

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, August 8, 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
Charles Hale, Vice President
Bob Heath
Will Roberson, President
R.E. Spradlin
James N. Walker, Secretary
Larry Woodfin

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, August 8, 2011 in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

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

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

Will Roberson 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

There were no presentations.

Section III. on the Agenda was Citizen Comments

There were no citizens comments.

Section IV. on the Agenda was Executive Session.

The Board did not go into Executive Session.

Section V. on the Agenda was Consent Agenda.

A. To consider approving the minutes of the June 13, 2011 regular board meeting.

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

1. Recommendation to accept employee resignations as follows:

- a. System Support Specialist, effective June 17, 2011 after 2 years and 7 months of service
- b. Student Loan Coordinator, effective June 29, 2011 after 13 years and 9 months of service
- c. Instructor, Fire Academy and Petroleum, effective July 31, 2011 after 18 years and 10 months of service
- d. Administrative Assistant II, effective August 5, 2011 after 9 months of service
- e. Instructor, Associate Degree Nursing, effective August 31, 2011 after 1 year of service
- f. Instructor, Associate Degree Nursing, effective August 31, 2011 after 4 years and 3 months of service

2. Recommendation to accept at-will employee termination as follows:

- a. Coordinator of Nolan Hall, effective July 14, 2011 after 4 years and 2 months of service

3. Recommendation to accept employee retirement as follows:

- a. Instructor, Chemistry, effective July 31, 2011 after 20 years of service
- b. Instructor, Corrosion Tech, effective August 31, 2011 after 23 years of service
- c. Safety and EPA Specialist, effective August 31, 2011, after 25 years of service

4. Recommendation for employment as follows:

- a. Switchboard Operator, effective August 1, 2011
- b. Systems Support Specialist, Information Technology effective July 18, 2011
- c. Systems Support Specialist, Information Technology effective August 16, 2011
- d. Instructor, Chemistry, effective September 1, 2011
- e. Instructor, ESOL, effective September 1, 2011
- f. Instructor, Development English, effective September 1, 2011
- g. Instructor, Biology, effective September 1, 2011

5. Recommendation to change employment as follows:

- a. Administrative Assistant II to Student Loan Coordinator, effective July 1, 2011
- b. Police Officer to Supervisor of Police, effective August 1, 2011

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

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

Personnel Agenda begins on next page

**Kilgore Junior College District
Personnel Agenda
August 8, 2011**

1. Recommendation to accept employee resignation as follows:

- A. Mr. Sigwa Maradufu, System Support Specialist, effective June 17, 2011 after two years and seven months of service
- B. Ms. Laurie Kitchen, Student Loan Coordinator, effective June 29, 2011 after thirteen years and nine months of service
- C. Mr. Bobby O'Conner, Instructor, Fire Academy and Petroleum, effective July 31, 2011 after three years and three months of service
- D. Jasmine Nyvall, Administrative Assistant II, effective August 5, 2011 after nine months of service
- E. Mr. James Van Meter, Associate Degree Nursing Instructor, effective August 31, 2011 after one year of service
- F. Ms. Wendy McKinnon, Associate Degree Nursing Instructor, effective August 31, 2011 after four years and three months of service

2. Recommendation to accept at-will employee termination as follows:

- A. Ms. Raquel Wilson, Coordinator of Nolan Hall, effective July 14, 2011 after four years and two months of service

3. Recommendation to accept employee retirement as follows:

- A. Mr. Shun Au-Young, Chemistry Instructor, effective July 31, 2011 after twenty years of service
- B. Mr. Jerome Edinger, Corrosion Tech Instructor, effective August 31, 2011 after twenty-three years of service
- C. Mr. Perry Myers, Safety and EPA Specialist, effective August 31, 2011 after twenty-five years of service

4. Recommendation of employment as follows:

- A. **Name:** Ms. Schlunda Hall
- Position:** Switchboard Operator
- Location:** Instructional Support
- Education:** Associate of Arts
Kilgore College
Kilgore, Texas

Experience:

eLearning Tech Support
Kilgore College
Kilgore, Texas; 2008-2011

Student Assistant
Kilgore College
Kilgore, Texas; 2007-2008

Customer Service Clerk
Sitel Corporation
Longview, Texas; 2004-2006

Effective Date:

August 1, 2011

Salary:

\$852.96 per pay period on a 12 month assignment which is equivalent to an annual salary of \$20,471

Note:

Ms. Hall replaces Shirley Dawson who retired.

