

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 8, 2014 in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor, with the following members present:

G. Scott Andrews  
Joe Carrington  
C.B. Scooter Griffin  
Bob Heath  
Brian Nutt  
Will Roberson, Secretary  
James N. Walker, Vice President  
Larry Woodfin

Members absent: Charlie Hale

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

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

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

To consider approving the minutes of the August 11, 2014 regular board meeting.

B. To consider approval of personnel items submitted as follows:

- 1. Recommendation to accept employee retirement:**
  - a. Supervisor of Cashiers, effective December 31, 2014 after 20 years and 3 months of service
  - b. Department Chair & Vocational Nursing Instructor, effective December 31, 2014 after 24 years of service
- 2. Recommendation to accept employee resignation:**
  - a. Professional Support Assistant, Financial Aid, effective August 21, 2014 after 1 year and 6 months of service
  - b. Biology Instructor, effective August 31, 2014 after 2 years of service
  - c. Process Technology Instructor, effective September 1, 2014
- 3. Recommendation of employment:**
  - a. Support Specialist, Purchasing/AP, Business Office, effective August 13, 2014
  - b. Admissions Counselor, Student Development, effective August 24, 2014
  - c. Process Technology Instructor, Business, Technology & Public Services, effective September 2, 2014
  - d. Adult Education & Literacy Instructor, KC-Longview, effective September 8, 2014
  - e. Director, East Texas Oil Museum effective, September 15, 2014

4. Recommendation to change employment:
  - a. Support Specialist, Registrar to Professional Support Assistant, International Student Admission Specialist effective September 1, 2014

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

**Motion to accept the Consent Agenda as presented was made by Larry Woodfin. Will Roberson seconded the motion. The motion passed with 6 yea votes and 2 nay votes by Scooter Griffin and Brian Nutt.**

**Personnel Agenda**

**Kilgore Junior College District  
Personnel Agenda  
September 8, 2014**

**1. Recommendation to accept employee retirement as follows:**

- A. Ms. Jane Hood, Supervisor of Cashiers, effective December 31, 2014 after twenty years and three months of service
- B. Ms. Barbara Brush, Department Chair & Vocational Nursing Instructor, effective December 31, 2014 after twenty-four years of service

**2. Recommendation to accept employee resignation as follows:**

- A. Ms. Rilee Feaster, Professional Support Assistant, Financial Aid, effective August 21, 2014 after one year and six months of service
- B. Ms. Beverly Cochran, Biology Instructor, effective August 31, 2014 after two years of service
- C. Mr. Joel Justin, Process Technology Instructor effective September 1, 2014

**3. Recommendation of employment as follows:**

- |                          |   |
|--------------------------|---|
| A. <b><u>Name:</u></b>   | Ms. December Hill   |
| <b><u>Position:</u></b>  | Support Specialist, Purchasing/AP   |
| <b><u>Location:</u></b>  | Business Office   |
| <b><u>Education:</u></b> | Associate of Applied Science, Accounting<br>Kilgore College<br>Kilgore, Texas |

Personnel Agenda cont. on next page

Personnel Agenda cont.

<b><u>Experience:</u></b>	Tutor Kilgore College Kilgore, Texas; 2013-2014
	Cashier/Sales Associate Zales Longview, Texas; 2007-2008
	Assistant Manager Blockbuster Longview, Texas; 2005-2008
<b><u>Effective Date:</u></b>	August 13, 2014
<b><u>Salary:</u></b>	\$940.50 per pay period which is equivalent to a 12 month salary of \$22,572
	<b>Note:</b> Ms. Hill replaces Ms. Kathy Knighton who transferred to Support Specialist, Purchasing
<b>B. <u>Name:</u></b>	Richard Wade Cates
<b><u>Position:</u></b>	Admissions Counselor
<b><u>Location:</u></b>	Student Development
<b><u>Education:</u></b>	Master of Science Texas A&M – Texarkana Texarkana, Texas
	Bachelor of Science East Texas Baptist University Marshall, Texas
<b><u>Experience:</u></b>	Adult Education Instructor Paris Junior College Paris, Texas; 2013-2014
	Math Teacher Pine Tree ISD Longview, Texas; 2013-2014
	Math Tutor Ranch Academy Tyler, Texas; 2013

Personnel Agenda cont. on next page

Personnel Agenda cont.

