

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, November 13, 2007, in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

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

Members absent: None

Bob Heath, President, called the meeting to order at 6:30 p.m. on November 13, 2007, 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.

A. Public hearing on HB621

The public hearing was called at 6:34 pm concerning HB621 and closed at 6:35 p.m.

B. East Texas Oil Museum project, presentation by Dini Partners and Pendleton Company

Part I - Roger Pendleton showed a DVD concerning KC initiative and development of marketing material and fundraising strategies.

Karen Waller and Michelle Buchanan with Dini Partners showed their Powerpoint presentation on fundraising strategies and answered general questions from board members.

C. Industrial Maintenance Program, presentation by Dr. Julie Fowler

Dr. Fowler included a handout on the program in each board member's packet. She explained the need for this program and introduced Mr. Dean Woodward, Supt. Of Plant Maintenance at Eastman Chemical Company who spoke to board members as well.

Section III. Consent Agenda.

A. To consider approving the minutes of the September 4, 2007 regular board meeting.

B. To consider approval of personnel items submitted as follows:

1. Recommendation to Accept Employee Resignations as follows:

- a. Media Technician, effective September 7, 2007.
- b. Instructor-Process Technology, effective September 30, 2007.

2. Recommendation for Employment as follows:

- a. Media, Distance Learning, and Computer Technician, effective September 17, 2007.
- b. Systems Administrator - Databases, effective October 1, 2007.

- c. Administrative Assistant III – Counseling and Institutional Research, effective October 8, 2007.
- d. Technical Support Specialist and Computer Lab Coordinator – Watson Library, effective October 1, 2007.
- e. Purchasing Agent, effective October 15, 2007.
- f. Desktop Support Specialist, effective September 25, 2007.
- g. Custodian, effective October 16, 2007.
- h. Instructor – Process Technology, effective November 16, 2007.
- i. Administrative Assistant III – Compliance and Contracts (Workforce Development Grants)

3. Recommendation for Change in Employment Status as follows:

- a. From Custodian to Media Specialist, effective October 16, 2007.
- b. From Custodian to Evening Custodial Shift Leader, effective November 1, 2007.
- c. From Desktop Support Specialist to IT Systems Administrator, effective September 1, 2007.

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. The Board asked to remove Items 2a, 2b, and 2d from the Consent Agenda and vote on them separately. Fred Parsons made the motion to accept the Consent Agenda with above mentioned items removed and Larry Woodfin seconded. The motion passed unanimously.

PERSONNEL AGENDA

**Kilgore Junior College District
Personnel Agenda
November 13, 2007**

- 1. Recommendation to accept employee resignations as follows:
 - A. Mr. Jason P. Ford, Media Technician, effective September 7, 2007, after 3 years of service
 - B. Mr. James M. Stafford, Instructor-Process Technology, effective September 30, 2007, after 1 year of service.

2. Recommendation for employment as follows:

A. **Name:** Mrs. Rhonda L. Ainsworth

Position: Media, Distance Learning, and Computer Technician

Education: Associate of Applied Science, Computer Networking
Kilgore College
Kilgore, Texas

Experience: Part time Computer Technician
Kilgore College
Longview, Texas; 2004 - 2007

Technician
Bemis
Longview, Texas; 2002 -2003

Student Assistant/Computer Lab Assistant
Kilgore College
Kilgore, Texas; 2001

Effective Date: September 17, 2007

Salary: \$1,043.71 per pay period which is equivalent to \$25,049 annually for this 12-month position

Note: This is a new position approved through the budget process.

B. **Name:** Mr. Christopher N. Carroll
Position: Systems Administrator - Databases
Education: Associate of Applied Science, Information Systems
Tyler Junior College
Tyler, Texas
Experience: Computer Technician and Webmaster
Chapel Hill ISD
Tyler, Texas; 2002 – 2007
Effective Date: October 1, 2007
Salary: \$1,434.50 per pay period which is equivalent to \$34,428 annually for this 12-month position

Note: This is a new position approved through the budget process.

C. **Name:** Ms. Regina L. French
Position: Administrative Assistant III – Counseling and Institutional Research
Education: Associate of Applied Science equiv., Dental Assisting
U.S. Navy School of Basic Dental Assisting
San Diego, CA
Experience: Tax Professional
H&R Block
Longview, Texas; 2005 – 2006

Warranty Clerk
Kelly Tractor and Equipment
Longview, Texas; 2005 – 2006

Account Executive
National Bond & Trust
Kilgore, Texas; 2001 - 2004
Effective Date: October 8, 2007
Salary: \$895.38 per pay period which is equivalent to \$21,489 annually for this 12-month position.

Note: Ms. French replaces Shannon Sisk who transferred to the Math, Science, and Health Sciences division.

