

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, August 10, 2009, in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

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

Members absent: B. Randell Brint

Larry Woodfin, President, called the meeting to order at 6:30p.m. on August 10, 2009, 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

A. Charlene Worsham, Director of Instructional Technology and Distance Learning gave a presentation on the E-Learning Program at Kilgore College.

Section III. on the Agenda was Consent Agenda

A. To consider approving the minutes of the June 8, 2009 regular board meeting.

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

1. Recommendation to accept employee resignations as follows:

- a. Lead Teacher, Early Childhood Center, effective July 17, 2009 after one year of service
- b. Administrative Assistant II, Testing Center, effective August 6, 2009 after one year of service

2. Recommendation for employment as follows:

- a. Administrative Assistant III, Counseling Center, effective June 15, 2009
- b. Police Officer, KCPD, effective July 1, 2009
- c. SBDC Counselor, Small Business Development Center – Longview, effective July 6, 2009
- d. Counselor, Counseling Center, effective July 13, 2009
- e. Athletic Trainer, Student Development, August 1, 2009
- f. Music Instructor/Chorale Director, Liberal and Fine Arts, effective September 1, 2009
- g. Instructor, Associate Degree Nursing, effective September 1, 2009

- h. Instructor, Music/Theory, effective September 1, 2009
- i. Instructor, English, effective September 1, 2009
- j. Instructor, English, effective September 1, 2009
- k. Manager, Testing Center, Longview Campus, effective July 21, 2009
- l. Enrollment Advisor, Longview Campus, effective July 21, 2009
- m. Instructor, Automotive Technology, effective August 1, 2009
- n. SBDC Training Coordinator, Longview Campus, effective August 3, 2009
- o. Instructor, Speech, effective September 1, 2009
- p. Instructor, Speech, effective September 1, 2009

3. Recommendation for change in employment as follows:

- a. Instructor, Speech to Instructional Division Dean, Liberal and fine Arts, effective July 16, 2009

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 agendas presented. Bob Heath seconded the motion. The motion passed unanimously.

PERSONNEL AGENDA

**Kilgore Junior College District
Personnel Agenda
August 10, 2009**

1. Recommendation to accept employee resignation as follows:

- A. Ms. Amy Streetman, Lead Teacher - Early Childhood Center effective July 17, 2009 after one year of service
- B. Ms. Yashica Finley, Administrative Assistant II -Testing Center, effective August 6, 2009 after one year of service

2. Recommendation for employment as follows:

- A. **Name:** Ms. Destiny Teel
- Position:** Administrative Assistant III
- Location:** Counseling Center

Education: Associate of Arts
Kilgore College
Kilgore, Texas

Experience: Caregiver
Christine Teel
Kilgore, Texas; 2008 – 2009

Receptionist
Coldwell Banker Lenhart
Longview, Texas; 2006 – 2007

Sales Associate
Atwoods Ranch & Home
Kilgore, Texas; 2005 – 2005

Job Placement Clerical Support
Kilgore, College
Kilgore, Texas; 2002 – 2005

Effective Date: June 15, 2009

Salary: \$895.38 per pay period on a 12 month which is equivalent to an annual salary of \$21,489

Note: Ms. Teel replaces Ms. Regina French who was named Data Specialist/Administrative Assistant IV – VP of Institutional Planning/QEP Director

B. Name: Mr. Robert Farnham

Position: Police Officer

Location: KCPD

Education: Basic Peace Officer License
East Texas Police Academy
Kilgore, Texas

Experience: Patrol Officer
City of Kilgore Police Department
Kilgore, Texas; 2006 – 2009

Self Employed
Construction
Gladewater, Texas; 2003 -- 2006

Sub-Contractor
Parrot Construction
Lindale, Texas; 2002 -- 2003

Effective Date: July 1, 2009

Salary: \$1056.13 per pay period on a 12 month assignment which is equivalent to an annual salary of \$25,347

