

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, July 20, 2015 in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

Joe Carrington
Lon Ford
Karol Pruett, Secretary
Cecelia Sanders
James N. Walker, Vice President
Larry Woodfin, President

Members absent: G. Scott Andrews, Bob Heath and Brian Nutt

Section I. on the agenda was **Call to Order**
A. Invocation and Pledge of Allegiance

Tony Johnson led the invocation and Pledge of Allegiance.

Section II. on the agenda was **Citizens Comments**

There were no citizens' comments.

Section III. on the agenda was **Presentation**

A. Student Spotlight

Kasey Nesbitt introduced Kimber Roberson for the Student Spotlight.

B. Staff Spotlight

Dan Beach introduced Terry Huckaby for the Employee Spotlight.

Section IV. on the agenda was **Executive Session**

Adjournment to executive session pursuant to Texas Government Code Sections 551.071 - 551.084, the Open Meetings Act, for the following purposes:

"The Board has adjourned to executive session at **6:37 p.m. on July 20, 2015.**"

PERSONNEL: (Government Code 551.074)

- A. Computer Science Instructor
- B. Economics Instructor
- C. Technology Support Specialist

LEGAL: (Government Code 551.071)

REAL ESTATE: (Government Code 551.072)

RECONVENING IN OPEN MEETING

"The Board has reconvened in open session at 7:45 p.m. on July 20, 2015."

IF, DURING THE COURSE OF THE MEETING COVERED BY THIS NOTICE, THE BOARD SHOULD DETERMINE THAT A CLOSED OR EXECUTIVE MEETING OR SESSION OF THE BOARD SHOULD BE HELD OR IS REQUIRED IN RELATION TO ANY ITEM INCLUDED IN THIS NOTICE, THEN SUCH CLOSED OR EXECUTIVE MEETING OR SESSION AS AUTHORIZED BY SECTION 551.001 ET SEQ. OF THE TEXAS GOVERNMENT CODE (THE OPEN MEETINGS ACT) WILL BE HELD BY THE BOARD AT THAT DATE, HOUR AND PLACE GIVEN IN THIS NOTICE OR AS SOON AFTER THE COMMENCEMENT OF THE MEETING COVERED BY THIS NOTICE AS THE BOARD MAY CONVENIENTLY MEET IN SUCH CLOSED OR EXECUTIVE MEETING OR SESSION CONCERNING ANY AND ALL SUBJECTS AND FOR ANY AND ALL PURPOSES PERMITTED BY SECTIONS 551.071-551.084, INCLUSIVE, OF THE OPEN MEETINGS ACT.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- a. the open meeting covered by this notice upon the reconvening of this public meeting, or
- b. at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Section V. on the agenda was Action Items

- A. To consider approving a provider for facilities management services and to authorize the administration to negotiate a final contract - *Exhibit #1*

Karol Pruett made the motion accept Action Item A. Cecelia Sanders seconded the motion. The motion passed unanimously.

Exhibit #1 on next page

Exhibit #1

Duane J. McNaney, CPA
Vice President of Finance and CFO
(903) 983-8107 (v)
dmcnaney@kilgore.edu

Kilgore College

Memo

To: Kilgore College Board of Trustees
From: Duane J. McNaney, CPA
CC: Dr. William Holda, President
Date: 8/11/2015
Re: Facilities Services

Kilgore College advertised for a Request for Proposal for a Facilities Services (custodial, grounds, maintenance) company on April 23 and 26, 2015. A mandatory pre-bid meeting was held on May 12, 2015. Seven companies attended the pre-bid meeting. Six companies did extensive walk through of the entire campus. We had four (4) companies submit proposals:

DTZ, Inc.
SSC, Services for Education
Sodexo
Trane US, Inc.

The proposals were reviewed by a committee comprised of Dan Beach, Julie Fowler, Mike Jenkins, Jeanne Johnson, Randy Lewellen, Duane McNaney, and Wayne Knotts, consultant. SSC was determined a finalist and brought in for an interview with the committee. Committee members then went for a site visit at Texas A&M University-Commerce. It is the recommendation of the committee and administration that Kilgore College contract with SSC, Services for Education for our Facilities Services.

