

Minutes of Regular Board Meeting

The Board of Trustees Kilgore College



A Regular Board Meeting of the Board of Trustees of Kilgore College was held on December 11, 2023, beginning at 6:30 PM on the 2nd floor of the McLaurin Administration Building, 1201 S. Henderson Blvd., Kilgore, TX 75662, with the following members present:

Lon Ford, President
Jon Rowe, Vice President
Josh Edmonson, Secretary
David Castles
Gina DeHoyos
Jon Keller
Travis Martin

Absent: Janice Bagley and Kelvin Darden

1. CALL TO ORDER

A. Invocation and Pledge of Allegiance

Mr. Lon Ford called the meeting to order at 6:30 pm. Dr. Mke Jenkins said the Invocation and Mr. Lon Ford led the Pledge of Allegiance.

2. PRESENTATIONS

A. Employee Spotlight

- New Color-Schemed Marketing Accents
- Updated Kilgore College Website with special thanks to Chris Craddock, Associate Director of Communications & Public Relations

Presenter: Dr. Mike Jenkins

B. Program/Student Spotlight: Fall 2023 Dual Credit Enrollment Update – *Appendix A*

Presenter: Mr. Brandon Walker

C. Entrepreneurial Community College Spotlight: KCEXCEL

Presenter: Mr. Terry Hanson/Mr. Kenta' Bell

D. Student Success Data Spotlight

- Fall Enrollment Snapshot – *Appendix B*
- Key Performance Indicator (KPI) – *Appendix C*

Presenter: Dr. Richard Plott, Dean of Institutional Effectiveness and Research

3. PUBLIC COMMENTS

- Karla Byrd – Re: Nursing Program and Town Hall
- Larry Woodfin – Re: Appreciation for holding Town Hall meetings and presenting information using data

4. EXECUTIVE SESSION

Gina DeHoyos moved to go into Executive Session. Jon Rowe seconded the motion at 8:08pm.

Adjournment to Executive Session pursuant to Texas Government Code Sections 551.071 - 551.074, the Open Meetings Act, for the following purposes:

PERSONNEL: *(Government Code 551.074) consideration of personnel matters including the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.*

Jon Keller moved to proceed with Board Meeting at 8:21pm. David Castles seconded the motion.

5. CONSENT AGENDA

Presenter: Mr. Lon Ford

- A. To consider approving the minutes of the:
 - Public Tax Hearing
 - September Regular Board Meeting
- B. To consider approval of personnel items submitted as follows: *Appendix D*
 - Employee Resignations
 - Employee Retirements
 - Employee Terminations
 - Proposed Change of Employment
 - Offers of Employment
- C. To consider payment of legal fees for:
 - September 2023
 - October 2023
 - November 2023
 - November 2023 (CDL Project)

Travis Martin made the motion to accept the Consent Agenda. David Castles seconded the motion. The motion passed unanimously.

6. BOARD COMMITTEE REPORTS & ACTION ITEMS

A. Property & Facilities Committee - Travis Martin, Chair

1. ACTION ITEM: To consider approval to further develop the concept of creating a Tiny Homes Village v.s. Nolan Hall refurbishment or New Build. – *Appendix E*

Presenter: Mr. Terry Hanson

Travis Martin moved that the college administration be given the approval to further develop the concept of creating a Tiny Home Village vs. a Nolan Hall refurbishment or new build. This motion is coming from Committee and did not require a second. The motion passed unanimously.

