

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, April 11, 2011 in the Stewart McLaurin Administration Building, 1<sup>st</sup> floor Board Room with the following members present:

G. Scott Andrews  
Joe Carrington  
Charles Hale, Secretary  
Bob Heath  
R.E. Spradlin  
James N. Walker  
Larry Woodfin, President

Members absent: C.B. Scooter Griffin, Will Roberson – Vice President

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, April 11, 2011 in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor, with the following members present:

G. Scott Andrews  
Joe Carrington  
Charles Hale, Secretary  
Bob Heath  
R.E. Spradlin  
James N. Walker  
Larry Woodfin, President

Members absent: C.B. Scooter Griffin, Will Roberson – Vice President

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. Achieving the Dream, Student Success Initiatives, Next Steps – Dr. Mike Turpin  
**Dr. Mike Turpin was available to answer questions for Achieving the Dream, Student Success Initiatives.**

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

- A. To consider approving the minutes of the March 7, 2011 regular board meeting
- B. To consider approval of personnel items submitted as follows:

**1. Recommendation for renewal of faculty contracts as follows:**

- a. Head Men's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2011 – May 31, 2012.
- b. Head Women's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2011 – May 31, 2012.

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

- a. Administrative Assistant III, Student Services to Academic Advisor/Health Science, effective May 2, 2011.
- b. Administrative Assistant III to Academic/International Student Advisor effective, May 2, 2011.

**3. Recommendation to accept employee resignation as follows:**

- a. Desktop Support Specialist, effective April 8, 2011, after 3 years and 7 months of service.
- b. English Instructor, effective August 31, 2011, after 1 year of service.
- c. ESOL Instructor, effective August 31, 2011, after 16 years of service.

- E. 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 as presented. Joe Carrington seconded the motion. The motion passed unanimously.

**Personnel Agenda**

**Kilgore Junior College District  
Personnel Agenda  
April 11, 2011**

**1. Recommendation for renewal of faculty contracts as follows:**

- A. Mr. Brian Hoberecht, Head Men's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2011 – May 31, 2012
- B. Mr. Roy Thomas, Head Women's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2011 – May 31, 2012

**2. Recommendation to change employment as follows:**

- A. Name: Ms. Ebony Dennis

**Old Position:** Administrative Assistant III, Student Services

**New Position:** Academic Advisor/Health Science

**Education:** Bachelor of Business Administration  
LeTourneau University  
Longview, Texas

Certificate  
Kilgore College  
Kilgore, Texas

**Experience:** Administrative Assistant III  
Kilgore College  
Kilgore, Texas; 2007 – 2011

Self Employed  
Child Care Provider  
Longview, Texas; 2003 – 2005

Customer Service Representative  
Alltell Communications  
Longview, Texas; 2000 - 2003

**Effective Date:** May 2, 2011

**Old Salary:** \$23,362

**New Salary:** \$30,000

B. **Name:** Jeanette Miller

**Old Position:** Administrative Assistant III

**New Position:** Academic/International Student Advisor

**Education:** Bachelor of Science  
University of Texas at Tyler  
Tyler, Texas

**Experience:** Administrative Assistant III  
Kilgore College  
Kilgore, Texas; 2006 – 2011

Case Manager  
Willand, Inc.  
White Oak, Texas; 2003 – 2006  
Service Coordinator  
Sabine Valley MHMR  
Longview, Texas; 2001 - 2003

**Effective Date:** May 2, 2011

**Old Salary:** \$23,619

**New Salary:** \$30,000

**3. Recommendation to accept employee resignation as follows:**

- A. Mr. Mark Vespi, Desktop Support Specialist, effective April 8, 2011 after 3 years and 7 months of service
- B. Mr. Michael Shewmaker, English Instructor, effective August 31, 2011, after 1 year of service
- C. Ms. Elizabeth H. Goodwin, ESOL Instructor, effective August 31, 2011, after 16 years of service

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

**There were no comments.**

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

- A. To consider canceling the trustee elections in the North, Central and South zones in accordance with Texas Election Laws in Section 2.053. – *Exhibit #1*

**Exhibit # 1**

**DATE:** March 29, 2011

**TO:** Bill Holda

**FROM:** J. Karol Pruett



**SUBJECT:** Board of Trustees Election

This memo is to certify that all four incumbent Trustees up for reelection are unopposed. Please ask the Board of Trustees to consider cancelling the election previously scheduled for May 14<sup>th</sup> at their next meeting on April 11, 2011. The certification of unopposed candidates is attached and declares:

- G. Scott Andrews as winner for a six year term to Place 4, Voting Unit 1
- Larry Woodfin as winner for a six year term to Place 5, Voting Unit 2
- Charles Hale as winner for a six year term to Place 6, Voting Unit 3
- Joe Carrington as winner for the remaining two years of a six year term to Place 8, Voting Unit 2.

