

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 9, 2008, in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor, with the following members present:

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

Members absent: C.B. "Scooter" Griffin

Bob Heath, President, called the meeting to order at 6:30 p.m. on Monday, June 9, 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 May 13, 2008 regular board meeting.
- B. To consider approval of personnel items submitted as follows:

- 1. **Recommendation to accept employee resignations as follows:**
  - a. Adult Education Teacher, effective July 31, 2008
  - b. Circulation Specialist, effective May 30, 2008
  - c. Assistant Registrar, effective May 13, 2008
- 2. **Recommendation to accept employee retirements as follows:**
  - a. Coordinator-International Students, effective June 30, 2008
- 3. **Recommendation to accept at-will employee termination as follows:**
  - a. Assistant to the Director of Student Success, effective June 15, 2008
- 4. **Recommendation for employment as follows:**
  - a. Director of Information Technology, effective June 16, 2008
  - b. Police Officer, effective May 16, 2008
  - c. Instructor - Industrial Maintenance Technology, effective May 14, 2008
  - d. Controller, effective June 23, 2008
  - e. Teacher - Early Childhood Center, effective September 1, 2008

5. **Recommendation for approval of faculty contracts as follows:**
  - a. Head Women's Basketball Coach and Kinesiology Instructor effective June 1, 2008
6. **Recommendation for approval of staff salaries omitted from last month's listings as follows:**
  - a. Assistant Men's Basketball Coach
  - b. Administrative Assistant III – Workforce Development Grants
7. **Recommendation for change in employment as follows:**
  - a. Administrative Assistant II – career Services to Administrative Assistant III – Student Support & Athletic Insurance, effective June 1, 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. James Walker made the motion to approve the consent agendas presented. Charles Hale seconded the motion. The motion passed unanimously.

## PERSONNEL AGENDA

### Kilgore Junior College District Personnel Agenda June 9, 2008

1. **Recommendation to accept employee resignations as follows:**
  - A. Mr. Mark English, Adult Education Teacher, effective July 31, 2008
  - B. Ms. Kari Golden, Circulation Specialist, effective May 30, 2008
  - C. Ms. Autumn B. Hanson, Assistant Registrar, effective May 13, 2008
2. **Recommendation to accept employee retirements as follows:**
  - A. Ms. Brenda Thornhill, Coordinator of International Students, effective June 30, 2008
3. **Recommendation to accept at-will employee termination as follows:**
  - A. Mr. Scott Chism, Assistant to the Director of Student Success, effective June 15, 2008
4. **Recommendation for employment as follows:**
  - A. **Name:** Mr. John Colville, Jr.  
**Position:** Director of Information Technology  
**Education:** Master of Business Administration

University of Texas at Tyler  
Tyler, Texas

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

**Experience:** Group Manager, Information Systems  
Texas Department of State Health Services  
Austin, TX; 2004 – 2008

Regional Manager, Information Systems  
Texas Department of Mental Health  
Austin, TX; 1996 – 2004

Director of Information Systems  
Rusk State Hospital  
Rusk, TX; 1986 - 1996

**Effective Date:** June 16, 2008

**Salary:** \$3,015.71 per pay period which is equivalent to a 12 month contract of \$72,377.

**Note:** Mr. Colville replaces Ben Talley who resigned.

**B. Name:** Mr. David M. Dulude

**Position:** Police Officer

**Education:** Certificate  
Kilgore College – East Texas Police Academy  
Kilgore, Texas

**Experience:** Detention Officer  
Gregg County Sheriff's Department  
Longview, TX; 2006 – 2008

**Effective Date:** May 16, 2008

**Salary:** \$944.79 per pay period which is equivalent to a 12 month salary of \$22,679.

**Note:** Mr. Dulude replaces Jerry Hays who resigned.

**C. Name:** Mr. S. Kelly Kaemmerling

**Position:** Instructor – Industrial Maintenance Technology

**Education:** A.S., Science and Mathematics  
Angelina College  
Lufkin, Texas

**Experience:** Owner  
Sanconure Company  
Lufkin, TX; 2001 – 2008  
  
Pipe fitter and Millwright  
Kellogg Brown and Root  
Houston, TX; 1995 – 2000  
  
Sprinkler Fitter  
Apache Sprinkler  
Lufkin, TX; 1993 - 1994

**Effective Date:** May 14, 2008

**Salary:** \$1,922.21 per pay period through August 31, 2008. \$1,981.96 per pay period, effective September 1, 2008, which is equivalent to a 12 month contract of \$47,567.