B. Name:

Mr. William G. Morris

Position:

Systems Support Specialist

Location:

Information Technology

Experience:

Reinhart Food Service
IT Technician
Shreveport, Louisiana; 2005-2011

New Orleans Auto Auction
System Administrator
Slidell, Louisiana; 2003-2004

ACS Government Services
Computer Assistant
New Orleans, Louisiana; 2001-2003

Effective Date:

July 18, 2011

Salary:

\$1209.83 per pay period on a 12 month assignment which is equivalent to an annual salary of \$29,036

Note:

Mr. Morris replaces Mark Vespi who resigned

C. Name: Ms. Karla Nelson

Position: System Support Specialist

Location: Information Technology

Education: Certificate – Network Admin.
 Illinois Central College
 East Peoria, Illinois

Certificate --Office Technology
 ECPI
 Virginia Beach, Virginia

Experience: IT Support
 Pak-Sher
 Kilgore, Texas; 2009-2011

Supervisor
 United States Postal Service
 Bartonville, Illinois; 2001-2006

Administrative Marketing Assistant
 John Pearl Insurance
 Peoria, Illinois; 1999-2000

Effective Date: August 16, 2011

Salary: \$1209.83 per pay period on a 12 month
 assignment which is equivalent to an annual
 salary of \$29,036

Note: Ms. Nelson replaces Sigwa Marafudu who
 resigned

D. Name: Dr. Catherine Miller

Position: Instructor, Chemistry

Location: Math, Science and Health Sciences

Education: Ph.D. in Inorganic Chemistry
 Purdue University
 West Lafayette, Indiana

Bachelor of Arts
 Knox College
 Galesburg, Illinois

Experience: Assistant Professor of Chemistry
John Carroll University
Cleveland, Ohio; 1996-2011

Visiting Assistant Professor
Carthage College
Kenosha, Wisconsin; 1994-1996

Teaching Assistant
Purdue University
West Lafayette, Indiana; 1989-1994

Effective Date: September 1, 2011

Salary: \$1883.33 per pay period which is equivalent
to a 9 month contract of \$45,200

Note: Dr. Miller replaces Shun Au-Young who
retired

E. Name: Ms. Dianne Appelt

Position: Instructor, ESOL

Location: Business, Technology, and Language
Development

Education: Master of Arts
Sam Houston State University
Huntsville, Texas

Bachelor of Science
Sam Houston State University
Huntsville, Texas

Experience: Adjunct Instructor
Kilgore College
Kilgore, Texas; 2010-2011

Part Time ESL Instructor
LeTourneau University
Longview, Texas; 2006-2008

ESL Team Leader
Plano ISD
Plano, Texas; 2000-2005

Effective Date: September 1, 2011

<u>Salary:</u>	\$1841.66 per pay period which is equivalent to a 9 month contract of \$44,200
Note:	Ms. Appelt replaces Elizabeth Goodwin who resigned
F. <u>Name:</u>	Mr. Gus LaFosse
<u>Position:</u>	Instructor, Developmental English
<u>Location:</u>	Business, Technology, and Language Development
<u>Education:</u>	Master of Arts McNeese State University Lake Charles, Louisiana
	Bachelor of Arts McNeese State University Lake Charles, Louisiana
<u>Experience:</u>	Adjunct Instructor of English Lamar State College – Orange Orange, Texas; 2010-2011
	Graduate Teaching Assistant McNeese State University Lake Charles, Louisiana; 2009-2010
	Writing Center Coordinator McNeese State University Lake Charles, Louisiana; 2009
<u>Effective Date:</u>	September 1, 2011
<u>Salary:</u>	\$1692.00 per pay period which is equivalent to a 9 month contract of \$40,600
Note:	Mr. Lafosse replaces Michael Shewmaker who resigned
G. <u>Name:</u>	Dr. Karl Steddom
<u>Position:</u>	Instructor, Biology
<u>Location:</u>	Math, Science and Health Sciences
<u>Education:</u>	PhD. in Plant Pathology Pomona University of California Claremont, California

