

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, Tuesday, August 14, 2007, in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

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

Members absent: Marion Turner

Bob Heath, President, called the meeting to order at 6:30 p.m. on August 14, 2007, in the Stewart McLaurin Administration Building, 2nd floor.

Section I. on the Agenda was the Call to Order.

Fred Parsons led the invocation and Pledge of Allegiance to the United States of America Flag.

Section II. on the Agenda was Presentation.

- A. Recognition of Carolyn Johnston, Vice President to the KC Board of Trustees, for 4 years of faithful service.
Bob Heath, President of the Board, presented Carolyn with a Certificate of Appreciation for her faithful service on the Kilgore College Board for 4 years.
- B. A presentation of the Kilgore College QEP (Quality Enhancement Plan) as a part of the SACS Accreditation process—Gem Meacham
Dr. Stanglin introduced Dr. Mike Turpin and Gem Meacham who updated the board concerning QEP (Quality Enhancement Plan), SACS reaffirmation Core Requirement 2.12. Gem gave a handout entitled QEP Agenda which outlined the QEP process.

Section III. Consent Agenda.

- A. To consider approving the minutes of the June 12, 2007 regular board meeting.
- B. To consider approval of personnel items submitted as follows:

1. **Recommendation to Accept Employee Resignations as follows:**
 - a. Public Services Librarian, effective August 13, 2007.
 - b. Coordinator – Media Services, effective August 10, 2007.
 - c. Coordinator of Career Services and Job Placement, effective July 11, 2007.
 - d. Instructor – STAR Program, effective August 31, 2007.
2. **Recommendation for Employment as follows:**
 - a. Coordinator of Public and Sports Information, effective August 1, 2007.
 - b. Lead Teacher/Coordinator – Adult Basic Education, effective August 1, 2007.
 - c. Director of Research and Institutional Effectiveness, effective August 16, 2007.
 - d. English Instructor, effective September 1, 2007.
3. **Recommendation for Correction of Approved Salaries:**
 - a. Ms. Brenda Brown, Administrative Assistant – Workforce Development, from \$23,243 to \$24,081, due to a position upgrade.

- b. Ms. Wendy Brown, Chair of Kinesiology, add a \$5,000 PPA for oversight of the Parks Fitness Center.
- c. Ms. Tina K. Rushing, Instructor-Social and Behavioral Sciences, from \$42,470 to \$42,970, due to earned graduate hours beyond a master's degree.
- d. Ms. Mary K. Stephens, Administrative Assistant II – Special Populations, current salary was listed as \$18,677 when actual salary is \$19,775. Salary for 2007-08 will be \$20,171.

4. Recommendation for Change in Employment Status as follows:

- a. From Manager, Parks Fitness Center to Assistant to the Director of Student Development, effective September 1, 2007.
- b. From Coordinator, Enrollment Services to Coordinator of Career Services and Job Placement, effective August 1, 2007.

5. Recommendation for Policy Adoption:

1.1 SALARY

Contract employees will be paid according to their contracts. At-will employees will be paid as agreed upon according to the payroll schedule dates published in the Kilgore College Procedures Manual. *All regular, full time faculty and staff, regardless of length of employment assignment, will have their approved salary paid evenly over 24 pay periods beginning September 1 and ending August 31 of each fiscal year. If a regular, full time faculty or staff member is employed after the start of a fiscal year, his/her approved salary will be spread evenly over the pay periods remaining in the fiscal year.*

- 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 accept the Consent Agenda as presented and James Walker seconded. The motion passed with 7 votes. Marion Turner was absent and Carolyn Johnston left after receiving her certificate of appreciation.

