

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, September 8, 2008, in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

B. Randell Brint
C.B. "Scooter" Griffin
Robert "Bob" Heath, President
Fred Parsons
Will Roberson, Secretary
R. E. Spradlin
James N. Walker
Larry Woodfin, Vice President

Members absent: Charles Hale

Bob Heath, President, called the meeting to order at 6:30 p.m. on Monday, September 8, 2008, in the Stewart McLaurin Administration Building, 2nd 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.

There were no presentations.

Section III. Consent Agenda.

- A. To consider approving the minutes of the August 11, 2008 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
 1. **Recommendation to accept employee resignations as follows:**
 - a. Special Populations Counselor, effective September 30, 2008
 - b. Police Officer, effective September 12, 2008
 2. **Recommendation for employment as follows:**
 - a. Grants Writer, effective August 6, 2008
 - b. Biology Lab Manager – Kilgore, effective August 18, 2008
 - c. Police Officer, effective September 1, 2008
 3. **Recommendation for change in employment as follows:**
 - a. Groundskeeper to Groundskeeper/Irrigation Specialist, effective September 1, 2008
- 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. Larry Woodfin made the motion to approve the consent agenda presented. Will Roberson seconded the motion. The motion passed unanimously.

PERSONNEL AGENDA

**Kilgore Junior College District
Personnel Agenda
September 8, 2008**

1. Recommendation to accept employee resignations as follows:

- A. Ms. Kimberly Staten, Special Populations Counselor, effective September 30, 2008.
- B. Mr. David Dulude, Police Officer, effective September 12, 2008.

2. Recommendation for employment as follows:

- A. **Name:** Dr. Joyce Johnson-Fortson
- Position:** Grants Writer
- Education:**
 - Doctorate of Education
University of North Texas and Texas A&M (Consortium)
Commerce, Texas
 - Master of Science
Texas A&M University – Commerce
Commerce, Texas
 - Bachelor of Science
Texas A&M University – Commerce
Commerce, Texas
- Experience:**
 - Adjunct Professor and Secondary Business Teacher
Community College of Southern Nevada and Las Vegas ISD
Las Vegas, Nevada; 2001 - 2006
 - National Manager, New Student Coordinator
DeVry Institute of Technology
Dallas, Texas & Chicago, Illinois; 1999 - 2001
 - Director/Department Chairperson
Dallas County Community College District, Bill J. Priest Institute
Dallas, Texas; 1996 – 1999
 - CEO/Owner
Dynamic Solutions of Atlanta, Inc.
Atlanta, Georgia; 1989 - 1996
- Effective Date:** August 6, 2008
- Salary:** \$ 1,597.29 per pay period which is equivalent to a 12 month salary of \$38,335.

Note: Dr. Johnson-Fortson replaces Gem Meacham who was named Assistant Director of Workforce Development.

B. **Name:** Mr. Lonnie Hopson

Position: Biology Lab Manager – Kilgore

Education: Hours earned – 41, Pre-Nursing
 Kilgore College
 Kilgore, Texas

Experience: Biology Lab Assistant
 Kilgore College
 Kilgore, Texas; 2005 – 2007

 Truck Driver
 Transport Service Company
 Freeport, Texas; 1999 – 2004

 VIT, Inc.
 Truck Driver
 Freeport, Texas; 1997 – 1999

 Kelly and Johnson Transport
 Truck Driver
 Colby, Kansas; 1992 – 1999

Effective Date: August 18, 2008

Salary: \$1040.00 per pay period which is equivalent to a 12 month salary of
 \$24,960.

Note: Mr. Lonnie Hopson replaces Tracey Maples who resigned.

