

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

The Kilgore Junior College District Board of Trustees met at 5:30 for dinner and an informal planning session on Monday, February 9, 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
Will Roberson, Secretary
R.E. Spradlin
James N. Walker
Larry Woodfin, Vice President

Members absent: Bob Heath, President

Section I. on the agenda was Dinner

Section II. on the agenda was Informal Planning Session

The Kilgore Junior College District Board of Trustees met in regular session at 6:30 pm, Monday, February 9, 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
Will Roberson, Secretary
R.E. Spradlin
James N. Walker
Larry Woodfin, Vice President

Members absent: Bob Heath, President

Larry Woodfin, Vice President, called the meeting to order at 6:30 p.m. on February 9, 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. Oath of Office for Scott Andrews

Nancy Law, Recording Secretary for the Board of Trustees, administered the Oath of Office to Gary Scott Andrews.

- B. First reading of an amendment to the Board of Trustees By-Laws:
Section 4. Committee Structure:

The following was read by Larry Woodfin:

ADD:

- A. *Executive Committee – composed of the officers of the Board of Trustees. Meets regularly with the College President and other staff as needed to review Board agenda items and to facilitate planning, coordination, and communication with the entire Board.*

Section III. on the Agenda was Consent Agenda.

A. To consider approving the minutes of the January 12, 2009 regular board meeting.

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

1. Recommendation to accept employee resignations as follows:

- a. Instructor, Vocational Nursing, effective January 31, 2009
- b. Administrative Assistant II, Longview, effective February 13, 2009
- c. Instructor, Petroleum Technology, effective March 31, 2009

2. Recommendation to accept employee retirement as follows:

- a. Administrative Assistant III, Financial Aid, effective February 27, 2009

3. Recommendation to accept at-will employee termination as follows:

- a. Upward Bound Counselor, effective January 8, 2009

4. Recommendation for change in employment as follows:

- a. Lab Instructor, ADN, to Simulation Lab Instructor, ADN, effective February 23, 2009

5. Recommendation for employment as follows:

- a. Instructor, Petroleum Technology, effective February 1, 2009
- b. Upward Bound Counselor, effective February 7, 2009
- c. Lab Instructor, ADN, effective February 9, 2009
- d. Media Specialist, effective January, 28, 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. Charles Hale made the motion to approve the consent agendas presented. James Walker seconded the motion. The motion passed unanimously.

PERSONNEL AGENDA

**Kilgore Junior College District
Personnel Agenda
February 9, 2009**

1. Recommendation to accept employee resignations as follows:

- A. Ms. Cecile Brewster, Instructor, Vocational Nursing, effective January 31, 2009 after 15.5 years of service
- B. Ms. Nancy Starr, Administrative Assistant II, Longview, effective February 13, 2009 after 8.5 years of service
- C. Mr. Jerry Eastman, Instructor, Petroleum Technology, effective March 31, 2009 after 6.5 years of service

2. Recommendation to accept employee retirement as follows:

A. Ms. Lois Jordan, Administrative Assistant III, Financial Aid, effective February 27, 2009 after 5 years of service

3. Recommendation to accept at-will employee termination as follows:

A. Mr. Dwayne McAlister, Upward Bound Counselor, effective January 8, 2009

4. Recommendation for change in employment as follows:

A. **Name:** Ms. Kellie Richardson

Old Position: Lab Instructor, ADN

New Position: Simulation Lab Instructor, ADN

Education: Bachelor of Science, Nursing
University of Texas at Tyler
Tyler, Texas

Associate of Applied Science, Nursing
Kilgore College
Kilgore, Texas

Experience: Lab Instructor, ADN
Kilgore College
Kilgore, Texas; 2008 -2009

RN Case Manager
Exceptional Home Care
Tyler, Texas; 2005 – 2007

Director of Clinical Services
Life Care Home
Longview, Texas; 2004

Effective Date: February 23, 2009

Salary: This is a lateral move. No adjustment in salary

Note: This is a new grant funded position (Nursing Shortage Reduction Grant)

5. Recommendation for employment as follows:

A. **Name:** Mr. Mike Fennell

Position: Instructor, Petroleum Technology

Education: TCFP
Firefighter Master, Fire Service Instructor II

Associate Fire Protection (52 hours completed)
Kilgore College
Kilgore, Texas

Experience: Instructor, Part Time
Kilgore College – Fire Academy
Kilgore, Texas; 1991 - 2008

Fire Chief
Longview Fire Department
Longview, Texas; 1979 - 2008

Effective Date: February 1, 2009

Salary: \$28,984 on a seven month contract

Note: Mr. Mike Fennell replaces Jerry Eastman who is resigning

B. Name: Ms. Teri Walls

Position: Upward Bound Counselor

Education: Bachelor of Arts – Spanish
University of Texas at Tyler
Tyler, Texas

Associate of Arts
Kilgore College
Kilgore, Texas

Experience: WIA Career Coach
Arbor Education and Training
Longview, Texas; 2007 – 2009