PERSONNEL AGENDA

Kilgore Junior College District
Personnel Agenda
August 14, 2007

1. Recommendation to accept employee resignations as follows:

- A. Mrs. Holly L. Blaylock, Public Services Librarian, effective August 13, 2007, after 1 year of service
- B. Mr. Dennis E. Cliborn, Coordinator – Media Services, effective August 10, 2007, after 8 years of service
- C. Mr. D. Wade Elkins, Coordinator of Career Services and Job Placement, effective July 11, 2007, after 2 years of service
- D. Ms. Cindy D. McAlister, Instructor – STAR Program, effective August 31, 2007, after 17 years of service

2. Recommendation for employment as follows:

- A. **Name:** Mr. Van Chris Craddock
- Position:** Coordinator of Public and Sports Information
- Education:** Master of Education, Educational Leadership
Stephen F. Austin State University
Nacogdoches, Texas
- Bachelor of Arts, Journalism
The University of Texas at Tyler
Tyler, Texas

Associate of Arts, Communications
Kilgore College
Kilgore, Texas

Experience: Teacher and Newspaper/Yearbook Advisor
Longview High School
Longview, Texas; 2000 – 2007

Effective Date: August 1, 2007

Salary: \$41,363 for twelve months

Note: Mr. Craddock replaces Chris Moore who resigned.

B. Name: Mr. Mark A. English
Position: Lead Teacher/Coordinator – Adult Basic Education

Education: Bachelor of Arts, History
Abilene Christian University
Abilene, Texas

Experience: Teacher
Gilmer ISD
Gilmer, Texas; 1998 – 2007

Teacher
Harts Bluff ISD
Mt. Pleasant, Texas; 1995 – 1996
Case Worker
Texas Department of Human Services
McKinney, Texas; 1997

Effective Date: August 1, 2007

Salary: \$26,389 for twelve months

Note: Mr. English replaces Bill Routon who passed away unexpectedly.

C. Name: Ms. Robin R. Huskey
Position: Director of Research and Institutional Effectiveness

Education: Master of Science, Management
LeTourneau University
Longview, Texas

Bachelor of Applied Arts and Sciences, Business
The University of Texas at Tyler
Tyler, Texas

Associate of Arts and Associates of Applied Arts
Kilgore College
Kilgore, Texas

Experience: Director of Institutional Research
Trinity Valley Community College
Athens, Texas; 2007

Director of Institutional Effectiveness
Northeast Texas Community College
Mt Pleasant, Texas; 2006 – 2007

Director of Institutional Effectiveness

Grayson County College
Denison, Texas, 2004 – 2006

Director of Institutional Effectiveness and Planning
LSU in Shreveport
Shreveport, Louisiana; 2000 – 2004

Director, Institutional Effectiveness & Research; 1999-2000
Coordinator of Institutional Research; 1996-1999
Research Associate; 1993-1996
Institutional Data Specialist; 1992-1993
Administrative Assistant; 1991-1992
Records/Admissions Specialist; 1975-1991
Kilgore College
Kilgore, Texas

Effective Date: August 16, 2007

Salary: \$55,447 for twelve months

Note: Ms. Huskey replaces Jennifer Yen who resigned.

D. **Name:** Ms. Lori D. Truman

Position: English Instructor

Education: Master of Arts, English
The University of Texas at Tyler
Tyler, Texas

Bachelor of Arts, English
Southwestern Assemblies of God University
Waxahachie, Texas

Associate of Arts
Kilgore College
Kilgore, Texas

Experience: Teacher
Kilgore High School
Kilgore, Texas; 2003-2006

Adjunct English Instructor
Kilgore College
Kilgore, Texas; 2002 - 2003

English Instructor
Southwestern Assemblies of God University
Waxahachie, Texas; 2000 - 2002

Effective Date: September 1, 2007

Salary: \$37,100 for nine months

Note: Ms. Truman replaces Gina Peppard who retired.

3. Recommendation for correction of approved salaries as follows:

- A. Ms. Brenda Brown, Administrative Assistant – Workforce Development, from \$23,243 to \$24,081, due to a position upgrade
- B. Ms. Wendy Brown, Chair of Kinesiology, add a \$5,000 PPA for oversight of the Parks Fitness Center
- C. Ms. Tina K. Rushing, Instructor-Social and Behavioral Sciences, from \$42,470 to \$42,970, due to earned graduate hours beyond a master's degree
- D. Ms. Mary K. Stephens, Administrative Assistant II – Special Populations, current salary was listed as \$18,677 when actual salary is \$19,775. Salary for 2007-08 will be \$20,171

4. Recommendation for change in employment status as follows:

A. **Name:** Mr. J. Scott Chism
Old Position: Manager, Parks Fitness Center
New Position: Assistant to the Director of Student Development
Old Salary: \$30,450 for twelve months
New Salary: \$1,250 per pay period
Effective Date: September 1, 2007

Note: This is an administrative reassignment to a full time, temporary position.

