

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, March 7, 2011 in the Stewart McLaurin Administration Building, 1st floor Board Room with the following members present:

G. Scott Andrews
Joe Carrington
C.B. Scooter Griffin
Charles Hale, Secretary
Bob Heath
Will Roberson, Vice President
R.E. Spradlin
James N. Walker
Larry Woodfin, 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, March 7, 2011 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
Bob Heath
Will Roberson, Vice President
R.E. Spradlin
James N. Walker
Larry Woodfin, President

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

Larry Woodfin called the meeting to order at 6:30 pm. 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

**A. Annual Non-Racial Profiling Data Report – Martin Pessink, Chief of KC Police
Martin Pessink, Chief of Kilgore College Police was available to answer questions regarding the Annual Non-Racial Profiling Data Report**

Section III, on the Agenda was Consent Agenda.

- A. To consider approving the minutes of the January 13, 2011 regular board meeting
- B. To consider re-adopting the Kilgore College Investment Policy
- C. To consider approval of personnel items submitted as follows:
 - 1. **Recommendation to accept employee resignation as follows:**
 - a. HR Assistant/Benefits Coordinator, effective January 25, 2011 after 4 years and 10 months of service
 - 2. **Recommendation to accept employee retirement as follows:**
 - a. Counselor, effective May 31, 2011
 - 3. **Recommendation for employment as follows:**
 - a. Police Officer, KCPD effective January 16, 2011
 - 4. **Recommendation to change employment as follows:**
 - a. Administrative Assistant III – HR to HR Assistant/Benefits Coordinator, effective February 1, 2011
- E. 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. Joe Carrington made the motion to approve the consent agenda as presented. James Walker seconded the motion. The motion passed unanimously.

Personnel Agenda

**Kilgore Junior College District
Personnel Agenda
March 7, 2011**

- 1. **Recommendation to accept employee resignation as follows:**
 - A. Ms. Regina Ford, HR Assistant/Benefits Coordinator, effective January 25, 2011 after 4 years and 10 months of service
- 2. **Recommendation to accept employee retirement as follows:**
 - A. Mr. Bob Cargill, Counselor, effective May 31, 2011 after 32 years and 2 months of service

3. Recommendation for employment as follows:

A. **Name:** Ms. Veronica Wheeler

Position: Police Officer

Location: KCPD

Education: Associate of Arts
Northeast Texas Police Academy
Mt. Pleasant, Texas

Experience: Kilgore College
Part Time Police Officer
Kilgore, Texas; 2010

Pilgrim's Pride
Helpdesk Analyst
Mt. Pleasant, Texas; 2009-2010

Johnny Carino's
Waitress
Amarillo, Texas; 2008-2009

Effective Date: January 16, 2011

Salary: \$1108.92 per pay period on a 12 month assignment
which is equivalent to an annual salary of \$26,614

Note: Ms. Wheeler replaces Mr. Robert Floyd who resigned

4. Recommendation to change employment as follows:

A. **Name:** Ms. Jerri Saenz

Old Position: Administrative Assistant III -- HR

New Position: HR Assistant/Benefits Coordinator

Education: Associate of Applied Science
Kilgore College
Kilgore, Texas

Experience: Administrative Assistant III
Kilgore College
Kilgore, Texas; 2007-2011

Bookkeeper
Jack Smitherman, CPA
Kilgore, Texas; 2007

Clerk
Brookshire's Grocery
Kilgore, Texas; 2006-2007

Effective Date: February 1, 2011

Old Salary: \$23,857

New Salary: \$ 29,637

Note: Ms. Saenz replaces Ms. Regina Ford who resigned

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

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

Section VI. on the Agenda was Action Items
A. To consider a recommendation to increase tuition, out of district fee, general education fee, non-resident tuition and to consider various other fee increases for Fiscal Year 2010. -- *Exhibit #1*

Exhibit # 1

DATE: March 2, 2011
TO: Kilgore College Board Members
FROM: Bill Holda
SUBJECT: Tuition and Fee Recommendations for 2011-2012

As we prepare for the upcoming year, for continued growth and demands on the instructional capacity of the college in light of proposed reductions in our state appropriations, and after careful thought and study, Kilgore College makes the following recommendations for tuition and fees for 2011-2012. Administration requests the Board to approve the recommendations and the other fee increases which are listed to be effective beginning in the Fall 2011 semester.

- Increase *tuition* by \$2 per semester credit hour
- Increase the *out-of-district-fee* by \$6 per semester credit hour
- Increase the *general education fee* by \$2 per semester credit hour
- Increase the *out-of-state tuition* by \$6 per semester credit hour

These increases will generate about \$943,000 of increased revenue. The final decision on the 2011-1012 tax rate cannot be made until the certified values are presented by the appraisal districts and a budget for the next fiscal year is approved.

