship to accrediting agencies and the Department of Education. If employees become aware of any misrepresentation of institutional information, they are expected to report such incidents immediately to the Director of Human Resources.*

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

Will Roberson made the motion to accept the Consent Agenda as presented. Karol Pruett seconded the motion. The motion passed with 7 yay votes and 1 nay vote by Brian Nutt.

Personnel Agenda on next Page

Personnel Agenda

Kilgore Junior College District
Personnel Agenda
March 2, 2015

1. Recommendation to accept employee retirement as follows:

- A. Mr. Rick Murphy, Maintenance Supervisor, effective March 31, 2015 after twenty-two years and eleven months of service
- B. Mr. Robbie Rogers, Maintenance Tech. I, effective May 31, 2015 after twenty-two years and five months of service

2. Recommendation of employment as follows:

- A. **Name:** Ms. Jennifer Jones
- Position:** Support Specialist
- Location:** Career Services & Service Learning
- Experience:** Office Assistant III
Trinity Mother Francis Hospital &
Clinics
Henderson, Texas; 2012-2015

Administrator Assistant
Henderson Home Care Supply
Henderson, Texas; 2011-2012
- Effective Date:** February 16, 2015
- Salary:** \$940.50 per pay period which is
equivalent to a 12 month salary of
\$22,572
- Note:** Ms. Jones replaces Ms. Candace
Heezen who resigned
- B. **Name:** Barbara Montgomery
- Position:** Professional Support Assistant
- Location:** Institutional Advancement

Personnel Agenda cont. on next page

Personnel Agenda cont.

<u>Education:</u>	Bachelor of Business Administration University of Texas at Tyler Tyler, Texas
	Associate of Arts Kilgore College Kilgore, Texas
<u>Experience:</u>	Executive Assistant Sysco Food Services Longview, Texas; 2008-2011
	Executive Assistant Neiman Marcus Longview, Texas; 2002-2008
	Office Manager/Accounting KPMG Consulting Longview, Texas; 1996-2001
<u>Effective Date:</u>	February 24, 2015
<u>Salary:</u>	\$1,025.08 per pay period which is equivalent to a 12 month salary of \$24,602
	Note: Ms. Montgomery replaces Ms. Sherry Ransom who retired
C. <u>Name:</u>	Corrie Thibodeaux
<u>Position:</u>	Bookstore Manager
<u>Location:</u>	Administrative Services
<u>Education:</u>	Certificate – Computer Electronics Technology Control Data Institute Dallas, Texas
<u>Experience:</u>	Sales Representative Tichenor College Textbook Company Bloomington, Indiana; 2007-2015

Personnel Agenda cont. on next page

Personnel Agenda cont.

Store Manager
Nebraska Book Company
Lincoln, Nebraska; 2005-2006

Regional Manager
College Bookstores of America
Maryland Heights, Missouri; 2003-2005

Store Manager
Nebraska Book Company
Lincoln, Nebraska; 2001-2003

Effective Date:

April 1, 2015

Salary:

\$2,178.33 per pay period which is equivalent to a 12 month salary of \$52,280

Note:

Mr. Thibodeaux replaces Mr. Martin Cobb who resigned

3. Recommendation to approve changes to the Personnel Policies as listed (Policy 16.1 Standards of Ethical Conduct)

Kilgore College Policy Manual

16.1 Standards of Ethical Conduct

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Personnel Agenda cont. on next page

Personnel Agenda cont.

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5. *Ethical conduct required of all employees includes providing complete and accurate information about all appropriate facets of the institution and operating with integrity in all matters. This applies to all information regardless of the mode of delivery or audience. Information includes, but is not limited to, programs, institutional charges, the employability of graduates, and the institution's relationship to accrediting agencies and the Department of Education. If employees become aware of any misrepresentation of institutional information, they are expected to report such incidents immediately to the Director of Human Resources.*

Section IV. on the Agenda was Executive Session

Due to time constraints for this meeting Executive Session will be deferred to the April meeting if necessary.