Bachelor of Science
California State Polytechnic University
Pomona, California

Experience:

Assistant Professor and Extension Specialist
Texas AgriLife
Overton, Texas; 2005 -2011

Associate Research Scientist
Texas Agricultural Experiment Station
Amarillo, Texas; 2000-2005

Effective Date:

September 1, 2011

Salary:

In partnership with Texas AgriLife
Research, Kilgore College will pay
\$1833.33 per pay period which is equivalent
to a 9 month contract of \$45,200. Texas
A&M will pay \$26,800, creating a total
salary of \$72,000 to bring the position to a
12 month, 40 hour per week position

5. Recommendation to change employment as follows:

A. Name:

Ms. Jackie Kelley

Old Position:

Administrative Assistant II

New Position:

Student Loan Coordinator

Education:

Bachelor of Applied Arts and Sciences
University of Texas at Tyler
Tyler, Texas

Associate of Arts
Kilgore College
Kilgore, Texas

Experience:

Administrative Assistant III
Kilgore College
Kilgore, Texas; 2009 – 2011

Financial Aid Receptionist
Kilgore College
Kilgore, Texas; 2006 – 2009

Work Study Receptionist
Kilgore College
Kilgore, Texas; 2001 - 2006

Effective Date: July 1, 2011

Old Salary: \$23,268

New Salary: \$30,434

Note: Ms. Kelley replaces Ms. Laurie Kitchen who resigned

B. **Name:** Mr. Tony Means

Old Position: Police Officer

New Position: Supervisor of Police

Education: East Texas Police Academy
Kilgore College
Kilgore, Texas

Experience: Police Officer
Kilgore College
Kilgore, Texas; 2004-2011

Owner/Agent
Mean's Bonding Service
Longview, Texas; 2002-2004

Deputy/Warrant Officer
Gregg County Sheriff's Office
Longview, Texas; 1992-2002

Effective Date: August 1, 2011

Old Salary: \$32,275

New Salary: \$34,603

Note: Mr. Means replaces Carolyn McClish who moved to Police Officer

Section VI. on the Agenda was Action Items.

A. To consider adoption of the Fiscal Year 2012 budget. -- *Exhibit #1*

Exhibit #1 on following page

Exhibit #1

KILGORE JUNIOR COLLEGE DISTRICT
REVENUE
 BUDGET SUMMARY REPORT
 FISCAL YEAR 2012

CURRENT FUNDS:

	<u>FY12</u> Proposed Budget
UNRESTRICTED FUNDS	
STATE FUNDS:	
STATE APPROPRIATION FOR COORDINATING BOARD APPROVED COURSES	5,471,416
STATE APPROPRIATION FOR OCCUPATIONAL PROGRAMS	5,552,301
STATE APPROPRIATIONS FOR SECTION 18.22	224,974
SUB-TOTAL	11,248,691
LOCAL FUNDS:	
TUITION	4,819,100
ALL OTHER STUDENT FEES	9,160,250
CONTRACT TRAINING	145,000
INTEREST INCOME	100,000
GIFTS AND DONATIONS	101,000
OTHER INCOME	215,500
USE OF FUNDS RECEIVED IN PY	0
SUB-TOTAL	14,540,850
TAXES:	
TAXES FOR CURRENT OPERATION	5,725,000
SUB-TOTAL, UNRESTRICTED FUND	31,514,541

