

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, May 12, 2014 in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

G. Scott Andrews
Joe Carrington
C.B. Scooter Griffin
Charles Hale, President
Bob Heath
Brian Nutt
Will Roberson, Secretary
James N. Walker, Vice President
Larry Woodfin

Section I. on the Agenda was the Call to Order

Charles Hale called the meeting to order at 6:30pm. Joe Carrington led the Invocation and Dr. Holda led the Pledge of Allegiance to the United States of America Flag.

Section II. on the Agenda was Presentation

A. Facilities Master Plan Update – Brice Davis, architect, Thacker and Davis

Mr. Davis gave a brief summary of the progress of the Facilities Master Plan. The Plan is roughly 75% completed. Completion should be in July and brought to the board for approval after that time.

B. Marketing and Recruitment Information – Trey Hattaway

Trey Hattaway delivered some statistics on local area high school students and a summary of the various direct contacts from the Marketing and Enrollment Management Department.

Section III. on the Agenda was Consent Agenda

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

1. Recommendation to accept employee retirement as follows:

A. Dean of Liberal & Fine Arts, effective August 31, 2014 after 39 years of service
B. Instructor, East Texas Police Academy, effective June 1, 2014 after 34 years of service

2. **Recommendation to accept employee resignations as follows:**
 - A. Director of Instructional Student Support, effective May 2, 2014 after 9 years and 10 months of service
 - B. Professional Support Assistant, Financial Aid, effective May 9, 2014 after 5 years and 1 month of service
 - C. Chemistry Instructor, effective July 3, 2014 after 10 months of service
3. **Recommendation for renewal of faculty contracts as follows:**
 - A. Head Women's Softball Coach, based upon the approved faculty salary schedule for the period of June 1, 2014 – May 31, 2015
4. **Recommendation for employment as follows:**
 - A. Diesel Technology Instructor, KC-Longview Campus, effective June 1, 2014
 - B. Grants Accountant, Business Office, effective June 9, 2014
5. **Recommendation for Change in Status**
 - A. Vice President of Institutional Planning to Vice President of Instruction, effective June 1, 2014
 - B. Department Chair & English Instructor to Interim Dean of Liberal & Fine Arts, effective May 19, 2014
 - C. Temporary Full Time Theater Instructor to Theater Instructor, effective September 1, 2014
 - D. To consider payment of legal fees for services rendered.

Motion to accept the Consent Agenda as presented was made by Will Roberson. Scott Andrews seconded the motion. Brief comment related to legal fees from Mr. Woodfin. The motion passed with 7 yeas votes and 2 nay votes by Scooter Griffin and Brian Nutt.

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Personnel Agenda

Kilgore Junior College District
Personnel Agenda
May 12, 2014

1. Recommendation to accept employee retirement as follows:

- A. Dr. Richard Harrison, Dean of Liberal & Fine Arts, effective August 31, 2014 after thirty-nine years of service
- B. Mr. John Presley, Police Academy Instructor, effective June 1, 2014 after thirty-four years of service

2. Recommendation to accept employee resignation as follows:

- A. Mr. Frank Mosley, Director of Instructional Student Support, effective May 2, 2014 after nine years and ten months of service
- B. Ms. Crystal Taylor, Professional Support Assistant-Financial Aid, effective May 9, 2014 after five years and one month of service
- C. Ms. Lauren Leamer, Chemistry Instructor, effective July 3, 2014, after ten months of service

3. Recommendation for renewal of faculty contracts as follows:

- A. Ms. Leslie Messina, Head Women's Softball Coach, based upon the approved faculty salary schedule for the period of June 1, 2014 – May 31, 2015

4. Recommendation of employment as follows:

- A. **Name:** Mr. Charles Childers
- Position:** Diesel Technology Instructor
- Location:** KC-Longview Campus
- Education:** Master of Business Administration
Tulane University
New Orleans, Louisiana
- Experience:** Service Manager
Christian Bros Auto
Monument, Colorado; 2011-2014
- Technician
Land Rover/Jaguar
Colorado Springs, Colorado;
2006-2011
- Technician
Rainbow Isuzu Trucks
Harvey, Louisiana; 2002-2005

Personnel Agenda cont. on next page

Personnel Agenda cont.