D. **Name:** Ms. Tashauna L. Morris
Position: Technical Support Specialist and Computer Lab Coordinator – Watson Library
Education: Bachelor of Business Administration, Marketing
East Texas Baptist University
Marshall, Texas

Associate of Applied Science, Digital Multimedia
Associate of Applied Science, Webmaster Technology
Texas State Technical College
Marshall, Texas
Experience: Local Area Network Administrator Assistant Norit Americas
Marshall, Texas; 2007

Student Lab Assistant
TSTC-Marshall
Marshall, Texas; 2006

Customer Service Representative
SiteI
Longview, Texas; 2004 - 2005

Effective Date: October 1, 2007

Salary: \$1,106.92 per pay period which is equivalent to \$26,565 annually for this 12-month position

Note: This is a new position approved through the budget process.

E. Name: Ms. Tammie G. Pascoe

Position: Purchasing Agent

Education: Completed Coursework
Northeast Texas Community College
Marshall, Texas

Experience: Business Manager; 2004 - 2007
Accounts Payable, Payroll & Purchasing; 2003 - 2004
Winfield ISD
Winfield, Texas; 2007

Program Coordinator
Northeast Texas Community College
Mt. Pleasant, Texas; 2001 - 2002

Effective Date: October 15, 2007

Salary: \$1,270.83 per pay period which is equivalent to \$30,500 annually for this 12-month position

Note: Ms. Pascoe replaces Dianne Lyle who resigned.

F. Name: Mr. Mark F. Vespi

Position: Desktop Support Specialist

Education: Bachelor of Science, Network and Communication Management
DeVry University
Orlando, Florida

Associate of Science, Computer Science
Florida Tech
Auburndale, Florida

Experience: Package Handler
UPS
Lakeland, Florida; 2005 - 2007

Machine Operator
Fi-Foil, Inc.
Auburndale, Florida; 2002 - 2005

Effective Date: September 25, 2007

Salary: \$1,270.83 per pay period which is equivalent to \$30,500 annually for this 12-month position

Note: Mr. Vespi replaces Luke Saintignan who was promoted.

G. **Name:** Mr. Henry E. Williams
Position: Custodian
Experience: Molder
Frontier Trailers
Longview, Texas; 2005 - 2007
Molder
Fleetwood Trailers
Longview, Texas; 1981 - 2004
Effective Date: October 16, 2007
Salary: \$7.25 per hour
Note: Mr. Williams replaces Michael Hale who transferred to Media Services.

H. **Name:** Mr. Dewey L. Greer
Position: Instructor – Process Technology
Education: Associate of Applied Arts, Drafting
Kilgore College
Kilgore, Texas
Experience: Part time Process Technology Instructor
Kilgore College
Kilgore, Texas; 2007
Reactor Board Operator; 2000 – 2003
Training Instructor; 1993 - 2000
Process Operator; 1973 - 1993
Eastman Chemical
Longview, Texas
Effective Date: November 16, 2007
Salary: \$36,522 for the 9.5 months remaining in the academic year
Note: Mr. Greer replaces James Stafford who resigned.

I. Administrative Assistant III – Compliance and Contracts (Workforce Development Grants)

3. Recommendation for change in employment status as follows:

A. **Name:** Mr. Michael B. Hale
Old Position: Custodian
New Position: Media Specialist
Education: Bachelor of Science, Industrial Technology
The University of Texas at Tyler
Tyler, Texas
Associate of Science
Kilgore College
Kilgore, Texas
Experience: Custodian
Kilgore College

Kilgore, Texas; 2005 – 2007

Warehouse Technician
Kellogg, Brown & Root
Longview, Texas; 2003 - 2004

Supervisor of Maintenance
First Baptist Church
Longview, Texas; 1998 - 2003

Effective Date: October 16, 2007

Old Salary: \$7.67 per hour which is equivalent to \$15,960 annually

New Salary: \$967.17 per pay period which is equivalent to \$23,212 annually for this 12-month position.

Note: Mr. Hale replaces Jason Ford who resigned.

B. Name: Mr. Scott A. Kirsch

Old Position: Custodian

New Position: Evening Custodial Shift Leader

Experience: Custodian; 2006 - present
Student Assistant – Custodial Services; 2004 - 2006
Kilgore College
Kilgore, Texas

Custodial Supervisor
4.0 Cleaning
Lyons, Oregon; 2002 – 2004

Flooring Specialist
Worthington Industries
Kilgore, Texas; 2001 - 2002

Effective Date: November 1, 2007

Old Salary: \$7.36 per hour which is equivalent to \$15,318 annually

New Salary: \$8.39 per hour which is equivalent to \$17,461 annually

Note: This is a position upgrade due to the growing emphasis on providing evening custodial services.

C. Name: Mr. Luke R. Saintignan

Old Position: Desktop Support Specialist

New Position: IT Systems Administrator

Education: AAS, Computer Networking Technology
Westwood College of Technology
Dallas, Texas

Experience: Desktop Support Specialist
Kilgore College
Kilgore, Texas; 2006 – present

IT Specialist
Encore Enterprises
Dallas, Texas; 2006

Quality Assurance Agent
CompUSA Corporate Headquarters
Dallas, Texas; 2005 - 2006

Effective Date: September 1, 2007

Salary: \$1,391 per pay period which is equivalent to \$33,384 annually for this 12-month position

Note: Mr. Saintignan replaces Cory Grunden who passed away.

