

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, Monday, September 14, 2015 in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor, with the following members present:

G. Scott Andrews  
Joe Carrington  
Lon Ford  
Bob Heath  
Brian Nutt  
Karol Pruett, Secretary  
Cecelia Sanders  
James N. Walker, Vice President  
Larry Woodfin, President

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

A. Invocation and Pledge of Allegiance

**The meeting was called to order at 6:30 by Larry Woodfin. Dr. Mike Jenkins led the invocation and Larry Woodfin led the Pledge of Allegiance.**

**Section II.** on the agenda was Citizens Comments

**Tommy Konczak made various comments regarding the IPEDS report.**

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

A. Student Spotlight

**Brandon Walker introduced Troy Townsend for the Student Spotlight.**

B. Employee Spotlight

**Duane McNaney introduced employees who have been heavily involved with the Jenzabar software conversion for the Employee Spotlight. Those included are John Colville, Ray Jackson, Chris Carroll, Chris Gore, Pam Gatton, Jackie Kelly, Annette Morgan, Claudia Miracle, Martha Woodruff and Leah Gorman.**

C. Student Success Update – Dr. Staci Martin

**Dr. Staci Martin made the presentation and answered any questions from board members.**

D. Conceptual Design for KC Longview – Dr. Julie Fowler

**Dr. Julie Fowler made the presentation and answered any questions from board members.**

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

- A. To consider approving the minutes of the August 17, 2015 board retreat/training.
- B. To consider approval of personnel items submitted as follows:
  - 1. **Recommendation to accept employee retirement as follows:**
    - A. Physics Instructor, effective December 31, 2015 after thirty years and four months of service
  - 2. **Recommendation for employment as follows:**
    - A. Police Officer, effective September 1, 2015
  - 3. **Recommendation to change employment as follows:**
    - A. Manager, Visitor Center to Professional Support Assistant, Institutional Advancement, effective September 1, 2015
    - B. Support Specialist, Music, effective September 1, 2015
- C. To consider payment of legal fees for services rendered.

**Karol Pruett made the motion to accept the Consent Agenda as written. Bob Heath seconded the motion. The motion passed with 8 yay votes and one nay vote by Brian Nutt.**

**Personnel Agenda**

<b>Kilgore Junior College District Personnel Agenda September 14, 2015</b>	
<b>1. Recommendation to accept employee retirement as follows:</b>	
A. Dr. Jerry Fuller, Physics Instructor, effective December 31, 2015 after thirty years and four months of service	
<b>1. Recommendation of employment as follows:</b>	
A. <b><u>Name:</u></b>	Veronica Wheeler
<b><u>Position:</u></b>	Police Officer
<b><u>Location:</u></b>	KCPD
<b><u>Education:</u></b>	Criminal Justice North Texas Community College Mt. Pleasant, Texas

Personnel Agenda cont. on next page

Personnel Agenda cont.

<b><u>Experience:</u></b>	Part Time Police Officer Kilgore College Kilgore, Texas; 2015
	Vinyl Cutter International Name Plate Supplies Longview, Texas; 2014-2015
	Jailer, Gregg County Sherriff Office Longview, Texas; 2012-2014
	Police Officer, City of Kilgore Kilgore, Texas; 2011-2012
<b><u>Effective Date:</u></b>	September 1, 2015
<b><u>Salary:</u></b>	\$1,274.46 per pay period which is equivalent to a 12 month salary of \$30,587
	<b>Note:</b> Ms. Wheeler replaces Mr. Jack Lanier who resigned
<b>3. Recommendation to change employment as follows:</b>	
<b>A. <u>Name:</u></b>	Ms. Eloise Ashley
<b><u>Old Position:</u></b>	Manager, Visitor Center
<b><u>New Position:</u></b>	Professional Support Assistant, Institutional Advancement
<b><u>Effective Date:</u></b>	September 1, 2015
<b><u>Salary:</u></b>	\$1,252.88 per pay period which is equivalent to a 12 month salary of \$30,069 (Includes Longevity)
<b>B. <u>Name:</u></b>	Renee' Golden
<b><u>Position:</u></b>	Support Specialist – Music
<b><u>Salary:</u></b>	\$1,054.95 per pay period which is equivalent to a 12 month salary of \$25,319 (Includes Longevity)
<b><u>Effective Date:</u></b>	September 1, 2015
	<b>Note:</b> This position is now grant funded