Note: Mr. Farnham replaces Mr. Elzie Turner who resigned

C. Name: Mr. Kenneth Estes

Position: SBDC Counselor

Location: Small Business Development Center – Longview

Education: Bachelor of Arts – Psychology
Texas Tech University
Lubbock, Texas

Experience: Trainer/Counselor
Learning Rx
Longview, Texas; 2005 – 2009

Owner/President
Estes and Associates, Inc
Longview, Texas; 2003 – 2009

Executive Director
Arc of Gregg County
Longview, Texas; 2000 – 2003

SBDC Counselor
Kilgore College
Kilgore, Texas; 1999 – 2000

Effective Date: July 6, 2009

Salary: \$1708.42 per pay period which is equivalent to an annual salary of \$41,002

Note: This is a grant funded position

D. Name: Ms. Jennifer Quine

Position: Counselor

Location: Counseling Center

Education: Bachelor of Arts – Psychology
Northeast Louisiana University
Monroe, Louisiana

Masters of Education – Counseling
University of Louisiana, Monroe
Monroe, Louisiana

Experience: Therapist
Allegiance Hospital
Kilgore, Texas; 2008 – 2009

Outreach Director
Brentwood Hospital
Longview, Texas; 2002 – 2008

Instructor - English
Ouachita High School
Monroe, Louisiana; January 2002 – 2002

Effective Date: July 13, 2009

Salary: \$1700.46 per pay period on a 12 month assignment which is equivalent to an annual salary of \$40,811

Note: Ms. Quine replaces Ms. Pam Gatton who was named Coordinator of Counseling and Testing

E. Name: Mr. William (Bill) Anderson

Position: Athletic Trainer

Location: Student Development

Education: Master of Science – Athletic Training
California University of Pennsylvania
California, Pennsylvania

Bachelor of Science – Athletic Training
California University of Pennsylvania
California, Pennsylvania

Experience: Athletic Trainer/Instructor
Lakeview Centennial High School
Garland, Texas; 2002 – 2009

Athletic Trainer
Wallace Orthopedics
Rockwall, Texas; 2003 – 2008

Athletic Trainer/Instructor
Central Davidson High School
Lexington, North Carolina; 2001 -2002

Effective Date: August 1, 2009

Salary: \$2083.33 per pay period on an 11 month assignment which is equivalent to an annual salary of \$50,000

Note: This is a new position

F. Name: Mr. James Taylor

Position: Music Instructor/Chorale Director

Location: Liberal and Fine Arts

Education: Master of Music
University of Miami
Coral Gables, Florida

Bachelor of Arts – Music Composition
Florida Atlantic University
Boca Raton, Florida

Experience: Director of Music Ministries
Trinity United Methodist Church
Tuscaloosa, Alabama; 2007 – 2009

Director of Music and the Arts
Southwood Presbyterian Church
Huntsville, Alabama; 2003 – 2006

Director of Music and the Arts
Village Seven Presbyterian Church
Colorado Springs, Colorado; 2000 – 2003

Effective Date: September 1, 2009

Salary: \$2081.70 per pay period which is equivalent to a 10 month contract of \$49,961

Note: Mr. Taylor replaces Mr. Ryan Kelly who resigned

G. Name: Ms. Susan Saiken

Position: Instructor - Associate Degree Nursing

Location: Math, Science and Health Services

Education: Master of Science – Nursing
University of Texas at Tyler
Tyler, Texas

Bachelor of Science – Nursing
McNeese State University
Lake Charles, Louisiana

Experience: Staff Nurse
Longview Regional
Longview, Texas; 2008 – 2009

Instructor - Health Science Technology
Hallsville ISD
Hallsville, Texas; 2006 – 2007

Instructor - Health Science Technology
Longview ISD
Longview, Texas; 1994 – 2005

Effective Date: September 1, 2009

Salary: \$2248.63 per pay period which is equivalent to a 10.5 month contract of \$53,967

Note: Ms. Saiken replaces Ms. Tessa McFarland who resigned

H. Name: Ms. Melanie Sullivan

Position: Instructor - Music/Theory

Location: Liberal and Fine Arts

Education: Master of Music – Music Theory
Texas A&M - Commerce
Commerce, Texas

Bachelor of Music – Musicology
University of Texas at Tyler
Tyler, Texas

Associate of Arts
Kilgore College
Kilgore, Texas

Experience: Adjunct Instructor - Music
Kilgore College
Kilgore, Texas; 2002 – 2009

