

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

The Kilgore Junior College District Board of Trustees met at 6:00pm for an informal planning session on Monday, June 13, 2011 in the Stewart McLaurin Administration Building, 1st floor Board Room with the following members present:

G. Scott Andrews
Joe Carrington
C.B. Scooter Griffin
Bob Heath
Will Roberson, Vice President
R.E. Spradlin
James N. Walker
Larry Woodfin, President

The following members were absent: Charles Hale, Secretary.

Section I. on the agenda was Informal Planning Session

The Kilgore Junior College District Board of Trustees met in regular session at 6:30 pm, Monday, June 13, 2011 in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

G. Scott Andrews
Joe Carrington
C.B. Scooter Griffin
Bob Heath
Will Roberson, Vice President
R.E. Spradlin
James N. Walker
Larry Woodfin, President

The following members were absent: Charles Hale, Secretary.

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

Larry Woodfin called the meeting to order at 6:30 pm. Dr. Holda led the Invocation and led the Pledge of Allegiance to the United States of America Flag.

Section II. on the Agenda was Presentation

A. Swearing in of Larry Woodfin, G. Scott Andrews, and Joe Carrington. Charles H. Hale was sworn in on May 31, 2011.

Nancy Law, Recording Secretary for the Board of Trustees, administered the Oath of Office to Larry Woodfin, G. Scott Andrews, and Joe Carrington. Nancy Law also administered the Oath of Office to Charles H. Hale on May 31, 2011.

Section III. on the Agenda was Action Item

- A. To consider a recommendation from the Board Nominating Committee regarding officers of the Board for 2011-2013.

The Nominating Committee recommended Will Roberson as President, Charles Hale as Vice President, and James Walker as Secretary for the Board. All appointed accepted the positions. Because the recommendation came from a committee it did not require a motion or a second. The recommendation passed unanimously. The meeting was turned over to Will Roberson as the new President of the Board.

Section IV. on the Agenda was Citizens Comments.

There were no citizens' comments.

Section V. on the Agenda was Executive Session

The Board adjourned into Executive Session at 6:40 pm on June 13, 2011 and reconvened in open session at 8:22 pm on June 13, 2011.

Section VI. on the Agenda was Consent Agenda.

- A. To consider approving the minutes of the April 11, 2011 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
1. **Recommendation to accept employee retirement as follows:**
 - A. Switchboard Operator, effective June 30, 2011 after 11 years and 8 months of service.
 - B. Instructional Division Dean, Public Service, effective August 31, 2011 after 35 years of service.
 - C. Dean of Instructional Outreach, effective August 31, 2011 after 29 years of service.
 - D. Technician, Print Shop, effective August 31, 2011 after 17 years and 6 months of service.
 2. **Recommendation for non-renewal of employment contracts as follows:**
 - A. Director of Development, effective August 31, 2011 after 14 years and 6 months of service.
 - B. Program Director and Court Reporting Instructor, effective August 31, 2011 after 9 years and 2 months of service.
 - C. Interim Band Director, effective August 31, 2011 after 1 year of service.
 3. **Recommendation for non-renewal of contract and recommendation of non-contract, at-will employment as follows:**
 - A. Director of Physical Plant, effective August 31, 2011.
 - B. Safety Director and Custodial Supervisor, effective August 31, 2011.
 - C. Supervisor of Maintenance, effective August 31, 2011.
 - D. Receiving Agent, effective August 31, 2011.
 4. **Recommendation to accept employee resignation as follows:**
 - A. Accounts Receivable/Billing Clerk, effective April 25, 2011 after 4 years and 10 months of service.
 - B. Upward Bound Counselor, effective April 25, 2011 after 2 years and 2 months of service.
 - C. Athletic Trainer, effective July 31, 2011 after 2 years of service. – (See Personnel Addendum below)
 - D. Police Officer, effective June 17, 2011 after 9 months of service.

