

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, June 30, 2008, in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor, with the following members present:

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

Bob Heath, President, called the meeting to order at 6:30 p.m. on Monday, June 30, 2008, in the Stewart McLaurin Administration Building, 2<sup>nd</sup> 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 9, 2008 regular board meeting.
- B. To consider approval of personnel items submitted as follows:

- 1. **Recommendation for employment as follows:**
  - a. Public Services Librarian, effective September 1, 2008
  - b. Instructor, Dual Credit English, effective September 1, 2008
  - c. Instructor, Office Professional, effective September 1, 2008
  - d. Program Director and Instructor, Surgical Technology, effective September 1, 2008
  - e. Training Coordinator, Small Business Development Center, effective July 7, 2008
  - f. Director of Human Resources, effective June 30, 2008
  - g. Instructor, English for Speakers of Other Languages, effective September 1, 2008
  - h. Instructor, Dual Credit History and Government, effective September 1, 2008
- 2. **Recommendation for change in employment as follows:**
  - a. Grants Writer to Assistant Director of Workforce Development, effective June 30, 2008
  - b. Administrative Assistant III-Evening/Continuing Education to Assistant Registrar, effective June 16, 2008
  - c. Manager of Payroll and Benefits to Administrative Assistant IV – VP of Student Development, effective July 1, 2008
  - d. Administrative Assistant II – HR and Accounts Payable to Administrative Assistant III – HR and Payroll, effective June 16, 2008

3. **Recommendation for adjustment of 2008-09 faculty salary as follows:**
  - a. Instructor-Office Professional, due to the completion of additional graduate hours beyond a master's degree
4. **Recommendation for approval of faculty contracts as follows:**
  - a. Instructor-Fire Academy and Petroleum Technology for the period of September 1, 2008 – June 31, 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. Fred Parsons made the motion to approve the consent agenda presented. Charles Hale seconded the motion. The motion passed unanimously.

## PERSONNEL AGENDA

### Kilgore Junior College District Personnel Agenda June 30, 2008

1. **Recommendation for employment as follows:**
  - A. **Name:** Ms. Susan D. Black
  - Position:** Public Services Librarian
  - Education:**

Master of Science, Library Science  
University of North Texas  
Denton, Texas

Bachelor of Science, Biology  
Wichita State University  
Wichita, Kansas
  - Experience:**

Library Aide II  
Longview Public Library  
Longview, TX; 1998 – 2008

Technician and Technical Writer  
Ana-Lab Corporation  
Kilgore, TX; 1990 – 2007

Unit Clerk  
Wesley Medical Center  
Wichita, KS; 1985 - 1990

**Effective Date:** September 1, 2008

**Salary:** \$1,677.46 per pay period which is equivalent to a 12 month salary of \$40,259.

**Note:** Ms. Black replaces Holly Blaylock who resigned.

**B. Position:** Instructor – Dual Credit English

**C. Name:** Ms. Sheri D. Burlingame

**Position:** Instructor, Office Professional

**Education:** Bachelor of Business Administration  
University of North Texas  
Denton, Texas

Associate of Arts  
Kilgore College  
Kilgore, Texas

**Experience:** Part time Office Professional Instructor  
Kilgore College  
Longview, TX; 2006 – 2008

Office Manager  
Lee Ranch, LTD.  
Longview, TX; 2003 – 2006

Teacher  
Pine Tree ISD  
Longview, TX; 1995 - 1997

**Effective Date:** September 1, 2008

**Salary:** \$1,572.08 per pay period which is equivalent to a 9 month contract of \$37,730.

**Note:** This is a new position.

**D. Name:** Ms. Paula E. Carter

**Position:** Program Director and Instructor, Surgical Technology

**Education:** Associate of Applied Science, Surgical Technology  
Associate of Arts, Business Management  
Kilgore College  
Kilgore, Texas

**Experience:** Part time Clinical Instructor  
Kilgore College  
Kilgore, TX; 2006 – 2008

Certified Surgical Technologist  
Good Shepherd Medical Center  
Longview, TX; 1993 - 2008

