

STATE OF TEXAS  
COUNTIES OF GREGG, RUSK, UPSHUR AND SMITH  
KILGORE JUNIOR COLLEGE DISTRICT

The Kilgore Junior College District Board of Trustees met at 6:00pm for a tour of the Canterbury Engineering/Science Building on Monday, September 12, 2011 with the following members present:

G. Scott Andrews  
Joe Carrington  
C.B. Scooter Griffin  
Charles Hale, Vice President  
Bob Heath  
Will Roberson, President  
R.E. Spradlin  
James N. Walker, Secretary  
Larry Woodfin

**Section I.** on the agenda was Informal Planning Session

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The Kilgore Junior College District Board of Trustees met in regular session at 6:30 pm, Monday, September 12, 2011 in the Canterbury Engineering/Science Building, room 224, with the following members present:

G. Scott Andrews  
Joe Carrington  
C.B. Scooter Griffin  
Charles Hale, Vice President  
Bob Heath  
Will Roberson, President  
R.E. Spradlin  
James N. Walker, Secretary  
Larry Woodfin

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

**Will Roberson called the meeting to order at 6:30 pm. Larry Woodfin led the Invocation and Dr. Holda led the Pledge of Allegiance to the United States of America Flag.**

**Section II.** on the Agenda was Presentation

**A. To consider a resolution honoring R.E. "Sonny" Spradlin. – *Exhibit #1***

**Exhibit #1 on next page**

**KILGORE JUNIOR COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOLUTION**

**Whereas**, R. E. "Sonny" Spradlin, Jr. was elected to the Kilgore College Board of Trustees on April 2, 1983; and

**Whereas**, R. E. "Sonny" Spradlin continues to serve as a valuable trustee after 28 years, and has now become the longest serving elected trustee in the history of Kilgore College; and

**Whereas**, R. E. "Sonny" Spradlin helped select three of the eight presidents of Kilgore College; and

**Whereas**, R. E. "Sonny" Spradlin is a strong advocate for the financial stability of the college; and

**Whereas**, R. E. "Sonny" Spradlin believes there is nothing more important than the community and citizens of Kilgore, Texas and this institution; now

**Therefore**, be it resolved that the Board of Trustees of Kilgore College hereby honors R. E. "Sonny" Spradlin, Jr. for his untiring dedication to Kilgore College through this resolution.

**Adopted** by vote of the Kilgore College Board of Trustees effective September 12, 2011:



\_\_\_\_\_  
President, Board of Trustees

*James Walker*  
Secretary, Board of Trustees

Scoter Griffin made the motion to approve a resolution honoring R.E. "Sonny" Spradlin for his years of service to Kilgore College. Scott Andrews seconded the motion. Sonny Spradlin did not vote. The motion passed with 8 votes in favor.

**Section III.** on the Agenda was Presentation

- A. Present resolution to R.E. "Sonny" Spradlin for being the longest serving elected Board of Trustees member.

**Dr. Holda presented the resolution to Mr. Spradlin. Mona Jimerson from Representative Chuck Hopson's office also honored Mr. Spradlin. Judge Bill Stoudt's office also presented Mr. Spradlin with a resolution honoring him and making September 12, 2011 "Sonny Spradlin Day" in Gregg County.**

**Section IV.** on the Agenda was Consent Agenda.

- A. To consider approving the minutes of the August 8, 2011 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
  - 1. **Recommendation to accept employee resignations as follows:**
    - A. Testing Center Manager – Longview, effective August 10, 2011 after 2 years and 1 month of service.
    - B. Administrative Assistant, Career Services and Student Learning, effective September 15, 2011 after 2 years of service.
  - 2. **Recommendation for employment as follows:**
    - A. Police Officer, KCPD, effective August 14, 2011.
    - B. Instructor, History, effective September 1, 2011
    - C. Instructor, Corrosion Technology, effective September 1, 2011
  - 3. **Recommendation to change employment as follows:**
    - A. Instructor, Court Reporting to Manager, Testing Center – KC, Longview, effective September 1, 2011.
  - 4. **Recommendation to approve changes to the Personnel Policies as listed (Policy 12 Employment Requirements and Restrictions, 12.1 Conflict of Interest – Undue Influence, 12.2 Private Business, and Policy #21 Consensual Relationship)**
- 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. James Walker made the motion to approve the consent agenda as presented. Charlie Hale seconded the motion. The recommendation passed unanimously.**

