

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 10, 2008, in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

C.B. "Scooter" Griffin
Robert "Bob" Heath, President
Fred S. Parsons
Will Roberson, Secretary
Marion Turner
James N. Walker arrived before any action items
Larry Woodfin, Vice President

Members absent: B. Randell Brint, R. E. Spradlin

Bob Heath, President, called the meeting to order at 6:30 p.m. on Monday, March 10, 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 February 12, 2008 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
 1. **Recommendation to accept termination of at-will employment as follows:**
 - a. Desktop Support Specialist, effective February 15, 2008
 - b. Groundskeeper, effective March 4, 2008
 2. **Recommendation to non-renew faculty contracts due to program closures as follows:**
 - a. Instructor - Computer Electronics Maintenance Technology, effective May 31, 2008
 - b. Instructor - Medical Assisting Program, effective August 31, 2008
 3. **Recommendation to accept employee retirements as follows:**
 - a. Vice President of Student Development, effective August 31, 2008.
 4. **Recommendation to accept employee resignations as follows:**
 - a. Instructor – English as a Second Language/ Developmental English, effective May 31, 2008.
 - b. Instructor - Government, effective May 31, 2008.
 5. **Recommendation for employment as follows:**
 - a. Computer Programmer, effective February 18, 2008
 - b. Customer Service Clerk – Registrar's Office, effective February 25, 2008
 - c. Counselor – Upward Bound Program, effective February 25, 2008
 - d. Director of Marketing & Enrollment Management, effective March 31, 2008
 6. **Recommendation for change in employment as follows:**
 - a. From Assistant to the Controller to Administrative Assistant V, Office of the President, effective March 1, 2008

- b. From Administrative Assistant II – Residential Life to Administrative Assistant II – Upward Bound Program, effective February 25, 2008
 - c. From Coordinator of Student Activities to Assistant Director of Marketing and Student Outreach, effective March 31, 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 agendas presented. Will Roberson seconded the motion. The motion passed unanimously with 6 votes.

PERSONNEL AGENDA

Kilgore Junior College District Personnel Agenda March 10, 2008

1. **Recommendation to accept termination of at-will employment as follows:**
 - A. Mr. Georgelee T. Holt, Groundkeeper, effective March 4, 2008
 - B. Mr. Naivo Rajoelina, Desktop Support Specialist, effective February 15, 2008
2. **Recommendation to non-renew faculty contracts due to program closures as follows:**
 - A. Ms. Katherine J. Blair, Instructor – Computer Electronics Maintenance Technology, effective May 31, 2008
 - B. Ms. Millie M. White, Instructor – Medical Assisting Program, effective August 31, 2008
3. **Recommendation to accept employee retirements as follows:**
 - A. Mr. David M. Castles, Vice President of Student Development, effective August 31, 2008, after 38 years of service
4. **Recommendation to accept employee resignations as follows:**
 - A. Ms. Barbara L. Brooks, Instructor – English as a Second Language/ Developmental English, effective May 31, 2008, after 2 years of service
 - B. Dr. Ayodeji Ogundele, Instructor - Government, effective May 31, 2008, after 2 years of service
5. **Recommendation for employment as follows:**
 - A. **Name:** Mr. Lowell Ray Jackson, II
 - Position:** Computer Programmer
 - Education:** Associate of Arts, Computer Science
Kilgore College
Kilgore, Texas
 - Experience:** Web Developer
Priefert Manufacturing
Mount Pleasant, Texas; 2007 - 2008
 - Computer Programmer
Kilgore College
Kilgore, Texas; 2001 – 2007
 - Owner/Web Designer
iSOnline
Gladewater, Texas; 1999 - 2001
 - Effective Date:** February 18, 2008

Salary: \$1,893.21 per pay period which is equivalent to a 12 month salary of \$45,437

Note: Mr. Jackson fills the vacancy created when he resigned in December.

