

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, September 14, 2009 in the Stewart McLaurin Administration Building, 1st floor Board Room with the following members present:

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

Members absent: Will Roberson, Vice President

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, September 14, 2009, in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

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

Members absent: Will Roberson, Vice President

Larry Woodfin, President, called the meeting to order at 6:30p.m. on September 14, 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

There were no presentations

Section III. on the Agenda was Consent Agenda

- A. To consider approving the minutes of the August 10, 2009 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
 - 1. **Recommendation to accept employee resignations as follows:**
 - a. Instructor, Associate Degree Nursing, effective August 17, 2009
 - b. Police Officer, effective September 4, 2009
 - 2. **Recommendation for employment as follows:**
 - a. Early childhood Teacher, effective September 1, 2009
 - b. Administrative Assistant II, Career Services, effective September 1, 2009
 - c. Instructor, Welding, effective September 1, 2009
 - d. Instructor, Mathematics, effective September 1, 2009
 - e. Administrative Assistant II, Testing Center, effective August 14, 2009
 - f. Systems/Electronic Librarian, effective August 14, 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. B. Randall Brint 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
September 14, 2009**

- 1. **Recommendation to accept employee resignation as follows:**
 - A. Ms. Susan Saikin, Instructor, Associate Degree Nursing, effective August 17, 2009
 - B. Mr. Robert Farnham, Police Officer, effective September 4, 2009
- 2. **Recommendation for employment as follows:**
 - A. **Name:** Kristie Wilson
 - Position:** Early Childhood Teacher
 - Location:** Liberal and Fine Arts
 - Education:** Associate of Applied Science
Kilgore College
Kilgore, Texas

Experience: Teacher
Oakland Heights Child Development Center
Longview, Texas; 2008 – 2009

Teacher
UTMB
Galveston, Texas; 2006 – 2008

Teacher
Oakland Heights Child Development Center
Longview, Texas; 2003 – 2006

Effective Date: September 1, 2009

Salary: \$860.25 per pay period on a 9 month assignment
which is equivalent to an annual salary of \$20,646

Note: Ms. Wilson replaces Ms. Streetman who resigned

B. Name: Cara Nyvall

Position: Administrative Assistant II

Location: Career Services

Education: Associate of Arts
Kilgore College
Kilgore, Texas

Experience: Part Time Administrative Assistant
Kilgore College
Kilgore, Texas; 2007 – 2009

English and Math Tutor
Kilgore College
Kilgore, Texas; 2007 – 2007

Effective Date: September 1, 2009

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

C. Name: Steve Stegall

Position: Instructor, Welding

Location: Business, Technology, and Language Development

Education: Bachelor of Science
Sam Houston State University
Huntsville, Texas

Associate of Arts
Trinity Valley Community College
Athens, Texas

Experience: Agriculture Teacher
Troup ISD
Troup, Texas; 2008 – 2009

Agriculture Teacher
Carlisle ISD
Price, Texas; 2005 – 2008

Agriculture Teacher
Laneville ISD
Laneville, Texas; 2003 – 2006

Effective Date: September 1, 2009

Salary: \$1685.41 per pay period which is equivalent to a 9 month contract of \$40,450

Note: This is a new position

D. Name: Matthew Wickes

Position: Instructor, Mathematics

Location: Math, Science and Health Services

Education: Master of Science
Tarleton State University
Stephenville, Texas

Bachelor of Science
Abilene Christian University
Abilene, Texas

Experience: Graduate Teaching Assistant
Tarleton State University
Stephenville, Texas; 2007 – 2009

Group Leader/Program Director
Camp Deer Run
Winnsboro, Texas; 2003 – 2009 (Summers)

Mathematics Tutor
Alpha Academics
Abilene, Texas; 2005 – 2007 (Summers)

Effective Date: September 1, 2009

Salary: \$1674.16 per pay period which equivalent to a 9
month contract of \$40,180

Note: This is a new position

E. **Name:** Megan Fore

Position: Administrative Assistant II

Location: Testing Center

Education: Associate of Applied Science
Kilgore College
Kilgore, Texas

Experience: Student Assistant – Testing Center
Kilgore College
Kilgore, Texas; 2009

Student Worker – Reading Lab
Kilgore College
Kilgore, Texas; 2008

Orientation Leader
Kilgore College
Kilgore, Texas; 2008

Effective Date: August 14, 2009

Salary: \$848.79 per pay period on a 12 month assignment
which is equivalent to an annual salary of \$20,371