Section V. on the Agenda was Action Items

- A. To consider tuition and fee increases for FY 16 – Dr. William Holda – *Exhibit #1*

Dr. Holda discussed the need for the increase in tuition and fees. Joe Carrington commented that KC should look at the cost reduction side of the equation before increases. Brian Nutt commented that KC needs to find a way to cut costs.

Larry Woodfin made the motion to accept the Administration's proposals as presented in Exhibit #1. The motion was seconded by Karol Pruett. The motion passed with 6 yay votes and 2 nay votes by Joe Carrington and Brian Nutt.

Exhibit #1 on next page

Exhibit #1

PROPOSED 2015-16 FEE CHANGES (effective Fall 2015)

DIVISION	COURSE	CURRENT FEE	PROPOSED FEE
All	Tuition (per SCH)	\$30	\$32
	Non-Resident Tuition (per SCH)	\$80	\$82
	General Education (per SCH)	\$28	\$29
Business, Technology, & Public Services	All Automotive courses except for AUMT 2380	\$35	\$50
	AUMT 2380	\$0	\$0
	All Auto Body courses except for ABDR 2431 & ABDR 2380	\$75	\$100
	ABDR 2431	\$75	\$135
	ABDR 2380	\$0	\$0
	Welding Technology		
	WLDG 1412	\$100	\$150
	WLDG 1421	\$100	\$150
	WLDG 1428	\$100	\$150
	WLDG 1430	\$100	\$150
	WLDG 1434	\$100	\$150
	WLDG 1435	\$100	\$150
	WLDG 1457	\$100	\$150
	WLDG 1491	\$100	\$150
	WLDG 2406	\$100	\$150
	WLDG 2443	\$100	\$150
	WLDG 2451	\$100	\$150
	WLDG 2453	\$100	\$150
	Process Technology courses		
	PTAC 1332	\$75	\$100
	PTAC 1410	\$75	\$100
	PTAC 2420	\$75	\$100
	PTAC 2436	\$75	\$100
PTAC 2438	\$75	\$100	
PTAC 2446	\$75	\$100	
PTRT 1491	\$75	\$100	

Exhibit #1 cont. on next page

Exhibit #1 cont.

All Drafting courses except for the four courses listed below	\$55	\$75
DFTG 1345	\$55	\$150
DFTG 2335	\$55	\$150
DFTG 2340	\$55	\$150
DFTG 2386	\$0	\$0
Corrosion Technology courses		
CETT 1303	\$55	\$75
METL 1391	\$55	\$75
METL 2301	\$55	\$75
METL 2305	\$55	\$75
METL 2341	\$55	\$75
METL 2471	\$55	\$75
NDTE 1305	\$55	\$75
All Computer Network/CISCO/BCIS courses	\$35	\$50
Accounting courses		
ACCT 2401	\$35	\$50
ACCT 2402	\$35	\$50
ACNT 1311	\$35	\$50
ACNT 1413	\$35	\$50
ACNT 1329	\$35	\$50
ACNT 1331	\$35	\$50
Kilgore College - Longview		
CHEF 1205	\$35	\$45
RSTO 1204	\$35	\$45
CHEF 1301	\$35	\$45
CHEF 2201	\$35	\$45
PSTR 1301	\$35	\$45
CHEF 1310	\$35	\$45
CHEF 1340	\$35	\$45
PSTR 2331	\$35	\$45
CHEF 1302	\$35	\$45
HAMG 1221	\$35	\$45
HAMG 2205	\$35	\$45
CHEF 1345	\$35	\$45
CHEF 1341	\$35	\$45
CHEF 1291	\$35	\$45
HAMG 2232	\$35	\$45

Exhibit #1 cont. on next page

Exhibit #1 cont.

