

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, August 11, 2008, in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

B. Randell Brint
C.B. "Scooter" Griffin
Charles Hale
Robert "Bob" Heath, President
Will Roberson, Secretary
R. E. Spradlin
James N. Walker
Larry Woodfin, Vice President

Members absent: Fred Parsons

Bob Heath, President, called the meeting to order at 6:30 p.m. on Monday, August, 2008, 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. Consent Agenda.

- A. To consider approving the minutes of the June 30, 2008 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
 1. **Recommendation to accept employee resignations as follows:**
 - a. Lab Manager – Biological Sciences, effective August 20, 2008
 - b. Police Officer, effective September 10, 2008
 2. **Recommendation for employment as follows:**
 - a. Administrative Assistant II – Residential Life and Student Activities, effective July 25, 2008
 - b. Administrative Assistant II – Accounts Payable, effective July 28, 2008
 - c. Library Assistant, effective July 28, 2008
 - d. Manager of Payroll and Benefits, effective July 7, 2008
 - e. Adult Education Lead Teacher/Coordinator, effective August 11, 2008
 - f. Evening/CE Administrative Assistant, effective August 11, 2008

3. Recommendation for change in employment as follows:

- a. Instructional Division Dean- KC Longview to Executive Dean – KC Longview, effective September 1, 2008
- b. Part-Time Lab Tech – KC Longview to Lab Manager – KC Longview, effective August 25, 2008

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. Larry Woodfin made the motion to approve the consent agenda presented. James Walker seconded the motion. The motion passed unanimously.

PERSONNEL AGENDA

**Kilgore Junior College District
Personnel Agenda
August 11, 2008**

1. Recommendation to accept employee resignations as follows:

- A. Ms. Tracy Maples, Lab Manager – Biological Sciences, effective August 20, 2008.
- B. Mr. Mike McClinton, Police Officer, effective September 10, 2008

2. Recommendation for employment as follows:

- A. **Name:** Ms. Jean Butler
Position: Administrative Assistant II – Residential Life and Student Activities
Education: Associate of Applied Science, Accounting
Kilgore College
Kilgore, Texas
Experience: Billing Clerk
Kilgore College
Kilgore, Texas; 1991 -2007
Business Office Assistant
Kilgore College
Kilgore, Texas; 1988 – 1991
Effective Date: July 25, 2008

Salary: \$796.63 per pay period on a 12 month assignment which is equivalent to an annual salary of \$19,119

Note: This is a new position.

B. Name: Ms. Pamela Davis

Position: Administrative Assistant II – A/P

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 Systems
Plano, Texas; 1996

Teacher
West Rusk ISD
New London, Texas; 1981 -1982

Effective Date: July 28, 2008

Salary: \$796.63 per pay period on a 12 month assignment which is equivalent to an annual salary of \$19,119

Note: Ms. Davis replaces Jeri Saenz who was named Administrative Assistant to Human Resources/Payroll

C. Name: Ms. Melanie Magness

Position: Library Assistant

Education: Bachelor of Science, Elementary Education
Stephen F. Austin State University
Nacogdoches, Texas

Bachelor of Science, Health Information.
UTMB

Galveston, Texas

Experience: HIM Asst. Director/HIM Operations Manager
UTHCT at Tyler
Tyler, Texas; 2002 -2008

Contract Coder
Acadia Pathways
Longview, Texas; 2006 -2007

HIM Coordinator
Meadow Pines
Longview, Texas; 1997 -2002

Effective Date: July 28, 2008

Salary: \$796.63 per pay period on a 12 month assignment which is equivalent to an annual salary of \$19,119

Note: Ms. Magness replaces Ms. Kari Golden who resigned.

D. Name: Ms. Kristi Powers

Position: Manager of Payroll and Benefits

Education: Associate – Office Administration
Kilgore College

Experience: Assistant
Consolidated Tax
Henderson, Texas; 2008

Meter Reader
City of Henderson
Henderson, Texas; 2007 -2008

Administrative Assistant
Good Shepherd Medical Center
Longview, Texas; 2005 -2007

Effective Date: July 7, 2008

Salary: \$1,256.67 per pay period on a 12 month assignment which is equivalent to an annual salary of \$30,160

Note: Ms. Powers replaces Ms. Barbara Prater who was named Administrative Assistant to the Vice President of Student Development.

