

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, April 13, 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. Annual Non-Racial Profiling Data Report – Heath Cariker, Chief of KC Police

**KILGORE COLLEGE POLICE DEPT.
Motor Vehicle Racial Profiling Information**

Number of motor vehicle stops:	Race or Ethnicity known prior to stop?
1. 23 citation only	12. 0 Yes
2. 1 arrest only	13. 26 No
3. 2 both	14. 26 Total
4. 26 Total	Search conducted?
Race or Ethnicity:	15. 6 Yes
5. 13 African	16. 20 No
6. 0 Asian	17. 26 Total
7. 6 Caucasian	Was search consented?
8. 7 Hispanic	18. 5 Yes
9. 0 Middle Eastern	19. 1 N
10. 0 Native American	20. 6 Total
11. 26 Total	

B. Certificate of Appreciation for Will Roberson – Dr. Bill Holda

Dr. Holda presented Will Roberson with a Certificate of Appreciation for his 14 years of service on the Kilgore College Board of Trustees. Mr. Roberson did not seek re-election in the May 2015 Board of Trustees Election.

Section III. on the Agenda was Citizens Comments

- David Roberts expressed certain concerns related to asbestos.
- Tommy Konczak commented that the college should consider an outsource process for various administrative areas such as: bookstore, marketing and accounting department as well as the maintenance department.

Section IV. on the Agenda was Consent Agenda

- A. To consider approval of the minutes of the March 23, 2015 regular board meeting
- B. To consider approval of personnel items submitted as follows:
 - 1. **Recommendation to accept employee retirement as follows:**
 - a. English Instructor, effective May 31, 2015 after six years and eight months of service
 - b. Cosmetology Instructor, effective August 31, 2015 after twenty-three years of service
 - 2. **Recommendation to accept employee resignation as follows:**
 - a. Vocational Nursing Instructor, effective May 31, 2015 after nine months of service
 - 3. **Recommendation for renewal of faculty contracts as follows:**
 - a. Head Men's Basketball Coach and Kinesiology Instructor, based upon the approved salary schedule for the period of June 1, 2015 – May 31, 2016
 - 4. **Recommendation of employment as follows:**
 - a. Instructor, Police Academy, Business, Technology & Public Services, effective April 16, 2015
 - 5. **Recommendation to change employment as follows:**
 - a. Interim Dean of Liberal & Fine Arts to Dean of Liberal & Fine Arts, effective March 6, 2015
- B. To consider payment of legal fees for services rendered.

Scott Andrews made the motion to accept the Consent Agenda as presented. The motion was seconded by Bob Heath. 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
April 13, 2015**

1. Recommendation to accept employee retirement as follows:

Ms. Brenda Ellis, English Instructor, effective May 31, 2015 after six years and eight months of service

Ms. Vicki Buchanan, Cosmetology Instructor, effective August 31, 2015 after twenty-three years of service

2. Recommendation to accept employee resignation as follows:

Ms. Brooke Black, Vocational Nursing Instructor, effective May 31, 2015 after nine months of service

3. Recommendation for renewal of faculty contracts as follows:

A. Mr. Brian Hoberecht, Head Men's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2015 – May 31, 2016

4. Recommendation of employment as follows:

A. <u>Name:</u>	Mr. Daniel Reigstad
<u>Position:</u>	Instructor, Police Academy
<u>Location:</u>	Business, Technology & Public Services
<u>Education:</u>	TCOLE Master Peace Officer Certificate, Texas, 2009 TCOLE Advanced Instructor Certificate, Texas, 2011 TCOLE Basic Instructor Certificate, Texas, 2001 TCOLE Firearms Instructor Certificate, Texas, 2014 State of Texas Automated Fingerprint Identification System Operator, 2002

Personnel Agenda cont. on next page

Personnel Agenda cont.

<u>Experience:</u>	Physical Evidence Detective Longview Police Department Longview, Texas; 1992-2015
	Adjunct Instructor Kilgore College Kilgore, Texas; 2002-2015
<u>Effective Date:</u>	April 16, 2015.
<u>Salary:</u>	\$4,809.11 per pay period which is equivalent to a 4.5 month contract of \$21,641
Note:	Mr. Reigstad replaces Tim Young
5. Recommendation to change employment as follows:	
A. <u>Name:</u>	Ms. Rebecca Johnson
<u>Old Position:</u>	Interim Dean of Liberal & Fine Arts
<u>New Position:</u>	Dean of Liberal & Fine Arts
<u>Effective:</u>	March 6, 2015
Note:	Ms. Johnson replaced Dr. Richard Harrison who retired

Section V. on the Agenda was Action Items

- A. To consider re-adopting the Kilgore College Investment Policy – Duane McNaney

Scott Andrews, as Chairman of the Investment Committee. The Investment Committee recommended re-adopting the current Kilgore College Investment Policy. Because the recommendation came from a committee a second is not required. Action Item A passed unanimously.