B. Name: Ms. Erica A. Nichols
Position: Customer Service Clerk – Registrar’s Office

Education: Coursework
Kilgore College
Kilgore, Texas

Experience: Part time Admissions Office Student Assistant
Kilgore College
Kilgore, Texas; 2006 – 2008

Caregiver
Kid’s World
Kilgore, Texas; 2004 – 2006

Administrative Assistant
Dealer Specialties
Texarkana, Texas; 2003 – 2004

Effective Date: February 25, 2008

Salary: \$778.21 per pay period which is equivalent to a 12 month salary of \$18,677

Note: Ms. Nichols replaces Gail Cerliano who transferred to the library as a replacement for Janet Smith who resigned.

C. Name: Ms. Carol W. Pope
Position: Counselor – Upward Bound Program

Education: Bachelor of Science, Elementary Education
Baylor University
Waco, Texas

Experience: Community Volunteer
East Texas Literacy Council
Longview, Texas; 1992 – present

Adjunct Instructor
Texas Woman’s University
Denton, Texas; 1990 - 1992

Teacher
LaVega Elementary School
Waco, Texas; 1989 – 1992

Effective Date: February 25, 2008

Salary: \$1,166.67 per pay period on a 10.5 month assignment which is equivalent to an annual salary of \$28,000

Note: This is a new, grant funded position.

D. Name: Mr. Milton “Trey” Hattaway, III
Position: Director of Enrollment Management and Marketing

Education: Bachelor of Arts, Journalism
Master of Science, Agriculture Education

Texas Tech University
Lubbock, Texas

Experience: Registrar
Tyler Junior College
Tyler, Texas; 2003 – present

Director of School Relations
Tarleton State University
Stephenville, Texas; 2001 - 2002

Director of Orientation
Texas Tech University
Lubbock, Texas; 1997 – 2000

Effective Date: March 31, 2008

Salary: \$2,495.83 per pay period which is equivalent to an annual salary of \$59,900

Note: Mr. Hattaway replaces Bill Gibbs who resigned.

6. Recommendation for change in employment as follows:

- A. **Name:** Ms. Nancy S. Law
- Old Position:** Assistant to the Controller
- New Position:** Administrative Assistant V – Office of the President
- Education:** Hours earned
University of New Mexico; Albuquerque, New Mexico
Baptist Bible College; Springfield, Missouri
- Experience:** Administrative Assistant II – HR and Accounts Payable
Kilgore College
Kilgore, Texas; 2006
- Assistant Administrator
First Baptist Church
Branford, Florida; 2003 - 2005
- Administrative Assistant
Property Professionals, Inc.
Carmel, Indiana; 1996 – 2003
- Effective Date:** March 1, 2008
- Old Salary:** \$939.25 per pay period which is equivalent to a 12 month salary of \$22,540
- New Salary:** \$1,189.54 per pay period which is equivalent to a 12 month salary of \$28,549
- Note:** Ms. Law replaces Sharlene Robinett who retired.
- B. **Name:** Ms. Karen L. Miller
- Old Position:** Administrative Assistant II – Residential Life
- New Position:** Administrative Assistant II – Upward Bound Program
- Experience:** Human Resources and Title Clerk
Heritage Mitsubishi
Longview, Texas; 2002 – 2006
- Office Manager

Benchmark
Longview, Texas; 1996 -- 2002

Accounts Payable and Receivables
University Ford
Seattle, Washington; 1983 - 1996

Effective Date: February 25, 2008

Salary: This is a lateral move with no salary adjustment.

Note: This is a new, grant funded position.

C. **Name:** Ms. A. Leah Gorman

Old Position: Coordinator of Student Activities

New Position: Assistant Director of Marketing and Student Outreach

Education: Master of Business Administration
LeTourneau University
Longview, Texas

Bachelor of Arts, Journalism
University of Oklahoma
Norman, Oklahoma

Experience: Promotion Director
Clear Channel Communications
Tyler, Texas; 1997 - 2000

Promotion Director
KFXK - Fox 51
Longview, Texas; 1994 - 1997

Effective Date: March 31, 2008

Salary: This is a lateral move with no salary adjustment.

Note: This is a new position leveraged through a reorganization of the student activities department.

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 program closures: Medical Assisting and Computer Repair (*exhibit 1*)

Fred Parsons made the motion to accept Action Item A. Will Roberson seconded the motion. The motion passed unanimously.

