

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

The Kilgore Junior College District Board of Trustees met in regular session at 6:30 pm, Monday, March 9, 2009, in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

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

Members absent: B. Randell Brint

Bob Heath, President, called the meeting to order at 6:30 p.m. on March 9, 2009, in the Stewart McLaurin Administration Building.

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 March 9, 2009 and reconvened in open session at 6:52 pm on March 9, 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 February 9, 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 February 27, 2009
 - b. Police Officer, effective March 15, 2009
2. **Recommendation for employment as follows:**
 - a. Administrative Assistant II, KC-Longview Campus, effective February 16, 2009

- b. Instructor, Vocational Nursing, KC-Longview Campus, effective March 5, 2009
- 3. **Recommendation to Approve Changes to the Personnel Policies as attached (Policy #16.6 Electronic Mail (“E-Mail”) replaced with Information Resources Acceptable Use Policy)**

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. Scooter Griffin made the motion to approve the consent agenda as presented. Charles Hale seconded the motion. The motion passed unanimously.

PERSONNEL AGENDA

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

- 1. **Recommendation to accept employee resignation(s) as follows:**
 - A. Ms. Tessa McFarland, Instructor, Associate Degree Nursing, effective February 27, 2009 after 1.5 years of service
 - B. Mr. Elzie Turner, Police Officer, effective March 15, 2009 after 4 months of service

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

- A. **Name:** Ms. Amanda Jackson
- Position:** Administrative Assistant II
- Location:** KC -Longview Campus
- Education:** Associate of Applied Science (Spring 2009)
Kilgore College
Kilgore, Texas
- Cosmetology Certificate
Kilgore College
Kilgore, College
- Experience:** Part Time Evening Administrative Assistant
Kilgore College-Longview Campus
Kilgore, Texas; 2008 – 2009
- Cosmetologist
Headquarters’ Barber and Beauty Salon

Longview, Texas; 2004 – 2009

Personal Assistant
American Habilitation Services
Longview, Texas; 2003 – 2004

Effective Date: February 16, 2009

Salary: \$843.50 per pay period which is equivalent to an annual salary of \$20,244

Note: Ms. Jackson replaces Nancy Starr, Administrative Assistant II, who resigned

B. Name: Ms. Rebecca Krajewski

Position: Instructor, Vocational Nursing

Location: KC – Longview Campus

Education: Associate Degree Nursing
Kilgore College
Kilgore, Texas

Certificate – Vocational Nursing
Kilgore College
Kilgore, Texas

Experience: Staff Registered Nurse/Team Leader
East Texas Medical Center
Jacksonville, Texas; 2008 – 2009

Part Time Instructor - Vocational Nursing
Kilgore College
Kilgore, Texas; 2006 – 2009

Emergency Room RN Supervisor
Henderson Memorial Hospital
Henderson, Texas; 1990 - 2008

Effective Date: March 5, 2009

Salary: \$23,784 on a 6 month contract

Note: Ms. Krajewski replaces Cecile Brewster, Instructor, Vocational Nursing, who resigned

3. Recommendation to Approve Changes to the Personnel Policies as attached (Policy # 16.6 Electronic Mail (“E-Mail”)replaced with Information Resources Acceptable Use Policy)

Kilgore College Policy Manual
16.6 - Information Resources Acceptable Use Policy

The Acceptable Use Policy applies equally to all individuals granted access privileges to any Kilgore College Information Resources. This policy applies to use of Kilgore College Information Resources regardless of their physical location.

Information Resources are defined as any and all computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, personal digital assistants, pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, printers, and service bureaus. Additionally, Information Resources are the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Electronic files created, sent, received, or stored on Information Resources owned, leased, administered, or otherwise under the custody and control of Kilgore College are the property of Kilgore College unless a written agreement exists otherwise. Electronic files created, sent, received, or stored on Information Resources owned, leased, administered, or otherwise under the custody and control of Kilgore College are not private and may be accessed by administratively designated Kilgore College personnel at any time without knowledge of the Information Resources user or owner. All messages, files and documents – including personal messages, files and documents – located on Kilgore College Information Resources are owned by Kilgore College, may be subject to open records requests, and may be accessed in accordance with this policy.