ROST 1306	\$35	\$45
RSTO 2431	\$35	\$45
POFT 1329	\$25	\$30
POFT 1319	\$25	\$30
POFT 1313	\$25	\$30
POFI 1301	\$25	\$30
POFT 1331	\$25	\$30
POFI 1341	\$25	\$30
POFT 1309	\$25	\$30
POFI 2301	\$25	\$30
POFT 1371	\$25	\$30
POFT 2331	\$25	\$30
POFT 1349	\$25	\$30
POFM 1317	\$25	\$30
POFI 2331	\$25	\$30
POFI 2340	\$25	\$30
POFT 2312	\$25	\$30

**Liberal and
Fine Arts**

ALL CDEC	\$35 per year	\$25 per year
ALL TECA	\$35 per year	\$25 per year
ALL EDUC except EDUC 1300	\$35 per year	\$25 per year

**Math,
Science and
Health
Sciences**

AGRI 1307 - Agronomy	\$55	\$75
AGRI 1319 - Animal Science	\$55	\$75
AGRI 1407 - Agronomy	\$55	\$75
AGRI 1415 - General Horticulture	\$55	\$75
AGRI 1419 - Animal Science	\$55	\$75
BIOL 1406 - Biology for Science Majors I	\$55	\$75
BIOL 1407 - Biology for Science Majors II	\$55	\$75
BIOL 1408 - Biology for Non-Science Majors I	\$55	\$75
BIOL 1409 - Biology for Non-Science Majors II	\$55	\$75
BIOL 2389 - Academic Cooperative	\$55	\$75
BIOL 2401 - Human Anatomy & Physiology I	\$55	\$75
BIOL 2402 - Human Anatomy & Physiology II	\$55	\$100
BIOL 2404 - Biology for Health Sciences	\$55	\$75

Exhibit #1 cont. on next page

Exhibit #1

BIOL 2406 - Environmental Biology	\$55	\$75
BIOL 2421 - Microbiology & Pathology	\$55	\$150
ENVR 1401 - Environmental Science I	\$55	\$75
CHEM 1405 - Chemistry for the Non-Science Major	\$55	\$75
CHEM 1406 - Chemistry for Health Science & General Education Majors	\$55	\$75
CHEM 1411 - General Chemistry I	\$55	\$75
CHEM 1412 - General Chemistry II	\$55	\$75
CHEM 2423 - Organic Chemistry I	\$55	\$75
CHEM 2425 - Organic Chemistry II	\$55	\$75
ENGR 1201 - Introduction to Engineering	\$25	\$50
GEOL 1403 - Physical Geology	\$35	\$50
GEOL 1404 - Historical Geology	\$35	\$50
GEOL 1405 - Environmental Geology	\$35	\$50
KINE 1100 - Concepts of Men's Basketball	\$35	\$50
KINE 1101 - Concepts of Men's Basketball	\$35	\$50
KINE 1102 - Concepts of Women's Basketball	\$35	\$50
KINE 1103 - Concepts of Women's Basketball	\$35	\$50
KINE 1104 - Dance and Drill I	\$35	\$50
KINE 1105 - Dance and Drill II	\$35	\$50
KINE 1106 - Cheerleading	\$35	\$50
KINE 1107 - Cheerleading	\$35	\$50
KINE 1108 - Twirling	\$35	\$50
KINE 1109 - Twirling	\$35	\$50
KINE 1110 - Weight Training	\$35	\$50
KINE 1111 - Cardio Cycling	\$35	\$50
KINE 1112 - Exercise & Fitness	\$35	\$50
KINE 1113 - Beginning Fencing	\$35	\$50
KINE 1114 - Roller Skating	\$35	\$50
KINE 1115 - Golf	\$35	\$50
KINE 1116 - Body Mechanics	\$35	\$50
KINE 1117 - Beginning Yoga	\$35	\$50
KINE 1118 - Beginning Gymnastics	\$35	\$50
KINE 1119 - Beginning Bowling	\$35	\$50
KINE 1120 - Basketball	\$35	\$50
KINE 1122 - Beginning Volleyball	\$35	\$50
KINE 1124 - Soccer	\$35	\$50
KINE 1125 - Concepts of Softball	\$35	\$50
KINE 1126 - Concepts of Softball	\$35	\$50

Exhibit #1 cont. on next page

Exhibit #1 cont.