5. **Recommendation to change employment as follows:**
 - A. Administrative Assistant II, Registrar to Administrative Assistant III, Student Support effective May 2, 2011.
 - B. Assistant Director of Marketing to Director of Development effective June 16, 2011.
 - C. Assistant Manager, Demo Farm to Manager, Demo Farm effective June 1, 2011.
 - D. Director of Marketing and Enrollment Management effective June 1, 2011 – salary change only to reflect additional responsibilities added.
 - E. Graphics Artist and Photographer effective June 1, 2011 – salary change only to reflect additional responsibilities added.
 - F. System Administrator, Security to System Administrator, Domain/Server Support effective September 1, 2011.
 - G. Supervisor of Police to Police Officer effective June 12, 2011.
 - H. Career Services/Job Placement Coordinator to Director of Career Services/Service Learning effective August 1, 2011

6. **Recommendation of employment as follows:**
 - A. Music Instructor/Band Director, effective September 1, 2011.
 - B. Administrative Assistant II, Registrar, effective May 23, 2011.
 - C. Accounts Receivable/Billing Clerk, Business Office effective June 7, 2011.

7. **Recommendation to approve changes to the Personnel Policies as attached (Policy # 18.2 Office and Work Hours, 8.6.1 Re-Employment, 1.5 Admission to Athletic Contest and Fine Arts Events)**

**Kilgore College Policy Manual
18.2 Office and Work Hours**

Office hours for administrative, supervisory, and general services classified personnel are 7:45a.m. to 4:30 p.m. Monday through Thursday and 7:45 a.m. to 4:00 p.m. on Friday. These hours are in effect all year round.

Work hours for maintenance and custodial personnel shall be generally 7:00 a.m. to 4:00 p.m. Exceptions to these hours are subject to approval by the appropriate supervisor.

Standard work week for administrative, supervisory, and general services classified personnel will be 40 hours per week. Regular office hours will be from 7:45a.m to 5p.m., Monday through Thursday and 7:45a.m. to 3:45p.m. on Fridays. Supervisors may alter the schedules to better suit the needs of the department as long as the requirement of 40 hours per week is met.

**Kilgore College Policy Manual
1.6.1 Re-Employment**

Upon written request, an employee dismissed pursuant to this policy shall be notified in writing of any subsequent availability of the position, for a period of one calendar year following the effective date of such dismissal. The notice shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the College has been notified in writing of a change of address. A former employee so notified must respond to the Board Director of Human Resources in writing within ten calendar days of receipt of such notification if the person wishes to be considered for the position. Any individual who responds shall be considered for employment on the same basis as all other applicants.

Kilgore College Policy Manual
1.5 Admission to Athletic Contests and Fine Arts Events

Each full-time employee will be provided complimentary general admission to football and basketball games played at home. In addition, each full-time employee will be provided two tickets to the majority of fine arts events as well as two tickets to Rangerette Revels and many of the East Texas Enrichment Series events.

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. Scooter Griffin made the motion to approve the consent agenda as presented with the exception of removing Item B-4: Resignation of Athletic Trainer. Mr. Anderson has asked to rescind his resignation and continue employment. The Administration concurs. As a result, this item will be removed entirely from the Personnel Agenda. No additional action is needed on this item. A Personnel Agenda Addendum reflecting this change is listed below. Bob Heath seconded the motion. The recommendation passed unanimously.

Personnel Agenda

Kilgore Junior College District
Personnel Agenda
June 13, 2011

1. Recommendation to accept employee retirement as follows:

- A. Ms. Shirley Dawson, Switchboard Operator, effective June 30, 2011 after 11 years and 8 months of service
- B. Mr. William M. Earley, Instructional Division Dean, Public Service, effective August 31, 2011 after 35 years of service
- C. Mr. Terry Booker, Dean of Instructional Outreach, effective August 31, 2011 after 29 years of service
- D. Mr. Howard Davis, Technician, Print Shop, effective August 31, 2011 after 17 years and 6 months of service

2. Recommendation for non-renewal of employment contracts as follows:

- A. Mr. David E. Wylie, Director of Development, effective August 31, 2011 after 14 years and 6 months of service
- B. Ms. Dawn Wilson, Program Director and Court Reporting Instructor, effective August 31, 2011 after 9 years and 2 months of service
- C. Mr. Kevin Ogilvie, Interim Band Director, effective August 31, 2011 after 1 year of service