**Exhibit #1 continued on next page**

Prescribed by Secretary of State  
Section 2.051 - 2.053, Texas Election Code  
5/02

## Kilgore College Election Cancelled

### CERTIFICATION OF UNOPPOSED CANDIDATES CERTIFICACION DE CANDIDATOS UNICOS

To: Presiding Officer of Governing Body  
*Al: Presidente de la entidad gobernante*

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 14, 2011.

*Como autoridad a cargo de la preparacion de la boleta de votacion oficial, por la presente certifico que los siguientes candidatos son candidatos unicos para eleccion para un cargo en la eleccion que se llavara a cabo el 14 de mayo, 2011.*

List offices and names of candidates:  
*Lista de cargos y nombres de los candidatos:*

Offices: *Cargos:*  
Trustee, Unit #1, Place #4  
*(Oficial, unidad 1, lugar 4)*

Candidates: *Candidatos:*  
G. Scott Andrews  
*G. Scott Andrews*

Trustee, Unit #2, Place #5  
*(Oficial, unidad 2, lugar 5)*

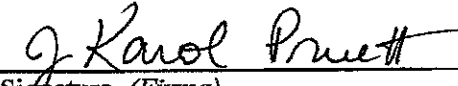
Larry Woodfin  
*Larry Woodfin*

Trustee, Unit #3, Place #6  
*(Oficial, unidad 3, lugar 6)*

Charles Hale  
*Charles Hale*

Trustee, Unit #2, Place #8  
*(Oficial, unidad 2, lugar 8)*

Joe Carrington  
*Joe Carrington*

  
Signature *(Firma)*

Election Officer *(cargo de la eleccion)*  
Title *(Puesto)*

J. Karol Pruett  
Printed name *(Nombre en letra de molde)*

March 22, 2011  
Date of signing *(Fecha de firma)*

James Walker made the motion to cancel the trustee elections in the North, Central and South zones in accordance with Texas Election Laws in Section 2.053. Bob Heath seconded the motion. The motion passed unanimously.

B. To consider a Resolution to obtain Commercial Card Accounts with Commerce Bank, a Commercial Card Agreement with Commerce Bank, and a Credit Line Form with Commerce Bank. – Exhibit #2

Exhibit #2



**Commerce Bank**  
**Corporate Resolution**  
**To Obtain Commercial Card Accounts**

The undersigned, CHARLES HALE the Secretary of Board of Trustees of Kilgore Junior College District Kilgore, Texas ("Corporation") a Texas corporation, does hereby certify that the following resolutions were duly and regularly passed and adopted by the Board of Directors of this Corporation, at a meeting duly called, on the 11th day of APRIL, 2011, and such resolutions are still in full force and effect and have not been amended or revoked.

RESOLVED, that any one of the following:

- Dr. William Holda, President
- Duane J. McNaney, VP of Administrative Services
- Claudia Miracle, Controller

be and each hereby is authorized directed and empowered to establish commercial card accounts ("Accounts") with Commerce Bank, N.A. (Kansas City, Missouri) (herein called "Commerce"), to incur debt (in the form of a line of credit established by Commerce for Corporation) associated with the Accounts, and to execute all documents to effectuate this purpose which he/she may deem necessary and proper, including without limitation any application and/or agreement (each an "Agreement") to open the Accounts.

FURTHER RESOLVED, that any one of the foregoing named officers of this Corporation may from time to time request Commerce to issue commercial cards to any person in connection with any of the Accounts.

FURTHER RESOLVED, that any one of the foregoing named officers of this Corporation may from time to time appoint an Administrator to assist Commerce in the administration of the Program as provided in the Agreement (each such term as defined in the Agreement).

FURTHER RESOLVED, Commerce is authorized to act upon these resolutions until written notice of revocation is delivered to Commerce, and that the authority hereby granted shall apply with equal force and effect to the successors in office of the officers named herein.

The undersigned further certifies that the specimen signatures appearing below are the signatures of the officers authorized to sign for this corporation by authority of these resolutions.

**SPECIMEN SIGNATURES:**

NAME (typed)	TITLE (typed)	SIGNATURE
William Holda	President	<i>William Holda</i>
Duane J. McNaney	VP of Admin. Services	<i>Duane J. McNaney</i>
Claudia Miracle	Controller	<i>Claudia Miracle</i>

IN WITNESS WHEREOF, I have hereunto set my hand as BOARD OF TRUSTEES Secretary and affixed the corporate seal of this Corporation this 11th day of APRIL, 2011.

