

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, January 12, 2009 in the Stewart McLaurin Administration Building, 1st floor Board Room with the following members present:

B. Randell Brint
C.B. Scooter Griffin
Charles Hale
Fred S. Parsons
Will Roberson, Secretary
James N. Walker
Larry Woodfin, Vice President

Members absent: Bob Heath, President and R. E. Spradlin

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, January 12, 2009, in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

B. Randell Brint
C.B. Scooter Griffin
Charles Hale
Fred S. Parsons
Will Roberson, Secretary
James N. Walker
Larry Woodfin, Vice President

Members absent: Bob Heath, President and R. E. Spradlin

Larry Woodfin, Vice President, called the meeting to order at 6:30 p.m. on January 12, 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 Executive Session

The Board adjourned into Executive Session at 6:35 pm on January 12, 2009 and reconvened in open session at 8:02 pm on January 12, 2009.

Section III. on the Agenda was Presentation.

There were no presentations.

Section IV. on the Agenda was Consent Agenda.

A. To consider approving the minutes of the December 9, 2008 regular board meeting.

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

1. **Recommendation for employment as follows:**

a. Learning Specialist – TRIO Program, effective January 5, 2009

2. **Recommendation for change in employment as follows:**

a. Administrative Assistant II – A/P to Assistant Registrar, effective January 12, 2009

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. Fred Parsons 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
January 12, 2009**

1. **Recommendation for employment as follows:**

A. **Name:** Ms. Tracy Maples

Position: Learning Specialist – TRIO Program

Education: Bachelor of Science, Education
LeTourneau University
Longview, Texas

Experience: Teacher, Biology
Kilgore High ISD
Kilgore, Texas; 2008

Biology Lab Manager
Kilgore College
Kilgore, Texas; 2002 – 2008

Coordinator, Clinical Simulation Center
Texas Tech Health Services
Lubbock, Texas; 1998 - 2000

Effective Date: January 5, 2009

Salary: \$1427.96 per pay period on a 12 month assignment which is equivalent to an annual salary of \$34,271

Note: Ms. Tracy Maples replaces Jude Dubois who was named
Up Ward Bound Director

2. Recommendation for change in employment as follows:

- A. **Name:** Ms. Pamela Davis
- Old Position:** Administrative Assistant II – A/P
- New Position:** Assistant Registrar
- Education:** Bachelor of Science, Education
Howard Payne University
Brownwood, Texas
- Experience:** Sr. International Consultant
Electronic Data Systems
Plano, Texas; 2005 – 2007
- Sr. Associate
KPMG, LLP
Dallas, Texas; 1996 – 2005
- Administrative Assistant
Electronic Data System
Plano, Texas; 1996
- Teacher
West Rusk ISD
New London, Texas; 1981 - 1982
- Effective Date:** January 12, 2009
- Salary:** \$1328.63 per pay period on a 12 month assignment which is equivalent to an annual salary of \$31,887
- Note:** Ms. Pam Davis replaces Cheryl Muegge who was named Assistant to the Controller

Section V. on the Agenda was Citizen Comments.

There were no citizen comments.

Section VI. on the Agenda was Action Items.

- A. A. To consider calling the Kilgore Junior College District Trustee general election set for May 9, 2009
– Exhibit #1

Will Roberson made the motion to call the Kilgore Junior College District Trustee general election set for May 9, 2009 and Scooter Griffin seconded. The motion passed unanimously.

EXHIBIT #1

MEMORANDUM

DATE: January 2, 2009
TO: Dr. Bill Holda
FROM: J Karol Pruett
SUBJECT: 2009 Board of Trustees Election

The Election Calendar for School Districts provided by the Office of the Secretary of State designates Saturday, May 9, 2009 as the general election date. Therefore, the Kilgore College Board of Trustees election should be called for that date. I have attached a listing of election related items for the next Board agenda.