**Section V.** on the agenda was Action Items

A. To consider adopting a tax rate for tax year 2015. – *Exhibit #1*

James Walker made the following motion: “I move that the property tax rate be increased by the adoption of a tax rate of 0.1750 which is effectively a 7.71% increase in the tax rate. This tax rate will raise more taxes for maintenance and operations than last year’s tax rate.” Cecelia Sanders seconded the motion. The motion passed with 7 yay votes and 2 nay votes by Joe Carrington and Brian Nutt.

B. To consider corrections/updates to the Board by-laws – *Exhibit #2*

Karol Pruett made the motion to accept Action Item B as written. James Walker seconded the motion. The motion passed unanimously.

**Exhibit #2**

Kilgore Junior College District

Organization and By-Laws  
of the  
Board of Trustees

Background Information

On June 22, 1935, the Board of Trustees of the Kilgore Independent School District, in session, considered a petition of 176 "qualified property taxpaying voters of said school district" and then ordered an election "for establishing a junior college district within the Kilgore Independent School District, having the same meets and bounds as the Kilgore Independent School District." The petition and the Board order were presented to the Texas State Department of Education in Austin, Texas, on June 24-26, 1935, where request for "the establishment of a junior college district within the Kilgore Independent School District having the same meets and bounds as the said Kilgore Independent School District" was made. The request was approved by the unanimous vote of those members present, and Dr. L. A. Woods, State Superintendent of Public Instruction and ex-officio Secretary, State Department of Education, certified to this approval on July 17, 1935, from the minutes of the State Department.

The election was held on July 27, 1935, when the vote was 176 for and 1 against. The vote in the same election for levying taxes was 175 for and 1 against. The returns of this election were canvassed and declared passed by the Board of Trustees of the Kilgore Independent School District on August 1, 1935.

Since the meets and bounds were the same as the Kilgore Independent School District, and since the Kilgore Independent School District Board of Trustees took the initiative in establishing the institution, and since no provision in any of the proceedings provided for a governing board, by common consent and general expectation, the Kilgore Independent School

**Exhibit #2 cont. on next page**

**Exhibit #2 cont.**

Kilgore Junior College District  
Organization and By-Laws

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District Board assumed this duty.

In 1945, this same Board entered into an expansion program under Article 281 5-K-1 Civil Statutes of the State of Texas. This statute provided for election of a Board of Trustees, with the membership increasing in number with the expansion of the college district to a maximum of nine members.

Statutory authority for the creation and governance of junior colleges is found codified in Title 3, Sub-title G, Chapter 130, of the Texas Education Code, Texas School Law. ~~By-laws herein are in accordance with those statutes.~~ By-laws herein are in accordance with those statutes.

By-Laws

Section 1. Name. The official name of the college district shall be the Kilgore Junior College District. The College itself shall be known as Kilgore College.

Section 2. District Boundaries. In accordance with the initial district election and subsequent duly authorized annexations, the boundary lines of the Kilgore College District are coterminous with the contiguous territory made up of the Kilgore, White Oak, Sabine, Overton, Gladewater, Leverett's Chapel, and West Rusk Independent School Districts.

Section 3. Governing Board.