KINE 1127 - Concepts of Athletic Training I	\$35	\$50
KINE 1128 - Concepts of Athletic Training II	\$35	\$50
KINE 1130 - Beginning Badminton	\$35	\$50
KINE 1132 - Beginning Tennis	\$35	\$50
KINE 1134 - Racquetball	\$35	\$50
KINE 1136 - Karate	\$35	\$50
KINE 1140 - Beginning Swimming	\$35	\$50
KINE 1141 - Intermediate Swimming	\$35	\$50
KINE 1142 - Basic Techniques of Athletic Training I	\$35	\$50
KINE 1143 - Basic Techniques of Athletic Training II	\$35	\$50
KINE 1145 - Water Aerobics	\$35	\$50
KINE 1149 - Concepts of Football	\$35	\$50
KINE 1150 - Concepts of Football	\$35	\$50
KINE 1151 - Scuba Diving	\$35	\$50
KINE 1152 - Advanced Scuba	\$35	\$50
KINE 1153 - Lifeguard Training	\$35	\$50
KINE 1218 - Gymnastics and Tumbling	\$35	\$50
KINE 1230 - Racquet Sports	\$35	\$50
KINE 1238 - Concepts of Fitness	\$35	\$50
KINE 1245 - Aquatics	\$35	\$50
KINE 1247 - Tap and Jazz I	\$35	\$50
KINE 1248 - Tap and Jazz II	\$35	\$50
KINE 1250 - Team Sports	\$35	\$50
KINE 2100 - Advanced Concepts of Men's Basketball	\$35	\$50
KINE 2101 - Advanced Concepts of Men's Basketball	\$35	\$50
KINE 2102 - Advanced Concepts of Women's Basketball	\$35	\$50
KINE 2103 - Advanced Concepts of Women's Basketball	\$35	\$50
KINE 2104 - Dance and Drill III	\$35	\$50
KINE 2105 - Dance and Drill IV	\$35	\$50
KINE 2106 - Advanced Cheerleading	\$35	\$50
KINE 2107 - Advanced Cheerleading	\$35	\$50
KINE 2108 - Advanced Twirling	\$35	\$50
KINE 2109 - Advanced Twirling	\$35	\$50
KINE 2110 - Advanced Weight Training	\$35	\$50
KINE 2112 - Cardio Pump	\$35	\$50
KINE 2114 - Ballroom Dance	\$35	\$50
KINE 2116 - Zumba	\$35	\$50
KINE 2118 - Tumbling	\$35	\$50
KINE 2119 - Intermediate Bowling	\$35	\$50
KINE 2122 - Intermediate Volleyball	\$35	\$50
KINE 2125 - Advanced Concepts of Softball	\$35	\$50
KINE 2126 - Advanced Concepts of Softball	\$35	\$50

Exhibit #1 cont. on next page

Exhibit #1 cont.

