

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 8, 2009 in the Stewart McLaurin Administration Building, 1<sup>st</sup> floor Board Room with the following members present:

Gary Scott Andrews  
C.B. Scooter Griffin  
Charles Hale  
Bob Heath, President  
Will Roberson, Secretary  
R.E. Spradlin  
Larry Woodfin, Vice President

Members absent: B. Randell Brint, James N. Walker

Section I. on the agenda was Informal Planning Session

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The Kilgore Junior College District Board of Trustees met in regular session at 6:30 pm, Monday, June 8, 2009, in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor, with the following members present:

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

Members absent: B. Randell Brint

Bob Heath, President, called the meeting to order at 6:37 p.m. on June 8, 2009, in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor.

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

**Dr. Holda led the invocation and Pledge of Allegiance to the United States of America Flag.**

Section II. on the Agenda was Presentation

- A. Oath of Office for G. Scott Andrews, C. B. "Scooter" Griffin, Jr., Charles H. Hale, William E. Roberson, and James N. Walker.  
**Nancy Law, Recording Secretary for the Board of Trustees, administered the Oath of Office to G. Scott Andrews, C. B. "Scooter" Griffin, Jr., Charles H. Hale, William E. Roberson, and James N. Walker.**

**Section III.** on the Agenda was Citizens Comments.

Mr. Charles Snow, a taxpayer in KC taxing district (Gladewater ISD) had some tax questions.

**Section IV.** on the Agenda was Executive Session

The Board adjourned into Executive Session at 6:55 pm on June 8, 2009 and reconvened in open session at 7:10 pm on June 8, 2009.

**Section V.** on the Agenda was Consent Agenda

A. To consider approving the minutes of the April 13, 2009 regular board meeting.

B. To consider approval of personnel items submitted as follows:

**1. Recommendation to accept employee resignations as follows:**

- a. SBDC Training Coordinator, effective April 30, 2009 after 1 year of service
- b. Instructor, Music and Chorale Director, effective May 22, 2009 after 5 years of service
- c. Upward Bound Counselor, effective May 14, 2009 after 1 year of service

**2. Recommendation to accept employee retirement as follows:**

- a. Counselor, effective July 31, 2009 after 14 years of service

**3. Recommendation for employment as follows:**

- a. Instructor, Corrosion Technology, effective September 1, 2009
- b. Administrative Assistant III, Financial Aid, effective April 22, 2009
- c. Administrative Assistant II, Purchasing/Accounts Payable, effective May 11, 2009
- d. Police Chief, effective June 1, 2009
- e. Upward Bound Counselor, Student Services, effective June 8, 2009

**4. Recommendation for change in employment as follows:**

- a. Counselor to Coordinator of Counseling and Testing, effective May 1, 2009
- b. Administrative Assistant III to Administrative Assistant IV – VP of Institutional Planning and QEP Director, effective June 1, 2009

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

D. To consider appointing an officer to publish and calculate Kilgore College's effective and rollback rates. -- *Exhibit #1 (on following page)*

EXHIBIT #1

**APPOINTMENT OF OFFICER TO CALCULATE AND PUBLISH**  
**UNIT'S EFFECTIVE AND ROLLBACK TAX RATES**

In accordance with provisions of Sec. 26.04 (c) of the Property Tax Code

Kilgore College hereby appoints  
*Jurisdiction*

Kirk Shields, Tax Assessor-Collector, Gregg County to calculate  
*Tax Assessor-Collector*

and publish the Effective and Rollback Tax Rates for the year 2009.

\_\_\_\_\_  
Jurisdiction

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Secretary of the Board

\_\_\_\_\_  
Date

- E. To consider re-adopting the KC tax abatement policy without change.
- F. To consider accepting the assignment of a tax abatement agreement from Scannell Kilgore, L.P. to SHAMA, LLC. – *Exhibit #2*

**EXHIBIT #2**

ASSIGNMENT OF TAX ABATEMENT AGREEMENT

Date: March 24, 2009

Assignor: Scannell Properties #50, LLC, an Indiana limited liability company  
800 E. 96<sup>th</sup> St., Ste. 175  
Indianapolis, IN 46240

Assignee: Scannell Kilgore, L.P., a Texas limited partnership  
800 E. 96<sup>th</sup> St., Ste. 175  
Indianapolis, IN 46240

2<sup>nd</sup> Assignee: Shama, LLC, a California limited liability company  
14130 Riverside, Ste. 1010 / 101  
Sherman Oaks, CA 91423

City: City of Kilgore  
P. O. Box 990  
Kilgore, TX 75663

Tax Abatement Agreement: Agreement by and between the City and Assignor dated October 25, 2005

Real Property: 9.22 acres, Mary Van Winkle Survey, City of Kilgore, Gregg County, Texas

BACKGROUND

A. Assignor and Southern Plastics, Inc. dba Alcoa Closure ("Alcoa") entered into the Tax Abatement Agreement with the City whereby Assignor would be eligible for abatement of ad valorem taxes pertaining to the Real Property being purchased by Assignor, and Alcoa would be eligible for abatement of personal property ad valorem taxes located by Alcoa on the Real Property.

