

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, September 4, 2007, in the Stewart McLaurin Administration Building, 2nd floor, with the following members present:

Robert "Bob" Heath, President
Fred S. Parsons
Will Roberson, Secretary
R. E. Spradlin
Marion Turner
Larry Woodfin, Vice President

Members absent: B. Randell Brint
James N. Walker

Bob Heath, President, called the meeting to order at 6:30 p.m. on September 4, 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.

There were no presentations.

Section III. Consent Agenda.

- A. To consider approving the minutes of the August 14, 2007 regular board meeting (as amended).
- B. To consider approval of personnel items submitted as follows:

1. **Recommendation to Accept Employee Resignations as follows:**
 - a. Purchasing Agent, effective August 31, 2007.
 - b. Police Officer, effective August 27, 2007.
2. **Recommendation to Rescind Employee Resignations as follows:**
 - a. Coordinator of Media Services.
3. **Recommendation for Employment as follows:**
 - a. Police Officer, effective August 27, 2007.
4. **Recommendation for Amendment of Approved Salaries as follows:**
 - a. Mr. Michael Ferguson, Instructor - ETPA, add a \$5,000 PPA to assist in the recruitment, scheduling and oversight of adjunct instructors in the police academy
5. **Recommendation for Change in Employment Status as follows:**
 - a. From Administrative Assistant III – Counseling and Research to Administrative Assistant III – Dean of Math, Science and the Health Sciences, effective September 4, 2007.

6. Recommendation for Exception to KC Personnel Policy 5.1 as follows:

It is recommended that the Kilgore College Board of Trustees make an official exception to Personnel Policy 5.1 and extend local retirement benefits to any employee who meets retirement eligibility requirements during FY2008, but through no fault of their own finds it necessary to resign and take employment elsewhere in order to protect future retirement income.

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 Item 2a and also Item 6 from the Consent Agenda. It was decided to discuss both of these items in Executive Session. Bob Heath pointed out two minor changes to the minutes of August 14, 2007 which were shown to board members. Sharlene Robinett made the corrections to the minutes. Larry Woodfin made the motion to accept the Consent Agenda approving the minutes as amended with above mentioned items removed and Fred Parsons seconded. The motion passed unanimously.

PERSONNEL AGENDA

**Kilgore Junior College District
Personnel Agenda
September 4, 2007**

1. Recommendation to accept employee resignations as follows:

- A. Ms. Dianne Lyle, Purchasing Agent, effective August 31, 2007, after 27 years of service
- B. Mr. Thomas Smyser, Police Officer, effective August 27, 2007, after 3 months of service

2. Recommendation to rescind employee resignations as follows:

- A. Mr. Dennis Cliborn, Coordinator of Media Services. 2007-08 salary will be \$31,958 plus a \$3,000 PPA to coordinate classroom upgrades

3. Recommendation for employment as follows:

- A. **Name:** Mr. Jerry A. Hayes
Position: Police Officer
Experience: Patrol Sergeant
Rusk County Sheriff's Department
Henderson, Texas; 1988 - 2006

Patrol Deputy
Gregg County Sheriff's Department
Longview, Texas; 1986 - 1988

Effective Date: August 27, 2007

Salary: \$22,350 for twelve months

Note: Mr. Hayes replaces Thom Smyser who resigned.

4. Recommendation for amendment of approved salaries as follows:

- A. Mr. Michael Ferguson, Instructor - ETPA, add a \$5,000 PPA to assist in the recruitment, scheduling and oversight of adjunct instructors in the police academy

5. Recommendation for change in employment status as follows:

- A. **Name:** Ms. Shannon Sisk

Old Position: Administrative Assistant III – Counseling and Research
New Position: Administrative Assistant III – Dean of Math, Science and the Health Sciences
Effective Date: September 4, 2007

Note: This is a lateral move with no change in approved salary.

6. Recommendation for Exception to KC Personnel Policy 5.1 as follows:

It is recommended that the Kilgore College Board of Trustees make an official exception to Personnel Policy 5.1 and extend local retirement benefits to any employee who meets retirement eligibility requirements during FY2008, but through no fault of their own finds it necessary to resign and take employment elsewhere in order to protect future retirement income.

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

Section V. on the Agenda was Action Items.

A. Was to consider adopting a tax rate for tax year 2007. *Exhibit # 1*

Dr. Holda and Duane McNaney informed the Board that the tax rate of .1640, the same tax rate as last year, was the tax rate being considered for adoption. Marion Turner made the motion to accept action item A which keeps the tax rate of .1640 the same as last year. Will Roberson seconded the motion and all present voted in favor of the motion. It passed with 6 votes.