KINE 2127 - Concepts of Athletic Training III	\$35	\$50
KINE 2128 - Concepts of Athletic Training IV	\$35	\$50
KINE 2132 - Intermediate Tennis	\$35	\$50
KINE 2136 - Intermediate Karate	\$35	\$50
KINE 2149 - Advanced Concepts of Football	\$35	\$50
KINE 2150 - Advanced Concepts of Football	\$35	\$50
KINE 2155 - Water Safety	\$35	\$50
KINE 2156 - Taping and Bandaging	\$35	\$50
KINE 2247 - Tap and Jazz III	\$35	\$50
KINE 2248 - Tap and Jazz IV	\$35	\$50
MATH 0142 - Statistics Lab		\$50
MATH 0306 - Beginning Algebra	\$35	\$50
MATH 0307 - Modular Mathematics II	\$35	\$50
MATH 0308 - Intermediate Algebra	\$35	\$50
MATH 0309 - Modular Mathematics III	\$35	\$50
RNSG 1160 - Clinical - Nursing - Registered Nurse Training	\$55	\$75
RNSG 1261 - Clinical - Nursing - Registered Nurse Training	\$55	\$75
RNSG 1262 - Clinical - Nursing - Registered Nurse Training	\$55	\$75
RNSG 1263 - Clinical - Nursing - Registered Nurse Training	\$55	\$75
RNSG 1301 - Pharmacology	\$75	\$100
RNSG 1327 - Transition from Vocational to Professional Nursing	\$75	\$100
RNSG 1341 - Common Concepts of Adult Health	\$75	\$100
RNSG 1343 - Complex Concepts of Adult Health	\$75	\$100
RNSG 1417 - Concepts of Professional Nursing Practice for Articulating Students	\$75	\$100
RNSG 2260 - Clinical - Nursing - Registered Nurse Training	\$55	\$75
RNSG 2262 - Clinical - Nursing - Registered Nurse Training	\$55	\$75
RNSG 2263 - Clinical - Nursing - Registered Nurse Training	\$55	\$75
RNSG 2331 - Advanced Concepts of Adult Health	\$75	\$100
NEW COURSES for RNSG -- FALL 2015:		
RNSG 1161 - Clinical - Registered Nursing/Registered Nurse		\$75
RNSG 1163 - Clinical - Registered Nursing/Registered Nurse		\$75
RNSG 1216 - Professional Nursing Competencies		\$100
RNSG 1424 - Concept-Based Transition to Professional Nursing Practices		\$100
RNSG 1430 - Health Care Concepts I		\$100
RNSG 1433 - Health Care Concepts II		\$100
RNSG 1538 - Health Care Concepts III		\$100
RNSG 2138 - Professional Nursing Concepts IV		\$100

Exhibit #1 cont. on next page

Exhibit #1 cont.

RNSG 2360 - Clinical - Registered Nursing/Registered Nurse		\$75
RNSG 2362 - Clinical - Registered Nursing/Registered Nurse		\$75
RNSG 2363 - Clinical - Registered Nursing/Registered Nurse		\$75
RNSG 2539 - Health Care Concepts IV		\$100
PHYS 1401 - College Physics I	\$35	\$50
PHYS 1402 - College Physics II	\$35	\$50
PHYS 1403 - Stars and Galaxies	\$35	\$50
PHYS 1404 - Solar System	\$35	\$50
PHYS 1405 - Conceptual Physics	\$35	\$50
PHYS 2425 - Advanced Physics I	\$35	\$50
PHYS 2426 - Advanced Physics II	\$35	\$50
PTHA 1266 - Practicum - Physical Therapist Assistant I	\$55	\$75
PTHA 1405 - Basic Patient Skills	\$75	\$100
PTHA 1413 - Functional Anatomy	\$75	\$100
PTHA 2160 - Clinical - Physical Therapist Assistant	\$55	\$75
PTHA 2201 - Essentials of Data Collection	\$75	\$100
PTHA 2266 - Practicum - Physical Therapist Assistant II	\$55	\$75
PTHA 2267 - Practicum - Physical Therapist Assistant III	\$55	\$75
PTHA 2431 - Management of Neurological Disorders	\$75	\$100
PTHA 2435 - Rehabilitation Techniques	\$75	\$100
PTHA 2509 - Therapeutic Exercise	\$75	\$100
NEW COURSE for PTHA -- FALL 2015:		
PTHA 1431 - Physical Agents		\$100
RADR 1411 - Basic Radiographic Procedures	\$75	\$100
RADR 2167 - Practicum - Radiologic Technology/Science - Radiographer (Practicum III)	\$55	\$75
RADR 2235 - Radiologic Technology Seminar	\$75	\$100
RADR 2331 - Advanced Radiographic Procedures	\$75	\$100
RADR 2366 - Practicum - Radiologic Technology/Science - Radiographer (Practicum I)	\$55	\$75
RADR 2367 - Practicum - Radiologic Technology/Science - Radiographer (Practicum II)	\$55	\$75
CTMT 1291 - Special Topics in Computed Tomography Technology	\$75	\$100
CTMT 2264 - Practicum - Radiologic Technology/Science - Radiographer	\$55	\$75
CTMT 2265 - Practicum - Radiologic Technology/Science - Radiographer	\$55	\$75
NEW COURSES for RADR -- FALL 2015:		
RADR 1166 - Practicum - Radiologic Technology/Science - Radiographer		\$75
RADR 1167 - Practicum - Radiologic Technology/Science - Radiographer		\$75