**Personnel Agenda**

**Kilgore Junior College District  
Personnel Agenda  
September 12, 2011**

- 1. **Recommendation to accept employee resignation as follows:**
  - A. Ms. Leisha Smith, Testing Center Manager – Longview, effective August 10, 2011 after two years and one month of service

- B. Ms. Cara Stone, Administrative Assistant, Career Services and Service Learning, effective September 15, 2011 after two years of service

2. Recommendation of employment as follows:

A. **Name:** Mr. Charles Horton  
**Position:** Police Officer  
**Location:** KCPD  
**Education:** East Texas Police Academy  
Kilgore College  
Kilgore, Texas  
**Experience:** Part Time Police Officer  
Kilgore College  
Kilgore, Texas; 2011  
Emergency Room Technician (EMT)  
East Texas Medical Center  
Tyler, Texas; 2008-2011  
Emergency Medical Technician  
East Texas Medical Center (EMS)  
Tyler, Texas; 2003-2010  
**Effective Date:** August 14, 2011  
**Salary:** \$1108.91 per pay period on a 12 month assignment which is equivalent to an annual salary of \$26,614

**Note:** Mr. Horton replaces Tony Means who was promoted to Supervisor of Police

B. **Name:** Sara Eskridge  
**Position:** Instructor, History  
**Location:** Liberal and Fine Arts  
**Education:** Master of Arts  
Virginia Commonwealth University  
Richmond, Virginia  
Bachelor of Arts  
Mary Washington College  
Fredericksburg, Virginia  
Bachelor of Science  
Mary Washington College  
Fredericksburg, Virginia

**Experience:**

Graduate Teaching Assistant  
Louisiana State University  
Baton Rouge, Louisiana; 2007-2010

Writing/Research Consultant  
University of Richmond  
Richmond, Virginia; 2008-2010

Adjunct  
Virginia Commonwealth University  
Richmond, Virginia; 2006

**Effective Date:**

September 1, 2011

**Salary:**

\$2841.63 per pay period which is equivalent  
to a 4 month contract of \$22,733

**Note:**

Ms. Eskridge replaces Mr. David Stroud  
temporarily while on leave

**C. Name:**

Ms. Kenya Ray

**Position:**

Instructor, Corrosion Technology

**Location:**

Business, Technology, and Language  
Development

**Education:**

Associate of Applied Science  
Kilgore College  
Kilgore, Texas

Associate of Science  
Kilgore College  
Kilgore, Texas

**Experience:**

Direct Assessment Technician  
CenterPoint Energy  
Shreveport, La; 2010 – 2011

Registered Histotechnician  
Medical & Pathology Laboratory  
Longview, Texas; 2007 – 2009

Owner/Operator  
East Texas Leather Company  
Kilgore, Texas; 2005 – 2006  
September 1, 2011

**Effective Date:**

**Salary:**

\$1845.12 per pay period which is equivalent  
to a 10.5 month contract of \$44,283