- B. To consider approving a guaranteed maximum price for the library project
- C. To consider approving a guaranteed maximum price for the mall renovation project

Dan Beach distributed a handout from Transet Co. for the guaranteed maximum price. The guaranteed maximum price for the library project is \$1,985,354. The guaranteed maximum price for the mall renovation project is \$526, 223 for a total cost of \$2,511,577. If both projects are combined the guaranteed maximum price is \$2,478,747 for a savings of \$32,830. It was noted that ERI has completed an asbestos abatement for the library that is not included in the guaranteed maximum price. Joe Carrington made the motion to accept Action Items B and C as combined items. James Walker seconded the motion. The motion passed unanimously.

- D. To consider a resolution honoring Senator Kevin Eltife for his service to Senatorial District 1 –
Exhibit #2

Karol Pruett made the motion to accept Action Item D as presented. Joe Carrington seconded the motion. The motion passed unanimously.

Exhibit #2 on next page

Exhibit #2

**Resolution
Honoring
Senator Kevin P. Eltife**

Whereas Kevin Eltife was sworn in on March 5, 2004, to represent the citizens of Senate District 1 of the State of Texas; and

Whereas Kevin Eltife rendered previous service on the Texas Higher Education Coordinating Board; and

Whereas Kevin Eltife served as Chair of the Senate Administration Committee, in addition to serving on the Senate Business and Commerce, Economic Development, Finance, and Natural Resources Committees of the State of Texas; and

Whereas Kevin Eltife served two Select Committees, Redistricting and Open Government, and the State Preservation Board of the State of Texas; and

Whereas Kevin Eltife, through his service to the State of Texas Senate District 1, represents six community colleges; and

Whereas Kevin Eltife was named "Legislative Champion" following the 82nd session of the Texas Legislature by the Texas Association of Community Colleges for his outspoken support of community colleges; and

Whereas Kevin Eltife, upon his retirement in 2016, will have rendered exemplary service for twelve years on behalf of the State of Texas Senate District 1 and specifically the community college interests;

Therefore, be it resolved that the Kilgore College Board of Trustees expresses its deep appreciation and gratitude for the service and representation rendered by Senator Kevin P. Eltife to the State of Texas.

Resolved this, the 20th day of July, 2015.

Larry Woodfin, President

James Walker, Vice President

Karol Pruett, Secretary

Section VI. **on the agenda was Consent Agenda**

- A. To consider approving the minutes of the June 8, 2015 regular board meeting
- B. To consider approval of personnel items submitted as follows:
 - 1. Recommendation to accept employee resignations as follows:**
 - A. General Merchandise Buyer, effective May 8, 2015 after one year and six months of service
 - B. Painter, effective July 1, 2015 after six years and nine months of service
 - 2. Recommendation to accept employee retirement as follows:**
 - A. AEL Teacher, effective December 31, 2015 after ten years and eight months of service
 - B. Heating & Air Conditioning Technician, effective August 31, 2015 after twenty-seven years of service
 - C. Safety & Logistics Specialist, effective August 31, 2015 after twenty-four years of service
 - D. President, effective January 31, 2016 after forty years and five months of service
 - 3. Recommendation for non-renewal of employment contract as follows:**
 - A. ESOL Instructor, effective August 31, 2015 after two years of service
 - B. Automotive Technology Instructor, effective August 31, 2015 after six years of service
 - C. Nutrition Instructor, effective August 31, 2015 after seventeen years of service
 - D. Computer Science Instructor, effective August 31, 2015 after twenty-two years of service
 - E. Chemistry Instructor, effective August 31, 2015 after one year and nine months of service
 - F. Economics Instructor, effective August 31, 2015 after seventeen years of service
 - 4. Recommendation to terminate employment as follows:**
 - A. Professional Support Assistant – Institutional Advancement, effective June 29, 2015 after four months of service
 - B. Support Specialist – Technology, effective August 31, 2015 after seven years and seven months of service
 - C. Visitor Center Manager, effective August 31, 2015 after fifteen years and nine months of service
 - D. Director of Career Service & Service Learning, effective August 31, 2015 after fourteen years and two months of service
 - E. Support Specialist – Career Services & Service Learning, effective August 31, 2015 after six months of service
 - F. Professional Support Assistant – Financial Aid, effective August 31, 2015 after three years and three months of service
 - G. Support Specialist – Fine Arts, effective August 31, 2015 after seven years and five months of service
 - H. Grants Writer, effective August 31, 2015 after seven years of service