(SEAL)

SECRETARY: Charles Hale

3/2010

It was noted that no credit cards will be issued. Scott Andrews made the motion to accept Action Item B as presented. Charlie Hale seconded the motion. The motion passed unanimously.

C. To approval of an external auditor for FY11. – *Exhibit #3*

**Exhibit #3**

**HENRY & PETERS, PC**  
CERTIFIED PUBLIC ACCOUNTANTS

April 1, 2011

Board of Trustees  
Kilgore Junior College District  
Kilgore, Texas 75662

We are pleased to confirm our understanding of the services we are to provide Kilgore Junior College District for the year ended August 31, 2011. We will audit the basic financial statements of Kilgore Junior College District as of and for the year ended August 31, 2011. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the College's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Kilgore Junior College District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary information other than RSI also accompanies Kilgore Junior College District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal and state awards
- 2) Schedule of Operating Revenues
- 3) Schedule of Operating Expenses by Object
- 4) Schedule of Non-Operating Revenues and Expenses
- 5) Schedule of Net Assets by Source and Availability

The statistical supplements accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance.

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

3310 S. Broadway, Suite 100 • Tyler, Texas 75701-7851 • 903-597-6311 • Fax 903-597-0343  
1127 Judson Road, Suite 253 • Longview, Texas 75601-5157 • 903-758-0648 • Fax 903-758-0469  
www.henrypeters.com • E-mail: info@henrypeters.com

Exhibit #3 continued

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- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

**Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal and state awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal and state awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal and state awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and the schedule of expenditures of federal and state awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the financial position of Kilgore Junior College District and the changes in financial position and cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the College involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the College received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary

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**Exhibit #3 continued**

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information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

**Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

**Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are

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Exhibit #3 continued

Kilgore Junior College District  
April 1, 2011  
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required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Kilgore Junior College District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* and related addenda for the types of compliance requirements that could have a direct and material effect on each of Kilgore Junior College District's major programs. The purpose of these procedures will be to express an opinion on Kilgore Junior College District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Henry & Peters, P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to an oversight agency or its designee, or to a federal agency providing direct or indirect funding for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Henry & Peters, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by an oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jeffrey L. Geese is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.), and is estimated to total \$57,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption

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Exhibit #3 continued

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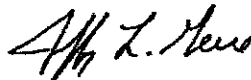
that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2010 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Kilgore Junior College District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

HENRY & PETERS, P.C.



Jeffrey L. Geese  
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of **KILGORE JUNIOR COLLEGE DISTRICT**

By: Deaney Mc Namy

Title: VP of Administrative Services

Date: 4-12-11

**Bob Heath made the motion to accept Henry & Peters, PC as the external auditor for Kilgore College for FY11. Joe Carrington seconded the motion. The motion passed unanimously.**

D. To consider a recommendation to increase tuition for continuing Education Courses. – Exhibit #4

Exhibit #4 on next page

Exhibit #4

Course Name	Current Tuition	Proposed Tuition	Percent Increase
<b>Personal Enrichment</b>			
Beading	\$ 49	\$ 54	10%
Benefits of Laughter	\$ 49	\$ 54	10%
Cake Decorating, Advanced	\$ 80	\$ 85	6%
Cake Decorating, Beginning	\$ 80	\$ 85	6%
Chip Carving	\$ 75	\$ 80	7%
Community String Ensemble	\$ 45	\$ 45	0%
Dog Grooming, Advanced	\$ 90	\$ 99	10%
Dog Grooming, Beginning	\$ 90	\$ 99	10%
Drawing, 10-hour	\$ 40	\$ 54	35%
Drawing, 20-hour	\$ 84	\$ 93	11%
East Texas Youth Chorus	\$ 40	\$ 40	0%
Financial Planning	\$ 55	\$ 71	29%
Flower Arranging	\$ 90	\$ 99	10%
Gunsmithing, Advanced	\$ 220	\$ 245	11%
Gunsmithing, Intermediate	\$ 220	\$ 245	11%
Gunsmithing, Introduction	\$ 220	\$ 245	11%
Interior Design	\$ 100	\$ 105	5%
Landscaping, Basic Design	\$ 70	\$ 80	14%
Landscaping, Basic Design II	\$ 70	\$ 80	14%
Melodrama	\$ 29	\$ 44	52%
Old Time Radio	\$ 29	\$ 44	52%
Painting, 10-hour	\$ 40	\$ 54	35%
Painting, 20-hour	\$ 84	\$ 93	11%
Photography Basics	\$ 90	\$ 99	10%
Retirement Planning	\$ 85	\$ 90	6%
Senior Golden Stage	\$ 29	\$ 44	52%
Square Dance Lessons	\$ 45	\$ 50	11%
Stained Glass	\$ 70	\$ 75	7%
Watercolor, 10-hour	\$ 40	\$ 54	35%
Watercolor, 20-hour	\$ 84	\$ 93	11%
<b>Business Courses</b>			
Bookkeeping I	\$ 225	\$ 248	10%
Bookkeeping II	\$ 225	\$ 248	10%
Business Speaking Skills	\$ 95	\$ 159	67%
Customer Service	\$ 54	\$ 59	9%
Filing Fundamentals	\$ 99	\$ 109	10%
Financial Management	\$ 95	\$ 159	67%
Stress Management	\$ 49	\$ 54	10%
<b>Language Courses</b>			
Conversational Sign Language I	\$ 85	\$ 95	12%
Conversational Sign Language II	\$ 85	\$ 95	12%
Conversational Spanish, Beginning	\$ 149	\$ 164	10%
Conversational Spanish, Intermediate	\$ 149	\$ 164	10%
Sign Language for the Workplace	\$ 85	\$ 95	12%

