

**KILGORE COLLEGE  
KILGORE JUNIOR COLLEGE DISTRICT  
OFFICE OF THE PRESIDENT  
KILGORE, TEXAS  
AGENDA  
NOTICE OF MEETING OF THE BOARD OF TRUSTEES  
2<sup>nd</sup> FLOOR  
STEWART MCLAURIN ADMINISTRATION BUILDING**

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**Prior to the meeting** **5:30 p.m.** **February 9, 2015**

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**I. BOARD DINNER**

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**Items of Business** **6:30 p.m.** **February 9, 2015**

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**I. CALL TO ORDER**

- A. Invocation and Pledge of Allegiance

**II. CITIZEN COMMENTS**

**III. PRESENTATION**

Preview of general plans for the renovation of the Watson Library and the Mall area vacated by the Liberal Arts Building – Dr. Mike Turpin and Dan Beach

**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:

PERSONNEL: (Government Code 551.074)

Annual Evaluation of the College President

LEGAL: (Government Code 551.071)

REAL ESTATE: (Government Code 551.072)

RECONVENING IN OPEN MEETING

**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 December 15, 2014 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
  1. **Recommendation to accept employee resignation as follows:**
    - a. Assistant Men's Basketball Coach, effective December 31, 2014 after 2 years and 7 months of service
  2. **Recommendation to accept employee retirement as follows:**
    - a. Corrosion Technology Instructor, effective May 31, 2015 after 8 years and 8 months of service
    - b. Office Professional Instructor, effective May 31, 2015 after 14 years and 4 months of service
    - c. Biology Instructor, effective August 31, 2015 after 26 years of service
  3. **Recommendation for employment as follows:**
    - a. Professional Support Assistant, Financial Aid, effective January 5, 2015
    - b. Assistant Men's Basketball Coach, effective January 1, 2015
  4. **Recommendation to change employment as follows:**
    - a. Professional Support Assistant, Financial Aid to Student Loan Coordinator
  5. **Recommendation to change salary as follows:**
    - a. Payroll Manager, due to mid-year evaluation of position, effective March 1, 2015
  6. **Recommendation to approve changes to the Personnel Policies as listed (Policy 18.1.4 Conference Hours)**

### Kilgore College Policy Manual

#### 18.1.4 Conference Hours

Faculty members must spend a minimum of 30 hours a week on campus in classes and conference periods. If possible, a faculty member should schedule a conference period in the morning each day and at least one conference hour after one o'clock two days a week before leaving the campus for the day. Emergency requests should be filed by the faculty member with the Divisional Dean when scheduled conference hours cannot be observed. Paid overload assignments do not reduce required conference hours. Faculty members who are in class more than 30 hours per week as a regular load should make arrangements with the Divisional Dean for limited conference hours.

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

## VI. ACTION ITEMS

- A. To consider accepting the resignation of Board member Carlos B. "Scooter" Griffin, Jr.
- B. To consider setting the deferred compensation amount, as specified in the 2014-2017 Presidential Employment Contract, paragraph 3.4 for year 2015
- C. To consider authorizing the Administration to proceed with an RFP for the renovation of the Library and the Mall area vacated by the removal of the Liberal Arts Building and to bring a recommendation to the Board for a Construction Manager at Risk for the project
- D. To consider and approve the Board of Trustees Procedure Manual as revised – Trustees Walker, Roberson and Pruett – *Exhibit #1*
- E. To consider a proposal for a Long-Term Asbestos Abatement Plan submitted by ERI – *Exhibit #2*
- F. To consider nominations for the Tax Increment Refinance Board (TIRZ)

## VII. BOARD DISCUSSION

- A. Tuition & fee increases for next academic year – Dr. Bill Holda, Dr. Mike Turpin, Dr. Mike Jenkins, Mr. Duane McNaney
- B. To consider possible dates for a joint meeting of the Kilgore College Board with the Board of Kilgore Independent School District

- C. Possible initiatives the Board can implement to allow for more informed discussion of items prior to voting at meetings, including additional planning sessions, improved committee functioning, and additional board meetings
- D. Response to SACSCOC Comprehensive Standard 3.2.6 (Board/administration role distinction), requiring that there is a clear and appropriate distinction, in writing and practice, between the policy-making functions of the governing board and the responsibility of the administration and faculty to administer and implement policy, per the January 16, 2015 letter from SACSCOC Vice President, Cheryl Cardell

**VIII. ADMINISTRATIVE DISCUSSION ITEMS**

- A. Budget Reports – Duane McNaney
- B. PFIA Quarterly Investment Report – Duane McNaney
- C. TPF Quarterly Investment Report – Duane McNaney
- D. Program Reviews – Dr. Mike Turpin

**IX. ADMINISTRATION COMMENTS**

- A. Upcoming Dates and Events
- B. Reports on recent college happenings

**X. BOARD COMMENTS**

- A. James Walker: regarding programs at Kilgore College - Longview

**XI. ADJOURNMENT**