Kilgore College will have five positions on the Board of Trustees to be filled on that date. Three positions are for six-year terms. The fourth position is for the unexpired term of Marion Turner for two years which is currently held by the appointed trustee, Charles Hale. The fifth position is for the unexpired place of Fred Parsons who moved out of the Kilgore College District and will submit his resignation as Trustee on January 12, 2009. The unexpired terms will be considered in special elections on the same date as the general election.

Up for six-year terms are one position in each of the three voting units: Voting Unit #1 consisting of the Overton and Leverett's Chapel Independent School Districts and the West Rusk County Consolidated School District; Voting Unit #2 consisting of the Gladewater, White Oak and Sabine Independent School Districts; and Voting Unit #3 consisting of the Kilgore Independent School District. The position for the two year unexpired term is in Voting Unit #3.

Current board members whose terms expire in May 2009 are:

Will Roberson (Place 1, Voting Unit #1);
James Walker (Place 2, Voting Unit #2);
Carlos "Scooter" Griffin (Place 3, Voting Unit #3).

The current board member up for a special election for an unexpired term ending May 2011 is:

Charles Hale (Place 6, Voting Unit #3).

The current place for a special election for an unexpired term ending May 2011 is:

Place 4, Voting Unit #1

C: Nancy Law

B. To consider approving Joint Election Agreements with local municipalities – *Exhibit #2*

Randy Brint made the motion to approve Joint Election Agreements with local municipalities and James Walker seconded. The motion passed unanimously.

Exhibit #2

JOINT ELECTION AGREEMENT

Between

Kilgore Junior College District (KC) and the

City of _____ (City)

BY THE TERMS OF THIS AGREEMENT, KC, a local political subdivision, and the City do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election of the General/Special/Bond Election of KC and the General/Special/Bond Election of the City to be held on Saturday, May 9, 2009.

KC and the City shall share equally (according to the percentages set forth in the Joint Election Contract) in the expense of the early voting and election day polling locations, ballot programming, payroll of election workers, and other costs common to both elections upon receipt of satisfactory billing and invoices from the City reflecting the total of such expenses.

KC understands that the City has contracted with other local political subdivisions. KC acknowledges, and does hereby give their consent, that such other local political subdivisions may use one or more of the same early voting locations, voting equipment, and the services of the early voting deputies and one or more of the same Election Day polling locations, voting equipment, and the services of the election workers.

In the event KC cancels its election, the election will be conducted at the same location(s) as planned with the City paying all expenses for conducting the election.

APPROVED by vote of the Kilgore College Board of Trustees on the _____ day of _____, 200__.

KILGORE JUNIOR COLLEGE DISTRICT

President, Board of Trustees

APPROVED by vote of the City of _____ on the _____ day of _____, 200__.

CITY OF _____

Mayor

- C. To consider appointing J. Karol Pruett as the authority performing the duties of the secretary of the Board of Trustees during the year 2009 election period.

Charles Hale made the motion to appoint Karol Pruett as the authority performing the duties of the secretary of the Board of Trustees during the year 2009 election period and Fred Parsons seconded. The motion passed unanimously.

- D. To consider modification of the November 17, 2008 authorization to acquire property from the City of Kilgore

Charles Hale made the motion to modify the November 17, 2008 authorization to acquire property from the City of Kilgore and Scooter Griffin seconded the motion. The motion passed unanimously.

The Properties Committee made a motion to "Authorize the College Administration to finalize the purchase of the Commerce Street tract of land (approx 2 acres) from the City of Kilgore in the amount of \$8,334". The motion passed unanimously.

- E. To consider granting right of way and easement to SWEPCO on Kilgore College property at 326 High St., Longview, TX – *Exhibit #3*

Charles Hale made the motion to grant right of way and easement to SWEPCO on Kilgore College property at 326 High St., Longview, TX and Will Roberson seconded the motion. The motion passed unanimously.