B. The Tax Abatement Agreement provided both Assignor and Alcoa with the right to assign their interest into and under the Tax Agreement with City's consent; and the Tax Abatement Agreement, insofar and only insofar as it pertained to Assignor's rights in and to the Real Property, was subsequently assigned to Assignee by Assignment of Tax Abatement Agreement dated as of January 24, 2006 and consented to by the City of Kilgore on January 24, 2006.

C. Assignee now desires to assign to 2<sup>nd</sup> Assignee, and 2<sup>nd</sup> Assignee desires to assume

**EXHIBIT #2 Cont.**

from Assignee, all of Assignee's rights, liabilities and obligations under the Tax Abatement Agreement, insofar as it pertains to the Real Property.

NOW THEREFORE, in consideration of the foregoing and the mutual promises contained in the Tax Abatement Agreement:

1. Assignment. Assignee hereby assigns to 2<sup>nd</sup> Assignee all of its right, title and interest into and under the Tax Abatement Agreement insofar as it covers the Real Property covered and included in the Tax Agreement. 2<sup>nd</sup> Assignee hereby accepts such assignment and agrees that it shall be subject to all rights, benefits, duties and obligation under the Tax Agreement and agrees to perform and be responsible for all of Assignee's rights and obligations under the Tax Agreement.

2. Governing Law. This Assignment shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any lawsuit arising under the terms under the Tax Abatement or of this Assignment shall be in the appropriate court of Gregg County, Texas.

3. Authority. Each party hereby represents to the other that it has full power and authority to execute, deliver and perform its obligations hereunder

Pursuant to Section 15 of the Tax Abatement Agreement, City hereby grants its permission to the assignment from Assignor to Assignee.

Executed this the 16 day of April, 2009.

Scannell Kilgore, L.P., a Texas limited partnership  
By: Scannell Properties # 50, LLC, its General Pmc.

By: Douglas L. Snyder  
Its: Manager

Assignee

Shama, LLC, a California limited liability company

By: William Baker  
Its: Manager

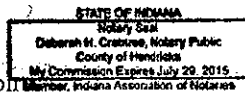
Assignee

EXHIBIT #2 Cont.

STATE OF INDIANA §

COUNTY OF HAMILTON §

This instrument was acknowledged before me on the 15<sup>th</sup> day of April, 2009, by Douglas L. Snyder as Manager of Scannell Kilgore, L.P., a Texas limited partnership.



Deborah H. Crabtree  
NOTARY PUBLIC, State of Indiana

My Commission Expires Member, Indiana Association of Notaries  
\* of Scannell Properties # 50, LLC, General Partner

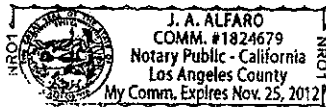
STATE OF CALIFORNIA §

COUNTY OF Los Angeles §

This instrument was acknowledged before me on the 4 day of May, 2009, by Warren Becker as Manager of Shama, LLC, a California limited liability company.

J. A. Alfaro  
NOTARY PUBLIC, State of California

My Commission Expires: November 25, 2012



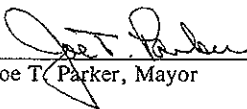
**EXHIBIT #2 Cont.**

CONSENT AND AGREEMENT  
OF  
THE CITY OF KILGORE, TEXAS

The City is a party to the Tax Abatement Agreement referred to above. Pursuant to Paragraph 15 of the Tax Abatement Agreement the City hereby agrees and consents to the Assignment of the Tax Abatement Agreement to 2<sup>nd</sup> Assignee, insofar and only insofar as it pertains to the Real Property. The Assignment and Consent were approved by the majority vote of the members of the City Council of the City of Kilgore, Texas at a regularly scheduled meeting held on the 24<sup>th</sup> day of March, 2009, and Joe T. Parker, Mayor, was authorized to sign on behalf of the City of Kilgore, Texas.

Date: 4/7/09

CITY OF KILGORE, TEXAS

By:   
Joe T. Parker, Mayor

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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. Larry Woodfin made the motion to approve the consent agendas presented. James Walker seconded the motion. The motion passed unanimously.

