

**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

5:30 p.m.

March 2, 2015

I. CALL TO ORDER

- A. Invocation and Pledge of Allegiance

II. CITIZENS COMMENTS: DUE TO TIME CONSTRAINTS FOR THIS MEETING CITIZENS COMMENTS WILL BE DEFERRED TO THE APRIL MEETING

III. CONSENT AGENDA

- A. To consider approving the minutes of the February 9, 2015 regular board meeting.
B. To consider approval of personnel items submitted as follows:

1. Recommendation to accept employee retirement as follows:

- A. Maintenance Supervisor, effective March 31, 2015 after 22 years and 11 months of service
B. Maintenance Tech I, effective May 31, 2015 after 22 years and 5 months of service

2. Recommendation for employment as follows:

- A. Support Specialist, Career Services & Service Learning, effective February 15, 2015
B. Professional Support Assistant, Institutional Advancement, effective February 24, 2015
C. Bookstore Manager, Administrative Services, effective April 1, 2015

3. Recommendation to approve changes to the Personnel policies as listed (Policy 16.1 Standards of Ethical Conduct)

Kilgore College Policy Manual

16.1 Standards of Ethical Conduct

The following standards of conduct shall apply to all employees of the College:

1. College employees shall not engage in romantic or intimate relationships with current students nor other employees who are their subordinates in the chain of command.
2. Employees shall not use college property (including copy machines, FAX machines, telephones, postage, computers, or college supplies) to conduct personal, business, club, church, or other activities which are not related to employment at the College. Personal phone calls are allowed during break times; however, long distance personal calls must be made using personal credit cards.
3. College employees shall maintain confidentiality of business information and student records. In no instance should student records be made available (including viewing on a computer screen) to unauthorized individuals not having a valid reason to view the records.
4. All Kilgore College employees must be aware that it is not in keeping with the character of a public institution to use their status as college employees to receive any benefit or gain as a result of their positions, other than their agreed-upon salaries and benefits. Any college employee who receives a benefit or a gain as a result of college employment will be considered to have violated the college's ethical standards. Such benefits or gains include, but are not limited to, services and products furnished with college resources. Exceptions will be allowed when the benefit is offered to all college employees for the purpose of instruction and when the benefit is directly linked to student learning outcomes in a course.
This unethical use of a college employee's status extends to an employee's family members and friends who may receive a benefit or a gain.

An employee's personal use of college resources will be considered grounds for disciplinary action, including separation from employment.

5. Ethical conduct required of all employees includes providing complete and accurate information about all appropriate facets of the institution and operating with integrity in all matters. This applies to all information regardless of the mode of delivery or audience. Information includes, but is not limited to, programs, institutional charges, the employability of graduates, and the institution's relationship to accrediting agencies and the Department of Education. If employees become aware of any misrepresentation of institutional information, they are expected to report such incidents immediately to the Director of Human Resources.

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

IV. EXECUTIVE SESSION: DUE TO TIME CONSTRAINTS FOR THIS MEETING EXECUTIVE SESSION WILL BE DEFERRED TO THE APRIL MEETING IF NECESSARY.

V. ACTION ITEMS

- A. To consider tuition and fee increases for FY16 – Dr. William Holda – *Exhibit #1*
- B. To consider a contract with Thacker Davis Architects for the Facilities Master Plan Scope of Work and fee for services for KC-Longview, not to exceed \$34,000 – *Exhibit #2*

VI. BOARD DISCUSSION

- A. Next steps to respond to SACSCOC Comprehensive Standard 3.2.6-Board/administration distinction

VII. BOARD COMMENTS

- A. Clarification of issues raised about board travel – James Walker

VIII. RECESS

- A. Dinner

IX. RECONVENE INTO JOINT MEETING WITH KILGORE INDEPENDENT SCHOOL DISTRICT TRUSTEES: DISCUSSION ITEMS ONLY

- A. Shared and expanded opportunities for Kilgore High School students
- B. Kilgore Heights Property
- C. Improvements at R.E. St. John Stadium

X. ADJOURNMENT