Exhibit #4 continued on next page

Exhibit #4 continued

<b>Health Occupation Courses</b>			
Certified Nurse Assistant	\$	119	\$ 129 8%
CNA Professional Development I	\$	75	\$ 85 13%
CNA Professional Development II	\$	25	\$ 30 20%
CNA Professional Development III	\$	50	\$ 55 10%
Insurance Coding, CPT-4	\$	190	\$ 209 10%
Insurance Coding, ICD-9	\$	190	\$ 209 10%
Medical Coding, Advanced	\$	190	\$ 209 10%
Medical Insurance Specialist	\$	190	\$ 209 10%
Medical Terminology	\$	154	\$ 170 10%
Medical Transcription	\$	255	\$ 280 10%
Medication Administration	\$	450	\$ 495 10%
Medication Administration, Update	\$	60	\$ 65 8%
Nursing Home Activity Director	\$	250	\$ 275 10%
Phlebotomy	\$	470	\$ 520 11%
Vocational Nursing Camp	\$	75	\$ 84 12%
<b>Automotive Courses</b>			
Automotive Technology Intro/Theory	\$	150	\$ 180 20%
Basic Automotive Service	\$	150	\$ 180 20%
<b>Music Courses</b>			
Community Chorus Fall	\$	60	\$ 60 0%
Community Chorus Spring	\$	60	\$ 60 0%
<b>Cosmetology Courses</b>			
CSME Instructor Orientation	\$	432	\$ 475 10%
CSME Instructor I	\$	344	\$ 379 10%
CSME Instructor II	\$	344	\$ 379 10%
CSME Prep Exam 2 wk	\$	202	\$ 223 10%
CSME Prep Exam 3 wk	\$	303	\$ 334 10%
CSME Prep Exam 4 wk	\$	404	\$ 445 10%
<b>Real Estate Courses</b>			
Real Estate Principles I	\$	139	\$ 153 10%
Real Estate Principles II	\$	139	\$ 153 10%
Real Estate Law of Agency	\$	139	\$ 153 10%
Real Estate Contracts	\$	139	\$ 153 10%
Real Estate Math	\$	139	\$ 153 10%
Real Estate Appraisal	\$	139	\$ 153 10%
Real Estate Marketing	\$	139	\$ 153 10%
Real Estate Finance	\$	139	\$ 153 10%
Real Estate Property Management	\$	139	\$ 153 10%
Real Estate Brokerage	\$	139	\$ 153 10%
Real Estate Exam Review	\$	115	\$ 129 12%
<b>EMS Courses</b>			
EMS Update	\$	125	\$ 139 11%
EMT Basic Refresher	\$	150	\$ 165 10%
Paramedic Certification for RN	\$	450	\$ 495 10%