**Effective Date:** August 25, 2014  
**Salary:** \$1,218.42 per pay period on a twelve month assignment which is equivalent to an annual salary of \$29,242  
**Note:** This is a new position

**C. Name:** Mr. Tracy Atkins  
**Position:** Process Technology Instructor  
**Location:** Business, Technology & Public Services  
**Education:** Bachelor of Business Administration  
Stephen F. Austin State University  
Nacogdoches, Texas  
Associate of Science  
Kilgore College  
Kilgore, Texas  
**Experience:** Site Manager  
Turner Industries  
Longview, Texas; 2011-2014  
Stores Operations, Lead  
Flint Hills Resources  
Longview, Texas; 2006-2011

**Effective Date:** September 2, 2014  
**Salary:** \$2,320.83 per pay period which is equivalent to a 12 month contract of \$55,967  
**Note:** Mr. Atkins replaces Mr. Joel Justin who resigned

**D. Name:** Ms. Charmyn Tumey  
**Position:** Adult Education & Literacy Instructor  
**Location:** KC – Longview  
**Education:** Master of Business Administration  
LeTourneau University  
Longview, Texas  
Bachelor of Science  
Texas Woman's University  
Denton, Texas

Personnel Agenda cont. on next page

**Personnel Agenda cont.**

<b><u>Experience:</u></b>	Marketing and Communications Coordinator Greater Hope Church of God in Christ Mount Pleasant, Texas; 2012-2014
	Business Administration Instructor Vista College Longview, Texas; 2013
	Harley-Davidson of North Texas Assistant Manager/Sales Carrollton, Texas; 2007-2011
<b><u>Effective Date:</u></b>	September 8, 2014
<b><u>Salary:</u></b>	\$1,595.54 per pay period which is equivalent to a 12 month salary of \$38,293
<b>Note:</b>	Ms. Charmyn Tumey replaces Ms. Tonya Russell who resigned
<b>E. <u>Name:</u></b>	Ms. Merlyn Holmes
<b><u>Position:</u></b>	Director of East Texas Oil Museum
<b><u>Location:</u></b>	Business Office
<b><u>Education:</u></b>	Bachelor of Science LeTourneau University Longview, Texas
	Associate of Applied Science Kilgore College Kilgore, Texas
<b><u>Experience:</u></b>	Executive Director East Texas Treatment Center Kilgore, Texas; 2010-2014
	Director of Marketing/PR/Fundraising East Texas Treatment Center Kilgore, Texas; 2005-2008
	Billing Clerk Kilgore College Kilgore, Texas; 2001-2005

Personnel Agenda cont. on next page

**Personnel Agenda cont.**

<b><u>Effective Date:</u></b>	September 15, 2014
<b><u>Salary:</u></b>	\$2,807.71 per pay period which is equivalent to a 12 month salary of \$67,385
<b>Note:</b>	Ms. Holmes replaces Mr. Joe White who retired
<b>4. Recommendation to change employment as follows:</b>	
<b>A. <u>Name:</u></b>	Ms. Estonia Graves
<b><u>Old Position:</u></b>	Support Specialist, Registrar
<b><u>New Position:</u></b>	Professional Support Assistant, International Student Admission Specialist
<b><u>Effective Date:</u></b>	September 1, 2014
<b><u>Salary:</u></b>	\$1,085.41 per pay period which is equivalent to a 12 month salary of \$26,050

**Section III.** on the Agenda was Citizen Comments

**Mr. Tommy Konczak noted that the resolution passed in 1969 to use the grandfather clause for the board structure might be questioned concerning proper state filings.**

**Section IV.** on the Agenda was Action Items

A. To consider adopting a tax rate for tax year 2014. – *Exhibit #1*


**Exhibit #1 on next page**

Exhibit #1

Duané 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:** Duané J. McNaney, CPA   
**CC:** Dr. William Holda  
**Date:** 9/2/2014  
**Re:** Tax rate for tax year 2014

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At the August 11, 2014 board meeting, the board of trustees set a tax rate of \$0.1540 for the tax year 2014. This rate appropriately supports the fiscal year 2015 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 2014.

A motion to adopt the tax rate of \$0.1540 for tax year 2014 was presented by Joe Carrington. Larry Woodfin seconded the motion. The motion passed with 7 yea votes and 1 nay vote by Scooter Griffin.

B. To consider accepting the resignation of Board Member Charles Hale

A copy of Mr. Hale's resignation letter was read by James Walker and handed to the board members. A motion to accept the resignation of Board Member Charles Hale was presented by Larry Woodfin. The motion was seconded by Joe Carrington. The motion passed with 7 yea votes and 1 abstention by Scooter Griffin.

