

**KILGORE COLLEGE  
KILGORE JUNIOR COLLEGE DISTRICT  
OFFICE OF THE PRESIDENT  
KILGORE, TEXAS  
AGENDA  
NOTICE OF MEETING OF THE BOARD OF TRUSTEES  
2<sup>nd</sup> FLOOR  
STEWART MCLAURIN ADMINISTRATION BUILDING**

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<b>Prior to the meeting</b>	<b>6:00 p.m.</b>	<b>Monday, June 13, 2011</b>
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**I. INFORMAL PLANNING SESSION**

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<b>Items of Business</b>	<b>6:30 p.m.</b>	<b>Monday, June 13, 2011</b>
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**I. CALL TO ORDER**

- A. Invocation and Pledge of Allegiance

**II. PRESENTATION**

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

**III. ACTION ITEM**

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

**IV. CITIZENS COMMENTS**

**V. EXECUTIVE SESSION**

Adjournment to executive session pursuant to Texas Government Code Sections 551.071 - 551.084, the Open Meetings Act, for the following purposes:

"The Board has adjourned to executive session at \_\_\_\_\_ p.m. on **June 13, 2011.**"

PERSONNEL: (Government Code 551.074)

- 1. Consideration of final report on investigation of officer of the College.
- 2. Consideration of various items on the personnel agenda.

LEGAL: (Government Code 551.071)

For the purpose of private consultation with the Board's attorney to receive legal advice on any or all subjects or matters authorized by law.

REAL ESTATE: (Government Code 551.072)

RECONVENING IN OPEN MEETING

"The Board has reconvened in open session at \_\_\_\_\_ p.m. on **June 13, 2011.**"

IF, DURING THE COURSE OF THE MEETING COVERED BY THIS NOTICE, THE BOARD SHOULD DETERMINE THAT A CLOSED OR EXECUTIVE MEETING OR SESSION OF THE BOARD SHOULD BE HELD OR IS REQUIRED IN RELATION TO ANY ITEM INCLUDED IN THIS NOTICE, THEN SUCH CLOSED OR EXECUTIVE MEETING OR SESSION AS AUTHORIZED BY SECTION 551.001 ET SEQ. OF THE TEXAS GOVERNMENT CODE (THE OPEN

MEETINGS ACT) WILL BE HELD BY THE BOARD AT THAT DATE, HOUR AND PLACE GIVEN IN THIS NOTICE OR AS SOON AFTER THE COMMENCEMENT OF THE MEETING COVERED BY THIS NOTICE AS THE BOARD MAY CONVENIENTLY MEET IN SUCH CLOSED OR EXECUTIVE MEETING OR SESSION CONCERNING ANY AND ALL SUBJECTS AND FOR ANY AND ALL PURPOSES PERMITTED BY SECTIONS 551.071-551.084, INCLUSIVE, OF THE OPEN MEETINGS ACT.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- a. the open meeting covered by this notice upon the reconvening of this public meeting, or
- b. at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

## **VI. CONSENT AGENDA**

- A. To consider approving the minutes of the April 11, 2011 regular board meeting.
- B. To consider approval of personnel items submitted as follows:

### **1. Recommendation to accept employee retirement as follows:**

- A. Switchboard Operator, effective June 30, 2011 after 11 years and 8 months of service.
- B. Instructional Division Dean, Public Service, effective August 31, 2011 after 35 years of service.
- C. Dean of Instructional Outreach, effective August 31, 2011 after 29 years of service.
- D. Technician, Print Shop, effective August 31, 2011 after 17 years and 6 months of service.

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

- A. Director of Development, effective August 31, 2011 after 14 years and 6 months of service.
- B. Program Director and Court Reporting Instructor, effective August 31, 2011 after 9 years and 2 months of service.
- C. Interim Band Director, effective August 31, 2011 after 1 year of service.

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

- A. Director of Physical Plant, effective August 31, 2011.
- B. Safety Director and Custodial Supervisor, effective August 31, 2011.
- C. Supervisor of Maintenance, effective August 31, 2011.
- D. Receiving Agent, effective August 31, 2011.

### **4. Recommendation to accept employee resignation as follows:**

- A. Accounts Receivable/Billing Clerk, effective April 25, 2011 after 4 years and 10 months of service.
- B. Upward Bound Counselor, effective April 25, 2011 after 2 years and 2 months of service.
- C. Athletic Trainer, effective July 31, 2011 after 2 years of service.
- D. Police Officer, effective June 17, 2011 after 9 months of service.

### **5. Recommendation to change employment as follows:**

- A. Administrative Assistant II, Registrar to Administrative Assistant III, Student Support effective May 2, 2011.
- B. Assistant Director of Marketing to Director of Development effective June 16, 2011.
- C. Assistant Manager, Demo Farm to Manager, Demo Farm effective June 1, 2011.
- D. Director of Marketing and Enrollment Management effective June 1, 2011 – salary change only to reflect additional responsibilities added.
- E. Graphics Artist and Photographer effective June 1, 2011 – salary change only to reflect additional responsibilities added.
- F. System Administrator, Security to System Administrator, Domain/Server Support effective September 1, 2011.

- G. Supervisor of Police to Police Officer effective June 12, 2011.
- H. Career Services/Job Placement Coordinator to Director of Career Services/Service Learning effective August 1, 2011

**6. Recommendation of employment as follows:**

- A. Music Instructor/Band Director, effective September 1, 2011.
- B. Administrative Assistant II, Registrar, effective May 23, 2011.
- C. Accounts Receivable/Billing Clerk, Business Office effective June 7, 2011.

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

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

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

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

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

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

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

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

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

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

**VII. ACTION ITEMS**

- A. To consider extending the bank depository contract for the period September 1, 2011 through August 31, 2013.
- B. To consider purchasing property at 330 S. High, Longview, Texas
- C. To consider approving salary systems for KC employees for fiscal year 2012. – *Exhibit #1*
- D. To consider approval of the 2011-2012 KC Catalog.
- E. To consider removing the tax discount for early payment of taxes.
- F. Present Certificate of Appreciation to outgoing Board President Larry Woodfin.

**VIII. DISCUSSION ITEMS**

**IX. BOARD COMMENTS**

**X. ADMINISTRATION COMMENTS**

A. Budget Reports

**XI. ADJOURNMENT**