E. **Name:** Ms. Tonya Russell

Position: Adult Education Lead Teacher/Coordinator

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

Experience: Instructor
 Marshall Independent School District
 Marshall, Texas; 2006 -2008

 Instructor
 Harbor View Academy
 Mena, Arkansas; 2002 – 2004

 Instructor
 Rich Mountain Community College
 Mena, Arkansas; 2002 - 2004

Effective Date: August 11, 2008

Salary: \$1,160.37 per pay period on a 12 month assignment which is
 equivalent to an annual salary of \$27,849

Note: Ms. Russell replaces Mark English who resigned.

F. **Name:** Ms. Stephanie Turner

Position: Evening/CE Administrative Assistant

Education: Certificate – Business Accounting
 Four – C Business College
 Waco, Texas

Experience: Customer Service/Animal Tech.
 Waco Humane Society
 Waco, Texas; 2008

 Administrative Secretary
 McLennan Community College
 Waco, Texas; 2002 -2007

 Customer Service Representative
 City of Waco
 Waco, Texas; 1996 – 2002

Effective Date: August 11, 2008

Salary: \$899.88 per pay period on a 12 month assignment which is equivalent to an annual salary of \$21,597

Note: Ms. Turner replaces Ms. Cheryl Muegge who was named Assistant Registrar

3. Recommendation for change in employment as follows:

A. Name: Ms. Julie H. Fowler

Old Position: Instructional Division Dean – KC Longview

New Position: Executive Dean – KC Longview

Education: Doctorate, Higher Education, Curriculum and Instruction
Texas A&M – Commerce
Commerce, Texas

Master of Science in Technology
University of Texas at Tyler
Tyler, Texas

Bachelor of Arts in Business Education and English
Baylor University
Waco, Texas

Experience: Instructional Division Dean – KC Longview
Kilgore College
Kilgore, Texas; 1998 - 2008

Director of Administrative Services – KC Longview
Kilgore College
Kilgore, Texas; 1996 – 1998

Program Coordinator of Office Technology – KC Longview
Kilgore College
Kilgore, Texas; 1990 – 1996

Instructor in the Office Technology Program – KC Longview
Kilgore College
Kilgore, Texas; 1989 – 1996

Part Time Instructor/Office Technology Program – KC Longview
Kilgore College
Kilgore, Texas; 1986 - 1989

Effective Date: September 1, 2008

Old Salary: \$83,880 on a 12 month contract

New Salary: \$94,734 on a 12 month contract

Note: This is a change in title and salary to reflect additional responsibilities.

B. Name: Ms. Helen Boston

Old Position: Part Time Lab Tech -- KC Longview

New Position: Lab Manager -- KC Longview

Education: Bachelor of Arts, Biology
Texas College
Tyler, Texas

Experience: Lab Tech -- KC Longview
Kilgore College
Kilgore College; 2005 -- 2008

Training Instructor
Texas Eastman
Longview, Texas; 1992 -2004

Instrument Analyst
Texas Eastman
Longview, Texas; 1991 -- 1992

Effective Date: August 25, 2008

Old Salary: \$10.12/hour

New Salary: \$1,040 per pay period on a 12 month assignment which is equivalent to an annual salary of \$24,960

Note: This is an expansion of a half-time position to full-time.

Section IV. On the Agenda was Citizen Comments.

There were no citizen comments.

Section V. On the Agenda were Action Items.

A. To consider approval of the KC Catalog for 2008-2009.
Will Roberson made the motion to accept Action Item A. Charles Hale seconded the motion. The motion passed unanimously.

- B. To consider approval of the KC Quality Enhancement Plan (QEP) *Get a Grip-Give Reading Its Priority.* -Exhibit #1

Larry Woodfin made the motion to accept Action Item B. Will Roberson seconded the motion. The motion passed unanimously.

