

STATE OF TEXAS
COUNTIES OF GREGG, RUSK, UPSHUR AND SMITH
KILGORE JUNIOR COLLEGE DISTRICT

The Kilgore Junior College District Board of Trustees met at 5:30pm for an informal planning session on Monday, March 8, 2010 in the Stewart McLaurin Administration Building, 1st floor Board Room with the following members present:

G. Scott Andrews
B. Randell Brint
C.B. Scooter Griffin
Charles Hale, Secretary
Bob Heath
Will Roberson, Vice President
R.E. Spradlin
James N. Walker
Larry Woodfin, President

Section I. on the agenda was Informal Planning Session – The Board watched the Open Meetings Training DVD

The Kilgore Junior College District Board of Trustees met in regular session at 6:30 pm, Monday, March 8, 2010 in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

G. Scott Andrews
B. Randell Brint
C.B. Scooter Griffin
Charles Hale, Secretary
Bob Heath
Will Roberson, Vice President
R.E. Spradlin
James N. Walker
Larry Woodfin, President

Larry Woodfin, President, called the meeting to order at 6:30 pm on March 8, 2010, in the Stewart McLaurin Administration Building 2nd floor.

Section I. on the Agenda was the Call to Order.

Dr. William Holda led the Invocation and led the Pledge of Allegiance to the United States of America Flag.

Section II. on the Agenda was Presentation & Discussion

- A. Annual Non-Racial Profiling Data Report – Martin Pessink, Chief of KC Police
- B. Service Learning – Michelle Wilder

Section III. on the Agenda was Consent Agenda.

- A. To consider approving the minutes of the February 8, 2010 regular board meeting.
- B. To consider and re-adopt tax abatement guidelines. – *Exhibit #1*

EXHIBIT #1

Kilgore College

Duane J. McNaney, CPA
Vice President of Administrative Services

Phone: (903) 983-8107
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e-mail: mcnaneyd@kilgore.cc.tx.us

Business Office

Memorandum

May 4, 2010

TO: Kilgore College Board of Trustees
FROM: Duane J. McNaney
SUBJECT: Abatement Guidelines Re-adoption

The Kilgore Junior College District Abatement Guidelines are effective for two years from the date adopted (Section I – General Purpose and Objectives). The guidelines were last adopted on May 8, 2007. After review of the guidelines, there are no recommended modifications.

Administration recommends re-adoption of the guidelines.

C. To review and consider approval of the Kilgore College Investment Policy. – *Exhibit #2*

EXHIBIT #2

Kilgore College

Duane J. McNaney, CPA
Vice President of Administrative Services

Phone: (903) 983-8107
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Business Office

Memorandum

May 4, 2010

TO: Kilgore College Board of Trustees
FROM: Duane J. McNaney
SUBJECT: Annual Review of Investment Policy

Section 15.0 of our Investment Policy states that:

Investment Policy Adoption by the Board of Trustees. The college's investment policy shall be adopted by the Board of Trustees and shall be reviewed on an annual basis by the investment officers and the Board of Trustees.

The policy was last reviewed and re-adopted by the board at their regularly scheduled meeting on November 17, 2008.

The Investment Officers recommends NO changes to the Investment Policy.

Kilgore College's Investment policy can be found at http://www.kilgore.edu/public_notices.asp

- D. To consider approval of personnel items submitted as follows:
 - 1. **Recommendation to accept at-will employee termination as follows:**
 - a. Groundskeeper, effective February 15, 2010.
 - 2. **Recommendation for non-renewal of employment contract as follows:**
 - a. Instructor, Associate Degree Nursing Program, effective August 31, 2010.
- C. To consider payment of legal fees for services rendered.

These items are grouped together and do not necessarily need further discussion, although a Board Member may elect to remove an item/s from the Consent Agenda to Action Items for discussion. James Walker made the motion to approve the consent agenda presented. Bob Heath seconded the motion. The motion passed unanimously.

PERSONNEL AGENDA

**Kilgore Junior College District
Personnel Agenda
March 8, 2010**

- 1. **Recommendation to accept at-will employee termination as follows:**
 - A. Mr. Mauro Lara, Groundskeeper, effective February 15, 2010
- 2. **Recommendation for non-renewal of employment contract as follows:**
 - A. Ms. Connie Wyszynski, Instructor-Associate Degree Nursing Program, effective August 31, 2010

Section IV. on the Agenda were Citizen's Comments
There were no Citizen's Comments.

Section V. on the Agenda was Action Items

- A. To consider a Construction Manager at Risk for the Canterbury Engineering Science Building remodeling project. – *Exhibit #3*
Scooter Griffin would like for Administration to discuss hiring an Independent Inspector to help protect the college through this building/renovation process. Dr. Holda stated that it would be discussed.

Administration recommended Transet Company be selected as the Construction Manager at Risk. A motion was made by Will Roberson to accept Transet Company as the Construction Manager at Risk. Scott Andrews seconded the motion. The motion passed unanimously.