B. **Name:** Ms. Patty Ford
Old Position: Coordinator, Enrollment Services
New Position: Coordinator of Career Services and Job Placement
Old Salary: \$32,326 for twelve months
New Salary: \$38,615 for twelve months
Effective Date: August 1, 2007

Note: Ms. Ford replaces Wade Elkins who resigned. This is a grant funded position contingent upon the receipt of adequate funds.

5. Recommendation for Policy adoption as follows:

1.1 SALARY

Contract employees will be paid according to their contracts. At-will employees will be paid as agreed upon according to the payroll schedule dates published in the Kilgore College Procedures Manual. *All regular, full time faculty and staff, regardless of length of employment assignment, will have their approved salary paid evenly over 24 pay periods beginning September 1 and ending August 31 of each fiscal year. If a regular, full time faculty or staff member is employed after the start of a fiscal year, his/her approved salary will be spread evenly over the pay periods remaining in the fiscal year.*

Section IV. on the Agenda was Citizen Comments.
There were no citizen comments.

Section V. on the Agenda was Action Items.

- A. Was to accept letter of resignation from the Kilgore College Board Vice President, Carolyn Johnston.
Fred Parsons made the motion to accept action item A. Will Roberson seconded the motion and all present voted in favor of the motion. It passed with 7 votes.
- B. Was to consider a resolution in response to the Governor's Veto Actions. *Exhibit # 1*
R. E. Spradlin made the motion to approve action item B. Randy Brint seconded the motion. All present voted in favor of the motion. It passed with 7 votes.

EXHIBIT # 1

A RESOLUTION OF THE KILGORE COLLEGE
BOARD OF TRUSTEES
IN RESPONSE TO GOVERNOR'S VETO ACTIONS
THE 80TH LEGISLATIVE SESSION

WHEREAS, KILGORE COLLEGE enrolls well over 50 percent of all regional students entering public higher education and functions as the primary provider of transfer students to four-year colleges and universities; and

WHEREAS, KILGORE COLLEGE serves as the primary trainer and re-trainer of East Texans for the state's workforce and is a primary resource to achieve *Closing the Gaps* goals; and

WHEREAS, KILGORE COLLEGE has reviewed Governor Perry's press statements and proclamations regarding the veto action, including defamatory language suggesting that the community colleges have submitted legislative requests that are "fraudulent" in nature; and

WHEREAS, the Governor has failed to act upon the historical agreements to fund instruction at community college districts, including KILGORE COLLEGE; and

WHEREAS, the KILGORE COLLEGE Board of Trustees has also considered the fiscal impact of the vetoed funding for health benefits in the amount of \$2.1 million for its local institution, and as legally elected representatives of all those living within the boundaries of the KILGORE COLLEGE tax base, are required to provide sound fiscal decisions for the future of the college and all those served by it; and

WHEREAS, the KILGORE COLLEGE Board of Trustees must make difficult decisions to best provide for the significant financial shortfall caused by Governor Perry's actions, which force the college to either raise tuition for students, reduce services and offerings, or find additional ways for local taxpayers to cover the shortage, all potentially endangering the stability of this institution of higher education;

NOW, THEREFORE, it is accordingly resolved by the Board of Trustees of KILGORE COLLEGE that:

The KILGORE COLLEGE Board asks the Governor to reconsider his statement suggesting "fraudulent" legislative submissions by the community colleges of the State and to find a means to restore the lost funding;

The KILGORE COLLEGE Board of Trustees urges the Governor to consider all State efforts to improve higher education to include community colleges as equal partners with four-year institutions and urges the Governor to address funding issues in an open, respectful, and inclusive manner;

And, finally, the KILGORE COLLEGE Board of Trustees asks the Governor to begin an open, collaborative dialogue that includes the leaders of both two and four year institutions of higher education to establish an equitable plan for funding higher education in Texas and to direct such planning to be aligned with the *Closing the Gaps* initiative of the State of Texas.

Passed, resolved, and adopted by the Board of Trustees of the Kilgore Junior College District, at a meeting at which a quorum was present and a majority of the Board voted for and at which this resolution, in written form, was before the Board at the time of its adoption, on the _____ day of _____.

