

STATE OF TEXAS
COUNTIES OF GREGG, RUSK, UPSHUR AND SMITH
KILGORE JUNIOR COLLEGE DISTRICT

The Kilgore Junior College District Board of Trustees met at 6:00 pm for an informal planning session on Monday, August 9, 2010 in the Stewart McLaurin Administration Building, 1st floor Board Room with the following members present:

G. Scott Andrews
C.B. Scooter Griffin
Charles Hale, Secretary
Will Roberson, Vice President
Larry Woodfin, President

The following members were absent: Bob Heath, R.E. Spradlin, and James Walker

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 9, 2010 in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

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

The following members were absent: Bob Heath and R.E. Spradlin

Larry Woodfin, President, called the meeting to order at 6:30 pm on August 9, 2010, in the Stewart McLaurin Administration Building 2nd floor.

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

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 were Citizen's Comments
There were no Citizen's Comments.

Section IV. on the Agenda was Action Items

A. To consider appointing Joe Carrington to fill the unexpired term of Randy Brint for Place 8, North Zone.

Will Roberson made the motion to accept Action Item A. Charlie Hale seconded the motion. The motion passed unanimously.

B. To administer the Oath of Office to Joe Carrington.

Nancy Law, Recording Secretary for the Board of Trustees, administered the Oath of Office to Joe Carrington.

C. To consider adoption of the Fiscal Year 2011 budget – Exhibit #1

Exhibit #1

KILGORE JUNIOR COLLEGE DISTRICT EXPENDITURES BUDGET SUMMARY REPORT FISCAL YEAR 2011	
	<u>FY11</u> <u>Proposed Budget</u>
UNRESTRICTED:	
EDUCATION AND GENERAL EXPENDITURES:	
GENERAL ADMINISTRATION & STUDENT SERV.:	
GOVERNMENT OF THE INSTITUTION	6,950
EXECUTIVE DIRECTION AND CONTROL	506,058
BUSINESS AND FISCAL MANAGEMENT	1,177,832
STUDENT ADMISSIONS AND REGISTRATION	620,026
OTHER STUDENT SERVICES	954,626
SUB-TOTAL, GENERAL ADMIN. & STUDENT SERVICES	3,265,492
GENERAL INSTITUTIONAL EXPENSE:	
INSTITUTIONAL ADVANCEMENT	277,911
MARKETING AND PUBLIC RELATIONS	531,230
CENTRAL COMPUTER	1,061,790
OTHER GENERAL INSTITUTIONAL	896,515
SUB-TOTAL, GENERAL INSTITUTIONAL	2,767,446
STAFF BENEFITS	966,000

INSTRUCTION:	
GENERAL ACADEMIC INSTRUCTION	7,031,289
ACTIVITIES RELATED TO ACADEMIC INSTRUCTION	1,883,822
TECHNOLOGY EQUIPMENT	230,000
VOCATIONAL-TECH INSTRUCTION	4,481,630
ACTIVITIES RELATED TO VOC-TECH INSTRUCTION	397,651
SPECIAL PROGRAMS	2,869,768
UNRESTRICTED SCHOLARSHIPS	320,000
SUB-TOTAL, RESIDENT INSTRUCTION	17,214,160
LIBRARY AND MEDIA:	679,413
EXTENSION AND PUBLIC SERVICE:	177,934
PHYSICAL PLANT:	3,656,513
TRANSFERS OUT	1,055,181
CONTINGENT EXPENDITURES, RESERVED	775,942
TOTAL UNRESTRICTED EXPENDITURES	30,558,081
AUXILIARY ENTERPRISES:	
ATHLETICS	1,154,922
BOOKSTORE	3,032,375
DORMITORIES	804,821
CAFETERIA & CONCESSIONS	1,075,000
ETOM	330,643
STUDENT ACTIVITIES	268,985
PRINT SHOP	396,180
CHILD DEVELOPMENT CENTER	180,528
FITNESS CENTER	176,540
TEXAS SHAKESPEAR FESTIVAL	445,554
NET TRANSFERS IN	-150,000
TOTAL AUXILIARY EXPENDITURES	7,715,548

