

**KILGORE COLLEGE
KILGORE JUNIOR COLLEGE DISTRICT
OFFICE OF THE PRESIDENT
KILGORE, TEXAS
AGENDA
NOTICE OF MEETING OF THE BOARD OF TRUSTEES
BALLROOM
CHARLES K. AND LYDE DEVALL STUDENT CENTER**

Items of Business	6:30 p.m.	Monday, December 15, 2014
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I. CALL TO ORDER

- A. Invocation and Pledge of Allegiance

II. CITIZEN COMMENTS

III. PRESENTATION

- A. Certificate of Appreciation (Larry Woodfin, 15 years of service)
- B. Hazard Assessments and Air Monitoring Reports for Dodson Auditorium, Deana Bolton Covin Rangerette Gym, Watson Library, Nolan Street Residence Hall and Annex, Stark Hall, and Quad residence halls (Presentation by Mr. Larry Snodgrass, President, ERI Consulting, Inc.)

IV. CONSENT AGENDA

- A. To consider approving the minutes of the November 14, 2014 regular board meeting.
- B. To consider approval of personnel items submitted as follows:

1. Recommendation for approval of faculty contracts as follows:

- a. Head Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2015 – December 31, 2015
- b. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2015 – December 31, 2015
- c. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2015 – December 31, 2015

2. Recommendation to accept employee retirement as follows:

- a. Professional Support Assistant, Institutional Advancement, effective January 31, 2015 after 27 years of service.

3. Recommendation for employee resignation as follows:

- a. Professional Support Assistant, SBDC, effective November 14, 2014 after 1 year and 4 months of service
- b. Vocational Nursing Instructor, effective November 21, 2014 after 8 years and 9 months of service
- c. Bookstore Manager, effective January 30, 2015 after 1 year and 6 months of service
- d. Support Specialist – Career Services & Service learning, effective March 6, 2015 after 7 years of service.

4. Recommendation to accept employee termination as follows:

- a. Training Coordinator, Workforce Development, effective November 30, 2014 after 8 years and 3 months of service

5. Recommendation of employment as follows:

- a. Professional Support Assistant, Records & Reports Specialist, Admissions and Registrar, effective November 3, 2014
- b. Lab Manager, Math, Science & health Sciences, KC-Longview, effective December 1, 2014
- c. Instructor, Vocational Nursing, KC-Longview, effective January 5, 2015
- d. Instructor, Vocational Nursing, KC-Longview, effective January 5, 2015

- e. Instructor, Vocational Nursing, KC-Longview, effective January 5, 2015
- f. Corrosion Technology Instructor, Business, Technology & Public Services, effective January 5, 2015

6. Recommendation to change employment as follows:

- a. Grant Accountant to Supervisor of Cashiers, Business Office, effective November 16, 2014
- b. SBDC Business Advisor to Senior SBDC Business Advisor, effective December 1, 2014

7. Recommendation to change salary as follows:

- a. SBDC Business Advisor, effective December 1, 2014 (This change is aligning salary with NTSBDC and is grant funded)
- b. TSF Artistic Associate, effective December 1, 2014 (This change is due because total compensation, salary plus benefits, should not exceed \$35,000. This is grant funded.)
- c. TSF Artistic Associate, effective December 1, 2014 (This change is due because total compensation, salary plus benefits, should not exceed \$35,000. This is grant funded.)

8. Recommendation to approve changes to the Personnel Policies as listed (Policy 2.1.1 Use and Recording)

Kilgore College Policy Manual

2.1.1 Use and Recording

Leave time may be used for personal illness, illness of close relatives, and bereavement. Sixteen hours of leave for nine-month employees and 24 hours for all other employees may be used for personal business providing that the employee secures advance approval of his or her immediate supervisor.

Leave time may also be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.

Employees shall be charged leave time as used even if a substitute is not employed. Leave time shall not be approved for more workdays than have been accumulated in prior years plus those to be earned during the current year.

Any absence from duty must be reported on the absence from duty form on the first day back to duty following the reported absence. Leave time shall be recorded in one hour increments for faculty and quarter hour increments for administrative, supervisory, and staff.

Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided.

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

V. ACTION ITEMS

- A. To consider approval of external audit reports for Fiscal Year 2013 – *Exhibit #1* (Presentation by Henry & Peters)
- B. To consider authorizing the President of Kilgore College to execute a lease agreement between Kilgore College and Kilgore Economic Development Corporation (KEDC) regarding the Advanced Technology Center, contingent on the completion of MOU's with other tenant(s) – *Exhibit #2*
- C. To consider authorizing the President of Kilgore College to execute an interlocal cooperation agreement between Kilgore College, Northeast Texas Community and Texarkana College for the formation and administration of the Texas Community College Consortium (TC³), pursuant to the Texas Interlocal Cooperation Act, Texas Government Code Chapter 791, in order to provide small- to medium-sized Texas Community Colleges information technology services and support that will:
 - 1. Improve flexibility to embrace changes that will improve student outcomes;

2. Improve administrative efficiencies that will lower costs; and
 3. Improve accuracy of institutional data to support operations and student success research, both within each college and by external entities. – *Exhibit #3*
- D. To consider calling the Kilgore Junior College District Trustee general election set for May 9, 2015. - *Exhibit #4*
 - E. To consider calling the Kilgore Junior College District Trustee special election set for May 9, 2015 – *Exhibit #4*
 - F. To consider approving the Joint Election Agreement with the City of Overton. – *Exhibit #5*
 - G. To consider approving the Joint Election Agreement with the City of Gladewater – *Exhibit #6*
 - H. To consider the recommendation by the college attorney to engage independent counsel reporting to the Board for the purpose of investigating the factual basis of specific allegations by the Coordinator of Physical Plant

VI. 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 _____ p.m. on **December 15, 2014.**"

PERSONNEL: (Government Code 551.074)

LEGAL: (Government Code 551.071)

For the purpose of a private consultation with the Board's attorney on legal issues and any or all subjects or matters authorized by law.

REAL ESTATE: (Government Code 551.072)

RECONVENING IN OPEN MEETING

"The Board has reconvened in open session at _____ p.m. on **December 15, 2014.**"

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.

VII. BOARD COMMITTEE REPORTS

- A. Investment Committee
- B. Property Committee

VIII. BOARD DISCUSSION

- A. Reducing administrative overhead and any operational expense while enrollment declines (Trustee Griffin)
- B. Environmental Policy re: training, protocols, remediation and the impact to the current budget (Trustee Griffin)
- C. Revisions to the Board of Trustees Procedure Manual (Trustees Walker, Roberson and Pruet)

IX. ADMINISTRATIVE DISCUSSION ITEMS

- A. Budget Reports – Duane McNaney
- B. Budget Adjustments – Duane McNaney

X. ADMINISTRATION COMMENTS

- A. Board Training Report – Nancy Law

XI. BOARD COMMENTS

- A. Thoughts on “An Alternate Plan” (Trustee Pruett)
- B. Reports on graduations and other college events (Trustee Walker)

XII. ADJOURNMENT