Substitute Teacher
Gilmer ISD
Gilmer, Texas; 2000 – 2002

Substitute Teacher
Pine Tree ISD
Longview, Texas; 2000 – 2002

Effective Date: September 1, 2009

Salary: \$1743.75 per pay period which is equivalent to a 9 month
contract of \$41,850

Note: This is a new position

I. Name: Ms. Gwendolyn Winters

Position: Instructor - English

Location: Business, Technology, and Language Development

Education: Master of Education
University of Houston
Victoria, Texas

Bachelor of Science
East Texas State University
Commerce, Texas

Associate of Arts
Victoria Junior College
Victoria, Texas

Experience: Instructor - English
Union Grove ISD
Gladewater, Texas; 2007 – 2009

Adjunct Instructor - English
Kilgore College
Kilgore, Texas; 2003 – 2007

Instructor - Reading
Longview ISD
Longview, Texas; 2004 – 2005

Instructor - English
Union Grove ISD
Gladewater, Texas; 1991 – 2001

Effective Date: September 1, 2009

Salary: \$1793.75 per pay period which is equivalent to a 9 month contract of \$43,050

Note: This is a new position

J. Name: Mr. Blake Harris

Position: Instructor - English

Location: Business, Technology, and Language Development

Education: Master of Arts – English
National University
San Diego, California

Bachelor of Arts – English
East Texas Baptist University
Marshall, Texas

Experience: Adjunct Instructor - English
Panola Junior College
Carthage, Texas; 2009

Adjunct Instructor - English
Kilgore College
Kilgore, Texas; 2008 – 2009

Manager
DBR Entertainment, Inc.
Jefferson, Texas; 2002 – 2008

Effective Date: September 1, 2009

Salary: \$1685.42 per pay period which is equivalent to a 9 month contract of \$40,450

Note: This is a new position

K. Name: Ms. Leisha Smith

Position: Manager - Testing Center

Location: Kilgore College - Longview Campus

Education: Bachelor of Arts – Criminal Justice/Psychology
University of Arkansas
Little Rock, Arkansas

Experience: Instructor/Coach/Counselor
Carlisle ISD
Price, Texas; 2004 – 2009

Customer Service Representative
Service Insurance Group
Henderson, Texas; 2003 – 2004

Instructor/Coach
Henderson ISD
Henderson, Texas; 1999 – 2003

Effective Date: July 21, 2009

Salary: \$1434.96 per pay period on a 12 month assignment which is
equivalent to an annual salary of \$34,439

Note: This is a new position

L. Name: Ms. Shan Brooks

Position: Enrollment Advisor

Location: Kilgore College – Longview Campus

Education: Master of Education
Prairie View A&M University
Prairie View, Texas

Bachelor of Science
Oklahoma Panhandle State University
Goodwell, Oklahoma

Experience: Instructor - Reading
Blinn College
Bryan, Texas; 2004 – 2009

Educational Diagnostician
Athens ISD
Athens, Texas; 2003 – 2003

Effective Date: July 21, 2009

Salary: \$1250.00 per pay period on a 12 month assignment which is
equivalent to an annual salary of \$30,000

Note: This is a new position

M. Name: Mr. David Barrett

Position: Instructor - Automotive Technology

Location: Business, Technology, and Language Development

Education: Associate of Applied Science
Brookhaven College
Farmers Branch, Texas

Experience: Instructor - Automotive
Eastfield College
Mesquite, Texas; 2006 – 2009

Auto Tech
Randall Noe
Commerce, Texas; 2008 – 2009

Auto Tech
Frank Parra Auto
Irving, Texas; 2001 – 2008

Auto Tech
Goode Taylor Pontiac
Dallas, Texas; 1999 – 2001

Effective Date: August 1, 2009

Salary: \$4122.00 from August 1, 2009 – August 31, 2009
\$1901.38 per pay period which is equivalent to a 10.5 month contract of \$45,633