**Note:** Ms. Ray replaces Jerome Edinger who retired

**3. Recommendation to change employment as follows:**

**A. Name:** Ms. Dawn Wilson

**Old Position:** Instructor, Court Reporting

**New Position:** Manager, Testing Center – KC-Longview

**Education:** Bachelor of Science  
University of Texas at Tyler  
Tyler, Texas

**Experience:** Instructor, Court Reporting  
Kilgore College  
Longview, Texas; 2002-2011

Director of Education  
Brown Institute  
Longview, Texas; 1992-2002

**Effective Date:** September 1, 2011

**Old Salary:** \$62,580

**New Salary:** \$35,479, plus \$450 longevity pay

**Note:** Ms. Wilson replaces Ms. Leisha Smith who resigned

**4. Recommendation to approve changes to the Personnel Policies as listed (Policy 12 Employment Requirements and Restrictions, 12.1 Conflict of Interest – Undue Influence, 12.2 Private Business, and Policy # 21 Consensual Relationship)**

**Kilgore College Policy Manual**

**12. Employment Requirements and Restrictions**

**12.1 Conflict of Interest – Undue Influence**

Kilgore College employees shall not accept or solicit any gift, favor, service or benefit that the employee should reasonably know is offered with the intent to influence their decisions or actions. Likewise, the employees may not solicit, accept, or agree to accept any unauthorized gifts, services, or other benefits from having exercised the powers and responsibilities of their official positions.

1. Employees of Kilgore College shall not accept gifts, either in-kind or of money, or excessive entertainment, from a vendor.

a. Gifts include any items not obviously of an advertising nature. Gifts of an advertising nature are those with the name of the firm affixed which have an estimated value of \$50.00 or less. (Texas Penal Code 36.10.a.6)

b. Excessive entertainment shall include, but not be restricted to, transportation beyond district boundaries, and overnight accommodations.

2. Other than contemplated by the ordinary course and scope of employment the College will not 1) enter into any contract with an employee to sell to or purchase goods or services from the employee; or 2) do business with any employee acting as an individual, partner, sole proprietor, owner, member, officer, or director of any firm.

## 12.2 Private Business

Kilgore College employees shall not conduct private business using College equipment, vehicles, systems, supplies, or facilities. Kilgore College employees shall not transport or use College equipment, vehicles, systems, supplies or facilities for private business purposes. Employees may not conduct private business with the College or from College property. Private business on the part of the employee may not conflict with the duties, responsibilities, or time commitment required by the employee's position with the College. College employees who hold supervisory or authoritative positions shall not: 1) employ College employees for off hours or after hours work; or 2) solicit employees for favors, services or other benefits as these shall constitute conflicts of interest between the employee and supervisory personnel.

An employee who believes he or she has or may have a conflict of interest shall disclose the conflict or potential conflict of interest to the College President or designee, who shall determine what actions, if any, to ensure that the College's best interests are protected.

## 21. Consensual Relationship Policy

It is the policy of Kilgore College that employees with direct teaching, supervisory, advisory or evaluative responsibility over other employees, students, and/or student employees recognize and respect the ethical and professional boundaries that must exist in such situations. Consensual relationships are prohibited between supervisors and subordinates, advisors and students, and teachers and students when in their class.

Consensual relationships, as defined in this policy, create conflicts of interest and/or appearances of impropriety that impair the integrity of academic and employment decisions. Such relationships also contain the potential for exploitation of the subordinate employee, student or student employee and the possible professional or academic disadvantage of third parties, and can subject both the College and individuals to the risk of liability. This policy sets a minimum standard for Kilgore College employees.

This policy applies to relationships between all staff (professional and support), faculty, and students – whether part time or full time and regardless of gender; however, it does not apply to relationships between employees and their spouses or domestic partners.

A consensual relationship is a mutually acceptable, romantic and/or sexual relationship between a Kilgore College employee with supervisory, teaching, evaluation, records management authority or advisory authority and an employee, student, and/or student employee, who is directly supervised, within the employee's supervisory chain of command, taught, evaluated or advised by that employee.

A conflict of interest and/or an appearance of impropriety arises when individuals with the authority and the responsibility to evaluate the work or performance of an employee, student or student employee initiate or engage in an intimate romantic and/or sexual relationship with that employee, student or student employee.