2. INFORMATION ITEM: Update Health Sciences Education Center

Presenter: Dr. Mike Jenkins

B. Policy & Personnel Committee - Josh Edmonson, Chair

1. ACTION ITEM: To consider approval of the following TASB Policies

Presenter: Mr. Josh Edmonson

- a. CT (LEGAL, LOCAL) - Intellectual Property – *Appendix F*
- b. DBB (LEGAL, LOCAL, ADMINISTRATIVE RULE) - Medical Examinations & Communicable Diseases – *Appendix G*
- c. DC (LEGAL, LOCAL, ADMINISTRATIVE RULE) Employment Practices – *Appendix H*
- d. DEC (LEGAL, LOCAL, ADMINISTRATIVE RULES, EXHIBITS) Personnel Compensation and Benefits: Leaves and Absences – *Appendix I*
- e. DGC (LEGAL, LOCAL, ADMINISTRATIVE RULE) Employee Expressions and Use of College Facilities – *Appendix J*
- f. DHA (LEGAL, LOCAL) Searches and Alcohol/Drug Testing – *Appendix K*
- g. DHC (LEGAL, LOCAL) Employee Solicitations – *Appendix L*
- h. DIAA (LEGAL, LOCAL) - Freedom from Discrimination, Harassment, and Retaliation - Sex and Sexual Violence – *Appendix M*
- i. DIAB (LEGAL, LOCAL) Freedom from Discrimination, Harassment, and Retaliation and Other Protected Characteristics – *Appendix N*
- j. DK (LEGAL, LOCAL, ADMINISTRATIVE RULE) Professional Development – *Appendix O*
- k. EDA (LEGAL, LOCAL) Instructional Materials – *Appendix P*
- l. FD (LEGAL, LOCAL, EXHIBIT) Tuition and Fees – *Appendix Q*
- m. FFDA (LEGAL, LOCAL X) Freedom from Discrimination, Harassment, and Retaliation- Sex and Sexual Violence – *Appendix R*
- n. FFDB (LEGAL, LOCAL) Freedom From Discrimination, Harassment, Retaliation - Other Protected Characteristics (Students) – *Appendix S*
- o. FI (LEGAL, LOCAL) Solicitations – Students – *Appendix T*
- p. FKC (LEGAL, LOCAL) Registered Student Organizations – *Appendix U*
- q. FLBE (LEGAL, LOCAL) - Student Conduct - Alcohol and Drug Use – *Appendix V*
- r. FMA (LOCAL ONLY) Discipline Procedure – *Appendix W*
- s. GB (LEGAL, LOCAL, ADMINISTRATIVE RULE) Public Complaints and Hearings – *Appendix X*

Josh Edmonson moved to approve these TASB policies as presented. This motion came from Committee and did not require a second. The motion passed unanimously.

2. ACTION ITEM: Annual review and to consider approval of the revised Kilgore College Mission Statement – *Appendix Y*

Presenter: Dr. Brenda Kays

Josh Edmonson moved to approve the revised Kilgore College Mission Statement as presented. This motion came from Committee and did not require a second. The motion passed unanimously.

3. ACTION ITEM: To consider approval of *Promotion in Rank* Administrative Rule – *Appendix Z*

Presenter: Dr. Tracy Skopek

Several questions were asked and answered regarding faculty salary. Josh Edmonson moved to approve the *Promotion in Rank Administrative Rule* as presented. This motion came from Committee and did not require a second. The motion passed unanimously.

4. INFORMATION ITEM: New TASB Policies for Information Only

Presenter: Mr. Josh Edmonson

- a. BBBD (LEGAL) Election: Ethics – *Appendix AA*
- b. BI (LEGAL) Reports – *Appendix AB*
- c. DEA (LEGAL, LOCAL, ADMINISTRATIVE RULE (CHANGE) - Compensation and Benefits – *Appendix AC*
- d. DEB (LEGAL, LOCAL, ADDITION OF 2 ADMINISTRATIVE RULES, EXHIBIT) Fringe Benefits – *Appendix AD*
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- f. DLA (LEGAL, LOCAL, NEW & REVISED ADMINISTRATIVE RULES, EXHIBITS) Employee Performance: Evaluation – *Appendix AF*
- g. EFA (LEGAL) Instructional Programs and Courses – *Appendix AG*
- h. EFAA (LEGAL) Instructional Programs and Courses; Academic Courses – *Appendix AH*
- i. EFAC (LEGAL) Instructional Programs and Courses; Developmental Education – *Appendix AI*
- j. FA (LEGAL) - Students - Equal Educational Opportunity – *Appendix AJ*
- k. GG (LEGAL) Relations with Governmental Agencies and Authorities – *Appendix AK*
- l. GL (LEGAL) Relations with Businesses and the Community – *Appendix AL*