C. **Name:** Mr. Thomas Smyser

Position: Police Officer

Education: Bachelor of Business Administration
 Texas A&M University
 Bryan/College Station, Texas

Experience: Police Officer, Part Time
 Kilgore College
 Kilgore, Texas; 2007-2008

 Safety Advisor
 Surface Equipment Corporation
 Kilgore, Texas; 2007 – 2008

 Police Officer
 Kilgore College

Kilgore, Texas; 2007

Effective Date: September 1, 2008

Salary: \$945.00 per pay period which is equivalent to a 12 month salary of \$22,679.

Note: Mr. Thomas Smyser replaces Mike McClinton who resigned.

3. Recommendation for change in employment as follows:

A. Name: James Greer

Old Position: Groundskeeper

New Position: Groundskeeper/Irrigation Specialist

Experience: Switchman
Rescar
Longview, Texas; 2006

Facilities Maintenance
Longview News Journal
Longview, Texas; 2005 - 2006

Owner/Landscaper
Nature by Design
Longview, Texas; 2003 - 2004

Plumber/Maintenance
Spring Hill ISD
Longview, Texas; 2002 - 2002

Effective Date: September 1, 2008

Old Salary: \$8.25 per hour plus benefits

New Salary: \$9.89 per hour plus benefits

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

Section IV. On the Agenda was Citizen Comments.

There were no citizen comments.

Section V. On the Agenda was Executive Session.

The Board did not adjourn into Executive Session.

Section VI. On the Agenda were Action Items.

- A. To consider amending the motion adopted on January 15, 2008 to set total tuition and fees (not including lab fees) by deleting "early admissions and/or." The amended motion will read: To set the total tuition and fees (not including lab fees) for dual credit students at \$25 per semester credit hour for in-district students and \$50 per semester credit hour for out of district students for Fiscal year 2009.

Sonny Spradlin made a motion to amend the original motion that was adopted on January 15, 2008. Will Roberson seconded the motion to amend. The motion to amend the original motion passed unanimously. Sonny Spradlin then made a motion to accept the new wording as a new motion. Will Roberson seconded the motion. The new motion passed unanimously.

- B. To consider adopting a tax rate for tax year 2008 -*Exhibit #1*

James Walker made the following motion: "I move that property taxes be increased by the adoption of a tax rate of \$0.1540 per \$100 valuation. This is a lower tax rate than last year. This rate will raise more taxes for maintenance and operations than last year's tax rate." Larry Woodfin seconded the motion. The motion passed unanimously.

EXHIBIT 1

Kilgore College Estimated Tax Revenue At Various Rates Fiscal Year 2008-2009		
Adjusted Tax Base		\$3,767,308,172
ESTIMATED Revenues based on a 95.0% collection		
<u>Rate</u>		<u>Estimated Revenue</u>
@ .14279	Effective Tax Rate	\$5,110,372
@ .15400	One Cent Decrease	\$5,511,572*
@ .15421	Rollback Tax Rate	\$5,518,730
@ .16400	Current Rate	\$5,869,466
@ .17400	One Cent Increase	\$6,227,360
<p>*This amount is an estimated projection of revenues; the amount used in the FY09 budget was rounded up to \$5,550,000.</p>		
<p>Certified Values by County:</p>		
Gregg	\$2,379,042,448	
Rusk	1,115,101,620	
Upshur	191,376,259	
Smith	81,787,845	

C. To consider approval of budget transfer reports for FY 2008. – Exhibit #2

Duane McNaney and Dr. Holda answered questions from several board members. After general discussion Fred Parsons made the motion to accept Action Item C. James Walker seconded the motion. The motion passed unanimously.