PERSONNEL AGENDA ADDENDUM

Kilgore Junior College District Personnel Agenda Addendum November 13, 2007

2. Recommendation for employment as follows:

- I. **Name:** Ms. Eva K. McClellan
- Position:** Administrative Assistant III – Compliance and Contracts
- Education:** Associate's degree, Business
Nixon Clay Business College
Austin, Texas
- Experience:** Mortgage Processor
Spring Hill State Bank
Longview, Texas; 2006 – 2007
- Office Supervisor
R & R Personnel
White Oak, Texas; 2004 – 2006
- Loan Officer
Mid-Valley Federal Credit Union
White Oak, Texas; 2003 - 2004
- Effective Date:** November 13, 2007
- Salary:** \$895.38 per pay period which is equivalent to \$21,489 annually for this 12 month position.
- Note:** This is a new, grant funded position. Continued employed is subject to acceptable performance and the receipt of adequate grant funds.

Section IV. on the Agenda was Citizen Comments.

There were no citizen comments.

Section V. on the Agenda was Action Items.

The Board asked to remove Items 2a, 2b, and 2d from the Consent Agenda and vote on them separately.

Will Roberson made the motion to approve the three positions. Randy Brint seconded the motion. Marion Turner opposed and R.E. Spradlin abstained. The motion passed with 6 votes.

A. Was to consider a resolution related to HB621, continuing taxation of goods-in-transit. *Exhibit # 1*

After general discussion, Marion Turner made the motion to approve action item A. Fred Parsons seconded. The motion passed with 6 votes. Will Roberson abstained, James Walker voted against the motion.

EXHIBIT # 1

KILGORE JUNIOR COLLEGE DISTRICT

BOARD OF TRUSTEES

**A RESOLUTION TO TAX TANGIBLE PERSONAL PROPERTY IN TRANSIT WHICH WOULD OTHERWISE BE EXEMPT
PURSUANT TO TEXAS TAX CODE, SECTION 11.253**

Whereas, the 80th Texas Legislature in Regular Session has enacted House Bill 621 to take effect on January 1, 2008, which added Texas Tax Code Section 11.253 to exempt from taxation certain tangible personal property held temporarily at a location in this state for assembling, storing, manufacturing, processing or fabricating purposes (goods-in-transit) which property has been subject to taxation in the past; and

Whereas, Texas Tax Code Section 11.253 (j) as amended allows the governing body of a taxing unit, after conducting a public hearing, to provide for the continued taxation of such goods-in-transit; and

Whereas, the Board of Trustees of Kilgore College, having conducted a public hearing as required by Section 1-n (d), Article VIII, Texas Constitution, is of the opinion that it is in the best interests of the College to continue to tax such goods-in-transit;

Now Therefore, be it resolved that the Board of Trustees of Kilgore College that the goods-in-transit, as defined by Texas Tax Code Section 11.253 (a)(2), as amended by House Bill 621, enacted by the 80th Texas Legislature in Regular Session, shall remain subject to taxation by the Kilgore Junior College District.

Adopted by vote of the Kilgore College Board of Trustees on November 13, 2007.

President, Board of Trustees

Secretary, Board of Trustees

B. Was to consider approval of the Industrial Maintenance Program.

Dr. Julie Fowler gave a presentation to the Board concerning this program. After general discussion, Larry Woodfin made the motion to approve action item B with the understanding that program approval of budget and personnel would take place in the normal budgetary process. Will Roberson seconded the motion. All present voted in favor of the motion. It passed with 8 votes.

C. To consider the Nominating Committee recommendation for a new Trustee to fill the vacant position.

Randy Brint gave a report from the Nominating Committee which recommended Carlos Barton "Scooter" Griffin, Jr. to fill the vacant position on the Board. There was no second needed since the nominating committee made the motion. All present voted in favor of the motion. It passed with 8 votes. Sharlene Robinett, Notary and Recording Secretary for the KC Board of Trustees, swore in the new board member.

Section VI. on the Agenda was Executive Session.

The Board did not adjourn into Executive Session.

Section VII. on the Agenda was Discussion Items.

A. Budget Reports

Duane McNaney answered questions from the Board members.

Section VIII. on the Agenda was Board Comments.

There were no board comments.

Section IX. on the Agenda was Administration Comments.

A. Annual Gifts and Grants Report

David Wylie, Director of Institutional Advancement/Development, provided two handouts for board members and answered questions from the Board.

B. Set Audit Committee Meeting

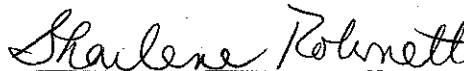
Duane McNaney asked for dates/times from the Audit Committee to schedule a meeting. The date/time for the meeting will be November 29, 2007, 11:30 am-12:30 pm. The Board members on the Audit Committee are: R.E. Spradlin, Chair; Larry Woodfin and Will Roberson.

Section X. on the Agenda was Adjournment.

Randy Brint moved that the meeting adjourn. Marion Turner seconded the motion. All present voted in favor. The meeting adjourned at 8:26 p.m.

The Board took a short recess and then reconvened for a Strategic Planning Discussion.

Respectfully submitted,



Sharlene Robinett, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board