C. Student Success Committee – David Castles, Committee Member

1. ACTION ITEM: To consider approval to discontinue the Occupational Safety and Health Technology (OSHA) AAS degree and certificates. – *Appendix AM*

Presenter: D'Wayne Shaw, Executive Dean of Professional and Career Education

David Castles moved to approve that Kilgore College discontinue the Occupational Safety and Health Technology (OSHA) AAS degree and certificates. This motion came from Committee and did not require a second. The motion passed unanimously.

2. INFORMATION ITEM: Title IX CEO Annual Report – *Appendix AN*

Presenter: Ms. Bindy Tice, Title IX Coordinator Kilgore College

3. INFORMATION ITEM: KC Annual Security and Fire Safety Report – *Appendix AO*

Presenter: Chief William McPherson, Director of Public Safety & Risk Management

D. Investment/Finance/Audit Committee - Jon Rowe, Chair

1. ACTION ITEM: To consider approval of the *Promotion in Rank Budget* (Associate Professor) – *Appendix AP*

Presenter: Dr. Tracy Skopek/Mr. Terry Hanson

Jon Rowe moved to approve the Promotion in Rank budget for Associate Professor. This motion did not come from Committee and does require a second. David Castles seconded. The motion passed unanimously.

2. ACTION ITEM: To consider approval of Budget Amendment (24-BA01) that utilizes Reserves to fund additional band scholarships. – *Appendix AQ*

Presenter: Dr. Brenda Kays/Mr. Terry Hanson

Several questions were asked and answered regarding increasing the band memberships and scholarships. Jon Rowe moved for approval of the Budget Ammendment (BA-BA01) that utilizes Reserves to fund additional band scholarships. This motion is coming from Committee and did not require a second. The motion passed unanimously.

3. ACTION ITEM: To consider approval of Budget Amendment (24-BA02) which redirects cash funded capital to deferred maintenance funding and establishes a budget for alternative housing option. – *Appendix AR*

Presenter: Mr. Terry Hanson

Jon Rowe moved for approval of the Budget Ammendment (BA-BA02) that redirects cash funded capital to deferred maintenance funding and establishes a budget for alternative housing option. This motion came from Committee and did not require a second. The motion passed unanimously.

4. ACTION ITEM: To consider approval through Resolution R-2024-5 to (1) allow the President to enter into contract negotiations for acquiring Verkada camera systems for Laird and Stark Hall facilities, (2) delegate to the College President the authority to negotiate and finalize any remaining terms related to this same project, and (3) authorize the College President to sign the contract and any other necessary paperwork related to the same project. – *Appendix AS*

Presenter: Mr. Terry Hanson

Jon Rowe moved for approval through Resolution R-2024-5 to (1) allow the President to enter into contract negotiations for acquiring Verkada camera systems for Laird and Stark Hall facilities, (2) delegate to the College President the authority to negotiate and finalize any remaining terms related to this same project, and (3) authorize the College President to sign the contract and any other necessary paperwork related to the same project. This motion came from Committee and did not require a second. The motion passed unanimously.

5. ACTION ITEM: Annual review and to consider approval of the Kilgore College Investment Strategy Policy (TASB/CAK). – *Appendix AT*

Presenter: Mr. Terry Hanson

Jon Rowe moved for the annual review and approval of the Kilgore College Investment Strategy Policy (TASB/CAK). This motion came from Committee and did not require a second. The motion passed unanimously.