EXHIBIT 1



The KC QEP was developed based on the following considerations:

- SACS expectations (see below)
- faculty and student concerns and desires expressed through focus groups and surveys
- results of the Nelson Denny Reading Test
- CCSSE (Community College Survey of Student Engagement) results
- the college's context, its mission, and its 2008-2011 Strategic Plan

SACS expectations:

- broad-based support and involvement:
 - *broad-based institutional participation of all appropriate campus constituencies in the identification of the topic or issue to be addressed by the QEP*
- institution-wide, positive impact on student learning:
 - *The process moves the institution into a future characterized by: creative, engaging, and meaningful learning experiences.*
- learner-centered plan:
 - *Consensus among key constituency groups that the QEP, rather than being merely a requirement for reaffirmation of accreditation, can result in significant, even transforming, improvements in the quality of student learning . . . student learning may include changes in students' knowledge, skills, behaviors, and/or values that may be attributable to the collegiate experience.*
- evidence exists proving, directly or indirectly, that a strategy has achieved the desired outcome:
 - *careful review of research and best practices related to the topic or issue*
- feasibility - the college is capable of implementing and sustaining the plan:
 - *allocation of adequate human and financial resources to develop, implement, and sustain the QEP*
- assessment of the process and the student is an inherent part of the plan:
 - *A structure is established for evaluating the extent to which the goals set for the plan are attained; . . . the most effective measures of institutional impact, therefore, are both periodic and longitudinal, taken at various points throughout the curriculum . . .*

Contact information: Michelle Wilder, QEP Development Committee Chair: mwilder@kilgore.edu

EXHIBIT 1 cont.

<p><i>Get a GRIP: Give Reading Its Priority -</i> Kilgore College's Quality Enhancement Plan (QEP) will implement strategies to reach the goal: <u>to achieve college-level reading comprehension across the</u> <u>curriculum for Kilgore College students.</u></p>	
<p>OBJECTIVES / STUDENT LEARNING OUTCOMES</p>	
<p><i>Sophomore degree-seeking students will demonstrate reading comprehension at grade 13 or higher.</i></p>	<p><i>Students will value the importance of reading as a necessary part of their college education.</i></p>
<p>STRATEGIES</p>	
<p>Beginning in Fall 2009 and ongoing:</p>	<p>Beginning in Fall 2010 and ongoing:</p>
<p>Professional development will train instructors, Student Success staff and peer tutors in reading motivation, strategies, and assessment.</p>	<p>Instructors will teach and demonstrate reading strategies.*</p>
<p>Incoming students will learn about the importance of reading at Orientation and in COLS by being introduced to reading strategies and informed about the college's reading resources and activities such as online reading instruction, reading seminars and book discussion groups.</p>	<p>Instructors will require students to apply reading strategies to college-level texts in order to learn course-related knowledge and skills.*</p>
<p>All students will be able to access computer-based reading instruction at any time from any computer with Internet access through Weaver Online System Version 2.1., the online version of the computer-based instruction software currently used in the reading labs. Topics include: Reading Intervention 1-14, Language Skills, Study Skills, and Speed Reading.</p>	<p>*So that all instructors will be implementing the strategies identified above by academic year 2013-2014, instructors from fifty percent of the core curriculum disciplines will begin employing these strategies in Fall 2010; instructors from the remaining fifty percent will begin implementation in Fall 2011; instructors from fifty percent of the occupational subjects will begin implementation in Fall 2012; and the remaining fifty percent will follow in Fall 2013. In the year prior to implementation, the instructor will have undergone professional development.</p>
<p>In common areas at both campuses, students will have access to a variety of timely, relevant, informative, and entertaining reading materials, such as periodicals.</p>	<p>Reading seminars for students will be implemented. Brief, content-related seminars, such as "Get a Grip in Math," will guide students in applying reading strategies in order to comprehend content-related texts.</p>
	<p>Book discussion groups will be implemented.</p>

QEP goal, objectives and strategies as of
6.21.08

EXHIBIT 1 Cont.

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Draft 7/15/2008

C. To consider adoption of the Fiscal Year 2009 budget. – *Exhibit #2*
Duane McNaney and Dr. Holda answered questions from several board members. After general discussion Charles Hale made the motion to accept Action Item C. James Walker seconded the motion. The motion passed unanimously.