EXHIBIT # 1

**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	Rate set Aug 14, 2007	4,998,367	\$ 0
@ .16400	Current Rate	4,998,367	\$ 0
@ .16471	Rollback (108 Effective)	\$5,020,006	\$21,639

B. Was to consider approval of budget transfer reports for FY 2007. *Exhibit # 2*

Duane McNaney and Dr. Holda answered questions from several board members. After general discussion, Fred Parsons made the motion to approve action item B. Larry Woodfin seconded the motion and all present voted in favor of the motion. It passed with 6 votes.

EXHIBIT # 2

Budget Adjustments made throughout FY07

Dept #	Department Description	Original Budget	Total Adj Made FY07	Revised Budget	Explanation for Change Items over \$5,000 explained
100	GOVERNING BOARD	12,250	0	12,250	
102	PRESIDENT'S OFFICE	281,927	0	281,927	
103	V.P., INSTRUCTION	290,907	-43,467	247,440	Tech Fee transferred to instructional budgets, net of \$105K transferred from IT
108	BUSINESS OFFICE	545,586	0	545,586	
109	INTERNAL AUDITOR	56,225	0	56,225	
110	TAX OFFICE	193,200	0	193,200	
112	HUMAN RESOURCES	208,863	10,000	218,863	Salary overbudget moved to HR contingency
113	REGISTRARS OFFICE	257,627	0	257,627	
114	TESTING, KILGORE	92,480	0	92,480	
115	ADMISSIONS/RECRUIT	163,446	3,600	167,046	
116	VP, STUDENT SERV	167,239	3,905	171,144	
117	INTERNATIONAL STUDENTS	59,026	0	59,026	
118	RESIDENTIAL LIFE	73,788	0	73,788	
119	DIR, STUDENT SERV	85,365	-401	84,964	
120	FINANCIAL AID	337,008	0	337,008	
121	CAPITAL CAMPAIGN	5,000	0	5,000	
123	STUDENT SERV, LGVW	37,170	0	37,170	
124	DISTANCE LEARNING	286,882	29,337	258,525	Moved \$10K BLO salaries to Library \$19K adj grant to actual award
125	FIRST YEAR EXPERIENCE	203,369	9,000	212,369	Orientation revenues increased also
130	VCT	6,426	6,426	0	VCT Spanish and Speech grant award
209	INSTIT SCHOLARSHIPS	135,000	0	135,000	
216	REV DEBT SERV FUND	299,095	0	299,095	
217	CAMPUS SECURITY	262,056	885	262,941	\$19K carry forward balance adjustment, \$35K RMC scholarships that did not get budgeted, \$10K legal expenses, \$5K job placement
220	CONTINGENT EXP	100,000	-69,383	30,617	
222	INSTIT ADVANCEMENT	230,658	0	230,658	
223	MARKETING/PUB REL	407,588	-3,905	403,683	
226	INSTIT RESEARCH	53,895	0	53,895	
227	CAMPUS MAIL SERV	84,782	0	84,782	
229	TELEPHONE SYSTEM	92,557	0	92,557	
231	COMPUTER SYSTEM	897,513	-106,249	791,264	\$105K moved to tech funds
235	OTHER INSTIT EXP	206,000	10,000	216,000	increased legal cost from contingency
238	STAFF BENEFITS	586,000	0	586,000	
247	INSTRUCTIONAL MEDIA	82,376	1,250	83,626	
275	PHYS PLANT ADMIN	100,771	0	100,771	
278	PHYS PLANT GEN SERV	329,000	0	329,000	
281	P PLANT BLDG MAINT	1,091,625	-1,000	1,090,625	
284	P PLANT CUST SERV	775,564	0	775,564	
287	PHYS PLANT GROUNDS	191,338	0	191,338	
294	P PLANT UTILITIES	1,125,000	0	1,125,000	
301	ET REG SCIENCE FAIR	7,000	0	7,000	
302	KCSI SUMMER SCIENCE PROGRAM	0	7,602	7,602	
310	GEN EXT & PUB SERV	0	0	0	
311	RANGERETTE SHOWCASE	22,960	0	22,960	
312	TX SHAKESPEARE FEST	370,509	118,567	489,176	Supported through increased revenues
314	RADIO STATION	0	0	0	
318	DEMONSTRATION FARM	110,900	0	110,900	
325	LIBRARY	449,162	27,525	476,687	\$19K tech funds, \$10K salary moved from Distant Learning
441	AGRICULTURE	76,637	6,000	78,637	Ara Lab gift
443	BIOLOGICAL SCIENCE	614,669	-2,338	612,331	
446	BUSINESS & MGT	265,674	-280	265,394	
447	COMMUNICATIONS	210,405	937	211,342	
448	JOURNALISM	32,020	367	31,653	
451	HEALTH & PE	536,099	3,852	539,951	
452	PARKS/FITNESS CTR	192,042	0	192,042	
453	ENGINEERING	15,557	-300	15,257	
454	ART	126,966	3,481	124,467	