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

**D. Name:** Ms. Claudia D. Miracle  
**Position:** Controller  
**Education:** Bachelor of Business Administration, Accounting  
University of Texas at Tyler  
Tyler, Texas  
**Experience:** Audit Consultant  
Longview, Texas; 2005 – 2007  
  
Controller  
Tyler Junior College  
Tyler, Texas; 2003 – 2005  
  
Controller  
LeTourneau University  
Longview, Texas; 1992 - 2002

**Effective Date:** June 23, 2008

**Salary:** \$2,195.71 per pay period which is equivalent to a 12 month contract of \$52,697.

**Note:** Ms. Miracle replaces Lucy Carroll who replaced Shirley Bratton as an Office Professional Instructor.

**E. Name:** Ms. Amy Streetman  
**Position:** Teacher – Early Childhood Center

**Education:** Bachelor of Science, Early Childhood  
LeTourneau University  
Longview, Texas

Associate of Applied Science, Early Childhood  
Kilgore College  
Kilgore, Texas

**Experience:** Teacher  
Playtime Academy  
Diana, Texas; 2007 – 2008

Substitute Teacher  
New Diana ISD  
Diana, Texas; 2005 – 2007

Teacher  
Sharon's Kid Korner  
Longview, Texas; 2004 - 2005

**Effective Date:** September 1, 2008

**Salary:** \$812.46 per pay period which is equivalent to a 9 month salary of \$14,599.

**Note:** Ms. Streetman replaces Jennifer Freeman who resigned.

**5. Recommendation for approval of faculty contracts as follows:**

- A. Mr. Roy Thomas, Head Women's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2008 – May 31, 2009.

**6. Recommendation for approval of staff salaries omitted from last month's listings as follows:**

- A. Mr. Kenderick Franklin, Assistant Men's Basketball Coach, increase of \$378 for a total salary of \$12,985
- B. Ms. Eva McClellan, Administrative Assistant III – Workforce Development Grants, increase of \$645 for a total salary of \$22,134

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

- A. **Name:** Ms. Ebony S. Dennis
- Old Position:** Administrative Assistant II – Career Services
- New Position:** Administrative Assistant III – Student Support & Athletic Insurance
- Education:** Certificate, Management  
Kilgore College

Kilgore, Texas

**Experience:** Administrative Assistant II – Career Services; 2007-2008  
Part time Administrative Assistant; 2005 - 2007  
Kilgore College  
Kilgore, Texas

Customer Service Team Leader  
Alltel Communications  
Longview, Texas; 2000 – 2003

Night Manager  
Whataburger of East Texas  
Longview, Texas; 1999 - 2000

**Effective Date:** June 1, 2008

**Old Salary:** \$823.96 per pay period which is equivalent to a 12 month salary of \$19,775.

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

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

**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 the approval of inter-local agreements with County Tax Assessor-Collectors for the assessment and collection of Kilgore College taxes on property located in each county. (*exhibit #1*)
1. Gregg County
  2. Rusk County
  3. Smith County
  4. Upshur County
- B. To consider authorizing administration to select a roofing bid and proceed with roofing repairs.

**Fred Parsons made the motion to accept Action Item A. Will Roberson seconded the motion. The motion passed unanimously. Action Item B died due to lack of a motion.**

EXHIBIT #1

Duane J. McNaney, CPA  
Vice President of Administrative Services  
(903) 983-8107 (v)  
(903) 983-8666 (f)



# Memo

**To:** Kilgore College Board of Trustees  
**From:** Duane J. McNaney, CPA  
**CC:** Dr. William Holda, President  
**Date:** 6/3/2008  
**Re:** Inter-local Agreements for the Assessment and Collection of Taxes

The Texas Legislature in 2007 enacted HB 1010 relating to Appraisal District boundaries. HB 1010 causes each appraisal district to appraise only that property which lies within their respective county. Our tax district overlaps into four counties: Gregg, Rusk, Smith, and Upshur. Over the past two years we have been working with the four appraisal districts.

Now we must determine the most effective way to collect our taxes. Appraisal data is assessed and collected by the tax assessor-collector. Over the past few years the Gregg County Tax Assessor-Collector has collected all our taxes at a cost of \$66,200.

The Property Tax Code states that if requested, the County Tax Assessor-Collector must collect taxes for other entities. They are entitled to a reasonable fee, which may not exceed the actual cost incurred. Gregg County has agreed to continue to collect taxes for those properties in their jurisdiction, but due to conversion costs and problems they do not want to collect the taxes from the other counties.

Administration is requesting approval of an inter-local agreement with each of the four counties for the assessing and collecting of Kilgore College taxes. The estimated cost from each county will be: Gregg, \$33,100; Rusk \$26,900; Smith, \$3,100; Upshur, \$3,000.

In addition to the above collection costs, we will have a onetime cost of converting our delinquent tax data to conform with those systems at each of the collecting counties.

Although now Kilgore College will have to deal with four collection agencies (counties) rather than just one, I feel that the taxpayer will benefit from receiving one consolidated tax bill from the county in which they reside.

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

A. Budget Reports

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

The Board briefly discussed the May, 2008 monthly budget.

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

The Board discussed the schedule that Kilgore College maintenance employees work. Due to IRS requirements, if they work over 40 hours per week, they must be paid overtime wages.

The Board discussed equipment that is in the process of being repaired in the fitness center. They also discussed the Small Business Development Center in Longview. There was also discussion of the staffing trends for the last 5-10 years due to the growth and changes at the college.

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

There were no Administration comments.

**Section X.** On the Agenda was Adjournment.

The meeting adjourned at 7:15 p.m.

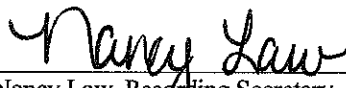
**Section XI.** On the Agenda was a Recess

The Board went into a recess.


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

The Board reconvened at 7:25 p.m. for Strategic Planning Discussion.

Respectfully submitted,



Nancy Law, Recording Secretary  
Kilgore College Board of Trustees

  
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President of the Board  
\_\_\_\_\_  
Secretary of the Board