Robert Heath _____ Signature
President, Kilgore College Board of Trustees

ATTEST:

Larry Woodfin _____ Signature
Secretary, Kilgore College Board of Trustees

C. Was to consider adoption of the Fiscal Year 2008 Budget. *Exhibit # 2*

Duane McNaney informed the board that minor changes were being made to the FY 2008 Budget. Fred Parsons made the motion to approve action item C after minor changes have been made. Larry Woodfin seconded the motion and all present voted in favor of the motion. It passed with 7 votes.

EXHIBIT # 2

KILGORE JUNIOR COLLEGE DISTRICT
REVENUE
BUDGET SUMMARY REPORT
FISCAL YEAR 2008

CURRENT FUNDS:

	<u>FY08</u>
	<u>Proposed Budget</u>
UNRESTRICTED FUNDS	
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	3,450,501
ALL OTHER STUDENT FEES	6,182,450
INTEREST INCOME	300,000
GIFTS AND DONATIONS	100,000
OTHER INCOME	197,500
SUB-TOTAL	10,230,451
TAXES:	
TAXES FOR CURRENT OPERATION	5,085,000
SUB-TOTAL, UNRESTRICTED FUND	25,498,665
AUXILIARY ENTERPRISES INCOME:	
ATHLETICS	50,000
BOOKSTORE	2,315,000
DORMITORIES	817,575
FOOD SERVICE/VENDING/CONCESSIONS	848,000
CHILD CARE CENTER	78,650
FITNESS CENTER	155,000
TEXAS SHAKESPEAR FESTIVAL	285,564
EAST TEXAS OIL MUSEUM	204,000
PRINT SHOP	331,000
STUDENT ACTIVITIES	470,000
SUB-TOTAL, AUXILIARY FUND	5,554,789
RESTRICTED FUNDS OPERATIONS:	
CARL PERKINS	462,798

SBDC GRANTS	256,159
STUDENT FINANCIAL AID	8,683,266
ADULT EDUCATION PROGRAMS	419,898
TRIO	234,603
HEAD START	65,032
MISC STATE GRANTS	124,572
ENDOWMENT INCOME AND GIFTS	175,000
SUB-TOTAL, RESTRICTED FUNDS	10,421,328
TOTAL CURRENT FUNDS INCOME	41,474,782
TOTAL ENDOWMENT FUNDS INCOME	5,000
TOTAL PLANT FUNDS INCOME	15,000
TOTAL REVENUES	41,494,782

KILGORE JUNIOR COLLEGE DISTRICT
EXPENDITURES
BUDGET SUMMARY REPORT
FISCAL YEAR 2008

FY08

Proposed Budget

UNRESTRICTED:

EDUCATION AND GENERAL EXPENDITURES:

GENERAL ADMINISTRATION & STUDENT SERV.:

GOVERNMENT OF THE INSTITUTION	2,250
EXECUTIVE DIRECTION AND CONTROL	431,982
BUSINESS AND FISCAL MANAGEMENT	1,056,890
STUDENT ADMISSIONS AND REGISTRATION	487,260
OTHER STUDENT SERVICES	796,559

SUB-TOTAL, GENERAL ADMIN. & STUDENT SERVICES 2,774,941

GENERAL INSTITUTIONAL EXPENSE:

