

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

Prior to the meeting	6:00 p.m.	Monday, September 13, 2010
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- I. INFORMAL PLANNING SESSION**
 - A. Mike Turpin – 10 Year Report

Items of Business	6:30 p.m.	Monday, September 13, 2010
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- I. CALL TO ORDER**
 - A. Invocation and Pledge of Allegiance

- II. PRESENTATION**

- III. CONSENT AGENDA**

- A. To consider approving the minutes of the August 9, 2010 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
 - 1. Recommendation to accept employee resignations as follows:**
 - a. Administrative Assistant II – Recruitment Services, effective August 20, 2010, after 2 months of service
 - b. Administrative Assistant III – Counseling Center, effective December 2, 2010, after 1 year and 6 months of service
 - 2. Recommendation to accept employee retirement as follows:**
 - a. Custodian, effective September 30, 2010, after 18 years and 5 months of service
 - 3. Recommendation to accept at-will employee termination as follows:**
 - a. Administrative Assistant II – Registrar’s Office, effective August 6, 2010, after 3 years of service
 - 4. Recommendation for employment as follows:**
 - a. Administrative Assistant II – Office of Admissions and Records, effective September 20, 2010
 - 5. Recommendation for adjustment in salary as follows:**
 - a. Controls Specialist – Heating and Air Conditioning, based upon re-evaluation of market target salaries, for the period September 1, 2010 – August 31, 2011.
 - b. Director of Adult Basic Education, based upon a re-evaluation of market target salaries, for the period September 1, 2010 – August 31, 2011. This is a grant funded position.
 - c. Adult Basic Education Teacher, based upon a re-evaluation of market target salaries, for the period September 1, 2010 – August 31, 2011. This is a grant funded position.
 - d. Adult Basic Education Teacher, based upon a re-evaluation of market target salaries, for the period September 1, 2010 – August 31, 2011. This is a grant funded position.
 - e. Adult Basic Education Teacher, based upon a re-evaluation of market target salaries, for the period September 1, 2010 – August 31, 2011. This is a grant funded position.

6. Recommendation to change employment as follows:

- a. Academic Coordinator – TRIO Program to TRIO Assistant Director, effective September 1, 2010
- b. Administrative Assistant III to Training Coordinator – Workforce Development, effective September 1, 2010
- c. Administrative Assistant III to Training Coordinator – Workforce Development, effective September 1, 2010
- d. Administrative Assistant III to Training Coordinator – Workforce Development, effective September 1, 2010

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

IV. CITIZEN COMMENTS

V. ACTION ITEMS

- A. To consider adopting a tax rate for tax year 2010. – *Exhibit #1*
- B. To consider the scope of work and guaranteed maximum price for the Canterbury Engineering Science Building project.
 - To discuss potential funding methods for the Canterbury Engineering Science Building project.
- C. To consider approval of budget transfer reports for FY 2010 – *Exhibit #2*

VI. 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 **September 13, 2010.**"

PERSONNEL: (Government Code 551.074)

LEGAL: (Government Code 551.071)

For the purpose of a private consultation with the Board's attorney 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 September 13, 2010.**"

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.

VII. DISCUSSION ITEMS

- A. Progress report on outsourcing

VIII. BOARD COMMENTS

IX. ADMINISTRATION COMMENTS

X. ADJOURNMENT