Exhibit #1 continued on next page

Exhibit #1 continued

Dual Credit Classes

We currently offer dual credit classes to area high schools at about half the rate of tuition and fees. The proposed changes will increase dual credit tuition as follows effective beginning in the Fall 2011 semester.

In-district student increases from \$25/semester credit hour to **\$30/semester credit hour**

Out-of -district student increases from \$50/semester credit hour to **\$60/semester credit hour**

Testing fees

We recommend the following increases in the testing fees **effective June 1, 2011:**

		<u>Current</u>	<u>Proposed</u>
ACCUPLACER initial test	\$35	\$ 40.00	
ACCUPLACER non-KC student	\$45	\$ 50.00	
CLEP	\$90	\$107.00	(\$77 to CLEP, \$30 to KC)
GED	\$70	\$ 80.00	
GED Booklet	\$70	\$ 80.00	
HOBET	\$40	\$ 50.00	
Quick THEA	\$54	\$ 59.00	
Score report/Transcript		\$ 5.00	(new)
Proctoring fee	\$25	\$ 30.00	

Course Related and Clinical fees

The proposed changes for course related and clinical fees as recommended by the Instructional Division are attached . Increases range from \$5/course to \$120/course and would be effective beginning in the Fall 2011 semester. These changes will generate about \$278,000 of increased revenue.

Room and Board

Adjustment to the housing rates, based upon facility:

- Stark - from \$775 to \$800 per semester, based upon double occupancy
- Nolan - from \$775 to \$850 per semester, based upon double occupancy
- Quads & Gussie Nell Davis Hall – no change

Increase board rate by 10% (from \$1200 to \$1320) to help ensure actual revenues cover actual costs. Both these changes will be effective beginning in the Fall 2011 semester.

Early Childhood Center

Increase in tuition for both the toddler and 3 year old classes from \$125/week to \$135/week effective beginning in the Fall 2011 semester.

James Walker made the motion to accept Action Item A as presented. Will Roberson seconded the motion. There were 8 votes in favor of the motion and one vote against the motion by Scooter Griffin. The motion passed.

B. To authorize the college attorney to negotiate a settlement agreement in the case of Kirk Shields, individually vs. the City of Kilgore, Texas et.al.

Sonny Spradlin made the motion to accept Action Item B as presented. Scooter Griffin seconded the motion. The motion passed unanimously.

C. To consider membership to the Community College Association of Texas Trustees

Will Roberson made the following motion, "I move for the Kilgore College Trustees to join the Community College Association of Texas Trustees." Bob Heath seconded the motion.

The motion made by Will Roberson was amended by Scooter Griffin to state that if the KC Board Members vote to join the Community College Association of Texas Trustees that the Board Members pay their portion of the \$919.20 membership fee. Sonny Spradlin seconded the amended motion. There were 8 votes in favor of the amended motion and one vote against the amended motion by Will Roberson. The motion passed.

The original motion was then voted on and passed unanimously.

It was decided that Karol Pruett will invoice each of the Board Members for their portion of the membership dues to the Community College Association of Texas Trustees.

Section VII. on the Agenda was Discussion Items

A. Investment Report

B. Budget Reports

Duane McNaney was available to answer questions.

Section VIII. on the agenda was Board Comments

A. Report from the Investment Committee

Scott Andrews reported that the Investment Committee met on February 24, 2011. Those present for the meeting were Joe Carrington, Bob Heath, Scott Andrews, Bill Holda, Duane McNaney and Dan Beach. They are looking at the possibility of putting an RFQ together to get a professional investor for the college. They will bring a recommendation to the board at a later date. There was discussion on how to pay for the Engineering/Science Building Renovations. They will bring a recommendation to the Board at the April board meeting.

B. Report from the Minerals Committee

Scooter Griffin reported that the Minerals Committee did meet but have no report at this time.

C. Report from the Executive Committee

There was no report at this time.

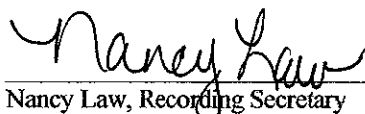
The majority of the Board Members commended the Administration on being pro-active in their work on dealing with the impending budget cuts.

Section IX. on the agenda was Administration Comments.

Dan Beach stated that the Engineering/Science building renovation is going well. The new extension is about 50% complete.

Section X. on the agenda was Adjournment
The meeting was adjourned at 8:05pm.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board