<u>Effective Date:</u>	June 1, 2014
<u>Salary:</u>	\$2,376.38 per pay period which is equivalent to a 12 month contract of \$57,033
B. <u>Name:</u>	Ms. Jonnie Stice
<u>Position:</u>	Grants Accountant
<u>Location:</u>	Business Office
<u>Education:</u>	Bachelors of Business Administration – Accounting West Texas State University Canyon, Texas Teaching Certificate –Secondary Math West Texas A&M University Canyon, Texas
<u>Experience:</u>	Business and Technology Teacher Sabine ISD Gladewater, Texas; 2013-2014 Math Teacher Guthrie CSD Guthrie, Texas; 1999-2006 Admin, Supervisor/Accountant Caprock Industries, Inc. Wichita, Kansas; 1991-1999
<u>Effective Date:</u>	June 9, 2014
<u>Salary:</u>	\$1,573.45 per pay period which is equivalent to a 12 month salary of \$37,763
Note:	This is a new position

Personnel Agenda cont. on next page

Personnel Agenda cont.

5. Recommendation to change employment as follows:

- A. Name: Dr. Michael Turpin
- Old Position: Vice President of Institutional Planning & QEP Director
- New Position: Vice President of Instruction & Chief Academic Officer
- Effective Date: June 1, 2014
- Salary: \$4,580.15 per pay period which is equivalent to a 12 month contract of \$109,924
- Note: Dr. Turpin replaces Dr. Gerald Stanglin who is retiring
- B. Name: Ms. Rebecca Johnson
- Old Position: Department Chair & English Instructor
- New Position: Interim Dean of Liberal & Fine Arts
- Effective Date: May 19, 2014
- Salary: \$3,804.38 per pay period which is equivalent to an annual salary of \$91,305
- Note: Ms. Johnson replaces Dr. Richard Harrison who is retiring
- C. Name: Mr. Micah Gooding
- Old Position: Temporary Full Time Theater Instructor
- New Position: Theater Instructor
- Effective Date: September 1, 2014
- Salary: \$1,883.33 per pay period which is equivalent to a 9 month contract of \$45,200
- Note: Mr. Gooding is hired full time.

Section IV. on the Agenda was Citizen Comments

Mr. Tommy Konczak commented that he had not directly contacted the KC attorney. He called the board's attention to several items that concerned him.

Section V. on the Agenda was Action Items

- A. To consider approval of partnering with Kilgore ISD for the purchase of a new video board at R.E. St. John Stadium –*Exhibit #1*

Exhibit #1

DATE: May 12, 2014
TO: Kilgore College Board
FROM: President Bill Holda
SUBJECT: Information re: R.E. St. John Video Board

Kilgore Independent School District and Kilgore College jointly own and maintain the R. E. St. John facility. Both entities have recently had studies conducted regarding safety and needed improvements at the stadium.

With the recent success of the Kilgore High School Football team, making it to the state finals, there is support in the community and from local businesses to install a large screen video board to feature instant replays and to feature community advertising.

The entities are proposing a 13.01 x 22.02 Video Board that will accommodate up to 10 static sponsors. The cost for this project is \$296,304.31. To date, six sponsors have been secured at \$7,500 per year for a six-year commitment, totaling \$270,000 in sponsorships. Four additional sponsorships are being sought to bring the six-year total to \$450,000. If no additional sponsorships were secured, the financial responsibility to each owner would be \$15,000.

Since the business and community sponsorship opportunities are greater at this time than they have been in the past, largely due to the success of the KHS team, Kilgore College recommends to the board that we move forward and partner with KISD for the purchase and installation of this video board.

A motion to accept Action Item A as presented was made by Scott Andrews and seconded by Brian Nutt. Duane McNaney stated that the college will likely have to pay \$150,000 up front and the college will be reimbursed as the sponsors make their annual contributions. The motion passed unanimously.