C. To consider a resolution affirming the process by which trustee Hale's position will be filled – *Exhibit #2*

Exhibit #2 on next page

**Resolution by the Board of Trustees of Kilgore College**

**WHEREAS**, the Kilgore College Board of Trustees has a vacancy due to the resignation of Charles Hale; and,

**WHEREAS**, Texas Education Code 130.082(d) allows the Kilgore College Board of Trustees to use a process to temporarily appoint a member until May, 2015, at which time a special election will be required,


**NOW, THEREFORE**, be it resolved that:

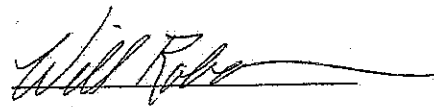
1. A nominating committee is hereby constituted, composed of three (3) prior KC Board Presidents (Bob Heath, Larry Woodfin, and Will Roberson), chaired by Will Roberson;
2. The nominating committee will solicit letters of interest from the public and conduct a process of evaluations and interviews;
3. The nominating committee will make a recommendation to the full board at a future board meeting.

This resolution adopted by a vote of 6 in favor and 2 opposed.

Dated: September 8, 2014

Signed:

  
KC Presiding Officer

  
KC Board Secretary

A motion to affirm a resolution for the process by which trustee Hale's position will be filled was presented by Will Roberson on behalf of the Nomination Committee. Scooter Griffin asked if administration had confirmed the legality of this resolution. Dr. Holda stated that it had been confirmed by legal counsel. Brian Nutt expressed it would be more appropriate to hold a special election. Will Roberson read the proposed resolution and commented on the Holdover Doctrine stated in Texas Constitution, Article XVI. The resolution passed with 6 yea votes and 2 nay votes by Scooter Griffin and Brian Nutt.



D. To consider accepting in principle the Facilities Master Plan (Thacker and Davis presenting)

**Brice Davis presented a PowerPoint Presentation, including various maps of potential campus changes in Kilgore and Longview and a handout of Master Plan Cost Projections.**

**A motion to accept in principle the Facilities Master Plan was presented by Will Roberson. The motion was seconded by Scott Andrews. The motion passed unanimously with 8 yeas votes.**

**Section V.** on the Agenda was Executive Session

**The Board did not convene into Executive Session.**

**Section VI.** on the Agenda was Administrative Discussion Items

A. Budget Reports – Duane McNaney

**Duane McNaney was available to answer any questions.**

**Section VII.** on the Agenda was Board Discussion Items

A. Discussion with the intention of an eventual vote to give up the grandfathered status afforded by section 130 of the Education Code, whereby three voting units with three places each grant at least one vote to each Independent School District and to require Kilgore College to restructure the voting districts to either at large board positions or single member districts, as requested by Trustee Brian Nutt.

**Various comments were stated by Brian Nutt, Scooter Griffin, James Walker, Will Roberson and Larry Woodfin. No decisions were made. No votes were taken.**

B. Presiding officer's remarks.

**James Walker made various comments to the board.**

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

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

- **Health Science Center at Laird Hospital – We have the Certificate of Completion from the City. Classes began on August 25<sup>th</sup>.**
- **Work is continuing on the Library Plans**
- **The field house inspection has been done and the report should be available soon.**

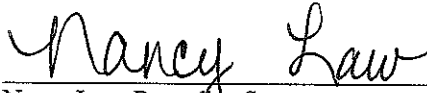
Dr. Holda:

- Thank you to James Walker and Scott Andrews for attending the visit with Senator Cornyn.
- The Health Science Center Open House is scheduled for Sunday, September 28<sup>th</sup> from 2-4pm.
- Board Members need to contact Jimmy Rieves if you would like football tickets.

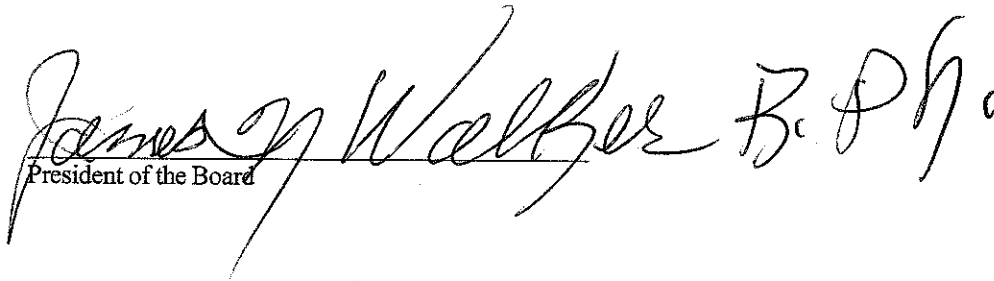
Section IX. on the Agenda was Adjournment

James Walker adjourned the meeting at 8:16pm.

Respectfully submitted,



Nancy Law, Recording Secretary  
Kilgore College Board of Trustees



James Walker B. Ph.D.  
President of the Board



Will Rob  
Secretary of the Board