3. Recommendation for non-renewal of contract and recommendation of non-contract, at-will employment as follows:

- A. Mr. Dalton Smith, Director of Physical Plant, effective August 31, 2011
- B. Mr. Perry Myers, Safety Director and Custodial Supervisor, effective August 31, 2011
- C. Mr. Rick Murphy, Supervisor of Maintenance, effective August 31, 2011
- D. Mr. Kenneth Medlin, Receiving Agent, effective August 31, 2011

4. Recommendation to accept employee resignation as follows:
- A. Ms. Karla Carraway, Accounts Receivable/Billing Clerk, effective April 25, 2011 after 4 years and 10 months of service
 - B. Ms. Teri Walls, Up Ward Bound Counselor, effective April 25, 2011 after 2 years and 2 months of service
 - ~~C. Mr. Bill Anderson, Athletic Trainer, effective July 31, 2011 after 2 years of service (see Personnel Addendum below)~~
 - D. Ms. Veronica Wheeler, Police Officer, effective June 17, 2011 after 9 months of service

5. Recommendation to change employment as follows:

- A. **Name:** Ms. Ronda Callaway
- Old Position:** Administrative Assistant II – Registrar
- New Position:** Administrative Assistant III – Student Support
- Education:** Associate of Arts, Business Administration
Kilgore College
Kilgore, Texas
- Experience:** Administrative Assistant II – Registrar
Kilgore College
Kilgore, Texas; 2010 – 2011
- Student Assistant – Registrar
Kilgore College
Kilgore, Texas; 2007-2010
- Effective Date:** May 2, 2011
- Old Salary:** \$20,371
- New Salary:** \$22,862
- Note:** Ms. Callaway replaces Ms. Ebony Dennis who was promoted to Advisor
- B. **Name:** Ms. Leah Gorman
- Old Position:** Assistant Director of Marketing
- New Position:** Director of Development
- Education:** Masters of Business Administration
LeTourneau University
Longview, Texas

Bachelor of Arts
University of Oklahoma
Norman, Oklahoma

Experience:

Promotion Director
AM/FM Tyler
Tyler, Texas; 1997 – 2000

Promotion Assistant
KFXX Fox 51
Longview, Texas; 1994 – 1997

Society Editor/Reporter
Kilgore News Herald
Kilgore, Texas; 1993 - 1994

Effective Date:

June 16, 2011

Old Salary:

\$44,109

New Salary:

\$59,200 for twelve months plus \$750 longevity pay

Note:

Ms. Gorman replaces Mr. David Wylie

C. Name:

Mr. Scott Snowden

Old Position:

Assistant Manager, Demo Farm

New Position:

Manager, Demo Farm

Education:

Bachelor of Arts
University of Albuquerque
New Mexico

Experience:

Assistant Manager, Demo Farm
Kilgore College
Overton, Texas; 2005 – 2011

Line Wiring Tech
Air Rover
Winona, Texas; 2002 – 2005

Field Service Tech
Cash Register Systems
Longview, Texas; 1992 - 2002

Effective Date:

June 1, 2011

Note:

This is a title change to reflect additional responsibilities. Mr. Snowden replaces Mr. Robert Young's capacity

D. Name: Mr. Trey Hattaway

Education: Master of Science
Texas Tech University
Lubbock, Texas

Bachelor of Arts
Texas Tech University
Lubbock, Texas

Experience: Director of Marketing and Enrollment Management
Kilgore College
Kilgore, Texas; 2008 - present

Registrar
Tyler Junior College
Tyler, Texas; 2003 – 2008

Director, School Relations
Tarleton State University
Stephenville, Texas; 2001 - 2003

Effective Date: June 1, 2011

Old Salary: \$64,190

New Salary: \$65,474

Note: Salary change only to reflect additional responsibilities gained when Ms. Leah Gorman was named Director of Development

