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 Weidner-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 Mueglicht 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.

<table>
<thead>
<tr>
<th>Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas Certified Public Accountant</td>
</tr>
<tr>
<td>Issued – March 2001</td>
</tr>
<tr>
<td>Senior Director, Finance &amp; Administration</td>
</tr>
<tr>
<td>Goodwill Industries</td>
</tr>
<tr>
<td>Lufkin, Texas; 2014-2015</td>
</tr>
<tr>
<td>Personal Finance Advisor</td>
</tr>
<tr>
<td>PMC Consulting – Self Employed</td>
</tr>
<tr>
<td>Atlanta, Texas; 2013-2014</td>
</tr>
<tr>
<td>Regional Finance Manager</td>
</tr>
<tr>
<td>ResCare Workforce Services</td>
</tr>
<tr>
<td>Louisville, Kentucky; 2009-2013</td>
</tr>
<tr>
<td>Senior Financial Analyst</td>
</tr>
<tr>
<td>ExxonMobile Pipeline Company</td>
</tr>
<tr>
<td>Houston, Texas; 2000-2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,233.79 per pay period which is equivalent to a 12 month salary of $53,611</td>
</tr>
</tbody>
</table>

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 May 9, 2015 in accordance with Section 2.053(a) of the Texas Election Code.

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

Candidate (Candidato) Office Sought (Cargo al que presenta candidature)
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 Día de las Elecciones se exhibira una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la eleccion.
ORDER OF CANCELLATION
ORDEN DE CANCELACION

The Kilgore College Board of Trustees hereby cancels the election scheduled to be held on May 9, 2015 in accordance with Section 2.053(a) of the Texas Election Code.

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

El Kilgore College Junta de Síndicos por la presente cancela la elección que, de lo contrario, se hubiera celebrado el 9 de mayo de 2015 de conformidad, con 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 continuación:

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?

Kiligore 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 Reveals: 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
Nancy Law, Recording Secretary
Kilgore College Board of Trustees

James Walker, PhD.
President of the Board

Williams E. Roberson
Secretary of the Board