

**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**

Prior to the meeting	5:30 p.m.	Monday, May 14, 2012
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I. INFORMAL PLANNING SESSION

- A. Open Meetings Training DVD

Items of Business	6:30 p.m.	Monday, May 14, 2012
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I. CALL TO ORDER

- A. Invocation and Pledge of Allegiance

II. PRESENTATION

- A. Workforce Development – Martha Woodruff

III. CONSENT AGENDA

- A. To consider approving the minutes of the April 9, 2012 regular board meeting.
- B. To consider approval of personnel items submitted as follows:

1. Recommendation to accept employee resignation as follows:

- A. Assistant Manager, Fitness Center, effective May 10, 2012 after 5 years and 9 months of service
- B. Administrative Assistant III, Financial Aid, effective May 11, 2012 after 3 years and 1 month of service
- C. System Support Specialist, Information Technology, effective May 4, 2012 after 9 months of service
- D. Biology Instructor, effective August 31, 2012 after 7 years of service

2. Recommendation to accept employee retirement as follows:

- A. Biology Instructor, effective August 31, 2012 after 16 years of service

3. Recommendation for employment as follows:

- A. Assistant Men's Basketball Coach, effective May 1, 2012
- B. Administrative Assistant II, Purchasing/AP effective May 7, 2012
- C. Assistant Director, Student Life, effective June 1, 2012
- D. Administrative Assistant III, Financial Aid, effective May 14, 2012
- E. Women's Softball Coach (approval of this position is contingent upon the approval of the Women's Softball Program)

4. Recommendation for change in employment as follows:

- A. Student Loan Coordinator to Assistant Director, Financial Aid, effective April 16, 2012
- B. Administrative Assistant III, Financial Aid to Student Loan Coordinator, effective May 1, 2012

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

IV. CITIZEN COMMENTS

V. ACTION ITEMS

- A. To consider re-adopting the Kilgore College Investment Policy – *Exhibit #1*
- B. To consider approval of Certificates of Completion and AAS Degree in Culinary Arts
- C. To consider approval of a Women's Softball Program
- D. To consider approval of the 2012-2013 KC Catalog
- E. To consider approval of proposed Compensation Structure for Faculty, Staff, and Upper Administration to be used in the preparation of our FY13 budget – *Exhibit #2*
- F. To consider approval of an external auditor for FY12 – *Exhibit #3*

VI. 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 14, 2012.**"

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 14, 2012.**"

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.

VII. DISCUSSION ITEMS

- A. Budget Reports

VIII. BOARD COMMENTS

IX. ADMINISTRATION COMMENTS

A. Discussion of Program Reviews

X. ADJOURNMENT