Exhibit #4 continued on next page

Exhibit #4 continued

<b>Computer Courses *</b>			
Access Beginning, 18-hour	\$ 109	\$ 119	9%
Access Intermediate, 18-hour	\$ 109	\$ 119	9%
Access, Advanced	\$ 109	\$ 119	9%
Computer Applications	\$ 64	\$ 72	13%
Computer Basics	\$ 64	\$ 72	13%
Digital Cameras, 8-hur	\$ 54	\$ 59	9%
Digital Photo Basics, 8-hour	\$ 54	\$ 59	9%
Email & Instant Messaging	\$ 64	\$ 72	13%
Enhance Digital Photos, 8-hour	\$ 54	\$ 59	9%
Excel Basics, 8-hour	\$ 54	\$ 59	9%
Excel Beginning, 18-hour	\$ 109	\$ 119	9%
Excel Intermediate, 18-hour	\$ 109	\$ 119	9%
Excel, Advanced	\$ 109	\$ 119	9%
File and Directory Management, 8-hour	\$ 54	\$ 59	9%
Getting Started with a Computer, 8-hour	\$ 54	\$ 59	9%
Internet Basics - 10 hours	\$ 64	\$ 72	13%
Internet Basics and Email Basics	\$ 54	\$ 59	9%
Internet Basics, 8-hour	\$ 54	\$ 59	9%
Internet Fundamentals	\$ 109	\$ 119	9%
Introduction to Computers, 18-hour	\$ 109	\$ 119	9%
Keyboarding for Computers	\$ 109	\$ 119	9%
Keyboarding, 18-hour	\$ 109	\$ 119	9%
MS OneNote	\$ 64	\$ 72	13%
Office Basic, 8-hour	\$ 54	\$ 59	9%
Office Basics - 16 hours	\$ 99	\$ 109	10%
Office Basics, 18-hour	\$ 109	\$ 119	9%
Outlook, 18-hour	\$ 109	\$ 119	9%
PowerPoint Basics, 8-hour	\$ 54	\$ 59	9%
Publisher Basics, 8-hour	\$ 54	\$ 59	9%
Video Basics, 8-hour	\$ 54	\$ 59	9%
Word Basics - 10 hours	\$ 64	\$ 72	13%
Word Basics, 8-hour	\$ 54	\$ 59	9%
Word Beginning, 18-hour	\$ 109	\$ 119	9%
Word Intermediate, 18-hour	\$ 109	\$ 119	9%
Word, Advanced	\$ 109	\$ 119	9%
<b>Drafting</b>			
Auto Cad I	\$ 135	\$ 149	10%
Auto Cad II	\$ 135	\$ 149	10%
<b>Education</b>			
Substitute Teacher/Teacher Aide	\$ 55	\$ 60	9%
<b>Food Service</b>			
Dietetic Food Service Supervisor	\$ 265	\$ 290	9%
<b>Online</b>			
Ed2Go	\$ 99	\$ 109	10%
<b>Total of Current Tuition for Courses</b>	\$ 14,718		
<b>Total of Proposed Tuition Increases</b>		\$ 16,394	11%

Exhibit #4 continued on next page

Exhibit #4 continued

Item	Amount	Total	Percentage
Basic and Night Basic Police Officer Course	\$980	\$1,200	22%
Basic County Corrections Course	\$150	\$180	20%
Testing Fee for TCLOSE	\$20	\$30	50%

Charles Hale made the motion to accept Action Item D as presented. James Walker seconded the motion. The motion passed unanimously.

E. To consider a recommendation from the KC Board Investment Committee on the funding of the Canterbury Engineering Science Building Project.

Scott Andrews made the motion to pay for the Canterbury Engineering Science Building Project out of Kilgore College Reserve Funds. Because the motion came from the Kilgore College Board Investment Committee, the motion did not require a second. The motion passed unanimously.

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

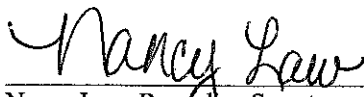
Section VII. on the Agenda was Discussion Items  
Dr. Holda noted that the Kilgore College Flare won numerous awards.

Section VIII. on the agenda was Board Comments  
A. To select a nominating committee for reorganizing the board officers at the next meeting.  
The nominating committee includes Bob Heath, James Walker and Larry Woodfin.


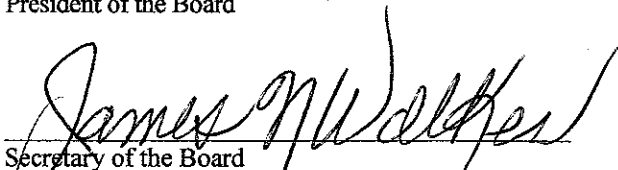
Section IX. on the agenda was Administration Comments.  
A. Quarterly Investment Reports  
B. Budget Reports  
Duane McNaney was available to answer questions.

Section X. on the agenda was Adjournment  
The meeting was adjourned at 7:35pm.

Respectfully submitted,



Nancy Law, Recording Secretary  
Kilgore College Board of Trustees

  
President of the Board  
Secretary of the Board