

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, June 12, 2007, in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

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

Members absent: Robert Heath, Vice President
Will Roberson

Randy Brint, President, called the meeting to order at 6:30 p.m. on June 12, 2007, in the Stewart McLaurin Administration Building, 2nd floor.

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

Dr. Bill 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.

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.

A. Was to consider approving the minutes of the May 8, 2007 regular board meeting.

B. Was to consider payment of legal fees for services rendered.

Carolyn Johnston made the motion to accept the Consent Agenda as presented and Marion Turner seconded. The motion passed with 6 votes. Bob Heath attended via phone but could not vote; Will Roberson was absent, and James Walker had not yet arrived.

Section IV. on the Agenda was Action Items.

A. Was to consider selection of a depository. *Exhibit # 1*

Roland Velvin was present to answer any questions concerning City National Bank bid. Randy Brint announced that the Investment Committee made a motion to accept City National Bank's depository bid. There was no second needed. The motion passed with 5 votes. Bob Heath attended via phone but could not vote; Will Roberson was absent, and James Walker had not yet arrived. Carolyn Johnston abstained. After the vote, Mr. Velvin thanked the Board for their confidence in City National Bank.

EXHIBIT # 1

August 8, 2007

TO: Investment Committee of the Kilgore College Board of Trustees
FROM: Duane J. McNaney
SUBJECT: Bank Depository

We submitted for proposal our bank depository to the period of September 1, 2007 to August 31, 2009. We began our solicitation of bids on April 4, 2007 from qualified area banks. One week prior to bid being due each bank was given a call reminding them of the bid due date. Bids were due by 4:00 pm June 4, 2007. We received two bids, one from Citizens Bank and the other from City National Bank.

City National Bank offered a higher interest rate for all our time deposits, including a higher minimum interest rate. City National Bank also offered a higher interest rate for all the varying maturities for certificate of deposits, including a higher minimum interest rate. Both banks were willing to waive the various service charges including wire and ACH transfers.

After review of the bids, administration is recommending the Investment Committee request action of the full Board of Trustees to accept City National Bank for our depository for the period of September 1, 2007 to August 31, 2009.

Section V. on the Agenda was Citizen Comments.

There were no citizen comments.

Section VI. on the Agenda was Executive Session.

The Board adjourned into Executive Session at 6:36 p.m. June 12, 2007 and reconvened at 9:02 p.m. on June 12, 2007.

Section VII. on the Agenda was Action Items.

A. Was to consider interim financing for a marketing plan for the East Texas Oil Museum.

Dr. Holda gave the Board a 3 page handout and reminded the Board that he had been sending them information for quite a few months concerning this action item. Fred Parsons made the motion to authorize administration to spend from reserve funds up to \$264,000 maximum for the project and not come back to the board for more funds to be approved. R.E. Spradlin seconded. The motion passed with 7 votes. Bob Heath attended via conference call and Will Roberson was absent.

B. Was to consider approval of personnel items submitted as follows:

1. Recommendation to Accept Termination of At-will Employment as follows:

- a. Director of the Quest Program, effective August 31, 2007.
- b. Administrative Assistant III to the Dean of Math, Science and the Health Sciences, effective May 31, 2007.

2. Recommendation to Accept Non-renewal of Term Contracts as follows:

- a. Court Reporting Instructor, effective August 31, 2007.
- b. Manager of the Fitness Center, effective August 31, 2007.
- c. Reading Instructor, effective August 31, 2007.

3. Recommendation to Accept Employee Resignations as follows:

- a. Custodian, effective May 15, 2007.
- b. Director of Institutional Research, effective August 17, 2007.

4. Recommendation to Accept Employee Retirements as follows:

- a. English Instructor, effective August 31, 2007.

5. Recommendation for Employment as follows:

- a. Instructor, Geology, effective September 1, 2007.
- b. Administrative Assistant II – Career Services/Job Placement, effective June 1, 2007.

- c. Adult Education Instructor, effective June 1, 2007.
- d. Records Specialist – Registrar’s Office, effective June 1, 2007.
- e. Instructor – Associate Degree Nursing, effective September 1, 2007.
- f. Police Officer – KCPD, effective May 11, 2007.
- g. Instructor - Psychology
- h. Technical Services Librarian
- i. Administrative Assistant II – Accounts Payable/HR

6. Recommendation for Change in Employment as follows:

- a. Mr. Raymond Caldwell from faculty member to supervisory staff, effective September 1, 2007.
- b. Mr. Jimmy Rieves from Director of Student Development/Student Success to Director of Student Development/Student Success and Assistant Athletic Director

7. Recommendation for Approval of 2007-2008 Faculty, Staff and Administrative Salaries and Authorization to Issue Appropriate Employment Contracts as Provided.

Fred Parsons made the motion to approve Action Item B with a request that items B1b and B2c from the Personnel Agenda to be voted on separately. Carolyn Johnston seconded. All present voted in favor of the motion.

ITEM B1b: Fred Parsons made the motion to accept/approve Item B1b. James Walker seconded the motion. The motion passed with 6 votes. Bob Heath was via conference call and could not vote; Will Roberson was absent and Marion Turner abstained.