- B. To consider a Resolution to name Joe White as Director Emeritus of the East Texas Oil Museum –
Exhibit #2

Exhibit #2 on next page

**KILGORE JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES
RESOLUTION**

Whereas, Joe White has served Kilgore College with distinction for 43 years; and

Whereas, Joe White taught history at Kilgore College before being drafted to serve as the organizing and founding Director of the East Texas Oil Museum; and

Whereas, Joe White coordinated the collections acquisition, exhibit designs and educational outreach which has brought to life the history of the legendary East Texas Oilfield; and

Whereas, Joe White has impacted innumerable visitors, school children and oil industry professionals during the 34-year existence of the East Texas Oil Museum which will mark its 1.4 millionth visitor in 2014; and

Whereas, Joe White devoted his unwavering and loyal service to the community and citizens of Kilgore, Texas, to the East Texas Oil Museum and to Kilgore College; and

Whereas, Joe White will retire from Kilgore College and the East Texas Oil Museum on August 31, 2014; now

Therefore, be it resolved that the Board of Trustees of Kilgore College hereby bestows the title of *Director Emeritus of the East Texas Oil Museum* to Joe White to honor and thank him for his years of esteemed service.

Adopted by vote of the Kilgore College Board of Trustees effective May 12, 2014.

President, Board of Trustees

Secretary, Board of Trustees

A motion to accept Action Item B as presented was made by Scooter Griffin and seconded by Brian Nutt. The motion passed unanimously.

C. To consider amendments to the President's extended contract as submitted by the college attorney

The motion to accept Action Item C as presented was made by Larry Woodfin and seconded by Will Roberson. The motion passed with 5 yea votes; 3 nay votes by Joe Carrington, Scooter Griffin and Brian Nutt. There was one abstention by Charles Hale.

D. To consider the approval of an external auditor for FY14, FY15 and FY16 – *Exhibit #3*

Exhibit #3 on next page

Exhibit #3

<h1>Kilgore College</h1>	Duane J. McNaney, CPA Vice President of Finance and CFO	Phone: (903) 983-8107 FAX: (903) 983-8655 e-mail: mcnaneyd@kilgore.cc.tx.us																																																												
Business Office	Memorandum																																																													
<p>May 8, 2014</p> <p>TO: Board of Trustees</p> <p>FROM: Audit Committee (Griffin, Roberson, Woodfin) Administration (Holda, McNaney, Beach, Miracle)</p> <p>SUBJECT: Fiscal Year 2014, 2015 and 2016 External Auditors</p> <p>On March 21, 2014 we put out a RFP for external audit services. Proposals were due on April 23, 2014. We received four (4) proposals:</p> <p>BKD, LLP from Dallas, Texas Gollob Morgan Peddy from Tyler, Texas Henry & Peters, PC from Tyler, Texas Thomas & Thomas from Texarkana, Texas</p> <p>The proposals were reviewed and scored by four college personnel in accordance with the evaluation criteria in the RFP. The following is a summary of those results:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Evaluator by Gross Score</th> <th style="text-align: center;">BKD</th> <th style="text-align: center;">GMP</th> <th style="text-align: center;">H&P</th> <th style="text-align: center;">T&T</th> </tr> </thead> <tbody> <tr> <td>Reviewer1</td> <td style="text-align: center;">62</td> <td style="text-align: center;">80</td> <td style="text-align: center;">86</td> <td style="text-align: center;">76</td> </tr> <tr> <td>Reviewer2</td> <td style="text-align: center;">90</td> <td style="text-align: center;">98</td> <td style="text-align: center;">98</td> <td style="text-align: center;">85</td> </tr> <tr> <td>Reviewer3</td> <td style="text-align: center;">80</td> <td style="text-align: center;">93</td> <td style="text-align: center;">100</td> <td style="text-align: center;">85</td> </tr> <tr> <td>Reviewer4</td> <td style="text-align: center;">61</td> <td style="text-align: center;">91</td> <td style="text-align: center;">90</td> <td style="text-align: center;">76</td> </tr> <tr> <td>High score high rank</td> <td style="text-align: center;">293</td> <td style="text-align: center;">362</td> <td style="text-align: center;">374</td> <td style="text-align: center;">322</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Evaluator by Rank</th> <th style="text-align: center;">BKD</th> <th style="text-align: center;">GMP</th> <th style="text-align: center;">H&P</th> <th style="text-align: center;">T&T</th> </tr> </thead> <tbody> <tr> <td>Reviewer1</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Reviewer2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1.5</td> <td style="text-align: center;">1.5</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Reviewer3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Reviewer4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Low score high rank</td> <td style="text-align: center;">15</td> <td style="text-align: center;">6.5</td> <td style="text-align: center;">5.5</td> <td style="text-align: center;">13</td> </tr> </tbody> </table> <p>The Audit Committee met on May 6, 2014 to further discuss the evaluation of the proposals to determine a firm to recommend for selection.</p> <p>The Audit Committee recommends that we accept the proposal for audit services presented by Henry & Peters, PC.</p>			Evaluator by Gross Score	BKD	GMP	H&P	T&T	Reviewer1	62	80	86	76	Reviewer2	90	98	98	85	Reviewer3	80	93	100	85	Reviewer4	61	91	90	76	High score high rank	293	362	374	322	Evaluator by Rank	BKD	GMP	H&P	T&T	Reviewer1	4	2	1	3	Reviewer2	3	1.5	1.5	4	Reviewer3	4	2	1	3	Reviewer4	4	1	2	3	Low score high rank	15	6.5	5.5	13
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The motion to accept Action Item D was presented by the Audit Committee. After some discussion the motion passed with 8 yeas and 1 nay vote by Brian Nutt. As a side note Scooter Griffin expressed his desire for Kilgore College to participate in the Texas Comptroller's Leadership Circle Award.