EXHIBIT #1



Gerald M. Stanglin, Ed.D.
Vice President of Instruction
& Chief Academic Officer
gstanglin@kilgore.edu

DATE: February 19, 2008
TO: William M. Holda
FROM: Gerald M. Stanglin
SUBJECT: Program Closures

As you know, I have been considering whether to close certain programs in light of their lower level of performance on the measures in our annual program reviews. Those programs are: Medical Assisting, Computer Electronics Maintenance Technology (Computer Repair), and Surgical Technology. The deans and I discussed these in a meeting at my house a couple of weeks ago but each is reluctant to recommend closure of one of their programs. As I finally said to them, it will be my recommendation to the President—not theirs. That is the reason for this memo.

Accompanying this memo is a worksheet which details many aspects of each program. Following is a summary:

- **Medical Assisting:** The program lost over \$51,000 last year with indirect costs included. In fact, it is losing up to \$20,000 per year even without indirect costs included. It has an adequate number of graduates—up to 10 per year. The instructor is working hard both inside and outside the classroom. However, the program is not viable. The students are going to college for two years, getting an associate degree, and making \$9-10 per hour when they graduate. Students can now go to TJC and take five continuing education courses to become a “medical assistant.” Many physicians and clinics now hire vocational nurses to be their assistants or train their own person with good office skills to do the medical procedures they do in the office, such as take temperature, take blood pressure, and draw blood. They are able to do this “under the supervision of the physician.” However, the program has had virtually 100% job placement rate. **Total amount budgeted for the program for 2007-08 is \$81,234.**
- **Computer Electronics Maintenance Technology (Computer Repair):** This program lost from \$6,000 to \$25,000 last over the last three years with indirect costs included. It has had direct profit/loss of \$14,000 profit to \$9,000 loss during the same time period. The instructor in the program is a very good teacher but she has not been active in building the program. The program has 9 – 11 students in each class except for CETT 1303 (DC Circuits) which has a number of Corrosion Technology students in it. There have been between 3 – 11 graduates per year with 21 graduates in the last three years. The job placement rate is unknown over the last three years. **The total amount budgeted for the program for 2007-08 is \$60,993.**
- **Surgical Technology:** This program has had a profit of from \$18,000 to \$32,000 for the last five years. However, much of the student population in SRGT courses is in the medical terminology classes that feed all of the health sciences programs. They just happen to carry the SRGT rubric. With those extracted, the program lost \$11,779 with indirect costs included but posted a \$24,000 profit with indirect costs excluded. There are 11 students in each of the core SRGT courses. The program has 9 – 10 graduates per year and 11 or 12 majors each of the last two years. It has 100% job placement rate. **The total**

EXHIBIT #1 CONTINUED

amount budgeted for the program for 2007-08 is \$110,448 with Medical Terminology expenditures included.

We attempted to answer the following questions about each program:

Medical Assisting:

1. Is the program fulfilling a need? **Yes.**
2. Could that need be met another way? **Yes, through a continuing education course or courses**
3. If the teacher left, would we replace her? **No**
4. Would we create the program if we did not already have it? **No**
5. Is low performance due to the instructor? **No**
6. **Has she been talked to about the possibility of program closure?** Yes, and her program was listed in a newspaper article during the budget crisis last summer as one that might be closed.

Computer Electronics Maintenance Technology:

1. Is the program fulfilling a need? **Yes, for a very small part of the industry—small repair shops**
2. Could that need be met another way? **Yes, through existing computer programs and courses**
3. If the teacher left, would we replace her? **No**
4. Would we create the program if we did not already have it? **No**
5. Is low performance due to the instructor? **Yes, to some extent, but not in the classroom**
6. **Has she been talked to about the possibility of program closure?** Yes, specifically by the dean last spring. And, her program was listed in a newspaper article during the budget crisis last summer as one that might be closed.

Surgical Technology:

1. Is the program fulfilling a need? **Yes**
2. Could that need be met another way? **No. Students would have to go to TJC.**
3. If the teacher left, would we replace her? **Not sure.**
4. Would we create the program if we did not already have it? **Not sure.**
5. Is low performance due to the instructor? **Probably not, although she does say that she cannot relate to today's students—the joy of teaching seems to be gone for her.**
6. Has she been talked to about the possibility of program closure? Yes, in response to a question she asked the dean—that it might be closed when she retires.