ITEM B2c: Larry Woodfin made the motion to approve Action Item B2c. Carolyn Johnston seconded the motion. The motion passed with 4 votes. Bob Heath attended via conference call and could not vote; Fred Parsons opposed; R.E. Spradlin and Marion Turner abstained. Will Roberson was absent.

PERSONNEL AGENDA

**Kilgore Junior College District
Personnel Agenda
June 12, 2007**

1. Recommendation to accept termination of at-will employment as follows:

- A. Ms. Marilyn B. Beard, Director of the Quest Program, effective August 31, 2007, after 6 years of service
- B. Ms. Nita J. Whitten, Administrative Assistant III to the Dean of Math, Science and the Health Sciences, effective May 31, 2007, after 1 year of service

2. Recommendation to accept non-renewal of term contracts as follows:

- A. Ms. Laurel T. Beeman, Court Reporting Instructor, effective August 31, 2007, after 5 years of service
- B. Mr. J. Scott Chism, Manager of the Fitness Center, effective August 31, 2007, after 6 years of service
- C. Ms. H. Lee McCutcheon, Reading Instructor, effective August 31, 2007, after 18 years of service

3. Recommendation to accept employee resignations as follows:

- A. Ms Vivian Warren, Custodian, effective May 15, 2007, after 5 years of service
- B. Ms. Jennifer S. Yen, Director of Institutional Research, effective August 17, 2007, after 1 year of service

4. Recommendation to accept employee retirements as follows:

- A. Ms. Gina K. Peppard, English Instructor, effective August 31, 2007, after 26 years of service

5. Recommendation for employment as follows:

- A. Name: Dr. Paul C. Buchanan
Position: Instructor - Geology

Education: Master of Science and Ph.D., Geosciences
The University of Houston
Houston, Texas

Master of Science, Geophysics
Colorado School of Mines
Golden, Colorado

Bachelor of Science, Geology
The University of Texas
Austin, Texas

Experience: Guest Scientist
Museum fuer Naturkunde
Berlin, Germany; 2006

Visiting Scientist
Rhodes University
Grahamstown, South Africa; 2004 – 2005
Research Fellow
National Institute of Polar Research
Tokyo, Japan; 2002 -- 2004

Research and Teaching Fellow
University of the Witwatersrand
Johannesburg, South Africa; 2000 - 2002

Effective Date: September 1, 2007

Salary: \$40,100 for nine months

Note: Dr. Buchanan replaces Dr. Bernard Black who retired.

B. Name: Ms. Ebony S. Allison-Dennis

Position: Administrative Assistant II – Career Services/Job Placement

Education: Certificate, Management
Kilgore College
Kilgore, Texas

Experience: Part time Administrative Assistant
Kilgore College
Kilgore, Texas; 2005 - present

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

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

Effective Date: June 1, 2007

Salary: \$19,775 for twelve months

Note: This is a new position funded by leveraging Perkins grant and student assistant funds.

C. Name: Ms. Monika A. Kajstura

Position: Adult Education Instructor

Education: Bachelor of Arts, Adult Education
National College of Adult Education

Katowice, Poland

Associate, Radio Journalism and Mass Communications
Cultural Institute
Katowice, Poland

Experience:

Agent
Kilpatrick Life Insurance
Longview, Texas; 2003 - present

Part time GED Instructor
Kilgore College; 2005 - present
Northeast Texas Community College; 1999 - 2005

Effective Date:

June 1, 2007

Salary:

\$24,600 for twelve months

Note:

This is a new, grant funded position.

D.

Name:

Ms. Laura Mulanax

Position:

Records Specialist -- Registrar's Office

Education:

Associate of Arts, Education
Kilgore College
Kilgore, Texas

Experience:

Part time Customer Service Clerk, Registrar's Office
Student Assistant, KCPD
Kilgore College
Kilgore, Texas; 2005 - present

Receptionist
World Net
Longview, Texas; 2004

Effective Date:

June 1, 2007

Salary:

\$20,875 for twelve months

Note:

Ms. Mulanax replaces Laurie Kitchen who was appointed Student Loan Coordinator in the Financial Aid Office.

E.

Name:

Ms. Tessa J. McFarland

Position:

Instructor -- Associate Degree Nursing

Education:

Master of Science, Nursing (in progress)
The University of Texas at Tyler
Tyler, Texas

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

Experience:

Registered Nurse
Marshall Regional Medical Center; 2006 - 2007
Good Shepherd Medical Center; 2005 - 2007
Texas Children's Hospital, Houston; 2003 - 2005

Effective Date:

September 1, 2007

Salary:

\$47,783 for ten and one-half months

Note:

This is a new position funded by state incentive grant funds.