The following 15 items have been requested by two board members for consideration by the full board. The external auditors will provide a rough estimate and explanation of the costs associated with these requests and the college will provide an estimate of the time and additional costs associated with items E through Q.

By consensus of the Board, Items E – Q were combined into one motion. Charles Hale read each item as presented in the agenda. The motion was made by Scooter Griffin to accept Action Items E – Q as presented and seconded by Brian Nutt. After some discussion and questions addressed by Jeff Geese, a partner of Henry & Peters CPA Firm the motion failed with 3 yeas and 6 nay votes by Scott Andrews, Bob Heath, Charles Hale, Will Roberson, James Walker and Larry Woodfin.

- E. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for fuel and fuel-related accounting procedures, including all fuel bills from bulk supplies and credit card accounts, to also include the number of credit cards for fuel used by the College, local stations with charge accounts, the number of charges that have been made to the vendor accounts where the total purchase was 6 gallons or less, a list of to whom all fuel credit cards have been assigned, along with the last four digits of accounts per card or account, a list of all individuals allowed to pump fuel from the bulk fuel tank located at the Leon Dodgen Building, a ledger showing dates, and the amount and names of personnel who pumped fuel from the bulk storage tank at the Dodgen Building.
- F. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for attorney expenses
- G. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 of all expenses of the college president from September 1, 2011 through August 31, 2014, to include all entertainment, travel, and all other expenses of the President, and as well, all expense related to the president's tenure as the TACC Chair of the Board, as well as the methodology used to calculate the President's personal mileage for tax-related purposes
- H. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for the Texas Shakespeare Festival to include the college's contribution to the festival
- I. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for all Kilgore College auxiliaries, to include:
 - a. Bookstore
 - b. Football
 - c. Men's Basketball
 - d. Women's Basketball
 - e. Softball
 - f. Athletic Director expenses
 - g. East Texas Oil Museum
 - h. Residential Life
 - i. Cafeteria and Vending operations
 - j. Student activities
 - i. Rangerettes
 - ii. Cheerleaders
 - iii. Student Government and activities
 - iv. Yearbook