EXHIBIT 2

Budget Adjustments made throughout FY08					
Dept #	Department Description	Original Budget	Total Adj Made FY08	Revised Budget	Explanation for Change Items over \$5,000 explained
100	GOVERNING BOARD	2,250	3,500	5,750	
102	PRESIDENT'S OFFICE	286,897	1,375	288,272	
103	V.P., INSTRUCTION	375,085	-227,557	147,528	Technology funds allocated to instructional departments
108	BUSINESS OFFICE	597,066	0	597,066	
109	INTERNAL AUDITOR	57,675	0	57,675	
110	TAX OFFICE	190,500	0	190,500	
112	HUMAN RESOURCES	211,649	-480	211,169	
113	REGISTRAR'S OFFICE	244,102	12,432	256,534	Re-assignment of employee from Admissions
114	TESTING, KILGORE	97,273	7,000	104,273	Increased enrollment cause increased need for testing packets
115	ADMISSIONS/RECRUIT	145,885	-13,282	132,603	Re-assignment of employee to Registrar
116	VP, STUDENT SERV	154,724	480	155,204	
117	INTERNATIONAL STUDENTS	58,536	1,500	60,036	
118	RESIDENTIAL LIFE	63,601	430	64,031	
119	DIR, STUDENT SERV	93,025	1,220	94,245	
120	FINANCIAL AID	399,593	2,850	402,443	
121	CAPITAL CAMPAIGN	5,000	0	5,000	
123	STUDENT SERV, LGVW	37,170	-465	36,705	
124	DISTANCE LEARNING	184,450	720	185,170	
125	FIRST YEAR EXPERIENCE	178,670	5,628	184,298	Increased orientation participation supported by increased revenue
209	INSTIT SCHOLARSHIPS	175,000	0	175,000	
216	REV,DEBT SERV FUND	986,784	0	986,784	
217	CAMPUS SECURITY	292,632	-14,917	307,549	\$5K from grant; \$9K for cameras
220	CONTINGENT EXP	378,528	-93,694	284,834	\$31K carry-fwd balances adjustments; \$28K Title III grant writing; \$18K SACS related; \$5K Hazmat; \$3.5K Board training; \$3K KCPD cameras
222	INSTIT ADVANCEMENT	233,922	27,300	261,222	Title III grant writing
223	MARKETING/PUB REL	411,591	0	411,591	
226	INSTIT RESEARCH	66,307	8,070	74,377	SACS related
227	CAMPUS MAIL SERV	86,905	0	86,905	
229	TELEPHONE SYSTEM	98,045	0	98,045	
231	COMPUTER SYSTEM	767,594	-41,250	726,344	\$40K moved to tech funds for classroom upgrades
235	OTHER INSTIT EXP	217,500	2,500	220,000	
236	QUALITY ENHANCEMENT PLAN	0	6,000	6,000	FY08 QEP expenses
238	STAFF BENEFITS	546,000	-3,300	542,700	