Exhibit #1 cont. on next page

Exhibit #1 cont.

RADR 1202 - Radiographic Image Evaluation I		\$100
RADR 1203 - Patient Care		\$100
RADR 1213 - Principles of Radiographic Imaging I		\$100
RADR 1266 - Practicum - Radiologic Technology/Science - Radiographer		\$75
RADR 2117 - Radiographic Pathology		\$100
RADR 2205 - Principles of Radiographic Imaging II		\$100
RADR 2209 - Radiographic Imaging Equipment		\$100
RADR 2213 - Radiation Biology & Protection		\$100
RADR 2233 - Advanced Medical Imaging		\$100
RADR 2235 - Radiologic Technology Seminar		\$100
SRGT 1160 - Clinical - Surgical Technology/Technologist (Clinical I)	\$55	\$75
SRGT 1361 - Clinical - Surgical Technology/Technologist (Clinical II)	\$55	\$75
SRGT 1362 - Clinical - Surgical Technology/Technologist (Clinical III)	\$55	\$75
SRGT 1441 - Surgical Procedures I	\$75	\$100
SRGT 1442 - Surgical Procedures II		\$100
SRGT 1505 - Introduction to Surgical Technology	\$75	\$100
SRGT 1509 - Fundamentals of Perioperative Concepts & Techniques	\$75	\$100
SRGT 2463 - Clinical - Surgical Technology/Technologist (Clinical IV)	\$55	\$75
Room and Board		
Long Semester Board Rate	\$1,320	\$1,425
Summer Semester Board Rate	\$375	\$405
Nolan double	\$950	\$980
Nolan premium	\$1,250	\$1,290
Stark double	\$850	\$880
Quads double	\$1,050	\$1,085
Gussie Nell Davis double	\$1,530	\$1,580

Exhibit #1 cont. on next page

Exhibit #1

Health Science Programs	# of Students	# of Registrations Per Year	Annual # of Registrations	Registrations x \$125
Associate Degree Nursing	150	4	600	
Physical Therapist Assistant	32	3	96	
Radiologic Science	36	3	108	
Surgical Technology	12	3	36	
LVN	70	3	210	
EMS	<u>60</u>	<u>3</u>	<u>180</u>	
TOTAL	360	19	1230	\$153,750.00

B. To consider a contract with Thacker Davis Architects for the Facilities Master Plan Scope of Work and fee for services for KC-Longview, not to exceed \$34,000 – *Exhibit #2*

The motion to accept Action Item B as presented was made by Joe Carrington. The motion was seconded by Bob Heath. The motion passed unanimously.

Exhibit #2

**Agreement for Professional Services Attachment 'A'
Initial Schematic Planning and Design Services with Design Imaging Development
Kilgore College - Longview
Longview, Texas**

This is an attachment to the Kilgore College Agreement for Professional Services.

