

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, March 23, 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

Section I. on the Agenda was the Call to Order

James walker called the meeting to order at 6:30pm. Dr. Holda led the invocation and the Pledge of Allegiance to the American Flag.

Section II. on the Agenda was Presentation

A. Introduction to new program – Instrumentation/Electrical Technology

Randy Lewellen, Dean of Business, Technology and Public Services had a PowerPoint Presentation with the following points:

- **What is an I&E Technician? A person who performs routine maintenance, installation, and integration of various types of process control instrumentation equipment such as transmitters, controllers, integrators, recorders, square root extractors, and final drive elements. This person is also responsible for making repairs to electrical power, motor, and motor control circuits.**
- **On October 31, 2014, an exploratory advisory committee with representatives from the following companies held its first meeting:**
 - **Eastman Chemical Company**
 - **Enbridge**
 - **Westlake**
 - **Premier Industrial Resources (PIR)**
 - **Delek Refining**

Program will consist of:

- **60-hour AAS degree**
- **30-hour certificate**

Program will include:

- **13 new technical courses**
- **2 existing technical courses**
- **5 general education courses**

Section III. on the Agenda was Citizens Comments

Tommy Konczak requested that KC board meetings be amplified and recorded and/or hearing devices be provided for those who have hearing problems.

Section IV. on the Agenda was Executive Session

The board adjourned to executive session at 6:45pm. They reconvened to open meeting at 7:08pm. (A certified agenda was prepared.)

Section V. on the Agenda was Consent Agenda

- A. To consider approving the minutes of the March 2, 2015 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
 - 1. **Recommendation to accept employee retirement as follows:**
None
 - 2. **Recommendation for employment as follows:**
 - a. Controller (Business Office)
 - 3. **Recommendation for non-renewal of employment contract as follows:**
 - a. Spanish Instructor
 - b. Kinesiology Instructor and Women's Basketball Coach

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

Personnel Agenda

**Kilgore Junior College District
Personnel Agenda
March 23, 2015**

- 1. **Recommendation for non-renewal of employment contract as follows:**
 - A. Thomas Weidmer-Ocampo, Instructor, Spanish, effective August 31, 2015
 - B. Roy Thomas, Instructor, Kinesiology & Head Women's Basketball Coach, effective May 31, 2015
- 2. **Recommendation of employment as follows:**
 - A. **Name:** Mr. Paroo Mueglich P
 - Position:** Controller
 - Location:** Business Office
 - Education:** Bachelor of Science
University of Central Texas
Killeen, Texas

Associate of Applied Science
Central Texas College
Killeen, Texas

Personnel Agenda cont. on next page

Personnel Agenda cont.

<u>Experience:</u>	Texas Certified Public Accountant Issued – March 2001 Senior Director, Finance & Administration Goodwill Industries Lufkin, Texas; 2014-2015 Personal Finance Advisor PMC Consulting – Self Employed Atlanta, Texas; 2013-2014 Regional Finance Manager ResCare Workforce Services Louisville, Kentucky; 2009-2013 Senior Financial Analyst ExxonMobile Pipeline Company Houston, Texas; 2000-2008
<u>Effective Date:</u>	April 1, 2015
<u>Salary:</u>	\$2,233.79 per pay period which is equivalent to a 12 month salary of \$53,611

Section VI. on the Agenda was Action Items

- A. To accept the Certification of Unopposed Candidates and to issue an Order of Cancellation, declaring the election canceled and the unopposed candidate is hereby elected for the following Voting Zones:
1. South Zone – *Exhibit #1*
 2. Central Zone, Special Election – *Exhibit #2*

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

Exhibit #1 on next page

**ORDER OF CANCELLATION
ORDEN DE CANCELACION**

The Kilgore College Board of Trustees hereby cancels the election scheduled to be held on
(official name of governing body)

May 9, 2015 in accordance with Section 2.053(a) of the Texas Election Code.
(date on which election was scheduled to be held)

The following candidates have been certified as unopposed and are hereby elected as follows:

*El Kilgore College Junta de Sindicos por la presente cancela la elección que, de lo contrario,
(nombre oficial del la entidad gobernante)*

*se hubiera celebrado el 9 de mayo de 2015 de conformidad, con
(fecha en que se hubiera celebrado la elección)*

la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos unicos y por la presente quedan elegidos como se haya indicado a continuacion:

Candidate (*Candidato*)

Office Sought (*Cargo al que presenta candidatura*)

Cecilia Sanders

Voting Unit 1, Place 1, Central Zone (*Voto unidad 1, lugar 1, zona sur*)

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Dia de las Elecciones se exhibira una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la eleccion.

President (*Presidente*)

Secretary (*Secretario*)

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certificados como candidatos unicos y por la presente quedan elegidos como se haya indicado a
continuacion:*

Candidate (Candidato)

Office Sought (Cargo al que presenta candidature)

Lon Ford

Voting Unit 3, Place 6, Central Zone (Voto unidad 3,
lugar 6, zona sur)

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Dia de las Elecciones se exhibira una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la eleccion.