E. Name: Mr. Jon Vashey

Education: Bachelor of Fine Arts
Northern Arizona University
Flagstaff, Arizona

Associate of Arts
College of DuPage
Glen Ellyn, Illinois

Experience: Graphics Artist and Photographer
Kilgore College
Kilgore, Texas; 2010 – present

Project Manager/Design
Cypress Interactive
Kilgore, Texas; 2006 – 2010

Adjunct Graphics Design Instructor
Kilgore College
Kilgore, Texas; 2007 – 2010

Effective Date: June 1, 2011

Old Salary: \$31,126

New Salary: \$36,570

Note: Salary change only to reflect additional responsibilities gained when Ms. Leah Gorman was named Director of Development

F. Name: Mr. Luke Saintignan

Old Position: System Administrator, Security

New Position: System Administrator, Domain/Server Support

Education: Associate of Applied Science
Westwood College of Technology
Dallas, Texas

Experience: System Administrator, Security
Kilgore College
Kilgore, Texas; 2006 – 2011

IT Specialist
Encore Enterprises
Dallas, Texas; 2006

Quality Assurance Agent
CompUSA
Dallas, Texas; 2005 - 2006

Effective Date: September 1, 2011

Old Salary: \$43,161

New Salary: \$47,393

Note: This is a change in title and salary to reflect additional responsibilities

G. Name: Ms. Carolyn McClish

Old Position: Supervisor of Police

New Position: Police Officer

Education: Associate of Science
Kilgore College
Kilgore, Texas

Experience: Supervisor of Police
Kilgore College
Kilgore, Texas; 2004 – 2011

Telecommunications Operator
City of Freeport
Freeport, Texas; 1997 – 2004

Effective Date: June 16, 2011

Old Salary: \$36,092

New Salary: \$30,429

H. Name: Patty Bell

Old Position: Career Services/Job Placement Coordinator

New Position: Director of Career Services/Service Learning

Education: Bachelor of Applied Science
East Texas Baptist University
Marshall, Texas

Associate of Business Administration
Tyler Junior College
Tyler, Texas

Experience: Career Services and Job Placement Coordinator
Kilgore College
Kilgore, Texas; 2007 – 2011

Program Specialist
Kilgore College
Kilgore, Texas; 2001 – 2007

Insurance Agent
United Teachers Association
Austin, Texas; 1997 - 2001

Effective Date: August 1, 2011

Old Salary: \$42,716

New Salary: \$47,050

Note: This is a change in title and salary to reflect additional responsibilities

6. Recommendation of employment as follows:

A. **Name:** Mr. Glenn Wells

Position: Music Instructor/Band Director

Location: Liberal and Fine Arts

Education: Master of Education
Stephen F. Austin State University
Nacogdoches, Texas

Master of Arts
Stephen F. Austin State University
Nacogdoches, Texas

Bachelor of Fine Arts
Stephen F. Austin State University
Nacogdoches, Texas

Associate of Arts
Kilgore College
Kilgore, Texas

Experience: Chapel Hill ISD
High School Band Director
Tyler, Texas; 2010 – 2011

Pine Tree ISD
High School Band Director
Longview, Texas; 2005 – 2010

Gladewater ISD
High School Band Director
Gladewater, Texas; 2004 – 2005

Overton ISD
High School Band Director
Overton, Texas; 1997 – 2004

Effective Date: September 1, 2011

Salary: \$2347.21 per pay period which is equivalent to a 10
month contract of \$56,333

Note: Mr. Wells replaces Interim Band Director Kevin
Ogilvie

B. **Name:** Ms. Candace Heezen

Position: Administrative Assistant II

Location: Registrar

Education: Associate of Applied Science
Kilgore College
Kilgore, Texas

Experience: Energy Coordinator
Frito-Lay, Inc.
Plano, Texas; 2004 – 2009

Marketing Director
New England Financial
Omaha, Nebraska; 1998 – 2003

Secretary
Kilgore College
Kilgore, Texas; 1994 – 1998

Effective Date: May 23, 2011

Salary: \$848.79 per pay period on a 12 month assignment
which is equivalent to an annual salary of \$20,371

Note: Ms. Heezen replaces Ronda Callaway who was promoted to Administrative Assistant III – Student Support