RESTRICTED EXPENDITURES:	
STUDENT FINANCIAL AID	12,000,943
CARL PERKINS FUNDS	368,368
ABE/TANF	743,340
SBDC	349,428
TRIO	255,997
UPWARD BOUND	254,720
WORKFORCE DEVELOPMENT GRANT	270,560
ENDOWED SCHOLARSHIPS	175,000
MISC STATE GRANTS	79,600
RESTRICTED GIFT	189,377
NET TRANSFERS IN	-298,309
TOTAL RESTRICTED EXPENDITURES	14,389,024
TOTAL CURRENT FUND EXPENDITURES	52,662,653
ENDOWMENT FUNDS EXPENDITURES	5,000
PLANT FUNDS	119,500
BOND/NOTE PAYMENTS	511,872
NET TRANSFERS IN NONCURRENT FUNDS	-606,872
TOTAL NONCURRENT FUNDS ACTIVITY	29,500
TOTAL EXPENDITURES AND TRANSFERS	52,692,153

Scott Andrews made the motion to accept Action Item C. Charlie Hale seconded the motion. The motion passed unanimously.

D. To consider and set tax rate for tax year 2010 – Exhibit #2

Exhibit #2

**Kilgore College
Estimated Tax Revenue
At Various Rates
Fiscal Year 2010-2011**

Adjusted Tax Base \$3,792,216,029

ESTIMATED Revenues based on a 96.5% collection

<u>Rate</u>		<u>Estimated Revenue</u>
@ .15400	Current Rate	\$5,635,612*
@ .15689	Effective Tax Rate	\$5,741,371
@ .16944	Rollback	\$6,200,637

*This amount is an estimated projection of revenues; the amount currently in the FY11 budget is \$5,625,000.

Certified Values by County:

Gregg	\$2,434,080,799	certified
Rusk	1,090,121,600	certified
Upshur	178,493,512	certified
Smith	89,520,118	certified

Scotter Griffin made the motion to set the tax rate at the current rate of .15400 per \$100 of valuation. James Walker seconded the motion. The motion passed unanimously.

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

Section VI. on the Agenda was Consent Agenda.

- A. To consider approving the minutes of the June 14, 2010 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
 1. **Recommendation to accept employee resignations as follows:**
 - a. Graphics and Artist Photographer, effective July 30, 2010 after 4 years and three months of service
 - b. Police Officer, effective July 8, 2010 after 5 months of service
 - c. Administrative Assistant I, effective August 6, 2010
 2. **Recommendation to accept employee retirement as follows:**
 - a. Police Officer, KCPD, effective August 31, 2010 after 29 years of service
 3. **Recommendation to accept at-will employee termination as follows:**
 - a. Maintenance technician, effective July 27, 2010 after 2 years and 3 months of service
 4. **Recommendation for employment as follows:**
 - a. Administrative Assistant II, Testing Center, effective June 30, 2010
 - b. Police Officer, KCPD, effective July 16, 2010
 - c. Graphic Artist and Photographer, Student Development, effective July 26, 2010
 - d. Police Officer, KCPD, effective August 1, 2010
 - e. Chemistry Instructor, Math, Science and Health Sciences, effective September 1, 2010
 - f. History Instructor, Liberal and Fine Arts, effective September 1, 2010
 - g. Mathematics Instructor, Math, Science and Health Sciences, effective September 1, 2010
 - h. Psychology Instructor, Liberal and Fine Arts, effective September 1, 2010
 - i. Government Instructor, Liberal and Fine Arts, effective September 1, 2010
 - j. English Instructor, Business, Technology, and Language Development, effective September 1, 2010
 - k. Associate Degree Nursing Instructor, Math, Science and Health Services, effective September 1, 2010
- 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. Scott Andrews seconded the motion. The motion passed unanimously.

PERSONNEL AGENDA

**Kilgore Junior College District
Personnel Agenda
August, 9 2010**

1. **Recommendation to accept employee resignations as follows:**
 - A. Mr. Lee Littlefield, Graphics and Artist Photographer , effective July 30, 2010 after 4 years and three months of service
 - B. Mr. Charles Boyce, Police Officer, effective July 8, 2010 after 5 months of service
 - C. Ms. Venita Howard, Administrative Assistant I, effective August 6, 2010 after 3 years of service
2. **Recommendation to accept employee retirement as follows:**
 - A. Mr. John Hester, Police Officer, effective August 31, 2010 after 29 years of service
3. **Recommendation to accept at-will employee termination as follows:**
 - A. Mr. John Davidson, Maintenance Technician, effective July 27, 2010 after 2 years and 3 months of service
4. **Recommendation for employment as follows:**
 - A. **Name:** Ms. Brittney Stoker
 - Position:** Administrative Assistant II
 - Location:** Testing Center
 - Education:** Bachelor of Business Administration
Texas A&M - Commerce
Commerce, Texas