Exhibit #3 on next page

Notice of Confidentiality Rights: If you are a natural person, you may remove or strike any of the following information from this instrument before it is filed for record in the public records: Your social security number or your driver's license number.

RIGHT OF WAY AND EASEMENT

STATE OF TEXAS

COUNTY OF GREGG

GRANTOR(S) KILGORE COLLEGE

in consideration of one dollar and/or other good and valuable considerations, receipt of which is acknowledged, have and by these presents do grant and convey unto GRANTEE, Southwestern Electric Power Company, a Delaware Corporation, whose address is 428 Travis Street, P.O. Box 21106, Shreveport, Louisiana 71156, its associated and allied companies and their respective successors and assigns, herein referred to as GRANTEE, a perpetual right of way and easement over and through a part of the following described property:

Grantor's tract of land being that certain 0.3695 acres, more or less, located within and being a part of the M.D. Greer Survey (A-83), and being all or a part of the same land described in GCC File #200811442, Deed Records of Gregg County, Texas.

Swepeco right-of-way easement being identified by Swepeco drawing for W.O. DST0055940 attached to and made a part of this instrument.

W.O. DST0055940

With the right to construct, reconstruct, repair, replace, change the size and capacity of, modify, operate, maintain, inspect, remove, a line or lines of underground and/or overhead facilities, including, but not limited to, poles, structures, wires, cables, conduits, guys, anchors, and other fixtures and equipment as the GRANTEE may from time to time require for the distribution of electric current, and other forms of energy, and for the transmission or communication of data, audio and video information. Together with the right of ingress and egress to said right of way and easement at all times with equipment and personnel across GRANTOR'S lands for the purpose of constructing, operating and maintaining said lines and related facilities and making all necessary repairs, alterations or removal of any of its property placed thereon, provided that GRANTEE shall repair, replace, or pay for actual damages which may be the result of construction, maintenance and operation of its facilities. GRANTOR shall not construct nor permit to be constructed, any structure or building of any type or nature, including swimming pools, on or adjacent to the said easement right of way that would prevent the use of or endanger the said facilities or that would cause a violation of the National Electric Safety Code. In addition, the GRANTEE may trim, treat, cut down, or remove any trees, growth, and vegetation without incurring damages (within the right of way or which could grow into the right of way) which may interfere with GRANTEE'S lines and other facilities.

To have and hold the above described easement and rights unto the GRANTEE, its successors and assigns, forever or until said right of way and easement is finally abandoned.

SIGNED AND DATED, this _____ day of _____, 2009.

WITNESS:

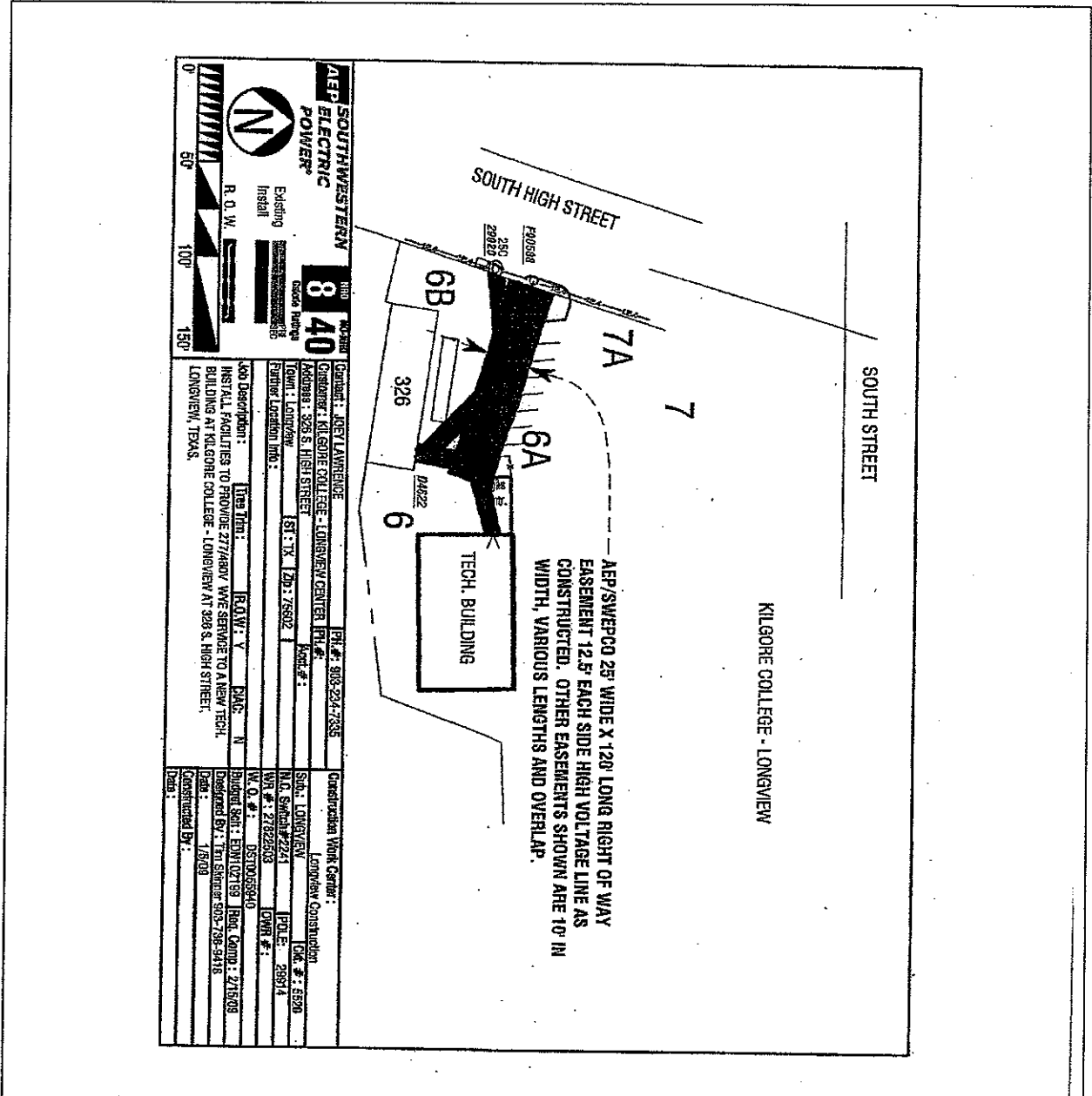
KILGORE COLLEGE

By:

Title:

When Recorded Return To: SWEPCO 4421 W. Loop 281 Longview, TX 75604

Exhibit #3 continued



F. To consider approval for purchase of materials for the Industrial Maintenance Program building –
Exhibit #4

Randy Brint made the motion to approve the purchase of materials for the Industrial Maintenance Program building and James Walker seconded the motion. The motion passed unanimously

Exhibit #4

RLM
General Contractors

315 Enterprise Street
Longview, Texas 75604
Tel. (903) 759-7656

January 7, 2009

Mr. Duane J. McNaney
Vice President Administrative Services
Kilgore College
1100 Broadway
Kilgore, TX 75662

RE: Industrial Maintenance Technology Shop, Longview
Recommendation of Metal Building Supplier

As your construction manager, we received three bids for the metal building material on Tuesday, December 30th. The tabulation of bids is as follows:

Red Dot Building Systems Athens, TX	\$74,099
Alliance Steel Building Systems Oklahoma City, OK	\$75,643
BC Steel Buildings Oklahoma, OK	\$77,514

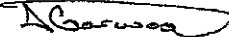
After reviewing and evaluating the bid proposals, it is our recommendation to accept the bid from Red Dot Building Systems. RLM General Contractors has purchased materials from Red Dot Buildings for multiple projects and has found them to be a qualified supplier of pre-engineered metal building systems.