455 MUSIC	375,559	116,405	491,964	\$70K RMG gifts, \$14K carryforward adj, misc gifts for choir trip
456 BAND	114,024	13,376	127,400	\$13K in various gifts
457 THEATRE	225,533	-1,239	224,294	
458 DANCE	84,573	40	84,533	
460 FOREIGN LANGESOL	160,820	528	161,348	
461 MATHEMATICS	707,363	-1,580	705,783	
462 GEOLOGY	67,440	-2,146	65,294	
463 CHEMISTRY	274,072	1,124	275,196	
464 PHYSICS	86,915	-400	86,515	
465 SOCIAL BEHAV SCIENCE	268,053	5,008	273,061	Tech funds and \$1500 gift
467 HISTORY & GOVT	494,865	1,071	495,936	
468 ENGLISH	571,648	11,521	583,169	Tech funds and \$1500 gift
469 READING	136,293	-940	135,353	
470 DEVELOPMENTAL ENGLISH	69,161	465	69,626	
471 DEAN LF LIBERAL/FINE ARTS	161,003	1,418	162,421	
472 DEAN OF MATH & SCIENCES	157,886	17,004	174,890	Consolidation of Prof. Development
474 DEAN OF KC LONGVIEW	465,876	31,745	497,621	Tech funds
475 DEAN OF BUS/LANG/TECH	173,555	20,858	194,413	Tech Prep Award
480 ACADEMIC GUIDANCE	123,917	0	123,917	
482 DEAN OF PUBLIC SERVICE	159,851	0	159,851	
484 VOC TECH GUIDANCE	142,888	0	142,888	
503 OCCUPATIONAL SAFETY & HEALTH	68,995	462	69,457	
504 MANAGEMENT	64,602	-350	64,252	
506 CHILD DEVELOP CTR	301,341	2,601	303,942	
510 GENERAL BUSINESS	2,762	0	2,762	
511 LEGAL ASSISTING	64,566	809	65,375	
513 COMPUTER SCIENCE	319,573	28,244	347,817	Tech funds
514 COMMERCIAL DESIGN	91,254	4,146	95,400	
517 COSMETOLOGY LGVW	311,095	3,315	314,410	
524 PHOTOGRAPHY	76,944	121	77,065	
526 WELDING	92,183	3,305	95,488	
528 AUTOMOTIVE TECHNOLOGY	170,131	1,176	188,985	
529 AUTOBODY REPAIR	88,059	11,265	99,324	Tech funds
530 DIESEL TECHNOLOGY	76,475	963	76,438	
534 CRIMINAL JUSTICE	68,160	-2,950	65,200	
538 A/C & REFRIG	72,477	1,020	73,497	
543 ASSOC DEG NURSING	598,328	65,533	663,861	\$57K grant award, \$8K tech funds
545 MEDICAL LAB TECH	0	0	0	
547 SURGICAL TECHNOLOGY	105,380	120	105,500	
549 LIC VOC NURSING	354,313	3,091	357,404	
550 PHYS THERAPIST ASST	127,379	-194	127,185	
551 RADIOLOGIC TECH	134,200	-150	134,050	
553 MEDICAL ASSISTING	78,206	-1,500	76,706	
554 CORROSION TECH	64,169	14,640	78,809	Kinder Morgan, NACE, and misc gifts
555 DRAFTING & DESIGN	71,046	-1,364	69,682	
556 PROCESS TECHNOLOGY	144,823	24,934	169,757	\$15K Eastman foundation gift, \$5K tech funds, \$4K GOPFA gift
559 ELECTRONICS TECH	83,197	1,925	85,122	
560 COMPUTER REPAIR	56,823	1,107	57,930	
569 JOB PLACEMENT	37,645	4,900	42,545	
609 SMALL BUS DEVELOP	241,159	45,000	286,159	Additional grant award
610 WORKFORCE DEVELOPMENT	209,608	203,911	413,519	TWC grant awards, Excel training revenues
613 PETROLEUM TECHNOLOGY	46,780	54,500	101,280	Increased Petroleum training revenues
614 CHILD CARE QUALITY SERVICES	0	6,000	6,000	Remaining grant award not originally budgeted
615 PETROLEUM CONTRACT TRAINING	70,297	5,500	75,797	Increased Halliburton training revenue
620 RETTE RESTRICTED GIFT	0	70,000	70,000	Mike Miller gift
621 RANGERETTE SPECIFIC PROJECTS	0	0	0	
630 TRIO PROGRAMS	220,000	0	220,000	
640 FIN AID PEEL	6,010,000	0	6,010,000	
641 FIN AID, SEOG	127,268	0	127,268	
642 FIN AID, CWS	201,086	0	201,086	
643 FIN AID, TPEG	107,000	0	107,000	
644 FIN AID, TEX GRANT	225,000	141,030	366,030	Increased grant award
645 TEXAS GUARANTEE STUDENT LOAN	0	0	0	
647 ACADEMIC COMPETITIVENESS GRANT	0	72,057	72,057	New grant
675 AMERICAN FOUND FOR BLIND GRANT	0	0	0	
676 T.A.N.F. FEDERAL	26,116	0	26,116	
677 T.A.N.F. STATE	13,759	0	13,759	
682 PERKINS BASIC GRANT	489,314	17,284	506,598	Increased Perkins award
683 A.B.E. FEDERAL	310,199	0	310,199	
684 CORR OFFICER TRAIN	11,490	0	11,490	
685 A.B.E. STATE	62,955	0	62,955	
686 CORR FACILITY TRAIN	109,440	1,000	109,440	
688 FIRE ACADEMY	123,798	0	123,798	
689 CONT EDUCATION LGVW	64,370	0	64,370	
690 CONT EDUCATION, KILG	141,585	42	141,627	
691 POLICE ACADEMY	76,061	1,615	76,676	
693 FIRE ACADEMY ON-LINE	129,917	0	129,917	
695 OFFICE PROFESSIONAL LONGVIEW	192,254	2,000	190,254	
696 COURT REPORTING	154,448	8,754	163,202	Tech funds
698 EMERGENCY MED TECH	141,579	0	141,579	
699 CERT NURSING ASST	78,444	-165	78,279	