**PERSONNEL AGENDA**

**Kilgore Junior College District  
Personnel Agenda  
June, 8 2009**

**1. Recommendation to accept employee resignation(s) as follows:**

- A. Ms. Janet Hughes, SBDC Training Coordinator, effective April 30, 2009 after 1 year of service
- B. Mr. Ryan Kelly, Instructor, Music and Chorale Director, effective May 22, 2009 after 5 years of service
- C. Ms. Carol Pope, Upward Bound Counselor, effective May 14, 2009, after 1 year of service

**2. Recommendation to accept employee retirement as follows:**

- A. Mr. Ben Cadenhead, Counselor, effective July 31, 2009 after 14 years of service

**3. Recommendation for employment as follows:**

- A. **Name:** Mr. Tim Loomis
- Position:** Instructor, Corrosion Technology
- Location:** Business, Technology and Language
- Education:**
  - Master of Science  
University of Texas at Dallas  
Dallas, Texas
  - Bachelor of Science  
New Mexico Institute of Mining  
Socorro, New Mexico
  - Associate of Science  
Kilgore College  
Kilgore, Texas
- Experience:**
  - Math and Physics Teacher  
Henderson ISD  
Henderson, Texas; 1988 – 2009
  - Manager  
Aquana  
1987 – 1988  
District Manager  
The Western Company  
1977 - 1986

**Effective Date:** September 1, 2009  
**Salary:** \$1,591.66 per pay period which is equivalent to a 9 month contract of \$38,200  
**Note:** This is a new position

B. **Name:** Ms. Marianne Currans  
**Position:** Administrative Assistant III  
**Location:** Financial Aid  
**Education:** Associate of Science  
Kilgore College  
Kilgore, Texas  
**Experience:** Accounting Clerk  
Jackson-Lloyd Insurance  
Longview, Texas; 2006 - 2009  
  
Accountant/Secretary  
On Line Directories of Texas  
Jacksonville, Texas; 2004 – 2005  
  
Clerk/Assistant Night Manger  
Don's Beer Barn  
Longview, Texas; 2005 – 2006

**Effective Date:** April 22, 2009  
**Salary:** \$899.87 per pay period on a 12 month assignment which is equivalent to an annual salary of \$21, 597  
**Note:** This is a new position

C. **Name:** Ms. Maureen Faulkner  
**Position:** Administrative Assistant II  
**Location:** Purchasing/Accounts Payable  
**Education:** Certificate – Office Professional  
Kilgore College  
Kilgore, Texas  
**Experience:** Landscaper  
Independent Drilling  
Kilgore, Texas; 2006 - 2007

Lead Floral Designer  
Leilawood Flowers  
Longview, Texas; 1994 – 2006

Designer  
White Oak Flowers  
White Oak, Texas; 1992 - 1994

**Effective Date:**

May 11, 2009

**Salary:**

\$749.75 per pay period on a 12 month assignment which is equivalent to an annual salary of \$17,994

**Note:**

Ms. Faulkner replaces Ms. Pamela Davis who was named Assistant Registrar

**D. Name:**

Mr. Martin Pessink

**Position:**

Police Chief

**Location:**

Kilgore College Police Department

**Education:**

Associate – Criminal Justice  
Tyler Junior College  
Tyler, Texas

**Experience:**

Customer Relations Specialist  
Aftermath, Inc.  
Oswego, Illinois; 2008 – 2009

Chief of Police  
City of Pittsburg  
Pittsburg, Texas; 2002 – 2008

Police Officer – Sergeant  
City of Waco  
Waco, Texas; 1980 – 2002

**Effective Date:**

June 1, 2009

**Salary:**

\$2026.96 per pay period on a 3 month contract which is equivalent to an annual salary of \$48,647

**Note:**

Mr. Pessink replaces Mr. Bill Lewis who retired May 31, 2009

**E. Name:** Ms. Kacie Page

**Position:** Upward Bound Counselor

**Location:** Student Services

**Education:** Bachelor of Administration -- Criminal Justice --  
(anticipated graduation date, February 2010)  
Wiley College  
Marshall, Texas

**Experience:** Client Services Specialist  
Arbor E & T  
Longview, Texas; 2007 – 2009

Clerk II  
Texas Department of Criminal Justice  
Longview, Texas; 2005 – 2007

Office Assistant  
Express Personnel  
Longview, Texas; 2003 – 2005

**Effective Date:** June 8, 2009

**Salary:** \$1078.12 per pay period on a 10.5 month assignment  
which is equivalent to an annual salary of \$25,875.  
This is a grant funded position.