- I. Physical Plant Coordinator, effective August 31, 2015 after thirteen years and two months of service
- J. Plumber, effective August 31, 2015 after eight years and five months of service
- K. Painter, effective August 31, 2015 after eleven years and four months of service

5. Recommendation to change employment as follows:

- A. Support Specialist, Communications, KC-Longview to Support Specialist, Health Careers, KC-Longview, effective June 1, 2015

6. Recommendation for employment as follows:

- A. Cosmetology Instructor, KC-Longview, effective September 1, 2015
- B. Assistant Women's Softball Coach, Student Development, effective June 1, 2015
- C. Assistant Women's Basketball Coach, Student Development, effective June 16, 2015
- D. Support Specialist, Communications, KC-Longview, effective June 15, 2015
- E. Assistant Director, Corporate Services, Workforce Development & Continuing Education, effective July 1, 2015
- F. Assistant Director, Workforce Development, Workforce Development & Continuing Education, effective July 1, 2015
- G. Biology Instructor, Math, Science & Health Sciences, effective September 1, 2015

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

Lon Ford made the motion to accept the Consent Agenda as written. James Walker seconded the motion. The motion passed unanimously.

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Personnel Agenda

Kilgore Junior College District Personnel Agenda July 20, 2015

1. **Recommendation to accept employee resignations as follows:**
 - A. Mr. Daniel Eaton, General Merchandise Buyer, effective May 8, 2015 after one year and six months of service
 - B. Mr. Collin Ferguson, Painter, effective July 1, 2015 after six years and nine months of service

2. **Recommendation to accept employee retirement as follow:**
 - A. Ms. Althea Richardson, AEL Teacher, effective December 31, 2015 after ten years and eight months of service
 - B. Mr. David Roberts, Heating & Air Conditioning Technician, effective August 31, 2015 after twenty-seven years of service
 - C. Mr. Terry Huckaby, Safety & Logistics Specialist, effective August 31, 2015, after twenty-four years of service
 - D. Dr. William M. Holda, President, effective January 31, 2016, after forty years and five months of service

3. **Recommendation for non-renewal of employment contract as follows:**
 - A. Ms. Angela Mace, ESOL Instructor, effective August 31, 2015, after two years of service
 - B. Mr. David Barrett, Automotive Technology Instructor, effective August 31, 2015 after six years of service
 - C. Ms. Leslie Gourdarzi, Nutrition Instructor, effective August 31, 2015, after seventeen years of service
 - D. Ms. Melissa Haden, Computer Science Instructor, effective August 31, 2015, after twenty-two years of service
 - E. Ms. Rukmani Kuppuswami-Earhart, Chemistry Instructor, effective August 31, 2015, after one year and nine months of service
 - F. Ms. Nancy Carter, Economics Instructor, effective August 31, 2015, after seventeen years of service

4. **Recommendation to terminate employment as follows:**
 - A. Ms. Barbara Montgomery, Professional Support Assistant - Institutional Advancement, effective June 29, 2015 after four months of service
 - B. Ms. Amy Smith, Support Specialist - Technology, effective August 31, 2015, after seven years and seven months of service
 - C. Ms. Eloise Ashley, Visitor Center Manager, effective August 31, 2015, after fifteen years and nine months of service
 - D. Ms. Patty Bell, Director of Career Service & Service Learning, effective August 31, 2015, after fourteen years and two months of service
 - E. Ms. Jennifer Jones, Support Specialist – Career Services & Service Learning, effective August 31, 2015, after six months of service
 - F. Ms. Elizabeth Chambliss, Professional Support Assistant – Financial Aid, effective August 31, 2015, after three years and three months of service
 - G. Ms. Renee' Golden, Support Specialist – Fine Arts, effective August 31, 2015, after seven years and five months of service
 - H. Ms. Joyce Fortson-Johnson, Grants Writer, effective August 31, 2015, after seven years of service
 - I. Mr. Dalton Smith, Physical Plant Coordinator, effective August 31, 2015, after thirteen years and two months of service
 - J. Mr. Kevin Perry, Plumber, effective August 31, 2015 after eight years and five months of service
 - K. Mr. Randy Callaway, Painter, effective August 31, 2015, after eleven years and four months of service

Personnel Agenda cont. on next page

Personnel Agenda cont.