Finally, could the funds used in these low producing programs be better utilized in more viable programs? Or, could they be better utilized by hiring full-time instructors whose partial responsibility would be to teach more dual credit classes in the high schools? We know it will be difficult to create new programs, such as Process Technology and Industrial Mechanics, or have the necessary funds to undertake new initiatives, unless we close some of our least productive programs. I have called this global assessment of our workforce education programs “grading on the curve.” There will always be a few programs that are weaker than others and we need to close them if they do not get stronger soon.

Therefore, it is my recommendation that we close Medical Assisting and Computer Electronics Maintenance Technology (Computer Repair) as soon as is practicable. I am not ready to make the same recommendation on

C. To consider purchase of property in Longview.


Larry Woodfin, a member of the Property Committee, recommended to the board to approve Action Item C. There was no second needed since the motion came from the Property Committee. The motion passed unanimously.

D. To consider a Quitclaim Deed to the City of Kilgore (exhibit 3)


Fred Parsons moved that the college approve a Quitclaim Deed to the City of Kilgore for the old Crim and Texan Theaters. Charles Hale seconded. There was discussion. C.B.

"Scooter" Griffin moved to table this motion. This motion took precedence over the original motion; however, Mr. Griffin's motion to table died for lack of a second. The Board would like for the administration to enter discussions with the City of Kilgore about eventually closing Laird and old Crim Avenues that are located in the south parking lot of Kilgore College. The motion to approve the Quitclaim Deed was approved with all present voting in favor except Mr. Griffin who voted against.

EXHIBIT #3



KILGORE



Where Civic Pride is Justified

February 29, 2008

Honorable Bill Stoutt Gregg County Judge 101 E. Methwin, Suite 300 Longview, Texas 75601	Dr. Bill Holda, President Kilgore College 1100 Broadway Kilgore, Texas 75662	Jerry Roberts Jody Clements KISD Superintendents 301 N. Kilgore Street Kilgore, Texas 75662
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Dear Sirs:


By Sheriff's Deeds dated May 5, 1987, the City of Kilgore, for itself and as trustee for the Kilgore ISD, Kilgore College, and Gregg County, received title to the Crim and Texan Theaters. The buildings were in need of extensive renovation. In 1989, a lease agreement between the taxing entities and Kilgore Historical Preservation Foundation was approved to allow them the opportunity to receive funding for facade and roof restoration of the theaters. That work was completed. Now due to storm damage, the roof of the Crim is once again in need of replacement. Along with the Crim roof replacement, complete interior restoration must be undertaken to allow for the utilization of the theaters. Suggestions for possible uses of the theaters include conference/meeting facilities, small theater presentations, training facilities, etc.

In order for the City to seek grants or spend taxpayer's money for necessary improvements to the Theaters, the City Council has expressed a desire to own them outright. Therefore, the Kilgore City Council has requested approval of a Quitclaim Deed for the Texan and Crim Theaters from each taxing entity to the City of Kilgore. A copy of the Quitclaim Deed is enclosed for presentation to your Board. Upon notification of the approval of your Board, I will circulate the original Quitclaim Deed for your signature.

Even though we are taking these steps, we may still ask for assistance from time to time and hope that favorable consideration can be given to the improvement of these facilities.

If you have any questions, please feel free to contact me at (903) 988-4110 or email to jeff.howell@cityofkilgore.com.

Sincerely,



Jeffrey J. Howell
City Manager

cc: Rob Schieier, City Attorney

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COPY

After recording, please return to:
City of Kilgore
P.O. Box 990
Kilgore, TX 75663

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER

QUITCLAIM DEED
Gregg County, Texas

Date: _____, 2008

Grantor: City of Kilgore, Trustee for the use and benefit of itself, Kilgore ISD, Kilgore Jr. College District and Gregg County, Texas
P.O. Box 990
Kilgore, TX 75663

Grantee: City of Kilgore
P.O. Box 990
Kilgore, TX 75663

Consideration: Use of the Property in a manner that promotes a public purpose of the City of Kilgore.