247	INSTRUCTIONAL MEDIA	86,760	9,536	96,296	From Tech Funds
275	PHYS PLANT ADMIN	99,756	0	99,756	
278	PHYS PLANT GEN SERV	342,500	0	342,500	
281	P PLANT BLDG MAINT	1,101,995	0	1,101,995	
284	P PLANT CUST SERV	740,794	0	740,794	
287	PHYS PLANT GROUNDS	188,178	0	188,178	
294	P PLANT UTILITIES	1,075,000	0	1,075,000	
301	ET REG SCIENCE FAIR	7,000	0	7,000	
302	KCSI SUMMER SCIENCE PROGRAM	0	6,000	6,000	Equal Amount of revenue also budgeted
310	GEN EXT & PUB SERV	0	0	0	
311	RANGERETTE SHOWCASE	24,380	0	24,380	
312	TX SHAKESPEARE FEST	435,564	183,590	619,154	Supported through increased revenues
314	RADIO STATION	0	0	0	
315	DEMONSTRATION FARM	124,414	0	124,414	
325	LIBRARY	467,802	30,107	497,909	\$24K from tech funds; \$6K from Spear funds
441	AGRICULTURE	78,954	0	78,954	
443	BIOLOGICAL SCIENCE	634,019	99,809	733,828	\$55K from Rosa May Griffith gift; \$44 from matching grant and tech funds
445	BUSINESS & MGT	271,674	6,097	277,771	\$6K From Tech Funds
447	COMMUNICATIONS	216,120	-120	216,000	
448	JOURNALISM	92,470	2,263	94,733	
451	HEALTH & PE	574,964	3,139	578,103	
452	PARKS FITNESS CTR	155,203	8,200	163,403	\$2K for wellness program; \$6K revenue supported for merchandise purchase
453	ENGINEERING	13,795	371	14,166	
454	ART	125,371	2,567	127,938	
455	MUSIC	425,020	95,218	520,238	\$40K Rosa May gift; \$48K concerto gifts; \$4.5K Ana Lab gift
456	BAND	128,202	1,949	130,151	
457	THEATRE	160,806	1,302	162,108	
458	DANCE	67,270	4,288	71,558	
460	FOREIGN LANG/ESOL	165,383	2,770	168,153	
461	MATHEMATICS	725,421	13,635	739,056	\$10K from tech funds; \$3K for professional development
462	GEOLOGY	57,350	-927	56,423	
463	CHEMISTRY	279,117	15,080	294,197	\$10K Trich gift; \$4K for removal of hazardous materials
464	PHYSICS	81,615	-1,707	79,908	
465	SOCIAL/BEHAV SCIENCE	256,971	2,280	259,251	
467	HISTORY & GOVT	508,506	10,969	519,475	\$5K from tech funds; \$5K from book royalties
468	ENGLISH	579,828	8,230	588,058	\$7K from tech funds; \$1K gift
469	READING	94,578	3,746	98,324	
470	DEVELOPMENTAL ENGLISH	71,951	70	72,021	
471	DEAN LF LIBERAL/FINE ARTS	166,291	-1,468	164,823	
472	DEAN OF MATH & SCIENCES	170,164	12,430	182,594	\$15K for P-16 grant; \$4K for desk/supplies; \$-6K out for profess. development
474	DEAN OF KC LONGVIEW	447,315	27,553	474,868	\$26K from tech funds for computer lab
475	DEAN OF BUS/LANG/TECH	189,979	10,476	200,455	\$20K for tech prep grant; \$-9.5K out for profess. development

480	ACADEMIC GUIDANCE	109,533	190	109,723	
482	DEAN OF PUBLIC SERVICE	127,028	0	127,028	
484	VOC TECH GUIDANCE	133,375	-955	132,420	
503	OCCUPATIONAL SAFETY & HEALTH	70,075	980	71,055	
504	MANAGEMENT	65,852	0	65,852	
506	CHILD DEVELOP CTR	303,107	8,590	311,697	\$8K from tech funds
510	GENERAL BUSINESS	2,762	2,057	4,819	
511	LEGAL ASSISTING	62,976	4,603	67,579	
513	COMPUTER SCIENCE	327,770	4,212	331,982	
514	COMMERCIAL DESIGN	93,359	6,210	99,569	\$6K From Tech Funds
517	COSMETOLOGY LGVW	324,814	12,379	337,193	\$12K from tech funds
524	PHOTOGRAPHY	78,505	3,650	82,155	
526	WELDING	79,278	28,238	107,516	\$28K from tech funds
528	AUTOMOTIVE TECHNOLOGY	120,827	-300	120,527	
529	AUTOBODY REPAIR	82,183	1,800	83,983	
530	DIESEL TECHNOLOGY	75,933	-429	75,504	
534	CRIMINAL JUSTICE	69,420	-200	69,220	
538	A/C & REFRIG	88,358	1,138	89,496	
543	ASSOC DEG NURSING	658,248	25,149	683,397	\$20K for testing supported by fees; \$5K from tech funds
545	MEDICAL LAB TECH	0	0	0	
547	SURGICAL TECHNOLOGY	110,448	1,287	111,735	
549	LIC VOC NURSING	340,988	2,519	343,507	
550	PHYS THERAPIST ASST	128,730	3,662	132,392	
551	RADIOLOGIC TECH	135,757	8,012	143,769	\$8K from tech funds
553	MEDICAL ASSISTING	80,234	2,169	82,403	
554	CORROSION TECH	80,055	48,865	128,920	\$36K in dept gifts; \$10K from tech funds
555	DRAFTING & DESIGN	76,114	970	77,084	
556	PROCESS TECHNOLOGY	165,597	-2,500	163,097	
559	ELECTRONICS TECH	87,390	-200	87,190	
560	COMPUTER REPAIR	60,993	-1,359	59,634	
569	JOB PLACEMENT	30,046	0	30,046	
609	SMALL BUS DEVELOP	303,226	78,000	381,226	Increase grant amount
610	WORKFORCE DEVELOPMENT	393,464	474,000	867,464	New grant amount
611	TWC-SDF BASS	9,442	0	9,442	
613	PETROLEUM TECHNOLOGY	82,780	0	82,780	
614	CHILD CARE QUALITY SERVICES	0	0	0	
615	PETROLEUM CONTRACT TRAINING	81,543	-952	80,591	
616	TWC-KEY ENERGY	0	97,000	97,000	New Skills Development Grant
617	TWC-COVERGY CUSTOMER MGMT	0	157,500	157,500	New Skills Development Grant
618	TWC-ORGILL, INC	0	109,500	109,500	New Skills Development Grant
620	MIKE MILLER GIFTS	0	70,000	70,000	Miller gift received in prior year
621	RANGERETTE SPECIFIC PROJECTS	0	2,000	2,000	
630	TRIO PROGRAMS	234,603	-10,400	224,203	Grant adjusted to actual award
637	UPWARD BOUND	0	250,000	250,000	New Grant
640	FIN AID, PELL	8,012,000	0	8,012,000	
641	FIN AID, SEOG	127,268	0	127,268	
642	FIN AID, CWS	201,086	0	201,086	
643	FIN AID, TPEG	107,000	0	107,000	