742 ATHLETIC DIRECTOR	190,000	0	190,000	
745 FOOTBALL	347,849	0	347,849	
748 MEN'S BASKETBALL	210,098	0	210,098	
760 WOMEN'S BASKETBALL	209,441	0	209,441	
770 BOOKSTORE	2,102,817	0	2,102,817	
773 NOLAN ST HALL	138,883	-2,511	136,372	
774 GUSSENELL DAVIS HALL	215,120	0	215,120	
775 STARK HALL	178,450	-661	177,789	
777 QUADRANGLE	200,366	2,922	203,287	
782 CAFETERIA	750,000	0	750,000	
784 E.T. OIL MUSEUM	280,013	25,000	285,013	\$10K IPAA grant, \$10K increased merchandise sales, \$5K misc gifts
795 STUDENT PUBLICATION	57,460	-630	56,830	
797 STUDENT ACTIVITIES	119,120	1,001	119,121	
806 KC LONGVIEW NORTH FURNISHINGS		0		

Dept #	Department Description	Original Budget	Total Adj Made FY07	Revised Budget	Explanation for Change items over \$5,000 explained
890	PRINT SHOP	332,378	0	332,378	
000	NOTES/BONDS	785,223	0	785,223	
		38,600,329	982,147	39,582,476	

Section VI. on the Agenda was Executive Session.

The Board adjourned into Executive Session on September 4, 2007 at 6:40 p.m. and reconvened in open session at 7:15 p.m. on September 4, 2007.

Once the Board reconvened, Will Roberson made the motion to accept Consent Agenda B. 2a that had been removed for further discussion. Fred Parsons seconded the motion and all present voted in favor of the motion. It passed with 6 votes.

The second item removed from the Consent Agenda was B.6. Will Roberson made the motion to approve this item with the word "during" changed to "through" in the 3rd sentence. Fred Parsons seconded the motion with word change. All 6 present voted in favor of the motion.

Section VII. on the Agenda was Discussion Items.

A. Quarterly Investment Reports

Duane McNaney informed the Board that the Texas Public Fund Investment Act requires that these reports be distributed to Board members. Quarterly investment reports received were for period ending May 31, 2007.

Section VIII. on the Agenda was Board Comments.

There were no board comments.

X. on the Agenda was Administration Comments.

Dr. Holda informed the Board that enrollment figures were up 10%. As of today, enrollment stands at 5,216 students.

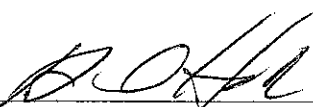
Dr. Holda reminded the Board of the September 20th Benefit Concert for World Hunger sponsored by Kilgore College and Analab.

Section XI. on the Agenda was Adjournment. Larry Woodfin moved that the meeting adjourn. Fred Parsons seconded the motion. All present voted in favor. The meeting adjourned at 7:40 p.m.

Respectfully submitted,



Sharlene Robinett, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board