(Exhibit #3 on next page)

Exhibit #3

Duane J. McNaney, CPA
Vice President of Administrative Services
(903) 983-8107 (v)
(903) 988-7575 (f)

Kilgore College

Memo

To: Kilgore College Board of Trustees
From: Duane J. McNaney, CPA
CC: Dr. William Holda, President
Date: 5/4/2010
Re: Construction Manager at Risk – Engineering and Science Building Project

Kilgore College advertised for a Request for Proposal on a construction manager at risk for the renovation of the Engineering and Science building. We had thirteen (13) companies submit proposals. The proposals were reviewed by a committee comprised of Ms. Louise Wiley, Dan Beach, and Duane McNaney. The list was short listed to four (4) companies to be interviewed (Dr. Holda joined the committee for the interview process):

RLM General Contractors
Transet Company
The Wieland-Davco Corporation
WRL General Contractors, Ltd

After the interviews were complete, the committee selected Transet Company as the best candidate for this project. The committee felt that all companies submitted very strong RFPs.

B. To consider authorizing KC Administration to accept a bid on the Stark Hall elevator. **The deadline to receive bids is Thursday, March 11, 2010. Because it is not known what the dollar amount will be Randy Brint made the motion that “the board authorizes the Board Executive Committee and the Property Committee, as available, to accept or reject the bids for the Stark Hall elevator.” Scott Andrews seconded the motion. The motion passed unanimously. The meeting is set for Friday, March 12, 2010 at 12:00 noon. It will be filed at the courthouse according to the Open Meetings Act by noon on Tuesday, March 09, 2010.**

- C. To consider an in-kind contribution for the use of a Kilgore College owned pipeline located between Kilgore and Longview for the ATCOG-ETCOG Broadband Initiative application for the National Telecommunications and Information Administration Round 2 Broadband Technology Opportunities Program Grant. – *Exhibit #4*

James Walker made the motion to accept Action Item C. Bob Heath seconded the motion. The motion passed unanimously.

EXHIBIT #4

Bill Holda

From: Charlie Hale [chhale@cablelynx.com]
Sent: Sunday, February 28, 2010 10:20 PM
Cc: Bill Holda
Subject: ETCOG Grant Request

FROM: ADHOC Oil/Gas Minerals and Properties Committee

SUBJECT: ETCOG Use of Underground Pipeline

TO: Bill Holda

DISCUSSION: ETCOG is applying for a Federal matching grant (\$39 Million) to provide internet service to the East Texas area. Kilgore College has a pipeline from Kilgore to Longview that was deeded to them from an estate. ETCOG would like to use the pipeline for the insertion of a fiber optics cable and has placed an imputed value, for their grant application, of approximately \$1 Million.

RECOMMENDATION: The ADHOC Committee recommends to the Board to let ETCOG use the value of the pipeline for their grant application, and, if awarded the grant, to use the pipeline for a fiber optics cable. ETCOG will be responsible in preparing and maintaining this pipeline at no cost to Kilgore College. The pipeline can be used by ETCOG, supported by a written understanding (IRU) including in-kind trade, to be determined (TBD) at a later date. The surface right of way will be retained by Kilgore College for future use.

ACTION: Request that the Board of Trustees **approve** the use by ETCOG for the imputed value of the pipeline in securing the grant and, if awarded, the use of such pipeline.

- D. To consider authorizing attorney for Kilgore College to proceed with necessary filings and court proceedings to conclude litigation, In re Estate of Mike Miller, consistent with terms reached at mediation.

Bob Heath made the motion to accept Action Item D. Scooter Griffin seconded the motion. The motion passed unanimously.

Section VI. on the Agenda was Executive Session
The Board did not go into Executive Session.

Section VII. on the agenda was Discussion Items
A. Budget Reports
Duane McNaney was available to answer questions.

Section VIII. on the agenda was Board Comments

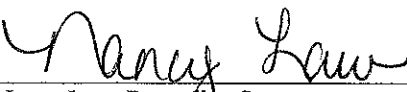
- **Sonny Spradlin requested to meet with Dan Beach**
- **Scooter Griffin reported that the Minerals Committee met on February 25, 2010.**
- **Charlie Hale stated that the KC Theater Department is doing a great job on our school plays.**

Section IX. on the agenda was Administration Comments

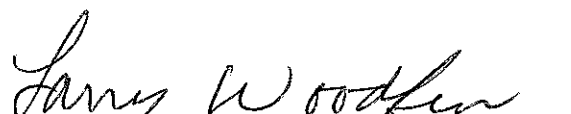
- **Dr. Holda stated that Spring Break is next week. The Fitness Center will be closed during that week while duct work is repaired.**
- **Dr. Holda reported that Dr. Bernard Black's funeral was Thursday, March 4, 2010 in the Van Cliburn Auditorium. Dr. Black was a retired Geology Instructor.**

Section X. on the agenda was Adjournment
The meeting was adjourned at 8:00pm.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



Larry Woodfin
President of the Board



Charles Hale
Secretary of the Board