President (Presidente)

Secretary (Secretario)

B. To consider a settlement agreement as discussed in Executive Session.

Scott Andrews made the motion to accept Action Item B as presented. The motion was seconded by Brian Nutt. The motion passed unanimously.

Section VII. on the Agenda was Board Discussion

A. Upcoming items for future board meetings

Dr. Holda handed out the following list:

*Board Items for Discussion
With Possible Future Action*

CM at Risk RFP for Library/Mall Area has an April 6 Deadline. Holda, Turpin, McNaney and Beach will review/rank the applications. Hope to have recommendation for Board at April 13 meeting.

Facilities Management RFP: trying to have this RFP out by April 15. Hope to have a vendor selected by June 1 with summer as transition time. Will come to Board at May or June meeting.

TCEQ and TDSHS Updates and Reports: any future action for the Board?

Kilgore Heights: next steps for future Board Action:

Presiding Officer James Walker appointed an Ad Hoc committee related to this topic; Larry Woodfin, Brian Nutt, Karol Pruett, Lon Ford (*when he takes office*)

Enrollment Management: Student Services/Marketing/Admissions/Recruitment has finished a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis/Environmental Scan. Next steps: administrative team works with instruction, student services and marketing/enrollment management groups to formulate institution-wide strategic plan for discussion with full Board, possibly as early as April 13 meeting.

Updates on status of State funding for community colleges; projections for KC. Strategies for working within available revenues; possible action items at future Board meeting – likely after the close of the Legislative Session.

Budget Implications:

**Will begin budget preparation under the Poise System and finish it under the Jenzabar EX system; presents challenges;
Salaries always a challenge; KC ranks 32nd out of 50 community colleges in salaries and 4th out of 8th in East Texas; Adjunct pay at KC is the lowest in the region**

Property and Investment Committee Meetings before April 13 meeting

Several pieces of property to consider

Investment Committee to review current fund balances and commitments; bring to full Board a discussion of what balances to leave in various funds

- B. Ways in which the Board can improve its functioning and performance

Board Member Karol Pruett made various comments stating the board should consider doing these items in the near future:

- a. Prepare board level evaluations
- b. Hold a board retreat using a facilitator
- c. Review the new board procedures manual

Section VIII. on the Agenda was Administrative Discussion Items

- A. Budget Reports – Duane McNaney

Duane McNaney was available to answer questions on Budget Reports

- B. Program Reviews – Dr. Mike Turpin

Dr. Turpin handed out the Program Reviews and he explained the methodology used to compile the data.

Section IX. on the Agenda was Administration Comments

- A. Upcoming Dates and Events
- B. Reports on recent college happenings

Dr. Holda handed out the following:

*Administrative Items
For Board Information*

SACSCOC Visit to Hallsville HS report: no recommendations/glowing report

Stanley Security \$100,000 Grant; next steps and details

JENZABAR conversion going forward very intensely: looking at early June for the action conversion over to the new system. Staff have been in training every week. Huge amount of effort expended to make it successful.

Gilmer ISD MOU between KC and NTCC

Report on Rangerette Medal of Arts Award and 75th Anniversary Trip

Rangerette Revels: April 15th -18th

Service Learning Recognition Ceremony: Wednesday, April 15th, 1:30-2:45

KC to host regional New Mathways Project (NMP) event on April 9th with all East Texas Community Colleges and Universities in East Texas

April 17th (Friday): morning or mid-day grand opening of the Advanced Technology Center across from Synergy Park

TSF 30th Season Program: Midsummer Night's Dream, 12th Night, The Nerd, Man of La Mancha, The Belle of Amherst, The Princess and the Players

Board of Trustees Institute (BOTI) in Santa Fe: Karol and Bill from March 26th – March 28th -- dealing with ways to promote equity in good governance; conference is grant funded through the Greater Texas Foundation and the Greater Houston Endowment

Bill to chair SACS visiting team for Piedmont Virginia Community College, Charlottesville, VA from March 31-April 2

Bill to present at the American Association of Community Colleges annual meeting re: the NMP effects/results for Kilgore College, Monday, April 20th

Spring Commencement: Friday, May 8 – 2:00pm and 6:00pm (note the time changes)

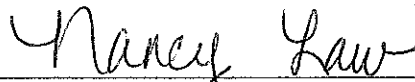
Section X. on the Agenda was Board Comments

There were no board comments.

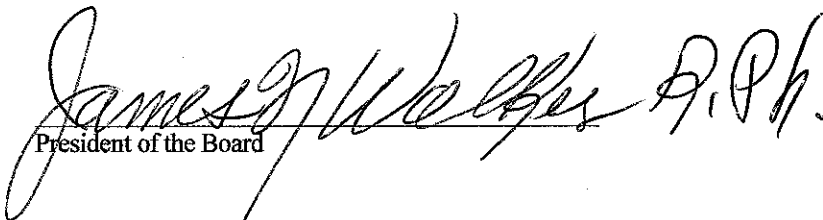
Section XI. on the Agenda was Adjournment

The meeting was adjourned by James Walker at 8:24pm.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



James Walker, D.Ph.
President of the Board



William E. Roben
Secretary of the Board