A user is defined as an individual or an automated application or process that is authorized to access Kilgore College Information Resources.

Users must not share their Kilgore College account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes.

Users must report any weaknesses in Kilgore College computer security and any incidents of possible misuse or violation of this agreement to the proper authorities by contacting appropriate management personnel.

Users must not download, install, or run security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, Kilgore College users must not run password cracking programs, packet sniffers, port scanners, or any other non-approved programs on Kilgore College Information Resources.

Users must not attempt to access any data or programs contained on Kilgore College Information Resources for which they do not have authorization or explicit consent.

Users must not make unauthorized copies of copyrighted software.

Users must remove disruptive software, shareware, or freeware installed on Kilgore College Information Resources when requested by appropriate management personnel.

Users must not purposely engage in activity that may do any of the following: harass, threaten or abuse others; degrade the performance of Information Resources including downloading large files from the Internet that are unrelated to the academic or administrative functions of Kilgore College; deprive an authorized Kilgore College user access to a Kilgore College resource; obtain extra resources beyond those allocated; or circumvent Kilgore College computer security measures.

Users must not intentionally access, create, store or transmit material which Kilgore College may deem to be offensive, indecent or obscene (other than in the course of academic research where this aspect of the research has the explicit approval of the Kilgore College official processes for dealing with academic ethical issues).

Kilgore College Information Resources must not be used for personal benefit.

Users must not otherwise engage in acts against the aims and purposes of Kilgore College as specified in its governing documents or in rules, regulations and procedures adopted from time to time.

As a convenience to the Kilgore College user community, incidental personal use of Information Resources is permitted. The following restrictions apply:

- Incidental personal use of electronic mail, internet access, fax machines, printers, copiers, and so on, is restricted to Kilgore College approved users; it does not extend to family members or other acquaintances.
- Incidental personal use must not result in direct costs to Kilgore College.
- Incidental personal use must not interfere with the normal performance of an employee's work duties.
- No files or documents may be sent or received that may cause legal action against, or embarrassment to, Kilgore College.
- Storage of personal email messages, voice messages, files and documents within Kilgore College's Information Resources must be nominal.

Violation of this policy may result in disciplinary action which may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of Kilgore College Information Resources access privileges, civil, and criminal prosecution.

Section V. on the Agenda was Citizen Comments.

There were no citizen comments.

Section VI. on the Agenda was Action Items.

- A. To consider approval of the proposed settlement of pending litigation consistent with report and recommendation of college attorney.

Larry Woodfin made the motion to "accept recommendation of college attorney to resolve the pending litigation regarding Dr. and Mrs. J.E. Watkins Scholarship Trust." Scott Andrews seconded the motion. The motion passed unanimously.

- B. To consider a proposal to level the Porter Business Administration Building – *Exhibit #1*

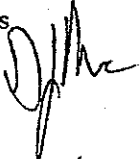
Larry Woodfin made the motion to accept the proposal to level the Porter Business Administration Building and Will Roberson seconded. The motion passed with 6 votes. R.E Spradlin abstained, Scooter Griffin voted against the motion.

Exhibit #1

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



Memo

To: Kilgore College Board of Trustees
From: Duane J. McNaney, CPA 
CC: Dr. William Holda, President
Date: 3/10/2009
Re: Leveling of Porter Business Administration Bldg.