**Effective Date:** September 1, 2008

**Salary:** \$1,933.88 per pay period which is equivalent to a 10.5 month contract of \$46,413.

**Note:** Ms. Carter replaces Lane Barnett who retired.

**E. Name:** Ms. Janet W. Hughes

**Position:** Training Coordinator, Small Business Development Center

**Education:** Coursework Completed  
Panola College  
Carthage, Texas

**Experience:** Director of Information Technology  
Executive Training Resources  
Idaho Falls, ID; 2005 – 2008

Office Manager  
Texas Department of Transportation  
Center, TX; 1997 – 2005

**Effective Date:** July 7, 2008

**Salary:** \$1,475.42 per pay period which is equivalent to a 12 month salary of \$35,410.

**Note:** Ms. Hughes replaces Todd Long who resigned.

**F Name:** Mr. Tony D. Johnson

**Position:** Director of Human Resources

**Education:** Bachelor of Business Administration  
Stephen F. Austin State University  
Nacogdoches, Texas

Associate of Science, Business  
Kilgore College  
Kilgore, Texas

**Experience:** Human Resources Manager  
Community Access, Inc.  
Tyler, TX; 2008

Employee Relations Specialist

Hewitt Associates  
Lincolnshire, IL; 2004 – 2007

Senior Human Resources Representative  
TXU Power  
Tatum, TX; 1979 - 2004

**Effective Date:** June 30, 2008

**Salary:** \$2,982.79 per pay period which is equivalent to a 12 month contract of \$71,587.

**Note:** Mr. Johnson replaces Mike Jenkins who was promoted to Vice President of Student Development.

- G. Name:** Mr. Willard A. Mayes
- Position:** Instructor, English for Speakers of Other Languages
- Education:** Master of Education, TESOL  
State University of New York  
Amherst, New York
- Bachelor of Business Administration  
Thomas More College  
Crestview, Kentucky
- Experience:** Instructor - ESL  
University of Texas at Arlington  
Arlington, TX; 2007 – 2008
- Instructor - ESL  
Korea Cyber University  
Seoul, Korea; 2006 – 2007
- Instructor - ESL  
Information and Communications University  
Daejeon, Korea; 2004 – 2006

**Effective Date:** September 1, 2008

**Salary:** \$1,591.67 per pay period which is equivalent to a 9 month contract of \$38,200.

**Note:** Mr. Mayes replaces Barbara Brooks who resigned.

- H. Name:** Dr. Charles L. Taylor
- Position:** Instructor, Dual Credit History and Government
- Education:** Doctor of Arts, History  
Middle Tennessee State University

Murfreesboro, Tennessee

Master of Science, Political Science  
Texas A&M University - Commerce  
Commerce, Texas

Bachelor of Arts, Political Science  
Stephen F. Austin State University  
Nacogdoches, Texas

**Experience:** Instructor – History and Government  
Panola College  
Carthage, TX; 1999 – 2008

Assistant Professor –History and Government  
East Texas Baptist University  
Marshall, TX; 1991 – 1999

Instructor – History and Government  
Frank Phillips College  
Borger, TX; 1989 – 1991

**Effective Date:** September 1, 2008

**Salary:** \$1,716.67 per pay period which is equivalent to a 9 month contract of \$41,200.

**Note:** This is a new position.

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

A. **Name:** Ms. Grace “Gem” Meacham

**Old Position:** Grants Writer

**New Position:** Assistant Director of Workforce Development

**Education:** Master of Arts, History  
University of Texas at Tyler  
Tyler, Texas

Bachelor of Arts, American Studies  
University of Texas  
Austin, Texas

Associate of Arts, Journalism  
Odessa College  
Odessa, Texas

**Experience:** Grants Writer  
Kilgore College  
Kilgore, Texas; 2000 – 2008

Education Coordinator  
Gregg County Historical Museum  
Longview, Texas; 1998 - 2000

**Effective Date:** June 30, 2008

**Salary:** This is a lateral move with no change in salary.

**Note:** This is a new position.

- B. Name:** Ms. Cheryl L. Muegge
- Old Position:** Administrative Assistant III–Evening/Continuing Education
- New Position:** Assistant Registrar
- Education:** Bachelor of Arts and Applied Sciences  
Texas A&M – Commerce  
Commerce, Texas
- Associate of Arts  
Kilgore College  
Kilgore, Texas
- Experience:** Administrative Assistant III; 2004-2008  
Administrative Assistant II-ETPA; 2001 - 2003  
Kilgore College  
Kilgore, Texas
- Effective Date:** June 16, 2008
- Old Salary:** \$990.85 per pay period which is equivalent to a 12 month salary of \$23,780.
- New Salary:** \$1,328.63 per pay period which is equivalent to a 12 month salary of \$31,887.
- Note:** Ms. Muegge replaces Autumn Hanson who resigned.