INSTITUTIONAL ADVANCEMENT	233,922
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MARKETING AND PUBLIC RELATIONS	411,591
CENTRAL COMPUTER	767,594
OTHER GENERAL INSTITUTIONAL	781,389
SUB-TOTAL, GENERAL INSTITUTIONAL	2,174,496
STAFF BENEFITS	546,000
INSTRUCTION:	
GENERAL ACADEMIC INSTRUCTION	5,462,385
ACTIVITIES RELATED TO ACADEMIC INSTRUCTION	1,266,957
TECHNOLOGY EQUIPMENT	230,000
VOCATIONAL-TECH INSTRUCTION	3,567,045
ACTIVITIES RELATED TO VOC-TECH INSTRUCTION	290,449
SPECIAL PROGRAMS	2,390,914
UNRESTRICTED SCHOLARSHIPS	261,475
SUB-TOTAL, RESIDENT INSTRUCTION	13,469,225
LIBRARY AND MEDIA:	554,562
EXTENSION AND PUBLIC SERVICE:	162,794
PHYSICAL PLANT:	3,378,223
TRANSFERS OUT	1,610,027
CONTINGENT EXPENDITURES, RESERVED	378,528
TOTAL UNRESTRICTED EXPENDITURES	25,048,796
AUXILIARY ENTERPRISES:	
ATHLETICS	1,003,786
BOOKSTORE	2,108,585
DORMITORIES	766,455
CAFETERIA & CONCESSIONS	755,000
ETOM	286,684
STUDENT ACTIVITIES	265,670
PRINT SHOP	335,803
CHILD DEVELOPMENT CENTER	130,996
FITNESS CENTER	148,203

TEXAS SHAKESPEAR FESTIVAL	435,564
NET TRANSFERS IN	-150,000
TOTAL AUXILIARY EXPENDITURES	6,086,746
RESTRICTED EXPENDITURES:	
STUDENT FINANCIAL AID	8,872,354
CARL PERKINS FUNDS	482,798
ABE/TANF	419,898
SBDC	303,226
TRIO	234,603
HEADSTART - CHILD DEVELOPMENT CENTER	65,032
WORKFORCE DEVELOPMENT GRANT	124,572
ENDOWED SCHOLARSHIPS	175,000
NET TRANSFERS IN	-318,243
TOTAL RESTRICTED EXPENDITURES	10,339,240
TOTAL CURRENT FUND EXPENDITURES	41,474,782
ENDOWMENT FUNDS EXPENDITURES	5,000
PLANT FUNDS	170,000
BOND/NOTE PAYMENTS	986,784
NET TRANSFERS IN NONCURRENT FUNDS	-1,141,784
TOTAL NONCURRENT FUNDS ACTIVITY	20,000
TOTAL EXPENDITURES AND TRANSFERS	41,494,782

D. Was to consider and set the tax rate for tax year 2007. *Exhibit # 3*

Fred Parsons made the motion to raise taxes by setting the tax rate of .16400 per \$100 value. This is the existing tax rate. Randy Brint seconded the motion and all voted in favor. It passed with 7 votes.

EXHIBIT # 3

**Kilgore College
Estimated Tax Revenue
At Effective, Set, Rollback, and Current Rates
Fiscal Year 2007-2008**

Adjusted Tax Base \$3,208,194,325

Estimated Revenues based on a 95.0% collection

<u>Rate</u>		<u>Revenue</u>	<u>\$ Change from current</u>
@ .15251	Effective	\$4,648,176	(\$350,191)
@ .16400	Current Rate	4,998,367	\$ 0
@ .16471	Rollback (108 Effective)	\$5,020,006	\$21,639
@ .17400	One Cent increase	\$5,303,145	\$304,778

E. Was to hear a report and consider a recommendation of the Nominating Committee of the Board.

The Nominating Committee met and Randy Brint, spokesperson for the nominating committee, made the motion to move Larry Woodfin up to the VP position, appoint Will Roberson as Secretary of the Board and Bob Heath will remain President of the Board. There was no second needed. All present voted in favor of the motion made by the nominating committee.

Section VI. on the Agenda was Executive Session.

The Board did not adjourn into Executive Session on August 14, 2007.

Section VII. on the Agenda was Discussion Items.

A. Budget Reports

Duane McNaney answered questions on the reports.

Section VIII. on the Agenda was Board Comments.

Bob Heath thanked the Board for allowing him to serve as President of the Board.


Section X. on the Agenda was Administration Comments.

A. Announce the dates of two tax hearings and meeting to adopt the tax rate.

Duane McNaney announced dates of two tax hearings which are 8-23-07 at noon and 8-28-07 at 6:30 p.m. 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 September 4, 2007 at 6:30 p.m. upstairs in the Stewart McLaurin Administration Building.

Section XI. on the Agenda was Adjournment. R.E. Sradlin moved that the meeting adjourn. Randy Brint seconded the motion. All present voted in favor. The meeting adjourned at 7:45 p.m.

Respectfully submitted,



Sharlene Robinett, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board