Note: Ms. Fore replaces Ms. Yashica Finley who resigned

F. **Name:** Andy Tang

Position: Systems/Electronic Librarian

Location: Library

Education: Master of Library and Information Studies
Rutgers University
East Brunswick, New Jersey

Bachelor of Science
Beijing University of Technology
Beijing, China

Experience: System Management Assistant
Rutgers University
East Brunswick, New Jersey; 2009

Intern
ACLU
New York, New York; 2008 – 2009

Intern
Rutgers University Library
East Brunswick, New Jersey; 2008 – 2009

Information Specialist
Shenhua Group
Beijing, China

Effective Date: August 14, 2009

Salary: \$1878.58 per pay period on a 12 month assignment
which is equivalent to an annual salary of \$45,086

Note: This is a new position

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 adopting a tax rate for tax year 2009. – *Exhibit #1*
A motion was made by James Walker to adopt a tax rate of \$0.1540 for the tax year 2009. The motion was seconded by Scott Andrews. The motion passed unanimously.

EXHIBIT #1 on following page

EXHIBIT #1

Duane J. McNaney, CPA
Vice President of Administrative Services
(903) 983-8107 (v)
(903) 983-8655 (f)

Kilgore College

Memo

To: Board of Trustees
From: Duane J. McNaney, CPA
CC: Dr. William Holda
Date: 11/10/2009
Re: Tax rate for tax year 2009

At the August 10, 2009 board meeting, the board of trustees set a tax rate of \$0.1540 for the tax year 2009. This rate appropriately supports the fiscal year 2010 budget. The Kilgore College board of trustees was not required to hold any public hearings since the rate set was below the effective rate. **Administration is recommending the tax rate of \$0.1540 be adopted for the tax year 2009.**

EXHIBIT #1, cont.

**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
Rusk	1,084,374,550
Upshur	196,720,339
Smith	86,609,787

- B. To consider approval of budget transfer reports for FY 2009. – *Exhibit #2*
Duane McNaney reviewed Exhibit #2, “Budget Transfer Reports for FY 2009” and there was some discussion. James Walker moved that the transfers be approved and Bob Heath seconded. The motion passes with 7 yes votes and Scooter Griffin abstaining.

EXHIBIT #2 on following page

EXHIBIT #2

Budget Adjustments made throughout FY09

<u>Dept #</u>	<u>Department Description</u>	<u>Original Budget</u>	<u>Total Adj Made FY08</u>	<u>Revised Budget</u>	<u>Explanation for Change</u> <u>Items over \$5,000 explained</u>
100	GOVERNING BOARD	6,950	0	6,950	
102	PRESIDENT'S OFFICE	306,053	26,000	332,053	\$22K for deferred comp package, \$4K travel legislative yr.
103	V.P., INSTRUCTION	386,015	-217,341	168,674	Tecnology funds allocated to instructional depts
108	BUSINESS OFFICE	598,694	15,000	613,694	
109	INTERNAL AUDITOR	59,428	0	59,428	
110	TAX OFFICE	220,500	0	220,500	
112	HUMAN RESOURCES	288,210	-32,500	255,710	From contingency to PT staff Academic Guidance
113	REGISTRAR'S OFFICE	273,199	0	273,199	
114	TESTING, KILGORE	110,388	8,548	118,936	Increased enrollment cause increased need for testing packets
115	ADMISSIONS/RECRUIT	158,773	-548	158,225	
116	VP, STUDENT SERV	165,666	3,076	168,742	
117	INTERNATIONAL STUDENTS	37,671	0	37,671	
118	RESIDENTIAL LIFE	78,743	0	78,743	
119	DIR, STUDENT SERV	53,275	6,000	59,275	For Bus routes
120	FINANCIAL AID	386,068	36,057	422,125	Trich gift for Sabine students
121	CAPITAL CAMPAIGN	5,000	30,334	35,334	Eastman chemical Longview initiative gift
123	STUDENT SERV, LGVW	41,580	5,211	46,791	Longview testing increases
124	DISTANCE LEARNING	200,784	-2,394	198,390	
125	FIRST YEAR EXPERIENCE	200,550	16,482	217,032	Increased orientation participation supported by increased revenue
209	INSTIT SCHOLARSHIPS	175,000	0	175,000	
216	REV,DEBT SERV FUND	181,924	0	181,924	
217	CAMPUS SECURITY	295,328	1,011	296,339	
220	CONTINGENT EXP	300,000	-93,000	207,000	\$22K to deferred comp; \$15K to athletic medical; \$10K to TSA administration; \$8K to trademark renewal; \$6 increase in NETNet dues; \$6K for bus routes; \$5.4K to set up Institutional Planning dept; other items received \$5K or less
221	INSTITUTIONAL PLANNING	0	5,400	5,400	Create Institutional Planning Dept
222	INSTIT ADVANCEMENT	247,461	0	247,461	

EXHIBIT #2, cont.