1. Project Definition.

The Work shall be associated with provision of initial schematic design regarding the existing total Kilgore College – Longview campus, with emphasis provision of a future campus development image for use by Kilgore College with the City of Longview (for zoning revision consideration). The Owner and Architect agree to the definition of the Scope of Work as to provide initial building/site schematic design sufficient for total campus imaging so that the future potential of the campus (read aesthetic direction of the campus) can be documented for consideration by the City of Longview regarding rezoning or modifying the zoning of the campus property that falls within the Longview South Main Historic District. Work as addressed on the costing outline herein included is the sole basis of the work included in the presented stipulated sum amount for professional services, any addition to this scope would result in either 1) work performed on an hourly rate, or 2) work performed on a agreed to stipulated cost to be added to the original profession fee amount.

2. Architect Responsibilities.

The Architect shall provide planning and architectural design services for the Project in a manner consistent with locally accepted standards for professional skill and care, and coordinate with the Owner all development work as required to achieve the intended project development imaging for this campus. Based on Owner approved Project development, the Architect shall finalize the Initial Schematic Design Images and presentation information.

Exhibit #2 cont. on next page

Exhibit # 2 cont.

3. Owner's Responsibilities.

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner assign necessary faculty and staff to and will participate in required review meetings as designated by the Architect – these meetings will be prior arranged and schedule with all involved parties to facilitate agreement on schedule dates/times/locations.

4. Use of Documents.

Drawings and other documents prepared by the Architect are instruments of the Architect's service and are for the Owner's use solely with respect to this Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. The Owner will retain the right to use the instruments of service for their intended use without limit of time.

5. Termination, Suspension or Abandonment of the Project.

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated in full for services performed to the date of termination, suspension, or abandonment.

6. Miscellaneous Provisions.

.1 This Agreement shall be governed by the law of the place where the Project is located – Gregg County, Texas.

.2 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in questions arising out of or relating to this Agreement.

.4 The Architect shall be entitled to rely on the accuracy and completeness of information furnished by the Owner, and on the Owner's approvals.

.5 The Owner shall provide the Architect access to the Project site and buildings when prior scheduled in a timely manner and for such lengths of time as necessary in order to complete the field review aspect of the Work on the Project.

.6 The Architect shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the Project site.

.7 The Architect shall have the right to include photographic or artistic representations of the Project among the Architect's promotional and professional materials.

7. Payments and Compensation to the Architect.

The total compensation based on the agreed to scope of work shall not exceed \$34,000.00 – this is defined as follows regarding anticipated costs. Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest from the date payment is due at the legal rate prevailing at the principal place of business of the Architect – Gregg County, Texas.2

At the request of the Owner, the Architect shall provide services not included in the Project Scope of Work for additional compensation. Such services may include revisions due to changes in the scope, quantity, or quality of the Project; the evaluation of additional buildings/sites not currently listed in the Scope of Work; and the provision of any presentation materials beyond those described below.

If prior agreed to, the Owner shall reimburse the Architect for expenses incurred in the interest of the Project at the direction of the Owner, plus ten percent (10%).

8. Hourly Billing Rates (if required for additional services).

The following costs will only be applied if hourly billed work is prior agreed to by the Owner.

<u>Planning and Architectural Design</u> , Thacker Davis Architects Inc. (T DA) - Longview, Texas.	
Principal Architect	\$165/ hour
Architectural Intern/Interior Designer	\$100/ hour

Exhibit #2 cont. on next page

Exhibit #2 cont.

9. Project Estimated Hours | Costs

Below is the estimated time and costs for initial schematic design development of Kilgore College – Longview for provision of a site imaging virtual model using the program SketchUp. Provided renderings will not be photo realistic imaging but will be representative images similar to those provided for the KC Master Plan (any photo realistic images would represent additional cost and time). This work can start immediately and should be completed within the discussed schedule (for use in March with the City of Longview). This includes development of an addition to the Hendrix Building (HB) and the following anticipated buildings: Culinary Arts (CAB), Classroom (CB), Plumbing & Pipefitting (PPB), Industrial Maintenance Technology Classroom (IMTCB), Facial / Barber / Massage Therapy (FBMB), and Construction Craft & Plant Maintenance (CCPMB). Upon completion of initial schematic design, these hours also include initial schematic design development of the Kilgore College – Longview site and associated buildings within a 3-D SketchUp model.