- B. To consider approval of the Instrumentation/Electrical Program consisting of a 60-hour AAS Degree and a 30-hour certificate – Dr. Mike Turpin - *Exhibit #1*

Dr. Turpin stated that this is a follow-up action item from the presentation at the March 23, 2015 board meeting. Larry Woodfin made the motion to accept Action Item B as presented. The motion was seconded by Brian Nutt. The motion passed unanimously.

Exhibit #1 on next page

**Certification Form for New Associate of Applied Science Degree
and Certificate Programs
Texas Higher Education Coordinating Board**

An institution shall use this form to request a new associate of applied science degree or certificate program that meets all criteria for automatic approval in Coordinating Board Rules, Chapter 9, Subchapter E, Section 9.93.
Contact the Division of Workforce, Academic Affairs and Research at 512/427-6200 for more information.

Program Information

1. Institution: Kilgore College
2. Program Name: A.A.S. in Instrumentation & Electrical Technology
 Program of Study TSSB-Recognized
3. Proposed CIP Code: 15.0404.
4. Number of Required Semester Credit Hours (SCH): 60 SCH

Note: If the number of semester hours required to complete a proposed associate's program exceeds 60, the institution must provide detailed written documentation describing the compelling academic reason for the number of required hours, such as, but not limited to, programmatic accreditation requirements, statutory requirements, or licensure/certification requirements that cannot be met without exceeding the 60-hour limit. The Coordinating Board staff will review the documentation provided and make a determination to approve or deny a request to exceed the 60-hour limit. Institutions of higher education must be in compliance with this subsection before the 2015 fall semester.

5. Implementation Date: Fall Semester 2015.
Report the first semester and year that students would enter the program.
6. Contact Person: Provide contact information for the person who can answer specific questions about the program.

Name: D'Wayne Shaw
Title: Technical Department Chair
E-mail: dshaw@kilgore.edu
Phone: 903-983-8152

Exhibit #1 cont.

Signature Page

I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Coordinating Board Rules, Chapter 9, Subchapter E, Section 9.93, and that recent documentation is available to support these criteria:

- (A) The program has institutional and governing board approval;
- (B) The institution has researched and documented current job market need for the program and/or that the program would lead to opportunities for further education;
- (C) There is recent evidence of both short-term and long-term student demand for the program;
- (D) Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program;
- (E) Basic and career technical/workforce skills have been integrated into the curriculum;
- (F) The institution has an enrollment management plan for the program;
- (G) The institution has or will initiate a process to establish articulation agreements for the program with secondary and/or senior level institutions;
- (H) The program is designed to be consistent with the standards of the Southern Association of Colleges and Schools Commission on Colleges of the Southern Association of Colleges and Schools, and with the standards of other applicable accrediting agencies, and is in compliance with appropriate licensing authority requirements;
- (I) The program would not unnecessarily duplicate existing programs at other institutions;
- (J) Representatives from private sector business and industry have been involved in the creation of the program through participation in an advisory committee;
- (K) Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program;
- (L) New costs during the first five years of the program would not exceed \$2 million;
- (M) A new associate degree program is not being requested in a program which the institution previously offered an associate degree and has been closed due to low productivity in the last 10 years;
- (N) The institution has an improvement plan in place for all career technical/workforce programs that do not currently meet Board standards for both graduation and placement;
- (O) The appropriate Higher Education Regional Council has been notified in writing of the proposal for a new program, and no unresolved objections to the program have been reported; and
- (P) Skill standards recognized by the Texas Skill Standards Board, if they exist for the discipline, have been reviewed and considered for inclusion in the curriculum for the program.

I hereby certify that we have notified all public institutions within 50 miles of the teaching site of our intention to offer the program at least 30 days prior to submitting this request, and that no objections to the program have been raised and remain unresolved.

Chief Executive Officer

Date

I hereby certify that the Governing Board has approved this program.

Date of Governing Board approval: _____

Governing Board Officer (or Designee)

Date

- C. To consider a recommendation for selection of a construction manager at risk for the Kilgore College Watson Library and Central Mall – Duane McNaney – *Exhibit #2*

Karol Pruett made the motion to accept Transet Co. as the construction manager at risk for the Kilgore College Watson Library and Central Mall. Larry Woodfin seconded the motion. The motion passed unanimously.

Exhibit #2

Duane J. McNaney, CPA
Vice President of Administrative Services
(903) 983-8107 (v)
(903) 988-7575 (f)

Kilgore College

Memo

To: Kilgore College Board of Trustees
From: Duane J. McNaney, CPA
CC: Dr. William Holda, President
Date: 4/16/2015
Re: Construction Manager at Risk – Watson Library and Central Mall Area Project

Kilgore College advertised for a Request for Proposal on a construction manager at risk for the renovation of the Watson Library and central mall area. We only had one (1) company submit a proposal. The proposal was reviewed by a committee comprised of Bill, Holda, Mike Turpin, Dan Beach, and Duane McNaney. All reviewers are comfortable with Transet Company. Transet was the CMR for the Engineering Science renovation and the Laird Hospital Health Sciences project. Both these projects were successful under Transet.