EXHIBIT 2

KILGORE JUNIOR COLLEGE DISTRICT	
REVENUE	
BUDGET SUMMARY REPORT	
FISCAL YEAR 2009	
CURRENT FUNDS:	
	FY09
UNRESTRICTED FUNDS	Proposed Budget
STATE FUNDS:	
STATE APPROPRIATION FOR COORDINATING BOARD APPROVED COURSES	5,347,549
STATE APPROPRIATION FOR OCCUPATIONAL PROGRAMS	4,835,665
SUB-TOTAL	10,183,214
LOCAL FUNDS:	
TUITION	3,520,336
ALL OTHER STUDENT FEES	6,715,135
CONTRACT TRAINING	380,597
INTEREST INCOME	300,000
GIFTS AND DONATIONS	100,000
OTHER INCOME	217,500
USE OF FUNDS RECEIVED IN PY	100,000
SUB-TOTAL	11,333,568
TAXES:	
TAXES FOR CURRENT OPERATION	5,645,000
SUB-TOTAL, UNRESTRICTED FUND	27,161,782

AUXILIARY ENTERPRISES INCOME:	
ATHLETICS	25,000
BOOKSTORE	2,800,000
DORMITORIES	811,825
FOOD SERVICE/VENDING/CONCESSIONS	862,000
CHILD CARE CENTER	140,534
FITNESS CENTER	157,500
TEXAS SHAKESPEAR FESTIVAL	289,844
EAST TEXAS OIL MUSEUM	259,501
PRINT SHOP	336,500
STUDENT ACTIVITIES	490,000
SUB-TOTAL, AUXILIARY FUND	6,172,704
RESTRICTED FUNDS OPERATIONS:	
CARL PERKINS	302,672
SBDC GRANTS	145,028
STUDENT FINANCIAL AID	7,859,020
ADULT EDUCATION PROGRAMS	403,836
TRIO	220,000
UPWARD BOUND	250,000
HEAD START	0
MISC FEDERAL GRANTS	60,501
MISC STATE GRANTS	267,597
RESTRICTED GIFTS	0
USE OF RESTRICTED FUND RECEIVED IN PY	377,089
ENDOWMENT INCOME AND GIFTS	175,000
SUB-TOTAL, RESTRICTED FUNDS	10,060,743
TOTAL CURRENT FUNDS INCOME	43,395,229
TOTAL ENDOWMENT FUNDS INCOME	5,000
TOTAL PLANT FUNDS INCOME	10,000
TOTAL REVENUES	43,410,229

KILGORE JUNIOR COLLEGE DISTRICT
EXPENDITURES
 BUDGET SUMMARY REPORT
 FISCAL YEAR 2009

FY09

Proposed Budget

UNRESTRICTED:

EDUCATION AND GENERAL EXPENDITURES:

GENERAL ADMINISTRATION & STUDENT SERV.:

GOVERNMENT OF THE INSTITUTION	6,950
EXECUTIVE DIRECTION AND CONTROL	462,068
BUSINESS AND FISCAL MANAGEMENT	1,166,832
STUDENT ADMISSIONS AND REGISTRATION	542,360
OTHER STUDENT SERVICES	799,723
SUB-TOTAL, GENERAL ADMIN. & STUDENT SERVICES	2,977,933

GENERAL INSTITUTIONAL EXPENSE:

INSTITUTIONAL ADVANCEMENT	247,461
MARKETING AND PUBLIC RELATIONS	465,495
CENTRAL COMPUTER	808,772
OTHER GENERAL INSTITUTIONAL	818,664
SUB-TOTAL, GENERAL INSTITUTIONAL	2,340,392

STAFF BENEFITS **528,500**

INSTRUCTION:

GENERAL ACADEMIC INSTRUCTION	5,782,182
ACTIVITIES RELATED TO ACADEMIC INSTRUCTION	1,362,115
TECHNOLOGY EQUIPMENT	230,000
VOCATIONAL-TECH INSTRUCTION	3,783,786
ACTIVITIES RELATED TO VOC-TECH INSTRUCTION	308,555
SPECIAL PROGRAMS	2,782,883
UNRESTRICTED SCHOLARSHIPS	254,000
SUB-TOTAL, RESIDENT INSTRUCTION	14,503,521