223	MARKETING/PUB REL	465,495	0	465,495	
226	INSTIT RESEARCH	75,617	0	75,617	
227	CAMPUS MAIL SERV	94,478	0	94,478	
229	TELEPHONE SYSTEM	98,785	0	98,785	
231	COMPUTER SYSTEM	808,772	345,400	1,154,172	POISE Portal Upgrade Moved Crisis Mgmt to this dept; Increased for Trademark renew
235	OTHER INSTIT EXP	238,500	11,527	250,027	
236	QUALITY ENHANCEMENT PLAN	25,650	0	25,650	
237	SERVICE LEARNING	0	3,300	3,300	
238	STAFF BENEFITS	583,500	10,900	594,400	For TSA administration
247	INSTRUCTIONAL MEDIA	97,713	2,000	99,713	
275	PHYS PLANT ADMIN	103,221	0	103,221	
278	PHYS PLANT GEN SERV	375,000	0	375,000	
281	P PLANT BLDG MAINT	1,317,352	-2,000	1,315,352	
284	P PLANT CUST SERV	786,826	0	786,826	
287	PHYS PLANT GROUNDS	195,457	0	195,457	
294	P PLANT UTILITIES	1,075,000	0	1,075,000	
301	ET REG SCIENCE FAIR	7,000	0	7,000	
302	KCSI SUMMER SCIENCE PROGRAM	0	11,300	11,300	Trich gift toward summer science program
310	GEN EXT & PUB SERV	0	0	0	
311	RANGERETTE SHOWCASE	24,630	0	24,630	
312	TX SHAKESPEARE FEST	439,844	97,422	537,266	Supported through increased revenues
314	RADIO STATION	0	0	0	
315	DEMONSTRATION FARM	134,311	0	134,311	
325	LIBRARY	518,160	30,911	549,071	\$21K from Tech funds; \$10K correction of carry-forward grant
441	AGRICULTURE	83,923	0	83,923	
443	BIOLOGICAL SCIENCE	699,073	53,152	752,225	\$33K from Tech funds; \$20K biology gift
445	BUSINESS & MGT	281,104	1,319	282,423	
447	COMMUNICATIONS	224,870	1,034	225,904	
448	JOURNALISM	98,100	-316	97,784	
451	HEALTH & PE	588,359	2,005	590,364	
452	PARKS FITNESS CTR	238,058	0	238,058	
453	ENGINEERING	14,275	-1,134	13,141	
454	ART	133,801	2,353	136,154	
455	MUSIC	502,020	44,874	546,894	\$10K Rosa Mae, \$6K Ana Lab, \$7.5 Trich, \$2K Turk, \$2K AEP gifts; \$8K Tech funds; \$2K small misc gifts
456	BAND	131,193	801	131,994	

EXHIBIT #2, cont.