Note: This is a new position

N. Name: Ms. Melanie Northcutt

Position: SBDC Training Coordinator

Location: Kilgore College – Longview

Education: Bachelor of Business Administration
Stephen F. Austin State University
Nacogdoches, Texas

Experience: Branch Manager
Enterprise Rent-A-Car
Nacogdoches, Texas; 2007 – 2009

Teller
Regions Bank
Nacogdoches, Texas; 2006 – 2007

Effective Date: August 3, 2009

Salary: \$1654.45 per pay period on a 12 month assignment which is equivalent to an annual salary of \$39,707

Note: Ms. Northcutt replaces Ms. Janet Hughes who resigned. This is a grant funded position

O. Name: Ms. Michele Smith

Position: Instructor - Speech

Location: Liberal and Fine Arts

Education: Master of Arts - Communication
Texas State University
San Marcos, Texas

Bachelor of Science - Communication
University of Texas at Tyler
Tyler, Texas

Associate of Arts
College of the Sequoias
Visalia, California

Experience: Adjunct Instructor - Speech
Kilgore College
Kilgore, Texas; 2006 – 2009

Adjunct Instructor - Speech
Letourneau University
Longview, Texas; 2008 – 2009

Adjunct Instructor - Speech
Northeast Texas Community College
Mt. Pleasant, Texas; 2006 – 2007

Instructor – Speech
Northeast Texas Community College
Mt. Pleasant, Texas; 2005 – 2006

Effective Date: September 1, 2009

Salary: \$1731.66 per pay period which is equivalent to a 9 month contract of \$41,560

Note: This is a new position

P. Name: Ms. Ann Gerrity

Position: Instructor - Speech

Location: Liberal and Fine Arts

Education: Master of Arts
University of North Texas
Denton, Texas

Bachelor of Arts
University of North Texas
Denton, Texas

Experience: Instructor - Speech/Theatre
Lon Morris College
Jacksonville, Texas; 2008 - 2009

Instructor - Speech/Theatre
Paris Junior College
Paris, Texas; 2003 - 2008

Instructor
Whitehouse ISD
Whitehouse, Texas; 2002 - 2003

Instructor
Carlisle ISD
Price, Texas; 1999 - 2002

Effective Date: September 1, 2009

Salary: \$1747.91 per pay period which is equivalent to a 9 month contract of \$41,950

Note: Ms. Gerrity replaces Dr. Richard Harrison who was named Instructional Division Dean, Liberal and Fine Arts

3. Recommendation for change in employment as follows:

A. Name: Dr. Richard Harrison

Old Position: Instructor - Speech

New Position: Instructional Division Dean, Liberal and Fine Arts

Education: Doctorate of Education
East Texas State University
Commerce, Texas

Master of Arts
East Texas State University
Commerce, Texas

Master of Science
East Texas State University
Commerce, Texas

Bachelor of Arts
Baylor University
Waco, Texas

Experience: Instructor – Speech & English
Kilgore College
Kilgore, Texas; 1975 – 2009

Assistant Instructor – Dept. of Literature and Languages
East Texas State University
Commerce, Texas; 1972 – 1975

Instructor - English
Clarksville High School
Clarksville, Texas; 1971 - 1972

Effective Date: July 16, 2009

Old Salary: \$2740.41 per pay period which is equivalent to a 9 month contract of \$65,770

New Salary: \$3724.83 per pay period which is equivalent to a 12 month contact of \$89,396

Note: Dr. Harrison replaces Terry Booker who was named Dean of Instructional Outreach

Section IV. on the Agenda was Citizens Comments.
There were no citizen's comments.

Section V. on the Agenda was Action Items.
A. To consider adoption of the Fiscal Year 2010 budget. – *Exhibit #1*
Scott Andrews made the motion to adopt the Fiscal Year 2010 budget. Bob Heath seconded the motion. The motion passed unanimously.