Waitress
Jalapeno Tree Restaurant
Longview, Texas; 2006 – 2007

English Tutor
Kilgore College
Kilgore, Texas; 2002 - 2004

Effective Date: February 7, 2009

Salary: \$1093.75 per pay period on a 10.5 month assignment which is equivalent to an annual salary of \$26,250. This is a grant funded position

Note: Ms. Teri Walls replaces Dwayne McAlister who was terminated

C. Name: Mr. Kevin Powers

Position: Lab Instructor, ADN

Education: Bachelor of Science, Nursing
University of Texas at Tyler
Tyler, Texas

Bachelor of Science, Physical Education and Health Education
Southwest Texas State University
San Marcos, Texas

Master of Arts, Theological Education
Southwestern Baptist Theological Seminary

Ft. Worth, Texas

Experience:

Registered Nurse
Trinity Mother Frances Health Center
Tyler, Texas; 2006 – 2009

Nurse Extern
Good Shepherd Medical Center
Longview, Texas; 2005 – 2006

Soccer Coach
Kilgore ISD
Kilgore, Texas; 2001 - 2004

Effective Date:

February 9, 2009

Salary:

\$23,925 on a 5.25 month contract

Note: Mr. Kevin Powers replaces Kellie Richardson who was named Simulation Lab Instructor, ADN

D. **Name:**

Mr. Jason Ford

Position:

Media Specialist

Experience:

Truck Driver
TMC Trucking
Demoine, Iowa; 2008 - 2009

Truck Driver
PAM Trucking
Taunytown, Arkansas; 2007 - 2008

Media Specialist
Kilgore College
Kilgore, Texas; 2004 – 2007

Owner
Mountain Mayhem
East Mountain, Texas; 2004 - 2005

Effective Date:

January 28, 2009

Salary:

\$967.17 per pay period which is equivalent to a 12 month salary of \$23,212

Note:

Mr. Jason Ford replaces Michael Hale who was reassigned to custodian

Section IV. on the Agenda was Citizen Comments.

There were no citizen comments.

Section V. on the Agenda was Action Items.

A. To consider bids on the Industrial Maintenance Technology Building – *Exhibit #1*


Will Roberson made the motion to accept bids on the Industrial Maintenance Technology Building and Randy Brint seconded. The motion passed unanimously.

EXHIBIT #1

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

Kilgore College

Memo

To: Kilgore College Board of Trustees
From: Duane J. McNaney, CPA 
CC: Dr. William Holda, President
Date: 2/5/2009
Re: Industrial Maintenance Building Guaranteed Maximum Price

On January 23, 2009 Kilgore College Administration met with RLM General Contractors about the Guaranteed Maximum Price (GMP) for the Industrial Maintenance Technology Building. The GMP for the specifications written was \$788,778. This projected price was higher than we expected. We then discussed various items to reduce the cost of the project. Administration has identified, accepted and agreed to \$43,215 in cost reduction measures.

Administration recommends the Kilgore College Board of Trustees accept a GMP of \$745,563.

B. To consider *Implementation Standards and Specific guidelines Governing the Athlete Agent Interview Program* as required by Texas Occupations code chapter 2051. – *Exhibit #2*
Randy Brint made the motion to accept the *Implementation Standards and Specific Guidelines Governing the Athlete Agent Interview Program* and Scott Andrews seconded. The motion passed unanimously.

Exhibit #2

Implementation Standards and Specific Guidelines Governing the Athlete Agent Interview Program

Sponsored by Kilgore College

1. Scheduling of interviews.

- a. Interviews will be at the conclusion of each sport's season.
- b. Interviews will not conflict with any academic obligation.
- c. The interview period will run December 2008 until May 2009 inclusive.

Football	December 2008
Basketball (M&W)	March 2009

- d. Interviews will be no longer than 60 minutes in length.

2. All interviews will be conducted in the Athletic Director's Office in the Student Support Building on the campus of Kilgore College.

3. Terms and conditions under which a registered Athlete Agent may contact a Student Athlete during an interview period.

- a. Requests will be made one (1) week in advance.
- b. All requests will be made through the Athletic Director's Office.
- c. All requests must be in a hard copy format email, fax or mail.

Jimmy Rieves
Compliance Coordinator
Kilgore College
1100 Broadway
Kilgore, TX 75662
903 988-7536
jrieves@kilgore.edu

- C. To consider a recommendation to increase tuition by \$1, out of district fee by \$2, and non-resident tuition by \$3 per semester credit hour for Fiscal Year 2010 – *Exhibit #3*

Will Roberson made the motion to increase tuition by \$1, out of district fee by \$2, and non-resident tuition by \$3 per semester credit hour for Fiscal Year 2010 and Charles Hale seconded. The motion passed unanimously.

EXHIBIT #3

DATE: January 29, 2009
TO: KC Board of Trustees
FROM: William M. Holda
SUBJECT: Proposed increases in tuition and fees

After a great deal of deliberation with the Executive Council, I respectfully request that the Board approve the following tuition and fee increases. These are for credit hour classes and would become effective for academic year 2009-2010:

- Increase Tuition by **\$1** per semester hour
- Increase Out-of-District Fee by **\$2** per semester hour
- Increase Non-Resident Tuition by **\$3** per semester hour

I anticipate that this increase will generate about \$300,000 of increased revenue to the College.

