

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, January 16, 2007, in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor, with the following members present:

B. Randell Brint, President  
Carolyn Johnston, Secretary  
Fred S. Parsons  
Will Roberson  
R. E. Spradlin  
Marion Turner  
James N. Walker  
Larry Woodfin

Members absent: Robert Heath, Vice President

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**AGENDA**  
**January 16, 2007**

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**KILGORE COLLEGE**  
**KILGORE JUNIOR COLLEGE DISTRICT**  
**OFFICE OF THE PRESIDENT**  
**KILGORE, TEXAS**

**AGENDA**

**NOTICE OF MEETING OF THE BOARD OF TRUSTEES**  
**2<sup>nd</sup> FLOOR**  
**STEWART MCLAURIN ADMINISTRATION BUILDING**

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Items of Business	6:30 p.m.	January 16, 2007
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**I. CALL TO ORDER**

A. Invocation and Pledge of Allegiance

**II. EXECUTIVE SESSION**

Adjournment to executive session pursuant to Texas Government Code Sections 551.071 - 551.084, the Open Meetings Act, for the following purposes:

"The Board has adjourned to executive session at \_\_\_\_\_ p.m. on January 16, 2007."

PERSONNEL: (Government Code 551.074)

A. Evaluation of the President

LEGAL: (Government Code 551.071)

For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

REAL ESTATE: (Government Code 551.072)

RECONVENING IN OPEN MEETING

"The Board has reconvened in open session at \_\_\_\_\_ p.m. on January 16, 2007."

IF, DURING THE COURSE OF THE MEETING COVERED BY THIS NOTICE, THE BOARD SHOULD DETERMINE THAT A CLOSED OR EXECUTIVE MEETING OR SESSION OF THE BOARD SHOULD BE HELD OR IS REQUIRED IN RELATION TO ANY ITEM INCLUDED IN THIS NOTICE, THEN SUCH CLOSED OR EXECUTIVE MEETING OR SESSION AS AUTHORIZED BY SECTION 551.001 ET SEQ. OF THE TEXAS GOVERNMENT CODE (THE OPEN MEETINGS ACT) WILL BE HELD BY THE BOARD AT THAT DATE, HOUR AND PLACE GIVEN IN THIS NOTICE OR AS SOON AFTER THE COMMENCEMENT OF THE MEETING COVERED BY THIS NOTICE AS THE BOARD MAY CONVENIENTLY MEET IN SUCH CLOSED OR EXECUTIVE MEETING OR SESSION CONCERNING ANY AND ALL SUBJECTS AND FOR ANY AND ALL PURPOSES PERMITTED BY SECTIONS 551.071-551.084, INCLUSIVE, OF THE OPEN MEETINGS ACT.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- a. the open meeting covered by this notice upon the reconvening of this public meeting, or
- b. at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

### III. PRESENTATION

### IV. CONSENT AGENDA

- A. To consider approving the minutes of the December 12, 2006, regular board meeting.
- B. To consider calling the Kilgore Junior College District Trustee election set for May 12, 2007. *Exhibit # 1*
- C. To consider approving the Joint Election Agreement with the City of Kilgore. *Exhibit #2*
- D. To consider appointing J. Karol Pruett as the authority performing the duties of the secretary of the Board of Trustees during the year 2007 election period.
- E. To acknowledge receipt of funds for the *Nancy Grisham Scholarship* and to consider the transfer of all *Nancy Grisham Scholarship* funds to the KC Foundation for that purpose.
- F. To consider approval of personnel items submitted as follows:
  1. **Recommendation to Accept Employee Retirement as follows:**
    - a. Plumber, effective February 28, 2007, after 23 years of service.
    - b. Registrar, effective March 31, 2007, after 34 years of service.
  2. **Recommendation to Accept Employee Resignations as follows:**
    - a. Assistant Football Coach and Kinesiology Instructor, effective January 8, 2007.
    - b. Custodian, effective January 31, 2007.
    - c. Administrative Assistant – TRIO Program, effective January 31, 2007.
    - d. Assistant Football Coach and Kinesiology Instructor, effective January 8, 2007.
  3. **Recommendation for Employment as follows:**
    - a. Head Football Coach and Kinesiology Instructor, effective January 8, 2007.
    - b. Assistant Football Coach and Kinesiology Instructor, effective January 8, 2007 (2 positions).
  4. **Recommendation for Change in Employment Status as follows:**
    - a. From Associate Registrar to Registrar, effective April 1, 2007.
- G. To consider payment of legal fees for services rendered.

### V. CITIZEN COMMENTS

**VI. ACTION ITEMS**

- A. To consider extension of the employment contract for the president.
- B. To consider setting tuition and fee rates for FY 2008.
- C. To consider re-entering the Federal Family Education Loan Program effective Fall 2007.

**VII. DISCUSSION ITEMS**

- A. Budget Reports

**VIII. BOARD COMMENTS**

**IX. ADMINISTRATION COMMENTS**

**X. ADJOURNMENT**

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**MINUTES**  
**January 16, 2007**

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Randy Brint, President, called the meeting to order at 6:30 p.m. on January 16, 2007, in the Stewart McLaurin Administration Building, 2nd floor.

