

**KILGORE COLLEGE  
KILGORE JUNIOR COLLEGE DISTRICT  
OFFICE OF THE PRESIDENT  
KILGORE, TEXAS  
AGENDA  
NOTICE OF MEETING OF THE BOARD OF TRUSTEES  
1<sup>st</sup> and 2<sup>nd</sup> FLOOR  
STEWART MCLAURIN ADMINISTRATION BUILDING**

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<b>Items of Business</b>	<b>6:30 p.m.</b>	<b>Monday, May 12, 2014</b>
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**I. CALL TO ORDER**

- A. Invocation and Pledge of Allegiance

**II. PRESENTATION**

- A. Facilities Master Plan Update – Brice Davis, architect, Thacker and Davis
- B. Marketing and Recruitment Information – Trey Hattaway

**V. CONSENT AGENDA**

- A. To consider approving the minutes of the April 14, 2014 regular board meeting
- B. To consider approval of personnel items submitted as follows:

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

- A. Dean of Liberal & Fine Arts, effective August 31, 2014 after 39 years of service
- B. Instructor, East Texas Police Academy, effective June 1, 2014 after 34 years of service

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

- A. Director of Instructional Student Support, effective May 2, 2014 after 9 years and 10 months of service
- B. Professional Support Assistant, Financial Aid, effective May 9, 2014 after 5 years and 1 month of service
- C. Chemistry Instructor, effective July 3, 2014 after 10 months of service

**3. Recommendation for renewal of faculty contracts as follows:**

- A. Head Women's Softball Coach, based upon the approved faculty salary schedule for the period of June 1, 2014 – May 31, 2015

**4. Recommendation for employment as follows:**

- A. Diesel Technology Instructor, KC-Longview Campus, effective June 1, 2014
- B. Grants Accountant, Business Office, effective June 9, 2014

**5. Recommendation for Change in Status**

- A. Vice President of Institutional Planning to Vice President of Instruction, effective June 1, 2014
- B. Department Chair & English Instructor to Interim Dean of Liberal & Fine Arts, effective May 19, 2014
- C. Temporary Full Time Theater Instructor to Theater Instructor, effective September 1, 2014

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

**VI. CITIZEN COMMENTS**

**VII. ACTION ITEMS**

- A. To consider approval of partnering with Kilgore ISD for the purchase of a new video board at R.E. St. John Stadium – *Exhibit #1*
- B. To consider a Resolution to name Joe White as Director Emeritus of the East Texas Oil Museum – *Exhibit #2*

- C. To consider amendments to the President's extended contract as submitted by the college attorney
- D. To consider the approval of an external auditor for FY14, FY15 and FY16 – *Exhibit #3*

*The following 15 items have been requested by two board members for consideration by the full board. The external auditors will provide a rough estimate and explanation of the costs associated with these requests and the college will provide an estimate of the time and additional costs associated with items E through Q.*

- E. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for fuel and fuel-related accounting procedures, including all fuel bills from bulk supplies and credit card accounts, to also include the number of credit cards for fuel used by the College, local stations with charge accounts, the number of charges that have been made to the vendor accounts where the total purchase was 6 gallons or less, a list of to whom all fuel credit cards have been assigned, along with the last four digits of accounts per card or account, a list of all individuals allowed to pump fuel from the bulk fuel tank located at the Leon Dodgen Building, a ledger showing dates, and the amount and names of personnel who pumped fuel from the bulk storage tank at the Dodgen Building.
- F. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for attorney expenses
- G. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 of all expenses of the college president from September 1, 2011 through August 31, 2014, to include all entertainment, travel, and all other expenses of the President, and as well, all expense related to the president's tenure as the TACC Chair of the Board, as well as the methodology used to calculate the President's personal mileage for tax-related purposes
- H. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for the Texas Shakespeare Festival to include the college's contribution to the festival
- I. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for all Kilgore College auxiliaries, to include:
  - a. Bookstore
  - b. Football
  - c. Men's Basketball
  - d. Women's Basketball
  - e. Softball
  - f. Athletic Director expenses
  - g. East Texas Oil Museum
  - h. Residential Life
  - i. Cafeteria and Vending operations
  - j. Student activities
    - i. Rangerettes
    - ii. Cheerleaders
    - iii. Student Government and activities
    - iv. Yearbook
  - k. Early Childhood Development Center
  - l. Parks Fitness Center
- J. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for the sales tax on all vendor accounts that do not charge taxes to the college to make sure that others or college personnel are not buying and paying with personal funds to avoid paying sales tax
- K. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 all accounts receivables with aging for each customer's account
- L. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for all Notes Receivable
- M. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for all inventories and list of the items shown with a value
- N. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 all scholarship, allowances and discounts for Bookstore, Dormitories, Cafeteria, and Texas Shakespeare Festival

- O. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for all Scholarship Funds to make sure that they are being issued and that there is not any scholarship being given to someone who is not enrolled at Kilgore College
- P. To consider solicitation for a Request for Proposal (RFP) for an expanded compliance or forensic audit for a five year period beginning with fiscal year 2009 through fiscal year 2013 for all vendors to confirm that each vendor is providing a service or supplies to KC
- Q. To consider approval of an expanded review regarding the theft of grounds equipment in 2011, including amounts owed the state in sales tax that was not collected
- R. To consider revising the KC org chart to add the "KC Tax Payers from the Taxing District" above the KC Board evidencing the Board's responsibility to "KC Tax Payers from the Taxing District"
- S. To consider hiring a Secretary to the Board at the cost of approximately \$40,000 (\$30,000 salary, \$10,000 in benefits)

**VIII. 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 May 12, 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 May 12, 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.

**IX. ADMINISTRATIVE DISCUSSION ITEMS**

- A. Budget Reports – Duane McNaney

**X. BOARD DISCUSSION**

In an effort to provide guidance for the formulation of a *Board Procedure Manual*, to discuss the appropriate parameters whereby an individual board member can submit information requests of college administration, as well as the procedures for individual board members to interact individually with the college attorney.

**XI. ADMINISTRATION COMMENTS**

- A. Update on Current Projects: Health Sciences facility and Library– Dan Beach
- B. 60-hour degrees – Dr. Gerald Stanglin

**XII. ADJOURNMENT**