EXHIBIT #1

KILGORE JUNIOR COLLEGE DISTRICT
REVENUE
BUDGET SUMMARY REPORT
FISCAL YEAR 2010

CURRENT FUNDS:

FY10

Proposed Budget

UNRESTRICTED FUNDS

STATE FUNDS:

STATE APPROPRIATION FOR COORDINATING BOARD APPROVED COURSES	5,908,270
STATE APPROPRIATION FOR OCCUPATIONAL PROGRAMS	6,661,337
SUB-TOTAL	12,569,607

LOCAL FUNDS:

TUITION	4,287,500
ALL OTHER STUDENT FEES	6,937,050
CONTRACT TRAINING	240,000
INTEREST INCOME	250,000
GIFTS AND DONATIONS	25,000
OTHER INCOME	225,000
USE OF FUNDS RECEIVED IN PY	0
SUB-TOTAL	11,964,550

TAXES:

TAXES FOR CURRENT OPERATION	5,780,000
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SUB-TOTAL, UNRESTRICTED FUND **30,314,157**

EXHIBIT #1, cont.

AUXILIARY ENTERPRISES INCOME:	
ATHLETICS	25,000
BOOKSTORE	3,175,000
DORMITORIES	891,575
FOOD SERVICE/VENDING/CONCESSIONS	1,156,000
CHILD CARE CENTER	120,000
FITNESS CENTER	182,500
TEXAS SHAKESPEAR FESTIVAL	292,277
EAST TEXAS OIL MUSEUM	209,000
PRINT SHOP	352,000
STUDENT ACTIVITIES	490,000
SUB-TOTAL, AUXILIARY FUND	6,893,352
RESTRICTED FUNDS OPERATIONS:	
CARL PERKINS	393,259
SBDC GRANTS	257,527
STUDENT FINANCIAL AID	8,516,371
ADULT EDUCATION PROGRAMS	425,500
TRIO	235,500
UPWARD BOUND	325,789
MISC FEDERAL GRANTS	212,126
MISC STATE GRANTS	461,640
RESTRICTED GIFTS	0
USE OF RESTRICTED FUND RECEIVED IN PY	324,367
ENDOWMENT INCOME AND GIFTS	175,000
SUB-TOTAL, RESTRICTED FUNDS	11,327,079
TOTAL CURRENT FUNDS INCOME	48,534,588
TOTAL ENDOWMENT FUNDS INCOME	5,000
TOTAL PLANT FUNDS INCOME	0
TOTAL REVENUES	48,539,588

EXHIBIT #1, cont.

**KILGORE JUNIOR COLLEGE DISTRICT
EXPENDITURES
BUDGET SUMMARY REPORT
FISCAL YEAR 2010**

	FY10 Proposed Budget
UNRESTRICTED:	
EDUCATION AND GENERAL EXPENDITURES:	
GENERAL ADMINISTRATION & STUDENT SERV.:	
GOVERNMENT OF THE INSTITUTION	6,950
EXECUTIVE DIRECTION AND CONTROL	499,717
BUSINESS AND FISCAL MANAGEMENT	1,138,699
STUDENT ADMISSIONS AND REGISTRATION	588,936
OTHER STUDENT SERVICES	880,909
SUB-TOTAL, GENERAL ADMIN. & STUDENT SERVICES	3,115,211
GENERAL INSTITUTIONAL EXPENSE:	
INSTITUTIONAL ADVANCEMENT	255,941
MARKETING AND PUBLIC RELATIONS	525,992
CENTRAL COMPUTER	1,172,084
OTHER GENERAL INSTITUTIONAL	848,725
SUB-TOTAL, GENERAL INSTITUTIONAL	2,802,742
STAFF BENEFITS	788,500
INSTRUCTION:	
GENERAL ACADEMIC INSTRUCTION	6,453,003
ACTIVITIES RELATED TO ACADEMIC INSTRUCTION	1,757,740
TECHNOLOGY EQUIPMENT	230,000
VOCATIONAL-TECH INSTRUCTION	4,279,456
ACTIVITIES RELATED TO VOC-TECH INSTRUCTION	394,756
SPECIAL PROGRAMS	2,741,815
UNRESTRICTED SCHOLARSHIPS	254,000
SUB-TOTAL, RESIDENT INSTRUCTION	16,110,770

EXHIBIT #1, cont.