A domestic partner requires that the employee and the partner either (1) be married to each other; or, in absence of marriage (2) be each other's sole domestic partner, be at least 18 years of age, be financially responsible for each

other's welfare or at least financially interdependent, not be legally married to another person, and not be related to each other in a way that would prohibit marriage.

Employees who are found to have entered into consensual relationship with employees or students over whom they have authority will be subject to disciplinary action. In the event that a complaint of sexual harassment or sexual misconduct is brought by the subordinate party, there will be no presumption that the relationship was consensual in nature.

Disciplinary actions imposed for violations of this policy may be grieved or appealed by the individual who is disciplined pursuant to existing college policies and procedures. Disciplinary actions include verbal and/or written reprimand, up to and including termination of employment.

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

**Section VI.** on the Agenda was Action Items.  
A. To adopting a tax rate for tax year 2011. – *Exhibit #2*

**Exhibit #1**

Duane J. McNaney, CPA  
Vice President of Finance and Chief Fiscal Officer  
(903) 983-8107 (v)  
(903) 983-8655 (f)

**Kilgore College**

**Memo**

To: Board of Trustees  
From: Duane J. McNaney, CPA  
CC: Dr. William Holda  
Date: 9/14/2011  
Re: Tax rate for tax year 2011

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At the August 8, 2011 board meeting, the board of trustees set a tax rate of \$0.1540 for the tax year 2011. This rate appropriately supports the fiscal year 2012 budget. The Kilgore College board of trustees was not required to hold any public hearings since the rate set was below the effective rate. **Administration is recommending the tax rate of \$0.1540 be adopted for the tax year 2011.**

**Sonny Spradlin made the motion that we decrease taxes by adopting a rate of 0.154 for the tax year 2011. Scooter Griffin seconded the motion. The motion passed unanimously.**

B. To consider approval of budget transfer reports for FY 2011 – *Exhibit #3*

**Exhibit #3**

**Budget Adjustments made throughout FY11**

<u>Dept #</u>	<u>Department Description</u>	<u>Original Budget</u>	<u>Total Adj Made FY11</u>	<u>Revised Budget</u>	<u>Explanation for Change</u> <u>Items over \$5,000 explained</u>
100	GOVERNING BOARD	6,950	0	6,950	
102	PRESIDENT'S OFFICE	342,490	0	342,490	
103	V.P., INSTRUCTION	393,568	-175,284	218,284	Tech funds allocated to instructional departments
108	BUSINESS OFFICE	671,010	8,000	679,010	For PCI compliance consulting/review
109	INTERNAL AUDITOR	61,588	0	61,588	
110	TAX OFFICE	234,500	0	234,500	
112	HUMAN RESOURCES	210,734	-10,950	199,784	Salary contingency to band
113	REGISTRAR'S OFFICE	288,566	0	288,566	
114	TESTING, KILGORE	142,464	8,090	150,554	Received Habenicht grant
115	ADMISSIONS/RECRUIT	188,996	-2,500	186,496	
116	VP, STUDENT SERV	177,902	5,900	183,802	For lanyards to implement new wearing id policy
117	INTERNATIONAL STUDENTS	38,905	-3,000	35,905	
118	RESIDENTIAL LIFE	91,429	2,700	94,129	
119	DIR, STUDENT SERV	86,776	-2,700	84,076	
120	FINANCIAL AID	549,144	-4,041	545,103	
121	CAPITAL CAMPAIGN	5,000	0	5,000	
123	STUDENT SERV, LGVW	44,600	0	44,600	
124	DISTANCE LEARNING	178,503	791	179,294	
125	FIRST YEAR EXPERIENCE	212,995	23,385	236,380	Increase orientation participation (revenue also increased)
209	INSTIT SCHOLARSHIPS	175,000	0	175,000	
216	REV,DEBT SERV FUND	111,872	0	111,872	
217	CAMPUS SECURITY	347,319	15,868	363,187	ID card system
220	CONTINGENT EXP	775,942	-63,247	712,695	
221	INSTITUTIONAL PLANNING	127,575	0	127,575	
222	INSTIT ADVANCEMENT	277,911	0	277,911	
223	MARKETING/PUB REL	531,230	0	531,230	
226	INSTIT RESEARCH	107,593	0	107,593	
227	CAMPUS MAIL SERV	94,861	0	94,861	
229	TELEPHONE SYSTEM	98,760	-495	98,265	
231	COMPUTER SYSTEM	1,061,790	0	1,061,790	
235	OTHER INSTIT EXP	254,000	-665	253,335	
236	QUALITY ENHANCEMENT PLAN	105,918	0	105,918	
237	SERVICE LEARNING	19,959	840	20,799	
238	STAFF BENEFITS	1,021,000	3,500	1,024,500	
247	INSTRUCTIONAL MEDIA	99,045	125	99,170	