5. Recommendation to change employment as follows:

A. Name: Ms. Adrienne Jackson
Old Position: Support Specialist, Communications KC - Longview
New Position: Support Specialist, Health Careers
Effective Date: June 1, 2015
Salary: No change in salary

6. Recommendation for employment as follows:

A. Name: Mr. Wesley Brasher
Position: Cosmetology Instructor
Location: KC - Longview
Experience: Cosmetology Instructor
Vista College
Longview, Texas; 2015

Self Employed
Hair Color Salon
Dallas, Texas; 2001-2014

Distributor & Brand Manager
The Verge
Dallas, Texas; 1997-2001

Effective Date: September 1, 2015
Salary: \$2,276.38 per pay period which is equivalent to a 12 month contract of \$54,633

Note: Mr. Brasher replaces Ms. Vicki Buchanan who retired

B. Name: Ms. Devon Frazier
Position: Assistant Women's Softball Coach
Location: Student Development

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Personnel Agenda cont.

<u>Education:</u>	Bachelor of Arts Saint Gregory's University Shawnee, Oklahoma
<u>Experience:</u>	Assistant Women's Softball/Basketball Coach Little Axe High School Norman, Oklahoma; 2014-2015 TPHO Intern Shawnee Tribe of Oklahoma Shawnee, Oklahoma; 2014-2015
<u>Effective Date:</u>	June 1, 2015
<u>Salary:</u>	\$812.50 per pay period which is equivalent to a 12 month salary of \$19,500
	Note: Ms. Frazier replaces Ms. Kristen Breaux who resigned
C. <u>Name:</u>	Mr. Mike Brown
<u>Position:</u>	Assistant Women's Basketball Coach
<u>Location:</u>	Student Development
<u>Education:</u>	Master of Business Leadership William Penn University Oskaloosa, Iowa Bachelor of Arts Drake University Des Moines, IA; 2010-2015
<u>Experience:</u>	Head Women's Basketball Coach William Penn University Oskaloosa, Iowa; 2010-2015 Head Women's Basketball Coach Upper Iowa University Fayette, Iowa; 2005-2010 Head Women's Basketball Coach Iowa Central Community College Fort Dodge, Iowa; 1999-2005

Personnel Agenda cont. on next page

Personnel Agenda cont.

<u>Effective Date:</u>	June 16, 2015
<u>Salary:</u>	\$812.50 per pay period which is equivalent to a 12 month salary of \$19,500
Note:	Mr. Brown replaces Ms. Keturah Spotwood who resigned
D. <u>Name:</u>	Ms. Angela Vanzandt-Starling
<u>Position:</u>	Support Specialist, Communications
<u>Location:</u>	KC – Longview
<u>Education:</u>	Associate of Applied Science Kilgore College Kilgore, Texas
<u>Experience:</u>	Client Specialist Longview Regional Hospital Longview, Texas; 2012-2015 Sales Associate/Cashier Walmart Henderson, Texas; 1998-2012
<u>Effective Date:</u>	June 15, 2015
<u>Salary:</u>	\$940.50 per pay period which is equivalent to a 12 month salary of \$22,572
Note:	Ms. Vanzandt-Starling replaces Ms. Adrienne Jackson who transferred to another job
E. <u>Name:</u>	Ms. Jennie Alcantar
<u>Position:</u>	Assistant Director, Corporate Services
<u>Location:</u>	Workforce Development & Continuing Education
<u>Education:</u>	Master of Science Troy University Troy Alabama

Personnel Agenda cont. on next page

Personnel Agenda cont.

	Bachelor of Business Administration McMurry University Abilene, Texas
<u>Experience:</u>	Interim Vice President of Workforce Development Texas State Technical College Abilene, Texas; 2003-2015 Directory Assistance Operator Action Telcom, Inc. Abilene, Texas; 1995-1997 United States Marine Corps Marine Aviation Maintenance Administration Clerk El Toro, California; 1991-1995
<u>Effective Date:</u>	July 1, 2015
<u>Salary:</u>	\$1,754.75 per pay period which is equivalent to a 12 month salary of \$42,114
	Note: Ms. Alcantar replaces Mr. Ben Cammack who resigned
F. <u>Name:</u>	Ms. Julie Allee
<u>Position:</u>	Assistant Director, Workforce Development
<u>Location:</u>	Workforce Development & Continuing Education
<u>Education:</u>	Bachelor of Science, Home Economics Stephen F. Austin State University Nacogdoches, Texas
<u>Experience:</u>	CTE Lead Teacher Pine Tree ISD Longview, Texas; 2011-2015 CTE Cluster Grant Project Director/Adjunct Faculty Stephen F. Austin State University Nacogdoches, Texas; 2009-2011

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Personnel Agenda cont.