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

Dr. William M. Holda led the invocation and Pledge of Allegiance to the United States of America Flag.

Section II. on the Agenda was Executive Session. The Board adjourned into Executive Session at 6:33 p.m. and reconvened in open session at 9:40 p.m. on January 16, 2007.

Section III. on the Agenda was Presentation. There were no presentations.

Section IV. Consent Agenda.

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. Dr. Holda gave a brief overview of each consent agenda item and stated that a Personnel Agenda Addendum was at their places. Larry Woodfin made the motion to accept the Consent Agenda as presented and Carolyn Johnston seconded. The motion passed with 7 votes. James Walker left after Executive Session and Bob Heath was absent.

**EXHIBIT # 1**

**MEMORANDUM**

DATE: December 6, 2006  
TO: Dr. Bill Holda  
FROM: J Karol Pruett  
SUBJECT: 2007 Board of Trustees Election

The Election Calendar for School Districts provided by the Office of the Secretary of State designates Saturday, May 12, 2007 as the general election date. Therefore, the Kilgore College Board of Trustees election should be called for that date. Kilgore College will have three positions on the Board of Trustees to be filled on that date. All three positions are for six-year terms.

Up for six-year terms are one position in each of the three voting units: Voting Unit #1 consisting of the Overton and Leverett's Chapel Independent School Districts and the West Rusk County Consolidated School District; Voting Unit #2 consisting of the Gladewater, White Oak and Sabine Independent School Districts; and Voting Unit #3 consisting of the Kilgore Independent School District.

Current board members whose terms expire in May 2007 are:

Robert Heath (Place 7, Voting Unit #1);  
B. Randell Brint (Place 8, Voting Unit #2);  
R. E. Spradlin (Place 9, Voting Unit #3).

**EXHIBIT # 2**

**JOINT ELECTION AGREEMENT**

**Between**

**Kilgore**

**Kilgore Junior College District (KC) and the**

**City of Kilgore (City)**

**BY THE TERMS OF THIS AGREEMENT**, KC, a local political subdivision, and the City do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election of the General/Special/Bond Election of KC and the General/Special/Bond Election of the City to be held on Saturday, May 12, 2007.

KC and the City shall share equally (according to the percentages set forth in the Joint Election Contract) in the expense of the early voting and election day polling locations, ballot programming, payroll of election workers, and other costs common to both elections upon receipt of satisfactory billing and invoices from the City reflecting the total of such expenses.

KC understands that the City has contracted with other local political subdivisions. KC acknowledges, and does hereby give their consent, that such other local political subdivisions may use one or more of the same early voting locations, voting equipment, and the services of the early voting deputies and one or more of the same Election Day polling locations, voting equipment, and the services of the election workers.

**APPROVED** by vote of the Kilgore College Board of Trustees on the

16<sup>th</sup> day of January, 2007.

KILGORE JUNIOR COLLEGE DISTRICT

B. Randell Brint  
President, Board of Trustees

**APPROVED** by vote of the City of Kilgore City Council on the 12<sup>th</sup> day of December, 2006.

CITY OF KILGORE, TEXAS

Joe T. Parker  
JOE T. PARKER, MAYOR

ATTEST:

Karen Custer  
KAREN CUSTER, CITY CLERK

**PERSONNEL AGENDA**

**Kilgore Junior College District  
Personnel Agenda  
January 16, 2007**

**1. Recommendation to accept employee retirement as follows:**

- A. Mr. Ronnie R. Lee, Plumber, effective February 28, 2007, after 23 years of service
- B. Mrs. W. Phyllis Stalcup, Registrar, effective March 31, 2007, after 34 years of service

**2. Recommendation to accept employee resignations as follows:**

- A. Mr. Travis R. Fox, Assistant Football Coach and Kinesiology Instructor, effective January 8, 2007, after 6 years of service
- B. Mr. Fernando R. Garcia, Custodian, effective, January 31, 2007, after 14 years of service
- C. Mrs. Sherry N. Jones, Administrative Assistant -- TRIO Program, effective January 31, 2007, after 2 years of service
- D. Mr. Gary C. Manuel, Assistant Football Coach and Kinesiology Instructor, effective January 8, 2007, after 2 years of service

**3. Recommendation for employment as follows:**

- A. **Name:** Mr. Justin J. Eckert  
**Position:** Head Football Coach and Kinesiology Instructor  
**Education:** Bachelor's and Master's degree  
Northeastern State University  
Tahlequah, Oklahoma  
**Experience:** Head Football Coach  
Garden City Community College  
Garden City, Kansas; 2004 – 2006  
  
Assistant Football Coach and Kinesiology Instructor  
Kilgore College  
Kilgore, Texas; 2000 – 2004  
  
Assistant Football Coach  
Northeastern State University  
Tahlequah, OK; 1998 - 1999  
**Effective Date:** January 8, 2007  
**Salary:** \$59,508 for a twelve month contract beginning January 8, 2007 and ending December 31, 2007.  
**Note:** Mr. Eckert replaces Jimmy Rieves who was named director of student development and student success.