644	FIN AID, TEX GRANT	350,000	0	350,000	
645	TEXAS GUARANTEE STUDENT LOAN	0	0	0	
647	ACADEMIC COMPETIVE GRANT	75,000	0	75,000	
650	TEXAS EDUC OPPORTUNITY GRANT	0	58,820	58,820	Grant adjusted to actual award
651	VOCATIONAL NURSING SCHOLAR	0	526	526	
652	PROFESSIONAL NURSING SCHOLAR	0	4,044	4,044	
653	LEAP GRANTS	0	7,498	7,498	New Grant
654	SLEAP GRANTS	0	9,945	9,945	New Grant
675	AMERICAN FOUND FOR BLIND GRANT	0	0	0	
676	T.A.N.F. FEDERAL	28,420	-2,304	26,116	
677	T.A.N.F. STATE	15,011	-1,242	13,769	
682	PERKINS BASIC GRANT	462,798	55,827	518,625	Grant adjusted for mid-year allocation
683	A.B.E. FEDERAL	310,200	0	310,200	
684	CORR OFFICER TRAIN	11,190	0	11,190	
685	A.B.E. STATE	66,267	-3,272	62,995	
686	CORR FACILITY TRAIN	108,899	-1,500	107,399	
688	FIRE ACADEMY	124,543	0	124,543	
689	CONT EDUCATION, LGVW	64,880	0	64,880	
690	CONT EDUCATION, KILG	133,119	25,275	158,394	Pharm. tech contract training, increase supported by revenue
691	POLICE ACADEMY	784,847	3,700	788,547	
693	FIRE ACADEMY ON-LINE	191,797	10,000	201,797	For equipment for the skills camp
695	OFFICE PROFESSIONAL, LONGVIEW	185,140	4,734	189,874	
696	COURT REPORTING	125,125	1,648	126,773	
698	EMERGENCY MED TECH	145,376	1,519	146,895	
699	CERT NURSING ASST	80,341	0	80,341	
742	ATHLETIC DIRECTOR	221,000	10,671	231,671	Region XIV tournament related, revenue supported
745	FOOTBALL	356,022	0	356,022	
748	MEN'S BASKETBALL	212,194	3,774	215,968	
760	WOMEN'S BASKETBALL	214,570	-1,600	212,970	
770	BOOKSTORE	2,108,585	500,000	2,608,585	Supported by increased bookstore sales
773	NOLAN ST HALL	140,732	2,634	143,366	
774	GUSSIE NELL HALL	216,120	0	216,120	
775	STARK HALL	194,061	-962	193,099	
777	QUADRANGLE	195,542	720	194,822	
778	RESIDENTIAL HOUSING	20,000	0	20,000	
782	CAFETERIA	755,000	75,000	830,000	Supported by increased cafeteria sales
794	E T OIL MUSEUM	286,684	26,768	313,452	\$30K Trich gift; \$-3K carry forward adjustment
795	STUDENT PUBLICATION	54,970	0	54,970	
797	STUDENT ACTIVITIES	121,940	-880	121,060	
806	KC LONGVIEW NORTH FURNISHINGS	0	0	0	
890	PRINT SHOP	335,803	-400	335,403	
		41,494,782	2,450,233	43,945,015	