Exhibit #3 continued

275	PHYS PLANT ADMIN	108,085	0	108,085	
278	PHYS PLANT GEN SERV	337,500	0	337,500	
281	P PLANT BLDG MAINT	1,055,990	0	1,055,990	
284	P PLANT CUST SERV	839,449	0	839,449	
287	PHYS PLANT GROUNDS	230,489	0	230,489	
294	P PLANT UTILITIES	1,185,000	0	1,185,000	
301	ET REG SCIENCE FAIR	7,500	0	7,500	
311	RANGERETTE SHOWCASE	24,670	0	24,670	
312	TX SHAKESPEARE FEST	445,554	111,346	556,900	Increased revenues projections
315	DEMONSTRATION FARM	132,464	87,476	219,940	Grant for water well
325	LIBRARY	611,021	24,108	635,129	\$19K from tech funds, \$4K from Spear funds
441	AGRICULTURE	82,383	9,900	92,283	McMillan gift
443	BIOLOGICAL SCIENCE	755,535	-3,430	752,105	
445	BUSINESS & MGT	312,244	921	313,165	
447	COMMUNICATIONS	263,190	892	264,082	
448	JOURNALISM	105,744	7,418	113,162	\$6.6K from tech funds
450	ATHLETIC TRAINING PROGRAM	11,900	0	11,900	
					\$60K salaries moved to athletics, \$5K dean's reallocation to other depts, \$30K from tech funds for equipment
451	HEALTH & PE	681,473	-35,556	645,917	
452	PARKS FITNESS CTR	189,840	802	190,642	
453	ENGINEERING	15,743	848	16,591	
454	ART	166,411	-1,657	164,754	
455	MUSIC	542,414	36,231	578,645	\$10K from tech funds, \$10K music gifts, \$11K Choir gift, \$5K Piano gift
456	BAND	156,735	43,696	200,431	\$21K for new instrumnts, \$10K for salary retirement, \$2K from tech funds
457	THEATRE	183,015	-2,869	180,146	
458	DANCE	77,470	1,049	78,519	
460	FOREIGN LANG/ESOL	172,900	1,419	174,319	
461	MATHEMATICS	893,908	5,592	899,500	\$6K from tech funds
462	GEOLOGY	68,340	2,625	70,965	
463	CHEMISTRY	386,590	1,522	388,112	
464	PHYSICS	97,522	0	97,522	
465	SOCIAL/BEHAV SCIENCE	327,728	7,794	335,522	\$2K tech funds, \$4K McMillan gift, \$2K book royalties
467	HISTORY & GOVT	785,916	7,377	793,293	\$6K from tech funds, \$1.5K Pearson gift
468	ENGLISH	876,624	9,250	885,874	\$5K from tech funds, \$2K classroom upgrade, \$2K carry-forward correction
469	READING	146,088	1,306	147,394	
470	DEVELOPMENTAL ENGLISH	145,800	7,020	152,820	\$5K for summer bridge program, \$2K Habenicht grant