- a. The official name of the governing board of the district is the Kilgore Junior College District Board of Trustees.
- b. The number of trustees representing the district's constituents shall be nine, statutorily set by

Exhibit #2 cont. on next page

C. To consider adopting the practice of audio recording of board meetings

**Brian Nutt made the motion to amend Action Item C to include the written minutes to continue to be posted on the Kilgore College website. Lon Ford seconded the motion. The motion passed unanimously.**

D. To consider authorizing Administration to purchase property at the corner of Center and W. College in Longview, TX

**Brian Nutt made the motion to authorize Administration to purchase property at the corner of Center and W. College in Longview, TX. Joe Carrington seconded the motion. The motion passed unanimously.**

E. To consider a Board Resolution to Nominate a Candidate to serve on Appraisal District Boards –  
*Exhibit #3*

1. Gregg County
2. Rusk County
3. Smith County
4. Upshur County

**Brian Nutt made the motion to accept Board Resolutions nominating A. P. Merritt for the Gregg Appraisal District Board of Directors and Pat McCrory for the Rusk Appraisal District Board of Directors. There were no nominations for Smith Appraisal District and the Upshur Appraisal District. Karol Pruett seconded the motion. The motion passed unanimously.**

**Exhibit # 3 on next page**

**A RESOLUTION OF THE KILGORE COLLEGE  
BOARD OF TRUSTEES  
NOMINATING CANDIDATES  
FOR  
THE GREGG APPRAISAL DISTRICT  
BOARD OF DIRECTORS**

**WHEREAS**, those eligible taxing units participating in the Gregg Appraisal District have the right and responsibility to nominate from one to five candidates(s) to fill the five (5) positions of the Board of Directors of the Gregg Appraisal District for 2016-2017 term and

**WHEREAS**, this governing body desires to exercise its right to nominate the said candidate(s) for such position on said board of directors; now, therefore

**BE IT RESOLVED**, by the Kilgore College Board of Trustees that the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Gregg Appraisal District to be filled by those eligible taxing units participating in the Gregg Appraisal District for a two year term of office commencing on January 1, 2016:

A.P. Merritt

**PASSED, ADOPTED AND APPROVED** this 14<sup>th</sup> day of September, 2015.

\_\_\_\_\_  
President, Kilgore College Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Secretary, Kilgore College Board of Trustees

Exhibit #3 cont.

**A RESOLUTION OF THE KILGORE COLLEGE  
BOARD OF TRUSTEES  
NOMINATING CANDIDATES  
FOR  
THE RUSK APPRAISAL DISTRICT  
BOARD OF DIRECTORS**

**WHEREAS**, those eligible taxing units participating in the Rusk Appraisal District have the right and responsibility to nominate from one to five candidates(s) to fill the five (5) positions of the Board of Directors of the Rusk Appraisal District for 2016-2017 term and

**WHEREAS**, this governing body desires to exercise its right to nominate the said candidate(s) for such position on said board of directors; now, therefore

**BE IT RESOLVED**, by the Kilgore College Board of Trustees that the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Rusk Appraisal District to be filled by those eligible taxing units participating in the Rusk Appraisal District for a two year term of office commencing on January 1, 2016:

Pat McCrory

**PASSED, ADOPTED AND APPROVED** this 14<sup>th</sup> day of September, 2015.

\_\_\_\_\_  
President, Kilgore College Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Secretary, Kilgore College Board of Trustees

Exhibit #3 cont. on next page



Exhibit #3 cont.

**A RESOLUTION OF THE KILGORE COLLEGE  
BOARD OF TRUSTEES  
NOMINATING CANDIDATES  
FOR  
THE SMITH APPRAISAL DISTRICT  
BOARD OF DIRECTORS**

**WHEREAS**, those eligible taxing units participating in the Smith Appraisal District have the right and responsibility to nominate from one to five candidates(s) to fill the five (5) positions of the Board of Directors of the Smith Appraisal District for 2016-2017 term and

**WHEREAS**, this governing body desires to exercise its right to nominate the said candidate(s) for such position on said board of directors; now, therefore

**BE IT RESOLVED**, by the Kilgore College Board of Trustees that the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Smith Appraisal District to be filled by those eligible taxing units participating in the Smith Appraisal District for a two year term of office commencing on January 1, 2016:

**PASSED, ADOPTED AND APPROVED** this 14<sup>th</sup> day of September, 2015.

\_\_\_\_\_  
President, Kilgore College Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Secretary, Kilgore College Board of Trustees

Exhibit #3 cont. on next page

Exhibit #3 cont.