Workforce Development Director
Longview Economic Development Corporation
Longview, Texas; 2007-2009

Effective Date: July 1, 2015

Salary: \$1,754.75 per pay period which is
equivalent to a 12 month salary of
\$42,114

Note: Ms. Wiersig replaces Ms. Gem Meacham who
retired

G. Name: Ms. Jennifer Hudnall

Position: Biology Instructor

Location: Math, Science & Health Sciences

Education: Master of Science
Texas A&M University-Commerce
Commerce, Texas

Master of Arts
Stephen F. Austin State University
Nacogdoches, Texas

Bachelor of Arts
Louisiana Tech University
Rushton, Louisiana

Experience: Science Teacher
New Diana ISD
Diana, Texas; 2008-2015

Planetarium Operator/Guide
The NASA Resource Center
Rushton, Louisiana; 2006-2008

Effective Date: September 1, 2015

Salary: \$1,791.67 per pay period which is equivalent to a 9
month contract of \$43,000

Note: Ms. Hudnall replaces Ms. Laney Mobley who
retired

Section VII. on the agenda was **Board Discussion Items**

A. To discuss the method by which the board will proceed to replace the college president

Karol Pruett stated the following:

- **Board President, Larry Woodfin selected a presidential search committee consisting of Joe Carrington, James Walker and Karol Pruett.**
- **The committee met on July 14, 2015 to discuss a schedule for the process. Mr. Woodfin also attended the meeting.**
- **The committee decided to begin the process themselves and not hire a search firm. They will use the same process that a search firm would use.**

Timeline:

- **August: Dr. Staci Martin, VP of Institutional Planning, will facilitate an environmental scan to determine the qualities of the next president.**
- **September: Compile the environmental scan information and finalize the job announcement and advertising schedule. Tony Johnson, Director of Human Resources will help with the logistics of the search.**
- **October: Advertise the position.**
- **Before Thanksgiving: Select finalists and complete all interviews.**
- **Before Christmas break: Determine finalist and negotiate a contract.**
- **January: New president will begin to have some overlap with Dr. Holda.**

Section VIII. on the agenda was **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 related to Items A, B and C.

D. Report on the FY16 budget planning status - Dr. Bill Holda

Dr. Holda stated the following:

- **Board Investment Committee needs to meet before August 10**
- **August 10 – Budget Workshop**
- **August 17 – Board Meeting to set the tax rate, approve the budget and salaries**
- **2 public hears and meeting to adopt the tax rate may be scheduled**

Section IX. on the agenda was **Administration Comments**

A. Board of Trustees Orientation Handbook – Dr. Bill Holda

The updated Board of Trustees Orientation Handbook was given to each board member.

B. Safety Audit per the Texas School Safety Center’s JCAR tool – Dr. Mike Jenkins

Every 3 years, community colleges must conduct a safety audit per the Texas School Safety Center’s JCAR tool. KC is in full compliance.

C. Upcoming Dates and Events – Dr. Bill Holda

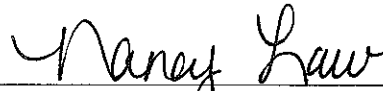
- August 6 – Summer Graduation at 6pm
- August 10 – Budget Workshop
- August 17 – Board Meeting

D. Reports on recent college happenings – Dr. Bill Holda

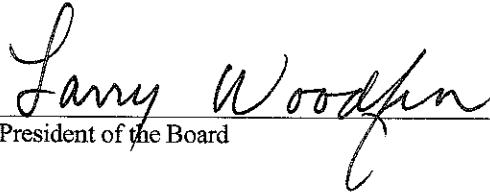
- KC received a KEDC investment of \$80,000 for KC and KHS for welding units for dual-credit welding

Section X. on the agenda was Adjournment

The meeting was adjourned by Larry Woodfin at 8:22pm.



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board