

**KILGORE COLLEGE
KILGORE JUNIOR COLLEGE DISTRICT
OFFICE OF THE PRESIDENT
KILGORE, TEXAS
AGENDA
NOTICE OF MEETING OF THE BOARD OF TRUSTEES
2nd FLOOR
STEWART MCLAURIN ADMINISTRATION BUILDING**

Items of Business	6:30 p.m.	March 10, 2008
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I. CALL TO ORDER

- A. Invocation and Pledge of Allegiance

II. PRESENTATION

III. CONSENT AGENDA

- A. To consider approving the minutes of the February 12, 2008 regular board meeting.
- B. To consider approval of personnel items submitted as follows:

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

- a. Desktop Support Specialist, effective February 15, 2008
- b. Groundskeeper, effective March 4, 2008

2. Recommendation to non-renew faculty contracts due to program closures as follows:

- a. Instructor - Computer Electronics Maintenance Technology, effective May 31, 2008
- b. Instructor - Medical Assisting Program, effective August 31, 2008

3. Recommendation to accept employee retirements as follows:

- a. Vice President of Student Development, effective August 31, 2008.

4. Recommendation to accept employee resignations as follows:

- a. Instructor – English as a Second Language/ Developmental English, effective May 31, 2008.
- b. Instructor - Government, effective May 31, 2008.

5. Recommendation for employment as follows:

- a. Computer Programmer, effective February 18, 2008
- b. Customer Service Clerk – Registrar’s Office, effective February 25, 2008
- c. Counselor – Upward Bound Program, effective February 25, 2008
- d. Director of Marketing & Enrollment Management, effective March 31, 2008

6. Recommendation for change in employment as follows:

- a. From Assistant to the Controller to Administrative Assistant V, Office of the President, effective March 1, 2008
- b. From Administrative Assistant II – Residential Life to Administrative Assistant II – Upward Bound Program, effective February 25, 2008
- c. From Coordinator of Student Activities to Assistant Director of Marketing and Student Outreach, effective March 31, 2008

- C. To consider payment of legal fees for services rendered.

IV. CITIZEN COMMENTS

V. 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 **March 10, 2008**."

PERSONNEL: (Government Code 551.074)

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 **March10, 2008**."

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.

VI. ACTION ITEMS

- A. To consider program closures: Medical Assisting and Computer Repair (*exhibit 1*)
- B. To consider a contract with JCCI Company for Title III grant writing services (*exhibit 2*)
- C. To consider purchase of property in Longview
- D. To consider a Quitclaim Deed to the City of Kilgore (*exhibit 3*)

VII. DISCUSSION ITEMS

- A. Budget Reports

VIII. BOARD COMMENTS

IX. ADMINISTRATION COMMENTS

X. ADJOURNMENT

XI. RECESS

XII. RECONVENE FOR STRATEGIC PLANNING DISCUSSION