457	THEATRE	181,856	-3,035	178,821	
458	DANCE	71,710	100	71,810	
460	FOREIGN LANG/ESOL	159,213	2,516	161,729	
461	MATHEMATICS	756,698	24,043	780,741	From Tech funds
462	GEOLOGY	58,975	7,100	66,075	Trich gift
463	CHEMISTRY	323,970	1,169	325,139	
464	PHYSICS	87,425	-200	87,225	
465	SOCIAL/BEHAV SCIENCE	264,413	6,216	270,629	From Tech funds and misc gifts
467	HISTORY & GOVT	579,562	1,945	581,507	
468	ENGLISH	642,875	21,524	664,399	\$19K from tech funds and misc gifts
469	READING	96,768	3,680	100,448	
470	DEVELOPMENTAL ENGLISH	73,691	1,154	74,845	
471	DEAN LF LIBERAL/FINE ARTS	175,998	3,010	179,008	
472	DEAN OF MATH & SCIENCES	194,742	5,405	200,147	\$4K to cover supplies and \$2K for professional development
474	DEAN OF KC LONGVIEW	493,324	38,786	532,110	\$29K from tech funds; \$4K from CE and \$4K from Ofc Prof for lab
475	DEAN OF BUS/LANG/TECH	201,746	19,953	221,699	\$20K Tech Prep award
480	ACADEMIC GUIDANCE	112,924	27,500	140,424	\$27.5K for PT counselor
482	DEAN OF PUBLIC SERVICE	133,628	-60	133,568	
484	VOC TECH GUIDANCE	140,460	0	140,460	
503	OCCUPATIONAL SAFETY & HEALTH	72,415	752	73,167	
504	MANAGEMENT	68,722	709	69,431	
506	CHILD DEVELOP CTR	290,998	3,924	294,922	
510	GENERAL BUSINESS	2,762	0	2,762	
511	LEGAL ASSISTING	64,856	-340	64,516	
513	COMPUTER SCIENCE	341,220	19,098	360,318	\$19K from tech funds
514	COMMERCIAL DESIGN	97,434	1,669	99,103	
517	COSMETOLOGY LGVW	349,391	3,068	352,459	
524	PHOTOGRAPHY	82,330	0	82,330	
526	WELDING	137,175	186	137,361	
528	AUTOMOTIVE TECHNOLOGY	130,343	20,606	150,949	\$21K from Tech funds
529	AUTOBODY REPAIR	96,000	-252	95,748	
530	DIESEL TECHNOLOGY	80,304	1,500	81,804	
531	INDUSTRIAL MAINTENANCE TECH	75,224	2,500	77,724	
534	CRIMINAL JUSTICE	71,750	834	72,584	
538	A/C & REFRIG	82,922	0	82,922	

EXHIBIT #2, cont.

543	ASSOC DEG NURSING	831,507	18,765	850,272	\$19K from tech funds
545	MEDICAL LAB TECH	0	0	0	
547	SURGICAL TECHNOLOGY	95,838	456	96,294	
549	LIC VOC NURSING	354,708	6,100	360,808	Increased testing, revenue supported
550	PHYS THERAPIST ASST	135,825	1,034	136,859	
551	RADIOLOGIC TECH	145,890	2,971	148,861	
553	MEDICAL ASSISTING	3,750	0	3,750	
554	CORROSION TECH	84,127	32,832	116,959	\$21K in gifts; \$6K from tech funds; \$5K carry-forward correction
555	DRAFTING & DESIGN	78,650	0	78,650	
556	PROCESS TECHNOLOGY	95,677	5,709	101,386	\$5K Eastman gift.
559	ELECTRONICS TECH	96,147	-2,500	93,647	
560	COMPUTER REPAIR	0	0	0	
569	JOB PLACEMENT	34,467	300	34,767	
609	SMALL BUS DEVELOP	292,095	85,806	377,901	Increase in grant award
610	WORKFORCE DEVELOPMENT	620,942	99,640	720,582	Increase in grant award
611	TWC-SDF BASS	0	0	0	
613	PETROLEUM TECHNOLOGY	83,780	0	83,780	
614	CHILD CARE QUALITY SERVICES	0	0	0	
615	PETROLEUM CONTRACT TRAINING	113,359	0	113,359	
616	TWC-KEY ENERGY	126,564	0	126,564	
617	TWC-COVERGY CUSTOMER MGMT	0	0	0	
618	TWC-ORGILL, INC	82,860	0	82,860	
619	CLEVELAND STEEL	0	83,710	83,710	New grant award
620	MIKE MILLER GIFTS	70,000	0	70,000	
621	RANGERETTE SPECIFIC PROJECTS	27,500	0	27,500	
622	CSI GRANT	0	180,092	180,092	New grant award
630	TRIO PROGRAMS	220,000	17,117	237,117	Increase in grant award
637	UPWARD BOUND	250,000	-195,815	54,185	Separate grant years
638	UPWARD BOUND (2)	0	295,126	295,126	Separate grant years, increase to award amount
640	FIN AID, PELL	7,014,000	0	7,014,000	
641	FIN AID, SEOG	124,000	0	124,000	
642	FIN AID, CWS	184,466	0	184,466	
643	FIN AID, TPEG	127,000	0	127,000	
644	FIN AID, TEX GRANT	482,670	0	482,670	
645	TEXAS GUARANTEE STUDENT LOAN	0	0	0	
647	ACADEMIC COMPETITIVE GRANT	100,000	0	100,000	
650	TEXAS EDUC OPPORTUNITY GRANT	0	77,850	77,850	New grant award
651	VOCATIONAL NURSING SCHOLAR	0	745	745	
652	PROFESSIONAL NURSING SCHOLAR	0	5,686	5,686	New grant award

EXHIBIT #2, cont.