Proposals Received from:
Transet Company

The committee recommends Transet Company as the best candidate for this project.

Section VI. on the Agenda was Executive Session

The board adjourned to executive session at 6:48pm. They reconvened to open meeting at 7:26pm. A certified agenda was prepared and no action was taken by the board.

Section VII. on the Agenda was Board Discussion Items

A. Strategic Plan for Enrollment Management & Marketing – Dr. Mike Jenkins

Dr. Jenkins had a PowerPoint Presentation with the following information:

Strategy Development & Categorization

- Recruitment – everything done to “market” KC in an effort to create prospective students
- Enrollment – everything done to convert a prospect into an enrolled student
- Retention – everything done to keep a student enrolled until they have successfully attained their goals

Focal Area #1: Facility Related Strategies

- Address the overall appearance of campus (recruitment)
- Assure effective use of space (enrollment and retention)
- Provide space for expansions (recruitment and enrollment)

Focal Area #2: Outreach and Communication Related Strategies

- Increase and enhance communications with prospects and students (recruitment, enrollment and retention)
- Develop targeted outreach for first generation students and their parents (recruitment and enrollment)
- Refine marketing and advertising efforts (recruitment and enrollment)

Focal Area #3: Instructional Program Related Strategies

- Capitalize on dual credit partnerships (enrollment)
- “Repackage” existing programs (recruitment and enrollment)
- Create new instructional programs (recruitment and enrollment)
- Leverage articulation agreements with area universities (recruitment and enrollment)

Focal Area #4: Student Support & Engagement Related Strategies

- Expand mentoring activities (retention)
- Enhance and extend Red Alert System (retention)
- Create more student clubs and organizations (retention)

B. Reorganization of the board officers at the May meeting – Will Roberson

Various members of the board made comments related to reorganization of board officer with no conclusions reached. Mr. Roberson presented the results of the recent poll among board members with no conclusion reached. Dr. Holda reminded the board the May 9, 2015 election must be canvassed on May 18, 19 or 20.

C. Update on asbestos allegations – Dr. Bill Holda

Dr. Holda reported that the college has not been informed of any official investigations although newspapers have reported that an investigation might be under way.

Section VIII. on the Agenda was Administrative Discussion Items

- A. Balanced Scorecard 2013-2014 – Institution-Wide Assessment: Aligning College Activities and Practices to its Mission – Dr. Staci Martin

Dr. Martin had a PowerPoint Presentation with the following information:

**Kilgore College Balanced Scorecard
FY 2014 Update - *Student Success Measures***

- **1.23: Percent of Students Who Early Register**
- **1.11. & 1.12: Course Persistence Rates By Fall Semesters**
- **3.1 to 3.3: Success in Developmental Courses**
- **1.15, 1.16, 1.17: Success (C or Better) in Subsequent, Related Courses**
- **1.13. & 1.14: Persistence: Fall to Spring and Fall to Fall Retention Rate**
- **1.10: Percent of Students Transferred**
- **1.8: Success of KC Transfers To Top Two Transfer Institutions - Fall Semesters**
- **1.3: Total Awards (Degrees and Certificates)**
- **1.7: FTIC-FT Graduation Rate: % of students receiving any award by three years**
- **1.21: Success on Licensure Exams**
- **4.3: Employment Placement Success Rate of Workforce Education Graduates/Completers**

Additional information can be found on the Kilgore College website at <https://www.kilgore.edu/about/offices/research-and-institutional-effectiveness/data-kilgore-college#balanced-scorecards>

- B. Budget Reports – Duane McNaney
C. Second Quarter Budget Adjustment Report – Duane McNaney
D. PFIA Quarterly Investment Report – Duane McNaney
E. TPF Quarterly Investment Report – Duane McNaney

Duane McNaney was available to answer questions on items B-E.

Section IX. on the Agenda was Administration Comments

- A. Upcoming Dates and Events – Dr. Bill Holda

Dr. Holda reported on upcoming dates and events. A calendar can be found on the Kilgore College website at www.kilgore.edu.

- B. Reports on recent college happenings – Dr. Bill Holda

Dr. Holda reported on various college activities.

Section X. on the Agenda was Board Comments

- A. Health Science Programs at Laird Hospital – James Walker

Mr. Walker commented on recent successes in the Health Science Programs.

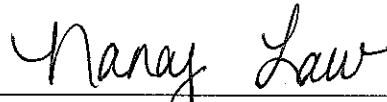
- B. Parting remarks – Will Roberson

Mr. Roberson commented on his years of service at the college and with the trustees.

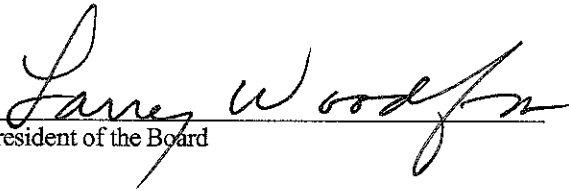
Section XI. on the Agenda was Adjournment

Mr. Walker adjourned the meeting at 9:25pm.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board