C. **Name:** Ms. Vickie Gramling

Position: Accounts Receivable/Billing Clerk

Location: Business Office

Education: Associate of Applied Science (43 hours completed)
Kilgore College
Kilgore, Texas

Experience: Pharmacy Cashier
Wal-Mart
Kilgore, Texas; 2005 – 2011

Bookkeeper
Bolding Engineering
Kilgore, Texas; 2001

Office Administrator
Crawford A. Crim Funeral Home
Henderson, Texas; 2000 - 2001

Effective Date: June 7, 2011

Salary: \$863.46 per pay period on a 12 month assignment which is equivalent to an annual salary of \$20,723

Note: Ms. Gramling replaces Ms. Karla Carraway who resigned

7. **Recommendation to approve changes to the Personnel Policies as attached (Policy # 18.2 Office and Work Hours, 8.6.1 Re-Employment, 1.5 Admission to Athletic Contest and Fine Arts Events)**

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18.2 Office and Work Hours**

Office hours for administrative, supervisory, and general services classified personnel are 7:45a.m. to 4:30 p.m. Monday through Thursday and 7:45 a.m. to 4:00 p.m. on Friday. These hours are in effect all year round.

Work hours for maintenance and custodial personnel shall be generally 7:00 a.m. to 4:00 p.m. Exceptions to these hours are subject to approval by the appropriate supervisor.

Standard work week for administrative, supervisory, and general services classified personnel will be 40 hours per week. Regular office hours will be from 7:45a.m to 5p.m., Monday through Thursday and 7:45a.m. to 3:45p.m. on Fridays. Supervisors may alter the schedules to better suit the needs of the department as long as the requirement of 40 hours per week is met.

**Kilgore College Policy Manual
7.6.1 Re-Employment**

Upon written request, an employee dismissed pursuant to this policy shall be notified in writing of any subsequent availability of the position, for a period of one calendar year following the effective date of such dismissal. The notice shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the College has been notified in writing of a change of address. A former employee so notified must respond to the Board Director of Human Resources in writing within ten calendar days of receipt of such notification if the person wishes to be considered for the position. Any individual who responds shall be considered for employment on the same basis as all other applicants.

**Kilgore College Policy Manual
1.5 Admission to Athletic Contests and Fine Arts Events**

Each full-time employee will be provided complimentary general admission to football and basketball games played at home. In addition, each full-time employee will be provided two tickets to the majority of fine arts events as well as two tickets to Rangerette Revels and many of the East Texas Enrichment Series events.

Personnel Agenda Addendum on next page

**Kilgore Junior College District
Personnel Agenda Addendum
June 13, 2011**

1. Proposed Change in Personnel Agenda:

Item B-4: Recommendation to accept employee resignation as follows:

Agenda item C – Athletic Trainer, Bill Anderson

Mr. Anderson has asked to rescind his resignation and continue employment. The Administration concurs. As a result, this item will be removed entirely from the Personnel Agenda. No additional action is needed on this item.

Section VII. on the Agenda was Action Items

A. To consider extending the bank depository contract for the period September 1, 2011 through August 31, 2013.

The Investment Committee recommended that KC extend the bank depository contract with Austin Bank. Because the recommendation came from a committee it did not require a motion or a second. Scooter Griffin abstained from voting because he future son-in-law's father is president of Austin Bank. There were 7 votes in favor. The recommendation passed.

B. To consider purchasing property at 330 S. High, Longview, Texas.

The Property Committee recommended that KC purchase the property at 330 S. High, Longview, Texas for \$12,500. Because the recommendation came from a committee it did not require a motion or a second. The recommendation passed unanimously.

C. To consider approving salary systems for KC employees for fiscal year 2012. – *Exhibit #1*

Exhibit # 1 on next page

**Proposed FY 2012 Salary System
For Faculty, Staff and Upper Administration**

FACULTY

Continue to feed the system which rewards faculty for their years of service. *Total cost is \$104,890 or 1.22%*. The faculty salary system upon which this longevity increase is based is as follows:

Full time faculty salaries will be dependent upon five factors:

1. Academic preparation (degree level);
2. Years of service at Kilgore College;
3. Years of full-time teaching experience prior to KC service;
4. Years of equivalent part-time teaching experience prior to KC service;
5. Years of instructionally related non-teaching work experience.