As you requested, we have prepared a preliminary construction cost budget based on the plans and specifications provided by Thacker - Davis Architects. Our budget estimate is as follows:

Site work:	\$85,000
Concrete:	\$95,000
Building with finishes:	\$186,000
Overhead Crane:	\$55,000
Mech. Plumbing, Electrical:	\$150,000
General Conditions and overhead	\$100,000
Total Cost	\$675,000

RLM has advertised for bids from subcontractors and suppliers on the remainder of the project to be submitted by 2:00 pm Jan. 15th, 2009. We will review and evaluate those bids and prepare a Guaranteed Maximum Price (GMP) for your approval by January 23, 2009.

Sincerely,



Jerrell Garwood
Project Manager
RLM General Contractors

- G. To consider the renewal, extension, and/or modification of the employment contract of the College President.

Fred Parsons made the following motion: "I make a motion that we amend Dr. Holda's 2008/09 employment contract to include the following new paragraph:

4.3 As a part of the annual evaluation of the President, the Kilgore College Board of Trustees will designate some amount (a Minimum of \$1, up to the Maximum allowable by law under Section 457 of the Internal Revenue Code) as deferred compensation for the President of the College. Such amount should be placed in the State of Texas 457 Plan, administered through the ERS – TexaSaver Program, for the benefit of the President of the College." The motion was seconded by Scooter Griffin and passed unanimously.

Randy Brint made the following motion: "I make a motion that we set the amount of the deferred compensation for Dr. Holda under the 457 Plan for school year 2008/09 in the amount of \$22,000. The motion was seconded by James Walker and passed unanimously.

James Walker made the following motion: "I make a motion that we approve Dr. Holda's employment contract for school year 2009/10 using the same form as the current year's contract, as amended." The motion was seconded by Charles Hale and passed unanimously.

- H. To consider accepting the resignation of Board Member Fred Parsons.

Fred Parsons made the motion for the Board of Trustees to accept his resignation. The motion was seconded by James Walker and passed unanimously.

Dr. Holda presented Mr. Parsons with a Certificate of Appreciation for his 17 years of service on the Kilgore College Board of Trustees.

- I. To consider appointing Scott Andrews to fill the unexpired term of Fred Parsons for Place 4, South Zone.

Scott Andrews introduced himself and gave a summary of his background. Will Roberson made the motion to appoint Scott Andrews to fill the unexpired term of Fred Parsons for Place 4, South Zone. The motion was seconded by Scooter Griffin and passed unanimously.

Mr. Andrews will be sworn in at the February 2009 Board Meeting.

- J. To consider calling Kilgore Junior College District Trustee special elections set for May 9, 2009 –
Exhibit #1

Will Roberson made a motion to call the Kilgore Junior College District Trustee special elections set for May 9, 2009. The motion was seconded by James Walker and passed unanimously.

PLEASE REFER TO EXHIBIT #1 ABOVE

Section VII. on the Agenda was Discussion Items.

A. Budget Reports

Duane McNaney was available to answer questions from the Board members.

B. Quarterly Investment Reports

Duane McNaney was available to answer questions from the Board members.

Section VIII. on the Agenda was Board Comments.

Randy Brint thanked Scooter Griffin for his generous gift to Kilgore College.

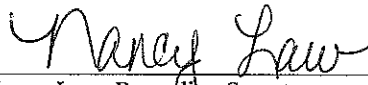
Section IX. on the Agenda was Administration Comments.

Dr. Holda also thanked Scooter Griffin for his generous gift to Kilgore College. He also thanked the Board for their continued support.

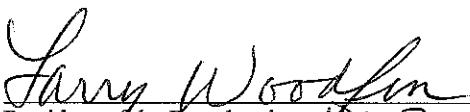
Section X. on the Agenda was Adjournment.


Larry Woodfin adjourned the meeting at 8:45 p.m.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees

VICE - 
President of the Board for the President


Secretary of the Board