- C. Name:** Ms. Barbara A. Prater
- Old Position:** Manager of Payroll and Benefits
- New Position:** Administrative Assistant IV – VP of Student Development
- Education:** Associate of Applied Science, Computer Science  
Kilgore College  
Kilgore, Texas

**Experience:**                   Manager of Payroll and Benefits  
Kilgore College  
Kilgore, Texas; 2004 - present

Software Support Specialist  
Longview ISD  
Longview, Texas; 1997 – 2004

Administrative Technician  
Texas Department of Protective and Regulatory Services  
Longview, Texas; 1993 - 1997

**Effective Date:** July 1, 2008

**Salary:**                   This is a lateral move with no change in salary.

**Note:** Ms. Prater replaces Cecelia Sanders who resigned.

D.   **Name:**                   Ms. Jerri J. Saenz

**Old Position:**             Administrative Assistant II – HR and Accounts Payable

**New Position:**           Administrative Assistant III – HR and Payroll

**Education:**               Associate of Applied Science, Accounting  
Kilgore College  
Kilgore, Texas

**Experience:**               Administrative Assistant II – HR and Accounts Payable  
Kilgore College  
Kilgore, Texas; 2007 - 2008

Bookkeeper  
Jack Smitherman, CPA  
Kilgore, Texas; 2007

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

**Effective Date:** June 16, 2008

**Old Salary:**               \$778.25 per pay period which is equivalent to a 12 month salary of \$18,678.

**New Salary:**               \$899.88 per pay period which is equivalent to a 12 month salary of \$21,597.

**Note:** This is a restructuring of assigned duties for an existing employee.

3. **Recommendation for adjustment of a 2008-09 faculty salary as follows:**

- A. Ms. Lucy Carroll, Instructor-Office Professional, from \$41,910 to \$42,410 due to the completion of additional graduate hours beyond a master's degree

4. **Recommendation for approval of faculty contract as follows:**

- A. Mr. Bobby O'Connor, Instructor-Fire Academy and Petroleum Technology, \$42,109 based upon the approved faculty salary schedule for the period of September 1, 2008 – June 31, 2009. This was a new position approved in May 2008 with continued employment contingent upon adequate course demand.

**Section IV.** On the Agenda was Citizen Comments.

**There were no citizen comments.**

**Section V.** on the Agenda was Executive Session.

**The Board did not adjourn into Executive Session.**

**Section VI.** On the Agenda was Action Items.

- A. To consider approval of a roofing bid and proceed with roofing repairs. Administration recommended the low bidder, Curtis-McKinley be awarded the contract for all roofs at the total cost of \$2,005,306 for a CTEM (coal tar elastomer membrane) roof system with flood coat and gravel surface on seven roofs. Doug Shearer answered questions from the Board.

**Scooter Griffin made the motion to accept Action Item A. Fred Parsons seconded the motion. The motion passed unanimously.**

- B. To consider authorizing administration to purchase property at 823 Riverside, Kilgore, TX. This lot is 79' by 110' and has a small house on it which can be sold to be moved. The Property Committee of Mr. Spradlin, Mr. Hale and Mr. Woodfin recommended purchase of the property for \$12,000.

**This motion came from a Board Committee and did not require a second. The motion passed unanimously.**

C. To consider approval of the "Deferred Compensation Arrangement" for the President of the college.  
**Action Item C died due to lack of a motion.**

**Section VII.** On the Agenda was Discussion Items.

- A. Budget Reports

**Duane McNaney was available to answer questions from the Board members. Dr. Holda and Duane McNaney answered questions about the small vehicles that have been purchased for campus use by maintenance and IT.**

**Section VIII.** On the Agenda was Board Comments.

**There were no Board Comments.**

**Section IX.** On the Agenda was Administration Comments.

**Dr. Holda passed out a Public Notice about the NTCC attempt to annex ISDs currently in the KC service area. He also passed out a list of possible uses of dramatic enrollment growth funding from the Coordinating Board.**

**Section X.** On the Agenda was Adjournment.  
The meeting adjourned at 7:30 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,

  
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Nancy Law, Recording Secretary  
Kilgore College Board of Trustees

  
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President of the Board

  
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Secretary of the Board