Exhibit #3 continued

471	DEAN LF LIBERAL/FINE ARTS	182,871	-6,618	176,253	\$5K to band equipment, \$2K travel allocated out
472	DEAN OF MATH & SCIENCES	226,979	-11,371	215,608	\$31K to depts for professional development, \$20K in to reserve budget
474	DEAN OF KC LONGVIEW	580,825	7,726	588,551	\$7K from tech funds
475	DEAN OF BUS/LANG/TECH DEAN OF INSTRUCTIONAL	248,366	-7,247	241,119	\$14K to depts for professional development, \$7K increase in Tech Prep funds
477	OUTREACH	99,436	0	99,436	
480	ACADEMIC GUIDANCE	115,368	0	115,368	
482	DEAN OF PUBLIC SERVICE	202,419	-62,800	139,619	\$61K travel allocated out to depts
484	VOC TECH GUIDANCE OCCUPATIONAL SAFETY &	138,918	0	138,918	
503	HEALTH	79,795	0	79,795	
504	MANAGEMENT	74,042	450	74,492	
506	CHILD DEVELOP CTR	322,373	2,449	324,822	
510	GENERAL BUSINESS	2,762	0	2,762	
511	LEGAL ASSISTING	70,746	1,306	72,052	
513	COMPUTER SCIENCE	376,985	15,939	392,924	\$21K from tech funds, \$6K dean's reallocation to other depts
514	COMMERCIAL DESIGN	111,817	5,457	117,274	\$6K from tech funds
517	COSMETOLOGY LGVW	403,068	2,301	405,369	
524	PHOTOGRAPHY	88,386	25	88,411	
526	WELDING	180,504	6,083	186,587	\$2K tech funds, \$4K dean's reallocation to other depts
528	AUTOMOTIVE TECHNOLOGY	226,231	10,078	236,309	\$7K from tech funds, \$3.5K dean's reallocation to dept
529	AUTOBODY REPAIR	86,793	20,949	107,742	\$20K for compressor
530	DIESEL TECHNOLOGY INDUSTRIAL MAINTENANCE	87,165	6,308	93,473	\$5K from tech funds, \$1K from Habenicht
531	TECH	109,247	3,421	112,668	
532	FIRE PROTECTION	10,401	0	10,401	
534	CRIMINAL JUSTICE	80,760	-450	80,310	
538	A/C & REFRIG	75,563	0	75,563	
543	ASSOC DEG NURSING	1,008,464	267,573	1,276,037	\$185K new grant, \$57K fees for testing, \$16K from tech funds, \$9K for professional development
546	NURSING SHORTAGE GRANT	0	209,000	209,000	New grant
547	SURGICAL TECHNOLOGY	108,750	3,040	111,790	
549	LIC VOC NURSING	395,082	1,306	396,388	
550	PHYS THERAPIST ASST	152,735	3,806	156,541	
551	RADIOLOGIC TECH	188,779	6,080	194,859	\$5K for professional development
554	CORROSION TECH	141,730	46,141	187,871	\$15 NACE gift, \$14 Pipeline gift, \$11K from tech funds, \$5K carry forward correction
555	DRAFTING & DESIGN	86,925	6,000	92,925	\$6K for perpetual subscription
556	PROCESS TECHNOLOGY	95,277	39,930	135,207	\$42K in Chevron and Eastman gifts, \$3K dean's reallocation to other dept
559	ELECTRONICS TECH	101,287	-1,793	99,494	