<u>Milestone</u>	<u>Principal</u>	<u>Office</u>
• Initial Project Initiation with Dr. Fowler – Meeting & Documentation (HB, CAB, CB, PPB, IMTCB, FBMB, CCPMB)	2 hours	2 hours
• Project Programming with Dr. Fowler – Meeting & Documentation (Verify program for HB, discuss program for CAB, CB, PPB, IMTCB, FBMB, CCPMB)	2 hours	3 hours
• Initial Schematic Design	24 hours	46 hours
• Review Initial Schematic Design with Dr. Fowler – Meeting & Documentation	2 hours	3 hours
• Revise Initial Schematic Design	2 hours	16 hours
• Finalize Initial Schematic Design with Dr. Fowler – Meeting & Documentation	1 hour	2 hours
• Photo Document Existing Site & Surrounding Neighborhood		3 hours
• SketchUp Model (Initial Schematic Design Development of Kilgore College – Longview Site)	16 hours	56 hours
• Review SketchUp Model with Dr. Fowler – Meeting & Documentation	2 hours	3 hours
• Revise SketchUp Model	4 hours	24 hours
• Finalize SketchUp Model with Dr. Fowler and Dr. Holda – Meeting and Documentation	2 hours	3 hours
• Revise SketchUp Model	1 hour	10 hours
• Develop Presentation Kilgore College – Longview / City of Longview	1 hour	16 hours
• Presentation Review with Dr. Fowler and Dr. Holda – Meeting and Documentation	2 hours	3 hours

Exhibit # 2 cont. on next page

Exhibit #2 cont.

Finalize Presentation	1 hour	4 hours
Total Hours	62 hours	194 hours
Anticipated Cost	\$10,230.00 \$19,400.00 (62 hours @ \$165 per)	(194 hours @ \$100 per)
Total Anticipated Cost	\$29,630	
Total Not-to-Exceed Amount	\$34,000	

END OF ATTACHMENT 'A'

Section VI. on the Agenda was Board Discussion

- A. Next steps to respond to SACSCOC Comprehensive Standard 3.2.6-Board/administration distinction

Dr. Holda explained the Institutions response for SACSCOC Comprehensive Standard 3.2.6. He requested board members sign a "Board Affirmation of Response Provided to SACSCOC".

Section VII. on the Agenda was Board Comments

- A. Clarification of issues raised about board travel – James Walker

Mr. Walker made certain comments to other board members.

Section VIII. on the Agenda was Recess

- A. Dinner

The meeting was recessed to dinner at 6:12pm.

Section IX. on the Agenda was Reconvene into joint meeting with Kilgore Independent School District Trustees: Discussion items only

KC Trustees reconvened at 6:58pm into a joint meeting with KISD Trustees

- A. Shared and expanded opportunities for Kilgore High School students

KC President Holda and KISD Superintendent Cooke explained various shared opportunities for Kilgore College and Kilgore High School Students including, CTE, STEM, Business and Industry, Public Service and Dual-Credit courses.

- B. Kilgore Heights Property

Superintendent Cooke presented the facilities study for Kilgore Heights Property. Various board members made comments concerning the relationship between KC and KISD and how the Kilgore Heights Property might fit within that relationship. Both boards agreed to move forward with further discussions about the Kilgore Heights Property.

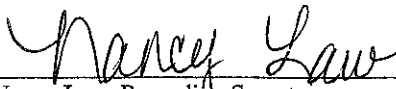
C. Improvements at R.E. St. John Stadium

Superintendent Cooke presented two outside studies that have been prepared for the Stadium indicating some major improvements that are needed at the Stadium. Both boards agreed to have further discussions move forward with the improvements.

Section X. on the Agenda was Adjournment

The meeting was adjourned by James Walker at 8:34pm.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board