LIBRARY AND MEDIA: **615,418**

EXTENSION AND PUBLIC SERVICE: **175,741**

PHYSICAL PLANT:	3,682,856
TRANSFERS OUT	1,502,107
CONTINGENT EXPENDITURES, RESERVED	300,000
TOTAL UNRESTRICTED EXPENDITURES	26,626,468
AUXILIARY ENTERPRISES:	
ATHLETICS	1,023,620
BOOKSTORE	2,463,618
DORMITORIES	761,452
CAFETERIA & CONCESSIONS	830,000
ETOM	320,087
STUDENT ACTIVITIES	259,630
PRINT SHOP	359,368
CHILD DEVELOPMENT CENTER	172,641
FITNESS CENTER	227,758
TEXAS SHAKESPEAR FESTIVAL	439,844
NET TRANSFERS IN	-150,000
TOTAL AUXILIARY EXPENDITURES	6,708,018
RESTRICTED EXPENDITURES:	
STUDENT FINANCIAL AID	8,032,136
CARL PERKINS FUNDS	302,672
ABE/TANF	403,836
SBDC	292,095
TRIO	220,000
UPWARD BOUND	250,000
HEADSTART - CHILD DEVELOPMENT CENTER	0
WORKFORCE DEVELOPMENT GRANT	313,098
ENDOWED SCHOLARSHIPS	175,000
MISC STATE GRANTS	15,000
RESTRICTED GIFT	287,089
MISC OTHER RESTRICTED	0
NET TRANSFERS IN	-230,183
TOTAL RESTRICTED EXPENDITURES	10,060,743
TOTAL CURRENT FUND EXPENDITURES	43,395,229

ENDOWMENT FUNDS EXPENDITURES	5,000
PLANT FUNDS	170,000
BOND/NOTE PAYMENTS	961,924
NET TRANSFERS IN NONCURRENT FUNDS	-1,121,924
<hr/>	
TOTAL NONCURRENT FUNDS ACTIVITY	15,000
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TOTAL EXPENDITURES AND TRANSFERS	43,410,229

D. To consider and set the tax rate for Tax Year 2008. – *Exhibit #3*

Randell Brint made the following motion: “I move that property taxes be increased by the adoption of a tax rate of .15400 per \$100 value.” This is a decrease of the current tax rate. James Walker seconded the motion. The motion passed unanimously.

EXHIBIT 3

Kilgore College Estimated Tax Revenue At Various Rates Fiscal Year 2008-2009	
Adjusted Tax Base	\$3,767,308,172
ESTIMATED Revenues based on a 95.0% collection	

Rate		Estimated Revenue	
@ .14279	Effective Tax Rate	\$5,110,372	
@ .15400	One Cent Decrease	\$5,511,572*	
@ .15421	Rollback Tax Rate	\$5,518,730	
@ .16400	Current Rate	\$5,869,466	
@ .17400	One Cent Increase	\$6,227,360	

*This amount is an estimated projection of revenues; the amount used in the FY09 budget was rounded up to \$5,550,000.

Certified Values by County:

Gregg	\$2,379,042,448
Rusk	1,115,101,620
Upshur	191,376,259
Smith	81,787,845

Section VI. On the Agenda was Executive Session.
The Board did not adjourn into Executive Session.

Section VII. On the Agenda was Discussion Items.

A. Budget Reports

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

B. Investment Reports

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

Section VIII. On the Agenda was Board Comments.

There were no Board Comments.

Section IX. On the Agenda was Administration Comments.

Duane McNaney announced dates of two tax hearings which are Tuesday, August 26, 2008 at 6:00pm and Tuesday, September 2, 2008 at noon to be held in the 1st floor conference room of the Stewart McLaurin Administration Building. The Board Meeting to adopt the tax rate will be held Monday, September 8, 2008 at 6:30pm upstairs in the Stewart McLaurin Administration Building.

Dr. Holda passed out several newspaper articles and press releases relating to Kilgore College. Dr. Holda also reminded board members of the opening week's activities for the Fall 2008 semester.

Section X. On the Agenda was Adjournment.

The meeting adjourned at 7:50 p.m.

Section XI. On the Agenda was a Recess

The Board did not Recess.


Section XII. On the Agenda was Reconvene for Strategic Planning Discussion

The Board did not Reconvene.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board

Secretary of the Board