Kilgore College has been doing significant renovations to the Bonnie Porter Business Administration Building. One of the issues with the building is that the east end of the building has settled. This settling has caused the building and the roof to crack. Kilgore College hired Cothren, Graff, Smoak Engineering, Inc. to evaluate the building and develop specifications to bid the project. We held a pre-bid meeting on February 11, 2009 (four companies attended) with bids due February 19, 2009. We received two bids:

PPT, Inc. (Shreveport, LA)	\$137,840
Power Lift Foundation Repair, Inc. (Allen, Tx)	\$134,445

Administration recommends accepting the bid of \$134,445 from Power Lift Foundation Repair, Inc.

- C. To consider authorizing administration to upgrade the POISE Administrative System including implementation of the POISE Portal, software and hardware – *Exhibit #2*

James Walker made the motion to authorize administration to upgrade the POISE Administrative System including implementation of the POISE Portal, software and hardware and Charles Hale seconded. The motion passed with 7 votes. Scooter Griffin voted against the motion.

EXHIBIT #2

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: 3/4/2009
Re: Upgrade of POISE



Kilgore College has been using POISE (People Orientated Information Systems for Education) since fiscal year 1999. In fiscal year 2005 we updated much of our POISE hardware, for about \$90,000. Other than the 2005 hardware update, there have been some minor software upgrades to ensure compliance with reporting requirements. Administration has been evaluating whether the administrative software still meets our institutional needs, or whether we needed to consider a change of our administrative software. The Strategic Planning Committee for IT has made the recommendation to administration to remain with the POISE product, but upgraded to the POISE Portal and update the necessary hardware. The current POISE system is more of a DOS/text based interface, while the Portal will move us to a more web browser environment, which is more end user friendly. The estimated cost is about \$198,000 in hardware and \$144,900 for software license and subscriptions. Of this amount about \$25,000 will be re-occurring software license and subscriptions. Currently we pay about \$95,000 annually for POISE software license and subscriptions.

In conjunction with the Strategic Planning Committee for IT, Administration is recommending that Kilgore College remain with POISE by upgrading the software to the POISE Portal and updating the hardware at an estimated cost of \$342,900.

- D. To consider an amendment to the Board of Trustees' By-Laws:
Section 4. Committee Structure:

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.*

Scott Andrews made the motion to amend the Board of Trustees' By-Laws Section 4. Committee Structure by adding *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.* Larry Woodfin seconded the motion. The motion passed unanimously.

Section VII. on the Agenda was Discussion Items

Mr. Walker left at this point in the meeting.

- A. Budget Reports

Duane McNaney was available to answer questions.

- B. Annual Racial Profiling Data Report

Duane McNaney was available to answer questions.

Section VIII. on the Agenda was Board Comments.

Everyone welcomed Bob Heath back.

Larry Woodfin asked that the Strategic Planning Discussion for tonight be canceled and to consider doing future Strategic Planning Discussions prior to the regularly scheduled Board Meetings.

Section IX. on the Agenda was Administration Comments.

Dr. Holda also welcomed Bob Heath back.

Mike Jenkins was recognized for receiving his Doctorate Degree.

Dr. Holda reported that no candidates filed to run against current board members in the upcoming board election by the deadline of March 9, 2009. However, there can still be write-in candidates until 5:00pm on Monday, March 16, 2009.

TACC is setting up an advocacy network – visit their website for more information.

Dr. Holda discussed the possibility of Kilgore College becoming a part of an EPA Peer Auditing group.

Section X. on the Agenda was Adjournment.

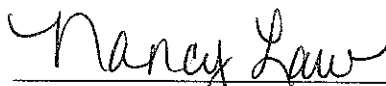
Bob Heath adjourned the meeting at 8:20 p.m.

Section IX. on the Agenda was Recess

Section XII. on the Agenda was Reconvene For Strategic Planning Discussion

The Board did not reconvene for Strategic Planning Discussion.

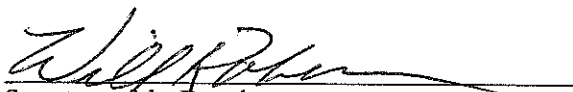
Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board