Exhibit #1 continued on next page

Exhibit # 1 continued

AUXILIARY ENTERPRISES INCOME:	
ATHLETICS	23,000
BOOKSTORE	3,878,000
DORMITORIES	851,372
FOOD SERVICE/VENDING/CONCESSIONS	1,197,700
CHILD CARE CENTER	120,000
FITNESS CENTER	182,500
TEXAS SHAKESPEAR FESTIVAL	294,735
EAST TEXAS OIL MUSEUM	156,500
PRINT SHOP	361,000
STUDENT ACTIVITIES	530,000
SUB-TOTAL, AUXILIARY FUND	7,594,807
RESTRICTED FUNDS OPERATIONS:	
CARL PERKINS	350,010
SBDC GRANTS	447,276
STUDENT FINANCIAL AID	11,626,302
ADULT EDUCATION PROGRAMS	626,968
TRIO	233,758
UPWARD BOUND	229,631
MISC FEDERAL GRANTS	71,921
MISC STATE GRANTS	375,955
RESTRICTED GIFTS	223,113
USE OF RESTRICTED FUND RECEIVED IN PY	0
ENDOWMENT INCOME AND GIFTS	200,000
SUB-TOTAL, RESTRICTED FUNDS	14,384,934
TOTAL CURRENT FUNDS INCOME	53,494,282
TOTAL ENDOWMENT FUNDS INCOME	5,000
TOTAL PLANT FUNDS INCOME	25,000
TOTAL REVENUES	53,524,282

Exhibit #1 continued on next page

Exhibit #1 continued

KILGORE JUNIOR COLLEGE DISTRICT
EXPENDITURES
 BUDGET SUMMARY REPORT
 FISCAL YEAR 2012

FY12
Proposed Budget

UNRESTRICTED:

EDUCATION AND GENERAL EXPENDITURES:

GENERAL ADMINISTRATION & STUDENT SERV.:

GOVERNMENT OF THE INSTITUTION	6,950
EXECUTIVE DIRECTION AND CONTROL	506,689
BUSINESS AND FISCAL MANAGEMENT	1,125,572
STUDENT ADMISSIONS AND REGISTRATION	602,435
OTHER STUDENT SERVICES	932,530
SUB-TOTAL, GENERAL ADMIN. & STUDENT SERVICES	3,174,176

GENERAL INSTITUTIONAL EXPENSE:

INSTITUTIONAL ADVANCEMENT	244,084
MARKETING AND PUBLIC RELATIONS	455,431
CENTRAL COMPUTER	1,022,738
OTHER GENERAL INSTITUTIONAL	884,445
SUB-TOTAL, GENERAL INSTITUTIONAL	2,606,698

STAFF BENEFITS

2,569,500

INSTRUCTION:

GENERAL ACADEMIC INSTRUCTION	6,954,008
ACTIVITIES RELATED TO ACADEMIC INSTRUCTION	1,789,704
TECHNOLOGY EQUIPMENT	210,000
VOCATIONAL-TECH INSTRUCTION	4,367,793
ACTIVITIES RELATED TO VOC-TECH INSTRUCTION	293,577
SPECIAL PROGRAMS	2,478,508
UNRESTRICTED SCHOLARSHIPS	470,000
SUB-TOTAL, RESIDENT INSTRUCTION	16,563,590