Property:

Tract 1:

That certain land being Lots 9 and 10, Block 122 to the City of Kilgore, Gregg County, Texas, according to the map or plat thereof recorded in the Office of the County Clerk of Gregg County, Texas

Tract 2:

Lots 2, 3A and 12A of Block 136 of the City of Kilgore, Gregg County, Texas, and more particularly described as follows, to-wit:

COMMENCING at a point on the Southeast line of Kilgore Street, 15 feet Northeast from the Northerly Corner of Lot 2 of Block 136 of the City of Kilgore, Gregg County, Texas as shown by plat of said City of record in Volume F, Page 234 of the Deed Records of Gregg County, Texas to which instrument and the reference is here made; THENCE in a Southeasterly direction parallel to the Northeast line of said Lot 2 of Block 136, and with the Southwest line of a newly dedicated 20 foot alley, 140 feet to a stake for corner; THENCE in a Southwesterly direction parallel to Kilgore Street, 50 feet to stake for corner; THENCE in a Northwesterly direction parallel to the Northeast line of Lot 2 of said Block 136, 140 feet to a stake for corner on the Southeast line of said Kilgore Street; THENCE in a Northeasterly direction with the Southeast line of said Kilgore Street, 50 feet to the PLACE OF BEGINNING.

For the Consideration, Grantor Quitclaims to Grantee all of Grantors right, title and interest in and to the Property, to have and to hold it to Grantee, Grantee's heirs, executors, administrators, successors or assigns. Neither Grantor nor Grantor's heirs, executors, administrators, successors or assigns shall have, claim or demand any right or title to the Property or any part of it.

When the context requires, single nouns and pronouns include the plural.

City of Kilgore.

By: _____
Joe T. Parker, Mayor

EXHIBIT #3 Cont.

Gregg County

By: _____
Its: _____

Kilgore Independent School District

By: _____
Its: _____

Kilgore Jr. College

By: _____
Its: _____

GRANTOR

THE STATE OF TEXAS §

COUNTY OF GREGG §

This instrument was subscribed, sworn and acknowledged before me on this the ____ day of _____, 2008, by Joe T. Parker, Mayor of the City of Kilgore.

My Commission Expires: _____
Notary Public, State of Texas

THE STATE OF TEXAS §

COUNTY OF GREGG §

This instrument was subscribed, sworn and acknowledged before me on this the ____ day of _____, 2008, by _____ of Gregg County.

My Commission Expires: _____
Notary Public, State of Texas

THE STATE OF TEXAS §

COUNTY OF GREGG §

This instrument was subscribed, sworn and acknowledged before me on this the ____ day of _____, 2008, by _____ of Kilgore Independent School District.

My Commission Expires: _____
Notary Public, State of Texas

THE STATE OF TEXAS §

COUNTY OF GREGG §

This instrument was subscribed, sworn and acknowledged before me on this the ____ day of _____, 2008, by _____ of Kilgore Jr. College.

My Commission Expires: _____
Notary Public, State of Texas

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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 February, 2008 monthly budget.

Section VIII. on the Agenda was Board Comments.

The Board discussed the proposed Fall semester 2008 opening of the Industrial Maintenance Technology Program.

Section IX. on the Agenda was Administration Comments.

Duane McNaney announced that the pool has been shut down and drained. It was leaking about 5 to 10 thousand gallons of water a night. It will continue to be closed while it is repaired and replastered. The pool is about 20 years old.


Mr. McNaney also announced there was a legislative change in how county property appraisals are used by institutions. KC will now have to work with each individual county that has KC taxing district property. This will change our contract with the Gregg County Appraisal District and the way we collect taxes.

Dr. Holda announced that KC will close on Friday, March 14 at 3 p.m. for spring break and reopen on Monday, March 24.

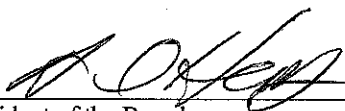
Section X. on the Agenda was Adjournment.

Fred Parsons moved that the meeting adjourn. The meeting adjourned at 7:45 p.m.

Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board