**Note:** Ms. Page replaces Ms. Pope who resigned

4. Recommendation for change in employment as follows:

**A. Name:** Ms. Pam Gatton

**Old Position:** Counselor

**New Position:** Coordinator of Counseling and Testing

**Location:** Student Services

**Education:** Master of Education, Counseling and School  
Psychology  
Wichita State University  
Wichita, Kansas

Bachelor of Arts, Sociology  
Mid-American Nazarene College  
Olathe, Kansas

**Experience:**

Counselor  
Kilgore College  
Kilgore, Texas; 1999 – 2009

Program Manager/Child & Adolescent Acute Unit  
Meadow Pines Psychiatric Hospital  
Longview, Texas; 1997 – 1999

Clinical Therapist  
Meadow Pines Psychiatric Hospital  
Longview, Texas; 1994 - 1997

**Effective Date:**

May 1, 2009

**Old Salary:**

\$2058.54 per pay period which is equivalent to  
\$49,405 annually

**New Salary:**

\$2433.63 per pay period on a 12 month assignment  
which is equivalent to an annual salary of \$58,407

**Note:**

Ms. Gatton replaces Dr. Michael Turpin who was  
named Vice President of Institutional Planning and  
QEP Director

**B. Name:**

Ms. Regina French

**Old Position:**

Administrative Assistant III

**New Position:**

Administrative Assistant IV – VP of Institutional  
Planning and QEP Director

**Education:**

Associate of Applied Science equiv., Dental  
Assisting U.S. Navy School of Basic Dental  
Assisting  
San Diego, CA

**Experience:**

Administrative Assistant III –Student Services  
Kilgore College  
Kilgore, Texas; 2007-2009

Tax Professional  
H&R Block  
Longview, Texas; 2005 – 2006

Warranty Clerk  
Kelly Tractor and Equipment  
Longview, Texas; 2005 – 2006

<b><u>Effective Date:</u></b>	June 1, 2009
<b><u>Old Salary:</u></b>	\$922.63 per pay period which is equivalent to \$22,143 annually
<b><u>New Salary:</u></b>	\$1067.63 per pay period on a 12 month assignment which is equivalent to an annual salary of \$25,623
<b>Note:</b>	Change is due to increased responsibilities and duties

**Section VI.** on the Agenda was Action Items.

- A. To consider setting salaries for KC employees for fiscal year 2010. Nancy Carter and Paul Buchanan from the Faculty Senate were available for questions regarding the Faculty Senate procedures for salaries. James Walker made the motion to accept Action Item A. The motion was seconded by Charles Hale. The motion passed unanimously.
- B. To consider selection of a depository. Bob Heath announced that the Investment Committee recommended that Kilgore College accept Austin Bank's depository bid. Larry Woodfin made the motion to accept Austin Bank's depository bid. Scott Andrews seconded the motion. The motion passed with 6 votes. Randy Brint was absent. Scooter Griffin and Charles Hale abstained.
- C. To consider a recommendation for new officers from the Board Nominating Committee. The Nominating Committee recommended Larry Woodfin as President, Will Roberson as Vice President, and Charles Hale as Secretary for the Board. All appointed accepted the positions. James Walker made the motion to accept the positions as recommended. Scott Andrews seconded the motion. The motion passed unanimously.

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

**Section VII.** on the Agenda was Discussion Items.

- A. Budget Reports  
Duane McNaney was available for questions from the Board.  
The May Budget Reports were briefly discussed.

**Section VIII.** on the Agenda was Board Comments.

- Sonny Spradlin thanked Dr. Holda for all his work to get the 23% increase in growth at Kilgore College.
- Charles Hale and Scooter Griffin thanked Bob Heath for his service as President to the Board.
- Will Roberson and Larry Woodfin stated how proud they are of the Board for what they were able to accomplish with salaries.
- Scott Andrews also stated how proud he is of the Board for what they were able to accomplish with salaries and how glad he is to be a part of the Board.
- James Walker thanked the Faculty Senate and Dr. Julie Fowler for their hard work.

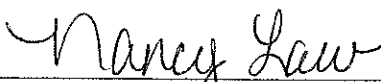
**Section IX.** on the Agenda was Administration Comments.

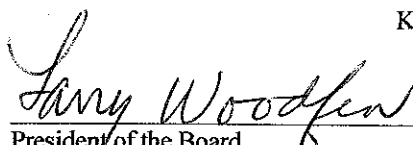
- **Dr. Holda discussed the Skills Event with the Texas Workforce Commission and CSI,**
- **Dr. Holda gave several dates of upcoming events.**

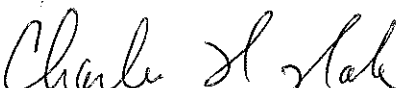
**Section X.** on the Agenda was Adjournment.

**Bob Heath adjourned the meeting at 8:00 p.m.**

Respectfully submitted,

  
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Nancy Law, Recording Secretary  
Kilgore College Board of Trustees

  
\_\_\_\_\_  
Larry Woodfin  
President of the Board

  
\_\_\_\_\_  
Charles H. Stak  
Secretary of the Board