**A RESOLUTION OF THE KILGORE COLLEGE  
BOARD OF TRUSTEES  
NOMINATING CANDIDATES  
FOR  
THE UPSHUR APPRAISAL DISTRICT  
BOARD OF DIRECTORS**

**WHEREAS**, those eligible taxing units participating in the Upshur Appraisal District have the right and responsibility to nominate from one to five candidates(s) to fill the five (5) positions of the Board of Directors of the Upshur Appraisal District for 2016-2017 term and

**WHEREAS**, this governing body desires to exercise its right to nominate the said candidate(s) for such position on said board of directors; now, therefore

**BE IT RESOLVED**, by the Kilgore College Board of Trustees that the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Upshur Appraisal District to be filled by those eligible taxing units participating in the Upshur Appraisal District for a two year term of office commencing on January 1, 2016:

**PASSED, ADOPTED AND APPROVED** this 14<sup>th</sup> day of September, 2015.

\_\_\_\_\_  
President, Kilgore College Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Secretary, Kilgore College Board of Trustees

**Section VI.** on the agenda was Executive Session

The board did not go into Executive Session

**Section VII.** on the agenda was Administrative Discussion Items

A. Budget Reports – Duane McNaney

Duane McNaney was available to answer any questions.

B. Fourth Quarter Budget Adjustments – Duane McNaney

Duane McNaney was available to answer any questions.

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

A. Updates on Library renovation and mall project

Dr. Holda stated that the library renovation and mall project are coming along nicely. The projected completion date is the beginning of the 2016 Fall Semester.

B. Upcoming dates, events and activities

- September 19<sup>th</sup> – football at 7pm
- September 21<sup>st</sup> – Jenzabar conversion projected to be complete
- October 10<sup>th</sup> – Hall of Fame Weekend, Chunkapalooza at the Demonstration Farm
- October 12<sup>th</sup> – possible combined board meeting with KISD
- October 24<sup>th</sup> – KC Homecoming
- October 30<sup>th</sup> – PTK Induction

**Section IX.** on the agenda was Board Comments

A. Update from the Presidential Search Committee – Karol Pruett

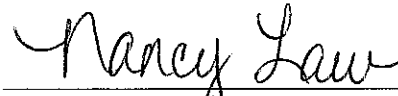
Karol Pruett stated that the job announcement opened today and will remain open through October 10<sup>th</sup>. The job announcement is posted on the following websites: the Kilgore College Website, The Chronicle, TACTE.org, TACC.org, Communitycollegejobs.com, presidents.com, and academicjobstoday.com. There will also be a printed job announcement in the September 18<sup>th</sup> printed issue of The Chronicle. Tony Johnson, Director of Human Resources sent the job announcement to all the Texas Community College HR Directors. Faculty members, Brandon Walker and D'Wayne Shaw were selected to be on the Presidential Screening Committee.

B. Definition of "Trustee" and of "Appreciate" – Larry Woodfin

Larry Woodfin gave the following definitions: "Trustee" – a person who is entrusted by the voters with public monies or public properties. "Appreciate" – to recognize the value of.

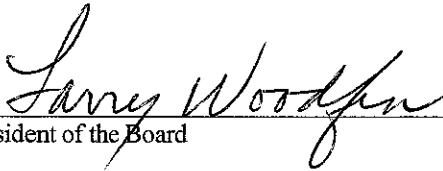
Section X. on the agenda was Adjournment

Larry Woodfin adjourned the meeting at 8:15pm.



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Nancy Law, Recording Secretary  
Kilgore College Board of Trustees



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President of the Board



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Secretary of the Board