No change in faculty base salaries. Base salaries continue to be the following for 2011-2012:

- Up to an Associate Degree - \$37,700
- Bachelors Degree - \$38,700
- Masters Degree - \$39,700
- Masters Degree plus 15 additional hours - \$40,200
- Masters Degree plus 30 additional hours - \$40,700
- Masters Degree plus 45 additional hours - \$41,200
- Masters Degree plus 60 additional hours - \$41,700
- Doctorate Degree - \$42,700
- Base plus the following amounts dependent upon the number of years of service at Kilgore College:
- \$560 for each year of KC service. Upon completion of the 10th year of service, faculty member will receive \$610 for each year of service. Upon completion of 20 years of service, faculty member will receive \$660 for each year of service.
- In addition, faculty members will receive \$300 for each year in categories 3, 4, and 5, up to a maximum of 5 years, plus \$200 for each year in categories 3, 4, and 5, for years 6 through 10.

STAFF

Total overall increase is \$102,091 or 1.66%.

Continue to reward longevity, \$13,400; continue to adhere to the system which raises the percentage of the market target to 85% after 2 years, 90% after 4 years and 95% after 5 years capped at 5% for \$38,599, and for employees who do not qualify for a minimum 1% COLA through longevity or percentage increases, add a 1% COLA for \$50,091.

UPPER ADMINISTRATION

Only reward longevity. *The total overall increase is \$2050 or 0.16%.*

Note: Staff and Upper Administration with six or more years of full time employment at Kilgore College shall be eligible for longevity pay at an annual rate set by the Board. Currently, this rate is equivalent to \$50 per year of full time employment for years 6 – 10; \$75 per year of service upon completion of the 11th year, and \$100 upon completion of the 21st year.

Total overall cost for all three systems - \$209,031

Larry Woodfin made the motion to accept Action Item C. James Walker seconded the motion. Joe Carrington voted against the motion. There were 7 in favor of the motion. The motion passed.

D. To consider approval of the 2011-2012 KC Catalog.

Scooter Griffin made the motion to accept Action Item D. Scott Andrews seconded the motion. The motion passed unanimously.

E. To consider removing the tax discount for early payment of taxes.

The Investment Committee recommended that KC remove the tax discount for early payment of taxes. Because the recommendation came from a committee it did not require a motion or a second. The recommendation passed unanimously.

F. Present Certificate of Appreciation to outgoing Board President Larry Woodfin.

Dr. Holda presented a Certificate of Appreciation to outgoing Board President Larry Woodfin and thanked him for his service as President to the Board.

Section VIII. on the Agenda was Discussion Items

Scott Andrews, as a member of the Investment Committee, discussed how to handle investment of endowment funds. The Investment Committee will continue to research legalities and options. They will bring a recommendation to the Board at the next Board Meeting.

Section IX. on the agenda was Board Comments

Section X. on the agenda was Administration Comments

A. Budget Reports

Duane McNaney was available to answer questions.

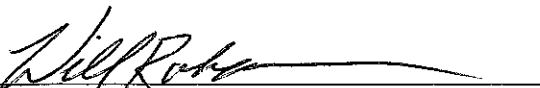
Section XI. on the agenda was Adjournment

The meeting was adjourned at 9:30pm.

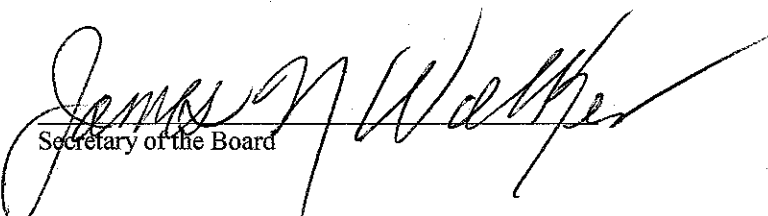
Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board