

**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.

Monday, August 11, 2014

I. CALL TO ORDER

- A. Invocation and Pledge of Allegiance

II. CONSENT AGENDA

- A. To consider approving the minutes of the May 12, 2014 regular board meeting
- B. To consider approving the minutes of the July 28, 2014 budget workshop
- C. To consider approval of personnel items submitted as follows:

1. Recommendation to accept employee resignations as follows:

- A. Support Specialist - KCPD, effective June 10, 2014 after 5 ½ months of service
- B. Communications Instructor/Flare & Ranger Advisor, effective June 11, 2014 after 9 ½ months of service
- C. Assistant Manager-Fitness Center effective June 13, 2014 after 1 year and 11 months of service
- D. Business Advisor-SBDC, effective June 20, 2014 after 2 ½ months of service
- E. Physical Therapist Assistant Instructor, effective June 30, 2014 after 17 years and 10 months of service
- F. Adult Education Teacher/Coordinator, effective July 31, 2014 after 5 years and 11 months of service
- G. Police Officer, effective August 6, 2014 after 3 years and 1 month of service
- H. Engineering Instructor, effective August 31, 2014 after 17 years of service
- I. Lab Manager, KC-Longview, effective September 30, 2014 after 5 years and 11 months of service

2. Recommendation to accept employee retirement as follows:

- A. Support Specialist - Physical Plant, effective May 31, 2014 after 26 years and 10 months of service
- B. Support Specialist - Marketing, effective June 30, 2014 after 43 years of service

3. Recommendation to change employment as follows:

- A. Academic Advisor to Director of Instructional Student Support - KC Longview, effective June 1, 2014
- B. Professional Support Assistant-Financial Aid, KC Campus to Professional Support Assistant-Financial Aid, KC Longview, effective June 1, 2014
- C. Support Specialist-ADN to Support Specialist-Health Sciences, effective June 30, 2014
- D. Support Specialist – Purchasing to Support Specialist – KCPD, effective July 28, 2014
- E. Support Specialist – AP to Support Specialist – Purchasing, effective August 1, 2014
- F. Registrar & Director of Admissions to Vice President of Institutional Planning, effective August 1, 2014
- G. New Student Relations Director to Registrar & Director of Admissions, effective August 1, 2014
- H. Support Specialist – New Student Relations to Support Specialist – Marketing & Enrollment Management, effective August 1, 2014
- I. Health Science Academic Advisor to Math Instructor, effective September 1, 2014
- J. Professional Support Assistant, Registrar Office to Health Science Academic Advisor, effective September 2, 2014.
- K. Part Time Kinesiology Instructor/Assistant Football Coach to Kinesiology Instructor & Assistant Football Coach, effective September 1, 2014.

4. Recommendation for employment as follows:

- A. Professional Support Assistant - Financial Aid, effective June 11, 2014
- B. Health Science Academic Advisor - Student Development, effective July 14, 2014
- C. Support Specialist – ADN, Math, Science & Health Sciences, effective August 4, 2014
- D. Assistant Manager, Fitness Center – Math, Science & Health Sciences, effective August 11, 2014
- E. Industrial Maintenance Technology Instructor - KC-Longview, effective September 1, 2014
- F. Chemistry Instructor - Math, Science & Health Sciences, effective September 1, 2014
- G. Dance Instructor - Liberal & Fine Arts, effective September 1, 2014
- H. Physical Therapist Assistant Instructor - Math, Science & health Sciences, effective September 1, 2014
- I. Process Technology Instructor - Business, Technology and Public Services, effective September 1, 2014
- J. Interim Communications Instructor/Flare & Ranger Advisor - Liberal & Fine Arts, effective September 1, 2014

D. To consider payment of legal fees for services rendered.

III. CITIZEN COMMENTS

IV. ACTION ITEMS

- A. To consider approval of an engagement letter with the college attorney for services effective September 1, 2014 – August 31, 2016 with an option to renew for an additional year. – *Exhibit #1*
- B. To consider adoption of the Fiscal Year 2015 budget, including the salary structure. – *Exhibit #2*
- C. To consider and set the tax rate for tax year 2014. – *Exhibit #3*

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 **August 11, 2014.**"

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 **August 11, 2014.**"

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. ADMINISTRATIVE DISCUSSION ITEMS

- A. Budget Reports – Duane McNaney
- B. PFIA Quarterly Investment Report – Duane McNaney
- C. TPF Quarterly Investment Report – Duane McNaney
- D. Quarterly Budget Adjustments – Duane McNaney

VII. ADMINISTRATION COMMENTS

- A. Update on Current Projects: Health Sciences facility, Library and other projects. – Dan Beach

VIII. ADJOURNMENT