- B. **Name:** Mr. Russell W. Thompson  
**Position:** Assistant Football Coach and Kinesiology Instructor  
**Education:** Bachelor's degree, Exercise Science  
East Central University  
Ada, Oklahoma  
**Experience:** Assistant Football Coach and Kinesiology Instructor  
Garden City Community College  
Garden City, Kansas; 2004 – 2007  
  
Assistant Football Coach  
West Texas A&M

Canyon, Texas; 2004  
Assistant Football Coach  
Kilgore College  
Kilgore, Texas; 2000 – 2003

**Effective Date:** January 8, 2007

**Salary:** \$47,143 for an eleven month contract beginning January 8, 2007 and ending December 31, 2007.

**Note:** Mr. Thompson replaces Travis Fox who resigned. He will complete his master's degree at West Texas A&M this year.

**C. Name:** Mr. Willie Gooden, Jr. \*

**Position:** Assistant Football Coach and Kinesiology Instructor

**Education:** Bachelor's degree, General Studies  
Northeastern State University  
Tahlequah, Oklahoma

**Experience:** Assistant Football Coach  
Northeastern State University  
Tahlequah, Oklahoma

**Effective Date:** January 8, 2007

**Salary:** Estimated salary will be \$45,700 - \$47,700 for an eleven month contract beginning January 8, 2007 and ending December 31, 2007.

**Note:** \*At the time of printing, complete information was not available. An addendum will be provided at the meeting. Mr. Gooden replaces Gary Manuel who resigned. He will complete his master's degree at NSU this year.

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

**A. Name:** Mrs. Staci J. Martin

**Old Position:** Associate Registrar

**New Position:** Registrar

**Education:** Master of Science, Interdisciplinary Studies  
Texas A&M University at Texarkana  
Texarkana, Texas

Bachelor of Science, Interdisciplinary Studies  
Texas A&M University  
College Station, Texas

**Experience:** Associate Registrar  
Kilgore College  
Kilgore, Texas; 2001 - present

Coordinator of Student Marketing  
Texas State Technical College  
Marshall, Texas; 1997 - 2001

Office Claims Representative  
Farmer's Insurance Group  
Longview, Texas; 1996

Teacher  
Redwater ISD; Redwater, Texas; 1996 - 1998  
Atlanta ISD; Atlanta, Texas; 1992 - 1995

**Effective Date:** April 1, 2007  
**Old Salary:** \$42,177 for twelve months  
**New Salary:** \$60,505 for twelve months

Note: Mrs. Martin replaces Phyllis Stalcup who is retiring.

### PERSONNEL AGENDA ADDENDUM

Kilgore Junior College District  
Personnel Agenda Addendum  
January 16, 2007

3. Recommendation for employment as follows:

C. **Name:** Mr. Willie R. Gooden, Jr.  
**Position:** Assistant Football Coach and Kinesiology Instructor  
**Education:** Bachelor's degree, General Studies  
Northeastern State University  
Tahlequah, Oklahoma  
**Experience:** Assistant Football Coach  
Northeastern State University  
Tahlequah, Oklahoma; 2005 - 2007  
**Effective Date:** January 8, 2007  
**Salary:** \$46,000 for an eleven month contract beginning January 8, 2007 and ending December 31, 2007.

Note: Mr. Gooden replaces Gary Manuel who resigned. He will complete his master's degree at NSU this year.

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

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

A. Was to consider extension of the employment contract for the president.

This action item was discussed in Executive Session and date for President's contract is 9/1/07 to 8/31/08. Marion Turner made the motion to approve and R.E. Spradlin seconded the motion. All present voted in favor of the motion.

B. Was to consider setting tuition and fee rates for FY 2008.

No action was taken on this item. Dr. Holda is not ready to make a recommendation at this time/meeting. Terry Booker, Dean of Liberal and Fine Arts gave a presentation on dual credit.

C. Was to consider re-entering the Federal Family Education Loan Program effective Fall 2007.

Bill Gibbs, Director of Marketing and Enrollment, gave a presentation on the impact to KC if we re-enter the Federal Family Education Loan Program. Dr. Holda also presented information on the FFELP. R.E. Spradlin requested amending the motion which is as follows:

To consider re-entering the Federal Family Education Loan Program effective Fall 2007,  
with the requirement of regular reports to the Board on the status of the FFELP.

Carolyn Johnston seconded the amended motion and all present voted in favor of the motion.

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

A. Budget Reports – Duane McNaney provided the Board with Budget reports in their Board packets. He discussed the current budget and answered questions on the budget.

Section VIII. on the Agenda was Board Comments. There were no Board comments.


Section IX. on the Agenda was Administration Comments. There were no Administration comments.

Section X. on the Agenda was Adjournment. The meeting adjourned at 10:42 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Sharlene Robinett, Recording Secretary  
Kilgore College Board of Trustees

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

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