- F. **Name:** Mr. Thom Smyser
- Position:** Police Officer, KCPD
- Education:** Master of Public Administration
The University of Texas at Tyler
Tyler, Texas
- Master of Urban Planning
Bachelor of Business Administration
Texas A&M University
College Station, Texas
- Law Enforcement Certificate
East Texas Police Academy
Kilgore, Texas
- Experience:** Consultant
Traylor & Associates, Inc.
Tyler, Texas; 2006
- City Manager
City of Brazoria
Brazoria, Texas; 2003 -- 2005
City Manager
City of Gilmer
Gilmer, Texas; 1998 - 2002
- Effective Date:** May 11, 2007
- Salary:** \$21,500 for twelve months
- Note:** Mr. Smyser replaces Joshua Tubb who resigned.

- G. Instructor - Psychology
- H. Technical Services Librarian
- I. Administrative Assistant II – Accounts Payable/HR

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

- A. Mr. Raymond Caldwell from faculty member to supervisory staff, effective September 1, 2007.
- B. Mr. Jimmy Rieves from Director of Student Development/Student Success to Director of Student Development/Student Success and Assistant Athletic Director.

7. **Recommendation for approval of 2007-2008 faculty, staff and administrative salaries and authorization to issue appropriate employment contracts as provided.**

PERSONNEL AGENDA ADDENDUM

Kilgore Junior College District
Personnel Agenda Addendum
June 12, 2007

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

- G. **Name:** Mr. Paul S. Wills
- Position:** Instructor - Psychology
- Education:** Master of Science, Applied Psychology
Bachelor of Science, Psychology
Texas A&M University – Commerce
Commerce, Texas

Associate of Science, Psychology/Sociology
 Northeast Texas Community College
 Mt. Pleasant, Texas

Experience: Lecturer
 Central Washington University
 Ellensburg, Washington; 2006 – 2007

Adjunct Instructor
 Kaplan University Online; Fort Lauderdale, FL; 2006–2007
 Northeast Tex. Comm. Coll.; Mt. Pleasant, TX; 2004–2006

Psychologist
 Texas A&M Psychology Clinic
 Commerce, Texas; 2001 - 2004

Effective Date: September 1, 2007

Salary: \$35,700 for nine months.

Note: Mr. Wills replaces Dr. Larry Ludewig who retired.

H. Technical Services Librarian – No recommendation at this time.

I. **Name:** Mrs. Jerri J. Rutherford

Position: Administrative Assistant II – Accounts Payable/HR

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

Experience: Bookkeeper
 Jack Smitherman, CPA
 Kilgore, Texas; 2007

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

Assistant Manager
 Burger King
 Kilgore, Texas; 2000 - 2004

Effective Date: September 1, 2007

Salary: \$18,678 for twelve months.

Note: Mrs. Rutherford replaces Nancy Law who was named Assistant to the Controller.

7. **Recommendation for approval of 2007-2008 faculty, staff and administrative salaries and authorization to issue appropriate employment contracts as provided.**

Correction as follows:

LAST NAME	FIRST NAME	POSITION	Base '06-07 Salary	Survey Average	% of Survey Average	'06-07 Long. Pay	Total '06-07 Salary	Brdbndng or other Salary Adjustment	COLA Inc. on Base	'07-08 Longevity Increase	Total Proposed Increase	Proposed '07-08 Compensation	Svc Yrs
³ <i>Mosley</i>	<i>Frank</i>	Coordinator - Special Populations	35,095	49,053	71.55%	0	35,095	9,053	0	0	9,053	44,148	3

³ Change in duties and responsibilities based upon a reorganization of the Perkins Grant Program. All increases are 100% grant funded.

- C. Was to administer the Oath of Office for new members elected as of Saturday, May 12, 2007.
Sharlene Robinett, Recording Secretary for the Board, administered the oath of office to Randy Brint and R.E. Spradlin. Bob Heath recited his oath of office May 14, 2007 before leaving town for the summer.
- D. Was to appoint new officers for the KC Board of Trustees. The Nominating Committee recommended Bob Heath as President, Carolyn Johnston as Vice President, and Larry Woodfin as Secretary for the Board. All appointed accepted the positions.
- E. Was to present Certificate of Appreciation to outgoing Board President B. Randell Brint.
Carolyn Johnston presented outgoing Board President B. Randell Brint with a certificate of appreciation and thanked him for his service as President to the Board.

Section VIII. on the Agenda was Discussion Items.

- A. Budget Reports – Duane McNaney provided the Board with budget reports and answered questions on the reports.

Section IX. on the Agenda was Board Comments.

There were no board comments.

Section X. on the Agenda was Administration Comments.

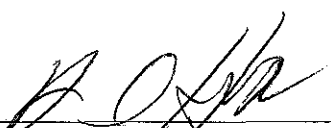
There were no administration comments.

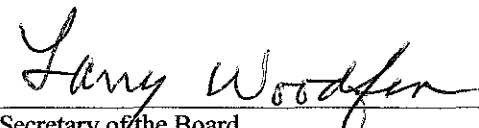
Section XI. on the Agenda was Adjournment. Marion Turner moved that the meeting adjourn. Randy Brint seconded the motion. All present voted in favor. The meeting adjourned at 9:53 p.m.

Respectfully submitted,



Sharlene Robinett, Recording Secretary
Kilgore College Board of Trustees



President of the Board

Secretary of the Board