- k. Early Childhood Development Center
 - l. Parks Fitness Center
 - J. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for the sales tax on all vendor accounts that do not charge taxes to the college to make sure that others or college personnel are not buying and paying with personal funds to avoid paying sales tax
 - K. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 all accounts receivables with aging for each customer's account
 - L. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for all Notes Receivable
 - M. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for all inventories and list of the items shown with a value
 - N. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit allowances and discounts for Bookstore, Dormitories, Cafeteria, and Texas Shakespeare Festival
 - O. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for all Scholarship Funds to make sure that they are being issued and that there is not any scholarship being given to someone who is not enrolled at Kilgore College
 - P. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for all vendors to confirm that each vendor is providing a service or supplies to KC
 - Q. To consider approval of an expanded review regarding the theft of grounds equipment in 2011, including amounts owed the state in sales tax that was not collected
-

- R. To consider revising the KC org chart to add the "KC Tax Payers from the Taxing District" above the KC Board evidencing the Board's responsibility to "KC Tax Payers from the Taxing District"

Action Item R was amended by Scooter Griffin who made the motion to read "Citizens of the Service Area" and seconded by Brian Nutt. After discussion by several board members the motion failed with 3 yea votes and 6 nay votes by Scott Andrews, Bob Heath, Charles Hale, Will Roberson, James Walker and Larry Woodfin.

- S. To consider hiring a Secretary to the Board at the cost of approximately \$40,000 (\$30,000 salary, \$10,000 in benefits)

A motion to accept Action Item S as presented was made by Scooter Griffin and seconded by Brian Nutt. After discussion the motion failed with 1 yea vote and 8 nay votes by Scott Andrews, Joe Carrington, Bob Heath, Charles Hale, Brian Nutt, Will Roberson, James Walker and Larry Woodfin.

Section VI on the Agenda was Executive Session

The Board did not convene into Executive Session.

Section VII on the Agenda was Administrative Discussion Items

A. Budget Reports – Duane McNaney

Duane McNaney was available to answer any questions.

Section VIII on the agenda was Board Discussion

In an effort to provide guidance for the formulation of a *Board Procedure Manual*, to discuss the appropriate parameters whereby an individual board member can submit information requests of college administration, as well as the procedures for individual board members to interact individually with the college attorney.

Several items were discussed regarding the development of a Board Procedure Manual including:

- A confidential letter from College Attorney Rick Faulkner
- An article from ACCT
- Article, “Serving as a Responsible Trustee”
- Scooter Griffin quoted one section from the KC By-Laws.
- Charles Hales quoted a different section from the KC By-Laws.
- Brian Nutt stated it would be good to set up a committee of board members to review these items.
- Numerous other board members made comments during this time.

Section IX on the Agenda was Administration Comments

A. Update on Current Projects: Health Sciences facility and Library– Dan Beach

Dan Beach stated:

- \$610,000 has been spent on the new Health Science Center to date. Completion of the project should be mid-July with class beginning in the facility in the fall.
- Library – a preliminary plan is in progress

B. 60-hour degrees – Dr. Gerald Stanglin –

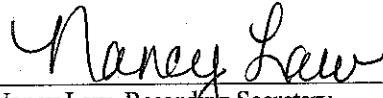
Dr. Stanglin stated:

The state has mandated that all associate degrees be 60 semester contact hours (SCHs) by Fall, 2015. Since we have a new Core Curriculum that anticipates a 60 SCH associate of science and associate of arts degrees, we have approved each of those for 60 hours—down from 62 SCHs. All Workforce Education degrees will have to comply with that mandate as well. They have ranged from 60 to 72 SCHs. However, many of those have already been changed to 60 SCHs. There are a few that have not been changed but will be this fall.

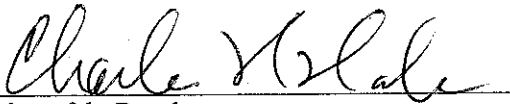
Section X. on the Agenda was Adjournment

Charles Hale adjourned the meeting at 8:40pm.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board