D. To consider approving a tax abatement for Antique Capital RV Park, LLC. – *Exhibit #3*

Action Item D was pulled from the Agenda due to receiving incorrect dates from Gladewater.

EXHIBIT 3

TAX ABATEMENT IMPACT ANALYSIS

Antique Capital RV Park, LLC

The proposed abatement for Antique Capital RV Park, LLC does conform to the Kilgore Junior College District Abatement Guidelines.

The agreement with Antique Capital RV Park, LLC was approved by the Gladewater City Council on August 21, 2008. The agreement will abate taxes on a minimum of \$400,000 in acquisition/construction costs (current value is \$21,790). Improvements will be located on 22.861 acres of land near S. Loop 485 and S. Roden Ln in Gladewater, Texas.

Following is an estimate of the effect of the tax abatement based on the current tax rate (.1540/\$100) and using \$400,000 as the value of the real and personal property improvements:

YEAR	TAXES ON FULL VALUE (\$0.1540/\$100)	TAXES ABATED ON IMPROVEMENTS (\$0.1540/\$100)	TOTAL TAXES DUE ON IMPROVEMENTS (FROM COMPANY)
		Schedule I	
Year 1	\$ 616.00	\$ 462.00 (75%)	\$ 154.00 (25%)
Year 2	\$ 616.00	\$ 462.00 (75%)	\$ 154.00 (25%)
Year 3	\$ 616.00	\$ 462.00 (75%)	\$ 154.00 (25%)
Year 4	\$ 616.00	\$ 308.00 (50%)	\$ 308.00 (50%)
Year 5	\$ 616.00	\$ 308.00 (50%)	\$ 308.00 (50%)
Year 6	\$ 616.00	\$ 308.00 (50%)	\$ 308.00 (50%)
Year 7	\$ 616.00	\$ -0-	\$ 616.00 (100%)
TOTAL	\$ 4,312.00	\$ 2,310.00	\$ 2,002.00

Section VII. On the Agenda was Discussion Items.

A. Budget Reports

Duane McNaney was available to answer questions from the Board members.

B. Annual Financial Report Comparison

Duane McNaney was available to answer questions from the Board members.

Section VIII. On the Agenda was Board Comments.

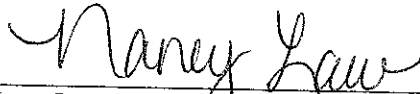
There were several Board Comments regarding TSF.

Section IX. On the Agenda was Administration Comments.

Dr. Holda passed out the "Solutions for Texas" brochure provided by the Texas Association of Community Colleges. Dr. Holda also reminded the board members of the upcoming SACS visit.

Section X. On the Agenda was Adjournment.
The meeting adjourned at 7:28 p.m.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board