Exhibit #3 continued

569	JOB PLACEMENT	56,314	0	56,314	
608	KCSBDC JOB ACT PROGRAM	0	123,720	123,720	New grant
609	SMALL BUS DEVELOP	349,428	27,918	377,346	Additional grant funds
610	WORKFORCE DEVELOPMENT	514,662	18,491	533,153	\$9K for professional development, \$9K adjusted revenue projection
613	PETROLEUM TECHNOLOGY PETROLEUM CONTRACT	86,180	500	86,680	
615	TRAINING	71,938	1,800	73,738	
616	TWC-KEY ENERGY	0	0	0	
618	TWC-ORGILL, INC	0	0	0	
619	CLEVELAND STEEL	0	0	0	
620	MIKE MILLER GIFTS RANGERETTE SPECIFIC PROJECTS	0	89,051	89,051	Estate and royalty revenues
621		0	0	0	
622	CSI GRANT COMMERCIAL DRIVING ACADEMY	111,867	0	111,867	
623		58,520	0	58,520	
624	ELECTRICAL POWER TECHNOLOGY	50,370	0	50,370	
630	TRIO PROGRAMS	255,997	-18,117	237,880	Adjusted to actual grant
637	UPWARD BOUND	186,667	-127,748	58,919	Adjusted to actual grant
638	UPWARD BOUND (2)	68,053	248,711	316,764	Adjusted to actual grant
640	FIN AID, PELL	11,023,000	0	11,023,000	
641	FIN AID, SEOG	112,548	0	112,548	
642	FIN AID, CWS	164,419	0	164,419	
643	FIN AID, TPEG	142,000	0	142,000	
644	FIN AID, TEX GRANT	408,226	0	408,226	
647	ACADEMIC COMPETIVE GRANT TEXAS EDUC OPPORTUNITY GRANT	150,000	0	150,000	
650		58,000	0	58,000	
651	VOCATIONAL NURSING SCHOLARSHIP	600	0	600	
652	PROFESSIONAL NURSING SCHOL	5,000	0	5,000	
653	LEAP GRANTS	8,000	0	8,000	
654	SLEAP GRANTS ROBERT C BYRD SHCOLARSHIP	8,000	0	8,000	
655		750	0	750	
656	SLDS		2,000	2,000	
676	T.A.N.F. FEDERAL A.B.E. INTENSIVE SUMMER PROGRAM	354,455	-315,225	39,230	Adjusted to actual grant
679			101,484	101,484	Adjusted to actual grant
681	STAR PROGRAM	115	0	115	
682	PERKINS BASIC GRANT	368,253	29,879	398,132	Adjusted to actual grant
683	A.B.E. FEDERAL	308,454	52,926	361,380	Adjusted to actual grant
685	A.B.E. STATE	80,431	105,847	186,278	Adjusted to actual grant
686	CORR FACILITY TRAIN	61,016	2,000	63,016	

Exhibit #3 continued

688	FIRE ACADEMY	184,249	0	184,249	
689	CONT EDUCATION, LGVW	64,880	0	64,880	
690	CONT EDUCATION, KILG	205,307	1,500	206,807	
691	POLICE ACADEMY	807,771	43,300	851,071	\$42K for travel
693	FIRE ACADEMY ON-LINE OFFICE PROFESSIONAL,	224,148	3,700	227,848	
695	LONGVIEW	249,321	2,227	251,548	
696	COURT REPORTING	148,321	0	148,321	
698	EMERGENCY MED TECH	179,584	5,691	185,275	\$4K in testing revenues, \$2K from tech funds
699	CERT NURSING ASST	129,744	0	129,744	
742	ATHLETIC DIRECTOR	309,201	-23,147	286,054	\$15K to FB equipment, \$9 to MBB equipment, \$14 to WBB equipment, \$15K in fundraising
745	FOOTBALL	396,669	75,580	472,249	\$60K salaries moved from PE, \$15K for equipment
748	MEN'S BASKETBALL	230,503	8,788	239,291	\$9K for equipment
760	WOMEN'S BASKETBALL	238,049	14,174	252,223	\$14K for equipment
770	BOOKSTORE	3,032,375	535,000	3,567,375	Revenue/Expense projects increased
773	NOLAN ST HALL	189,020	-38,294	150,726	\$28K to Quads
774	GUSSIE NELL HALL	207,120	0	207,120	
775	STARK HALL	175,370	-13,335	162,035	\$13K to Quads
777	QUADRANGLE	201,311	51,629	252,940	\$51K for renovation
778	RESIDENTIAL HOUSING	20,000	0	20,000	
779	DORMITORIES, MISC	12,000	1,000	13,000	
782	CAFETERIA	1,075,000	0	1,075,000	
794	E T OIL MUSEUM	330,643	-17,623	313,020	Correct gift carry forward.
795	STUDENT PUBLICATION	60,385	0	60,385	
797	STUDENT ACTIVITIES KC LONGVIEW NORTH	141,760	-940	140,820	
806	FURNISHINGS	0	0	0	
890	PRINT SHOP	396,180	0	396,180	
000	BOND PRINCIPLE	400,000	0	400,000	
		<u>52,692,153</u>	<u>1,698,973</u>	<u>54,391,126</u>	