653	LEAP GRANTS	0	5,796	5,796	New grant award
654	SLEAP GRANTS	0	7,455	7,455	New grant award
AMERICAN FOUND FOR BLIND					
675	GRANT	0	0	0	
676	T.A.N.F. FEDERAL	25,635	0	25,635	
677	T.A.N.F. STATE	0	0	0	
679		20,000	0	20,000	
681		1,000	0	1,000	
682	PERKINS BASIC GRANT	301,672	96,511	398,183	Increase in grant award
683	A.B.E. FEDERAL	312,408	10,000	322,408	Increase in grant award
684	CORR OFFICER TRAIN	1,000	0	1,000	
685	A.B.E. STATE	64,550	0	64,550	
686	CORR FACILITY TRAIN	79,552	0	79,552	
688	FIRE ACADEMY	142,050	3,500	145,550	
689	CONT EDUCATION, LGVW	64,880	3,120	68,000	
690	CONT EDUCATION, KILG	161,862	45,366	207,228	Increased CE revenues
691	POLICE ACADEMY	807,387	5,000	812,387	Increased revenues
693	FIRE ACADEMY ON-LINE	210,384	0	210,384	
695	OFFICE PROFESSIONAL, LONGVIEW	240,169	-3,029	237,140	
696	COURT REPORTING	132,088	971	133,059	
698	EMERGENCY MED TECH	150,244	2,034	152,278	
699	CERT NURSING ASST	86,410	0	86,410	
Revenues from athletic fund raising					
742	ATHLETIC DIRECTOR	220,489	32,431	252,920	
745	FOOTBALL	361,839	0	361,839	
748	MEN'S BASKETBALL	220,298	-2,528	217,770	
760	WOMEN'S BASKETBALL	220,994	-729	220,265	
Supported by increased book sales					
770	BOOKSTORE	2,463,618	345,000	2,808,618	
For furnishings supported by increased room sales					
773	NOLAN ST HALL	152,207	22,220	174,427	
774	GUSSIE NELL HALL	203,120	0	203,120	
775	STARK HALL	158,561	0	158,561	
777	QUADRANGLE	227,564	0	227,564	
778	RESIDENTIAL HOUSING	20,000	0	20,000	
Supported by increased cafeteria sales					
782	CAFETERIA	830,000	180,000	1,010,000	
794	E T OIL MUSEUM	320,087	50,800	370,887	\$50K Griffin gift
795	STUDENT PUBLICATION	57,510	-325	57,185	
797	STUDENT ACTIVITIES	126,290	6,036	132,326	\$7500 Trich gift
KC LONGVIEW NORTH					
806	FURNISHINGS	0	0	0	
810	PORTER BA RENOVATIONS	0	7,000	7,000	Blinds for Porter
890	PRINT SHOP	359,368	0	359,368	
		42,650,229	2,169,497	44,819,726	

Section VI. on the agenda was Executive Session
The board did not go into Executive Session

Section VII. on the agenda was Discussion Items

A. Discussion of capital projects for FY10 and future years.

Dr. Holda gave a PowerPoint presentation on the Facilities Master Plan. Dr. Holda then handed out the "FY2010 Non-Operating Budget Planning List" dated 9/10/2009. He reviewed all items on the list and there was general discussion. Then, Dr. Holda handed out the list "Other Campus Improvements for Consideration FY 2010" dated 9/10/2009. He reviewed this list and there was discussion. The next step will be to get more concrete information to the Board as far as cost estimates and timeframes for the projects are concerned.

Section VIII. on the agenda was Board Comments

There were no board comments.


Section IX. on the agenda was Administration Comments

There were no administration comments.

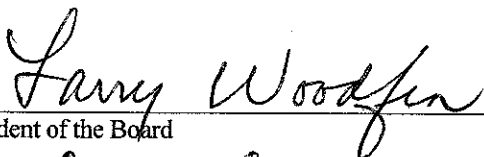
Section X. on the agenda was Adjournment

The meeting was adjourned at 8:20pm.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board