Exhibit #1 continued on next page

Exhibit #1 continued

LIBRARY AND MEDIA:	653,260
EXTENSION AND PUBLIC SERVICE:	192,183
PHYSICAL PLANT:	3,450,837
TRANSFERS OUT	1,015,230
CONTINGENT EXPENDITURES, RESERVED	750,000
TOTAL UNRESTRICTED EXPENDITURES	30,975,474
AUXILIARY ENTERPRISES:	
ATHLETICS	1,197,254
BOOKSTORE	3,532,766
DORMITORIES	729,201
CAFETERIA & CONCESSIONS	1,150,000
ETOM	347,254
STUDENT ACTIVITIES	243,749
PRINT SHOP	359,561
CHILD DEVELOPMENT CENTER	118,487
FITNESS CENTER	179,918
TEXAS SHAKESPEAR FESTIVAL	430,684
NET TRANSFERS IN	-150,000
TOTAL AUXILIARY EXPENDITURES	8,138,874
RESTRICTED EXPENDITURES:	
STUDENT FINANCIAL AID	11,906,013
CARL PERKINS FUNDS	350,010
ABE/TANF	626,968
SBDC	534,343
TRIO	233,758
UPWARD BOUND	229,631
WORKFORCE DEVELOPMENT GRANT	71,921
ENDOWED SCHOLARSHIPS	200,000
MISC STATE GRANTS	375,955
RESTRICTED GIFT	223,113
NET TRANSFERS IN	-366,778
TOTAL RESTRICTED EXPENDITURES	14,384,934

Exhibit #1 continued on next page

Exhibit #1 continued

TOTAL CURRENT FUND EXPENDITURES	<u>53,499,282</u>
ENDOWMENT FUNDS EXPENDITURES	5,000
PLANT FUNDS	95,000
BOND/NOTE PAYMENTS	423,452
NET TRANSFERS IN NONCURRENT FUNDS	<u>-498,452</u>
TOTAL NONCURRENT FUNDS ACTIVITY	<u>25,000</u>
TOTAL EXPENDITURES AND TRANSFERS	<u>53,524,282</u>

Larry Woodfin made the motion to accept the Fiscal Year 2010 budget as presented. Charlie Hale seconded the motion. The motion passed unanimously.

B. To consider and set the tax rate for tax year 2011. – *Exhibit #2*

Exhibit #2 begins on next page

Exhibit #2

**Kilgore College
Estimated Tax Revenue
At Various Rates
Fiscal Year 2011-2012**

Certified Tax Base \$3,807,162,440

ESTIMATED Revenues based on a 96.5% collection

<u>Rate</u>		<u>Estimated Revenue</u>
@ . 15400	Current Rate	\$5,650,062*
@ . 15449	Effective Tax Rate	\$5,881,685
@ . 16684	Rollback	\$6,351,870

*This amount is an estimated projection of revenues; the amount currently in the FY12 budget is \$5,625,000.

Certified Values by County:

Gregg	\$2,504,861,164	certified	
Rusk	1,041,784,700	certified	
Upshur	171,880,758	certified	
Smith	<u>88,635,818</u>	certified	
Total Certified	\$3,807,162,440		(excludes properties still under protest – total value)
	4,960,580		portion protest propertied not under protest
	<u>(41,696,589)</u>		New Improvements
	\$3,770,426,431		Adjusted tax base for effective rate calculation
	\$3,776,744,506		2010 adjusted tax base for effective rate calculation

Sonny Spradlin made the motion to maintain the current tax rate of .154. Scooter Griffin seconded the motion. The motion passed unanimously.

Section VII. on the Agenda was Discussion Items

A. Budget Reports

Duane McNaney was available to answer questions

B. Quarterly Investment Report

Duane McNaney was available to answer questions

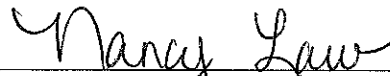
Section VIII. on the Agenda was Board Comments

Section IX. on the agenda was Administration Comments

Section X. on the agenda was Adjournment

The meeting was adjourned at 7:10pm.

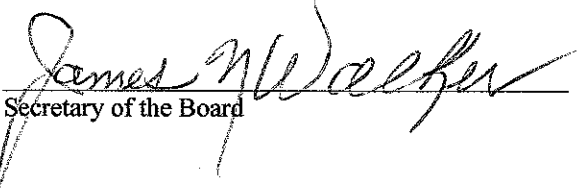
Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board