6. FINANCIAL UPDATES:

a. INFORMATION ITEM: Financial Snapshots and Capital Projections

- August FY23 – *Appendix AU*

- September FY24 – *Appendix AV*

Presenter: Mr. Terry Hanson

b. INFORMATION ITEM: Public Funds Investment Act (PFIA) - 4th Quarter –
Appendix AW

Presenter: Ms. Brazy Sammons

c. INFORMATION ITEM: Five (5) Year Pre & Post HB8 Projections

Presenter: Mr. Terry Hanson

7. INFORMATION ITEM: Camfill USA's request for a one (1) year extension on agreements and incentive packages related to their manufacturing facility at Kilgore's Synergy Park and the City of Kilgore's approval of this one (1) year extension. –
Appendix AX

Presenter: Mr. Terry Hanson

7. KILGORE COLLEGE FOUNDATION UPDATE REPORT

Presenter: Merlyn Holmes, Executive Director of KC Foundation

8. BOARD PRESIDENT'S REPORT

Presenter: Mr. Lon Ford

A. Appraisal District Board of Director Representatives:

Presenter: Mr. Lon Ford

1. ACTION ITEM: To consider approval of Resolution R-2024-2 for Kilgore College to cast 107 votes in the Gregg County Appraisal District election for its Board of Directors for the 2024-2025 term. – *Appendix AY*

Lon Ford moved that for the Gregg County Appraisal District Board of Director's Election that Kilgore College awards all 107 votes to A. P. Merritt. This motion came from Committee and did not require a second. The motion was passed unanimously.

2. ACTION ITEM: To consider approval of Resolution R-2024-3 for Kilgore College to cast 145 votes in the Rusk County Appraisal District election for its Board of Directors for the 2024-2025 term. – *Appendix AZ*

Lon Ford moved that for the Rusk County Appraisal District Board of Director's Election that Kilgore College awards all 145 votes to Pat McCrory. This motion came from Committee and did not require a second. The motion was passed unanimously.

3. ACTION ITEM: To consider approval of Resolution R-2024-4 for Kilgore College to cast 40 votes in the Upshur County Appraisal District election for its Board of Directors for the 2024-2025 term. – *Appendix BA*

Lon Ford moved that for the Upshur County Appraisal District Board of Director's Election that Kilgore College awards all 40 votes to John Ussery. This motion came from Committee and did not require a second. The motion was passed unanimously.

B. ACTION ITEM: To consider approval by Resolution (Gregg County Resolution #2023-2/KC Resolution R-2024-6) for an additional parking lot at the Gregg County Appraisal District facility in Longview. – *Appendix BB*

Presenter: Dr. Brenda Kays

Lon Ford moved that we approve by Resolution (R-2024-6) for the Gregg County Appraisal District to enlarge the parking lot at their facility in Longview . This motion came from Committee and did not require a second. The motion was passed unanimously.

C. INFORMATION ITEM: Annual Documentation of Board Training – *Appendix BC*

Presenter: Mrs. Karen Scibona

9. ADJOURNMENT

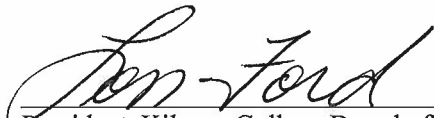
The meeting was adjourned by Mr. Lon Ford at 10:40 PM.

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 concerning any subjects and for any and all purposes permitted by Sections 551.01-551.089 of the Open Meetings Act.

Respectfully submitted,



Karen Scibona, Recording Secretary
Kilgore College Board of Trustees



President, Kilgore College Board of Trustees



Secretary, Kilgore College Board of Trustees

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Appendix AX Amendment: Primary Employer Tax Abatement Agreement – Camfill USA

Appendix AY Board Resolution R-2024-2

Appendix AZ Board Resolution R-2024-3

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Appendix BC Annual Documentation of Board Training Document