

Agenda of Regular Meeting

The Board of Trustees Kilgore Junior College District

A Regular Meeting of the Board of Trustees of Kilgore Junior College District will be held December 10, 2015, beginning at 6:30 PM in the McLaurin Administration Building - 2nd Floor.

Prior to the Meeting	5:30pm	Thursday, December 10, 2015
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DINNER

Items of Business	6:30pm	Thursday, December 10, 2015
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The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

I. CALL TO ORDER

A. Invocation and Pledge of Allegiance

II. CITIZEN COMMENTS

III. ACTION ITEMS

A. To consider approval of external audit reports for Fiscal Year 2014 - *Exhibit #1*
Presenter: Henry & Peters

IV. 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 10, 2015."

PERSONNEL: (Government Code 551.074)

To consider the terms of the contract for President-designate Dr. Brenda Kays

LEGAL: (Government Code 551.071)

REAL ESTATE: (Government Code 551.072)

RECONVENING IN OPEN MEETING

"The Board has reconvened in open session at _____ p.m. on December 10, 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.

V. CONSENT AGENDA

- A. To consider approving the minutes of the November 9, 2015 regular board meeting and the special called meetings on November 5, 2015, November 10, 2015, November 12, 2015, November 16, 2015 and November 23, 2015.
- 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, 2016 - December 31, 2016
 - b. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2016 - December 31, 2016
 - c. Assistant Football Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of January 1, 2016 - December 31, 2016
 2. **Recommendation to accept employee resignation as follows:**
 - a. Assistant Department Chair & Philosophy Instructor, effective November 9, 2015 after five years and two months of full time service

- b. Support Specialist, Health Science, effective December 31, 2015 after three years and three months of full time service
 - c. English Instructor, effective August 31, 2015 after six years of full time service
3. **Recommendation for employee retirement as follows:**
- a. Director of Institutional Research, effective December 31, 2015 after thirty-two years and eight months of full time service
 - b. Department Chair & Music Instructor, effective August 31, 2016 after forty years of service
4. **Recommendation of employment as follows:**
- a. Professional Support Assistant, East Texas Police Academy, effective November 9, 2015
 - b. Support Specialist, Liberal & Fine Arts, effective January 1, 2016
 - c. Professional Support Assistant, East Texas Police Academy, effective January 1, 2016
5. **Recommendation to approve changes to the Personnel Policies as listed (Policy 15.2 Employee Rights and Privileges: Research)**
Kilgore College Policy Manual

15.2 Employee Rights and Privileges: Research

Research is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Generalizable knowledge typically indicates that the results will be included in a thesis or dissertation, published, or presented at a conference.

Any activity meeting the definition of *research* above and that uses human subjects (i.e., human beings or data related to human beings) is subject to Kilgore College Institutional Review Board (IRB) approval.

KC's IRB will be formed from a subset of members of the Research & Institutional Effectiveness Committee on an ad-hoc basis, with the option of adding KC faculty and staff who may have necessary expertise. Those seeking IRB approval must complete the IRB Approval Form.

Activities exempt from IRB approval include the following:

- Projects intended for quality assurance purposes, such as improvement of a program or service and outcomes will not be generalized for other programs, services, or organizations. This includes research designed to judge the effectiveness of or the comparison of instructional techniques, curricula, or classroom management methods.

- Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior.

- Journalism assignments given with the intent to publish a newspaper article.
- Academic assessment data (e.g., grades, coursework, surveys, interviews, etc.) used only to provide feedback to students or improve a course or program.
- Data provided to accrediting agencies in order to present evidence of improvement of student learning.
- Projects intended to meet course requirements with no intention to use the results for other purposes.
- Course-related activities designed to provide opportunities to practice research methods (e.g., interview, observation and survey techniques; data analysis; research design) as long as the activities are limited in scope, present no more than minimal risk to participants, and do not lead to generalizable results. Students working on such projects should ensure full disclosure about the purpose of the project and obtain consent from participants.
- Research involving the collection or study of existing data, documents, or records if these sources are publicly available or if the information is recorded by the researcher in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

While the above activities may be exempt from IRB approval, those conducting such activities should exhibit every effort to minimize risk to students, including considering how students may feel when asked about certain issues and the potential for emotional distress or psychological disturbance. It is recommended that classroom surveys include the option for students to choose “no response” or “does not apply”. Further, survey responses should be anonymous. It is also recommended that students be allowed to opt out of the activities that may cause emotional distress or psychological disturbance.

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

VI. ACTION ITEMS

- A. To consider a recommendation for tuition and fee rates for dual credit classes, effective fall semester 2016 - *Exhibit #2*
- B. To consider a resolution under the provision of Texas Education Code 44.031(h) to allow administration to engage Transet Co. as a Construction Manager at Risk to replace and repair the HVAC system for Nolan Hall, and to authorize administration to approve a guaranteed maximum price range - *Exhibit #3*
Presenter: Dan Beach and Dr. Mike Jenkins
- C. To consider a naming opportunity for the plaza area now under construction -

Exhibit #4

- D. To consider a Resolution casting votes for nominees of the Gregg Appraisal District – *Exhibit #5*
Presenter: Dr. Bill Holda
- E. To consider a Resolution casting votes for nominees of the Smith Appraisal District – *Exhibit #6*
Presenter: Dr. Bill Holda
- F. To consider a Resolution casting votes for nominees of the Upshur Appraisal District – *Exhibit #7*
Presenter: Dr. Bill Holda
- G. To consider a Resolution casting votes for nominees of the Rusk Appraisal District – *Exhibit #8*
Presenter: Dr. Bill Holda
- H. To consider approving the contract for President-designate, Dr. Brenda Kays
Presenter: Larry Woodfin and Karol Pruett

VII. ADMINISTRATIVE COMMENTS

- A. Board Training Report
Presenter: Nancy Law
- B. Legal Update
Presenter: Dr. Bill Holda
- C. Upcoming dates, events and activities
Presenter: Dr. Bill Holda

VIII. BOARD COMMENTS

- A. KC Graduation Achievements
Presenter: James Walker

IX. ADJOURNMENT