LIBRARY AND MEDIA:	670,001
EXTENSION AND PUBLIC SERVICE:	189,319
PHYSICAL PLANT:	3,754,335
TRANSFERS OUT	1,473,026
CONTINGENT EXPENDITURES, RESERVED	700,000
TOTAL UNRESTRICTED EXPENDITURES	29,603,904
AUXILIARY ENTERPRISES:	
ATHLETICS	1,137,264
BOOKSTORE	2,819,280
DORMITORIES	991,829
CAFETERIA & CONCESSIONS	1,080,000
ETOM	282,495
STUDENT ACTIVITIES	280,356
PRINT SHOP	369,968
CHILD DEVELOPMENT CENTER	174,996
FITNESS CENTER	175,140
TEXAS SHAKESPEAR FESTIVAL	442,277
NET TRANSFERS IN	-150,000
TOTAL AUXILIARY EXPENDITURES	7,603,605
RESTRICTED EXPENDITURES:	
STUDENT FINANCIAL AID	8,683,079
CARL PERKINS FUNDS	393,259
ABE/TANF	425,500
SBDC	344,594
TRIO	235,500
UPWARD BOUND	325,789
WORKFORCE DEVELOPMENT GRANT	584,289
ENDOWED SCHOLARSHIPS	175,000
MISC STATE GRANTS	89,477
RESTRICTED GIFT	324,367
NET TRANSFERS IN	-253,775
TOTAL RESTRICTED EXPENDITURES	11,327,079

EXHIBIT #1, cont.

TOTAL CURRENT FUND EXPENDITURES	48,534,588
ENDOWMENT FUNDS EXPENDITURES	5,000
PLANT FUNDS	170,000
BOND/NOTE PAYMENTS	899,251
NET TRANSFERS IN NONCURRENT FUNDS	-1,069,251
TOTAL NONCURRENT FUNDS ACTIVITY	5,000
TOTAL EXPENDITURES AND TRANSFERS	48,539,588

- B. To consider and set tax rate for tax year 2009 – *Exhibit #2*
 Charles Hale made the following motion, “I move that we reduce taxes by adopting the tax rate of .1540.” Bob Heath seconded the motion. The motion passed unanimously.

EXHIBIT #2

Kilgore College Estimated Tax Revenue At Various Rates Fiscal Year 2009-2010		
Adjusted Tax Base		\$3,818,089,808
ESTIMATED Revenues based on a 96.5% collection		
<u>Rate</u>		<u>Estimated Revenue</u>
@ .15400	Current Rate	\$5,674,063*
@ .15497	Effective Tax Rate	\$5,709,802
@ .16736	Rollback	\$6,166,307
*This amount is an estimated projection of revenues; the amount currently in the FY10 budget is \$5,680,000.		
Certified Values by County:		
Gregg	\$2,450,385,132	certified
Rusk	1,084,374,550	certified
Upshur	196,720,339	certified
Smith	86,609,787	certified

Section VII. on the agenda was Discussion Items

- A. Budget Reports
Duane McNaney was available to answer questions.
- B. 2nd Quarter Investment Report
Duane McNaney was available to answer questions.
- C. 3rd Quarter Investment Report
Duane McNaney was available to answer questions.

Section VIII. on the agenda was Board Comments

There were no board comments.

Section IX. on the agenda was Administration Comments

- o Dr. Holda stated the following:
- o Upcoming Events
 - September 8 @ 10:00am Industrial Maintenance Building Opening at KC Longview
 - September 14 @ 10:30am Kickoff of the 75th Anniversary of Kilgore College (Kilgore Campus)
 - September 14 – Board Meeting to adopt the tax rate
 - September 15 @ 10:45am Kickoff of the 75th Anniversary of Kilgore College (Longview Campus)
- o There have been 2 community meetings regarding Kilgore College Classes in Henderson and Upshur County
- o Dr. Holda handed out season football passes to the board members
- o Duane McNaney stated that the new parking lot is now paved and the re-model to portions of Davis Annex are almost complete.

Section X. on the agenda was Adjournment

The meeting was adjourned at 8:10pm.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board