Associate of Arts
Kilgore College
Kilgore, Texas
 - Experience:** Day Care Attendant
Calvary Way Daycare
Kilgore, Texas; 2004 - 2009

Receptionist
Regis Hair Salon
Kilgore, Texas; 2003- 2004

Effective Date: June 30, 2010
Salary: \$848.79 per pay period on a 12 month assignment which is equivalent to an annual salary of \$20,371
Note: This is a new position

B. Name: Mr. Robert "Cliff" Floyd
Position: Police Officer
Location: KCPD
Education: Bachelor of Science
Texas A&M
College Station, Texas
Associate of Science
Kilgore College
Kilgore, Texas
Texas Department of Public Safety Trooper Academy
Austin, Texas

Experience: Lieutenant
Texas Department of Public Safety
Longview, Texas; 1980 – 2008
East Texas Police Academy
Part Time Instructor
Kilgore, Texas; 1999 -2004

Effective Date: July 16, 2010
Salary: \$1158.91 per pay period on a 12 month assignment which is equivalent to an annual salary of \$27,814
Note: Mr. Floyd replaces Mr. Charles Boyce who resigned

C. Name: Mr. Jonathan Vashey
Position: Graphic Artist and Photographer
Location: Student Development
Education: Bachelor of Fine Arts
Northern Arizona University
Flagstaff, Arizona

Associate of Arts
College of DuPage
Glen Ellyn, Illinois

Experience: Project Manager/Design
Cypress Interactive
Kilgore, Texas; 2006 – 2010

Adjunct Graphics Design Instructor
Kilgore College
Kilgore, Texas; 2007 – 2010

Graphic Designer
Forbes & Butler Visual Communication
Longview, Texas; 2006 – 2007

Effective Date: July 26, 2010

Salary: \$1296.91 per pay period on a 12 month assignment which is equivalent to an annual salary of \$31,126

Note: Mr. Vashey replaces Mr. Lee Littlefield who resigned

D. Name: Ms. Rebecca Nau

Position: Police Officer

Location: KCPD

Education: East Texas Police Academy
Kilgore, Texas

Experience: Meter Reader
Longview Water Department
Longview, Texas; 2007

Server
The City Diner
Longview, Texas; 2007

Effective Date: August 1, 2010

Salary: \$1108.91 per pay period on a 12 month assignment which is equivalent to an annual salary of \$26,614

Note: Ms. Nau replaces Mr. John Hester who retired

E. Name: Ms. Jennifer Chilek

Position: Instructor, Chemistry

Location: Math, Science and Health Sciences

Education: Master of Science
University of Texas at Dallas
Richardson, Texas

Bachelor of Science
Stephen F. Austin State University
Nacogdoches, Texas

Experience: Teaching Assistant
University of Texas at Dallas
Richardson, Texas; 2008 - 2010

Chemist
Analytical Food Labs
Grand Prairie, Texas; 2007 - 2008

Master Tutor
Stephen F. Austin State University
Nacogdoches, Texas; 2005 - 2006

Effective Date: September 1, 2010

Salary: \$1666.66 per pay period which is equivalent to a 9 month contract of \$40,000

Note: This is a new position

F. Name: Mr. William Wells

Position: Instructor, History

Location: Liberal & Fine Arts

Education: Master of Arts
Baylor University
Waco, Texas

Bachelor of Arts
East Texas Baptist University
Marshall, Texas

Experience: Part Time Instructor
Axia College
Phoenix, Arizona; 2005 - 2010

Adjunct Instructor
Richland College
Dallas, Texas; 2005 - 2010

Teaching Assistant
University of Texas at Dallas
Richardson, Texas; 2003 - 2006

Effective Date: September 1, 2010

Salary: \$1733.33 per pay period which is equivalent to a 9 month contract of \$41,600

Note: This is a new position

G. Name: Ms. Elizabeth Johnson

Position: Instructor, Mathematics

Location: Math, Science and Health Sciences

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

Bachelor of Science
University of Texas at Tyler
Tyler, Texas

Experience: Adjunct Instructor
Tyler Junior College
Tyler, Texas; 2009 - 2010

Adjunct Instructor
University of Texas at Tyler
Tyler, Texas; 2009

Lab Manager
Tyler Junior College
Tyler, Texas; 2009

Effective Date: September 1, 2010

Salary: \$1666.66 per pay period which is equivalent to a 9 month contract of \$40,000