- D. To consider a recommendation to increase Fire Academy tuition, Early Childhood Center tuition and the board rate for housing students – *Exhibit #4*

James Walker made the motion to increase Fire Academy tuition, Early Childhood Center tuition and the board rate for housing students and Charles Hale seconded the motion. The motion passed unanimously.

EXHIBIT #4

DATE: February 6, 2009
TO: KC Board of Trustees
FROM: William M. Holda
SUBJECT: Increases in student fees

The Vice Presidents recommended the following increases for the 2009-2010 academic year.

Gerald Stanglin proposed the following changes in the academic area:

- **Fire Academy tuition in-state increase from \$850 to \$950**
- **Fire Academy tuition out-of-state increase from \$1,400 to \$1,500**
- **KC Early Childhood Center tuition from \$110/week to \$115/week**

Mike Jenkins worked with Aramark, Duane McNaney, and Edward Williams on the board rates. The new rate of \$1,200/semester is a substantial increase, but it is based on the fact that we have not adjusted rates in about three years and we have authorized an increase in food quality to the tune of an additional \$3 per day, per student. Most recently, we have been paying about \$6.70 per student per day for food costs. We have increased that payment to \$10 per day, which is more in line with other colleges.

- **Increase board rates from \$900/semester to \$1200/semester**

There will not be an increase in room charges. The students do not pay room and board separately, but are given a combined rate for the semester

	Current/Semester	Proposed/Semester
Nolen St. or Stark Hall		
Double occupancy	\$1,690	\$1,990
Private Room	\$2,190	\$2,490
Quad Housing		
Double occupancy	\$1,815	\$2,115
Private Room	\$2,315	\$2,615
GND Rangerette Res.		
Double occupancy	\$2,395	\$2,695

- E. To consider a resolution supporting KC's participation in the national initiative *Achieving the Dream: Community Colleges Count* – Exhibit #5

Scooter Griffin made the motion to accept a resolution supporting KC's participation in the national initiative *Achieving the Dream: Community Colleges Count* and Scott Andrews seconded the motion. The motion passed unanimously.

EXHIBIT #5

KILGORE JUNIOR COLLEGE DISTRICT

BOARD OF TRUSTEES

RESOLUTION

Whereas, *Achieving the Dream: Community Colleges Count* is a multi-year national initiative to improve student success at the nation's community colleges, particularly for students of color and low-income students; and

Whereas, this student-centered vision is focused on creating a culture of evidence on community college campuses in which data and evidence drive broad-based institutional efforts to improve student outcomes; and

Whereas, *Achieving the Dream* provides extensive support to colleges in collecting and analyzing student data; in designing, implementing, and evaluating intervention strategies and in broadening knowledge among stakeholders about policies and programs that contribute to student success; and

Whereas, Kilgore College desires to help students succeed by completing courses and earning certificates and degrees; now

Therefore, be it resolved that the Board of Trustees of Kilgore College supports participation by administrators, faculty and staff in all aspects of the *Achieving the Dream* initiative including underwriting new programs or strategies the College implements to increase student success.

Adopted by vote of the Kilgore College Board of Trustees on February 9, 2009.

President
Board of Trustees

Secretary
Board of Trustees

- F. To consider accepting a donation of real property adjacent to KC Longview from the Longview Economic Development Corporation.
Randy Brint made the motion to accept a donation of real property adjacent to KC Longview from the Longview Economic Development Corporation and Scooter Griffin seconded the motion. The motion passed unanimously
- G. To consider naming opportunities to be announced at a future date.
Charles Hale made the motion accept naming opportunities to be announced at a future date and Will Roberson seconded the motion. The motion passed unanimously.

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. Budget Reports

Duane McNaney was available to answer questions.

The Quarterly Investment Report was handed out by Duane McNaney.

Section VIII. on the Agenda was Board Comments.

Larry Woodfin asked everyone to keep Bob Heath in their prayers as he is home recovering.

Charles Hale commented that the TACCTA meeting in Austin was very good and enlightening.

Section IX. on the Agenda was Administration Comments.

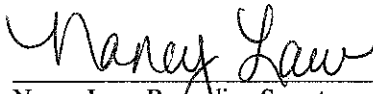
Dr. Holda reiterated information about Bob Heath.

Dr. Holda reminded everyone that the filing dates for the upcoming board election is February 9, 2009 through March 9, 2009.

Section X. on the Agenda was Adjournment.

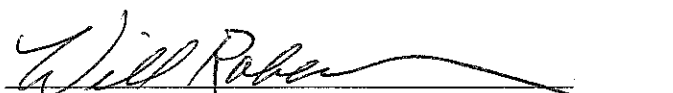
Larry Woodfin adjourned the meeting at 7:45 p.m.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board

Secretary of the Board