Joe Carrington made the motion to approval the budget transfer reports for FY 2011. Charlie Hale seconded the motion. The motion passed unanimously.

C. To consider granting an intermittent sabbatical leave for the Registrar/Director of Admissions --  
Exhibit #4

Exhibit #4 on next page

**Exhibit #4**

Date: August 11, 2011  
To: Board of Trustees  
From: Bill Holda  
Subject: Sabbatical Leave Application

Staci Martin, Registrar and Director of Admissions, requested an intermittent sabbatical leave of one week each summer during 2012, 2013 and 2014 and various other times throughout those years and 2015 - 2016. She has been accepted to the Texas Tech University program for Doctor of Education in Higher Education with emphasis in Community College Administration beginning in Fall 2011.

According to our Sabbatical Leave Guidelines, I appointed a committee of five employees to consider the application and make a recommendation to present for Board consideration.

Mrs. Martin meets all the criteria for sabbatical leave. She is a valuable employee and the committee unanimously recommended that she be granted the leave. Under the policy, she will receive a total of 3 months of paid leave while working on her doctorate over the next 5 years.

I agree with the committee and recommend that you consider approving Staci Martin's application for sabbatical leave.

**Larry Woodfin made the motion to grant an intermittent sabbatical leave for the Registrar/Director of Admissions. The motion was seconded by James Walker. The motion passed unanimously.**

**Section VII.** on the Agenda was Executive Session  
**The board did not go into Executive Session**

**Section VIII.** on the Agenda was Discussion Items  
A. Budget Reports – Duane McNaney was available to answer questions.

**Section IX.** on the agenda was Board Comments  
**Mr. Woodfin spoke about Service Learning**  
**Mr. Hale congratulated KC on the great 9/11 Remembrance program**

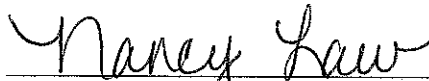
**Section X.** on the agenda was Administration Comments

**Dr. Holda handed out a summary sheet of the expenses for the renovation of the Canterbury Engineering/Science Building.**

Section XI. on the agenda was Adjournment

**The meeting was adjourned at 7:20pm.**

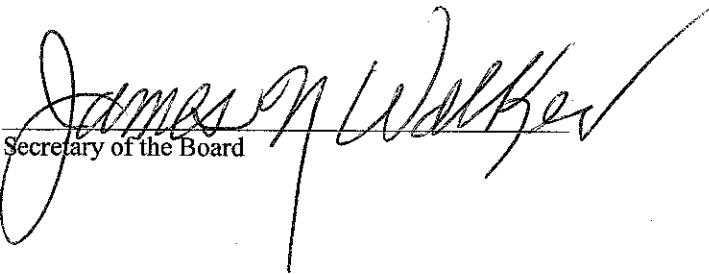
Respectfully submitted,



Nancy Law, Recording Secretary  
Kilgore College Board of Trustees



President of the Board



Secretary of the Board