Note: This is a new position

H. Name: Ms. Margaret "Marcy" Rhodes

Position: Instructor, Psychology

Location: Liberal & Fine Arts

Education: Master of Arts
Stephen F. Austin State University
Nacogdoches, Texas

Bachelor of Science
University of Texas at Tyler
Tyler, Texas

Experience: Adjunct Instructor
Kilgore College
Kilgore, Texas; 2008 – 2010
Teaching Assistant
Stephen F. Austin State University
Nacogdoches, Texas; 2007 – 2008

Owner/Operator
Pines Dining Club
Longview, Texas; 1993 - 2006

Effective Date: September 1, 2010

Salary: \$1666.66 per pay period which is equivalent to a 9 month contract of \$40,000

Note: This is a new position

I. Name: Mr. John Raulston

Position: Instructor, Government

Location: Liberal and Fine Arts

Education: Master of Arts
University of Texas at Tyler
Tyler, Texas

Bachelor of Science
University of Texas at Tyler
Tyler, Texas

Associate of Arts
Tyler Junior College
Tyler, Texas

Experience: Adjunct Instructor
Tyler Junior College
Tyler, Texas; 2009 – 2010

Adjunct Instructor
University of Texas at Tyler
Tyler, Texas; 2005 – 2010

Webmaster
University of Texas at Tyler
Tyler, Texas; 2007 -2010

Effective Date: September 1, 2010

Salary: \$1691.66 per pay period which is equivalent to a 9 month contract of \$40,600

Note: This is a new position

J. Name: Mr. Michael Shewmaker

Position: Instructor, English

Location: Business, Technology, and Language Development

Education: Master of Fine Arts
McNeese State University
Lake Charles, La

Master of Arts
McNeese State University
Lake Charles, La

Bachelor of Arts
East Texas Baptist University
Marshall, Texas

Bachelor of Science
East Texas Baptist University
Marshall, Texas

Experience: Graduate Assistant
McNeese State University
Lake Charles, La; 2007 – 2010

Effective Date: September 1, 2010

Salary: \$1733.33 per pay period which is equivalent to a 9 month contract of \$41,600

Note: This is a new position

K. Name: Mr. James VanMeter

Position: Instructor, Associate Degree Nursing

Location: Math, Science and Health Sciences

Education: Master of Science – Nursing
University of Texas Health Science
Houston, Texas

Bachelor of Science – Nursing
Stephen F. Austin State University
Nacogdoches, Texas

Experience: Psychiatric Nurse Practitioner
Grant Mental Health Clinic
Moses Lake, WA; 2010
Psychiatric Nurse Practitioner
ACCESS Mental Health Clinic
Jacksonville, Texas; 2009 – 2010

Psychiatric Nurse Practitioner
Rusk State Hospital
Rusk, Texas; 2008 – 2009

Psychiatric Nurse Practitioner
Skyview Psychiatric Prison
Rusk, Texas; 2002 – 2008

Effective Date: September 1, 2010

Salary: \$2284.04 per pay period which is equivalent to a 10.5 month contract of \$54,817

Note: Mr. VanMeter replaces Ms. Connie Wyszynski

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 VII. on the agenda was Board Comments

Section VIII. on the agenda was Administrative Comments.

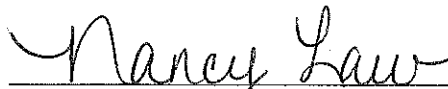
Dr. Holda stated the following:

- Thursday, August 12th at 7:00 is Summer Graduation
- Monday, September 13th is our next KC Board Meeting

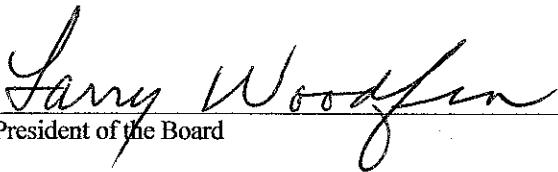
Section X. on the agenda was adjournment.

The meeting was adjourned at 7:15pm.

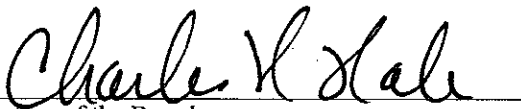
Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board