

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

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<b>Prior to the meeting</b>	<b>5:30 p.m.</b>	<b>Monday, August 13, 2012</b>
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**I. INFORMAL PLANNING SESSION**

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<b>Items of Business</b>	<b>6:30 p.m.</b>	<b>Monday, August 13, 2012</b>
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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 May 14, 2012 regular board meeting.
- B. To consider approval of personnel items submitted as follows:

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

- A. Administrative Assistant, Career Service/Service Learning, effective May 25, 2012 after 7 months of service
- B. Maintenance Technician, effective June 26, 2012 after 12 years and 2 months of service
- C. Controls Specialist/Heating and A/C, effective July 6, 2012 after 8 years and 8 months of service
- D. Administrative Assistant, Liberal Arts & Fine Arts, effective July 6, 2012 after 11 years and 8 months of service
- E. Technical Services Librarian, effective July 27, 2012, after 4 years and 5 months of service
- F. Welding Instructor, effective July 31, 2012 after 2 years and 2 months of service
- G. Administrative Assistant – ADN, effective August 10, 2012 after 3 months of service
- H. Assistant Women’s Basketball Coach, effective August 15, 2012 after 8 years of service
- I. Assistant Director – TRIO, effective August 31, 2012 after 10 years and 7 months of service

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

- A. Police Officer, effective May 25, 2012 after 2 years and 2 months of service

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

- A. Assistant Women’s Softball Coach, effective May 16, 2012
- B. Administrative Assistant III, Financial Aid, effective May 21, 2012
- C. Administrative Assistant III, Financial Aid, effective May 30, 2012
- D. Administrative Assistant II, Testing Center, effective June 4, 2012
- E. Systems Support Specialist, Information Technology, effective June 18, 2012
- F. Project Advisor, Upward Bound, effective June 18, 2012
- G. Police Officer, KCPD, effective June 16, 2012
- H. Demonstration Farm Manager, Math, Science & Health Sciences, effective July 16, 2012
- I. Assistant Manager, Fitness Center, effective July 16, 2012
- J. Administrative Assistant II, Registrar, effective July 23, 2012
- K. Instructor, Early Childhood, effective September 1, 2012
- L. Instructor, Spanish, effective September 1, 2012
- M. Instructor, Government, effective September 1, 2012

- N. Instructor, Government, effective September 1, 2012
- O. Instructor, Graphics Design, effective September 1, 2012
- P. Instructor, Associate Degree Nursing, effective September 1, 2012
- Q. Instructor, Associate Degree Nursing, effective September 1, 2012
- R. Instructor, Philosophy, effective September 1, 2012
- S. Instructor, Culinary, KC-Longview Campus, effective July 1, 2012
- T. Instructor, Biology, effective September 1, 2012
- U. Instructor, Biology, effective September 1, 2012
- V. Instructor, Process Technology, effective September 1, 2012

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

- A. Administrative Assistant III, Adult Education to Continuing Education and Business Services Coordinator, effective June 16, 2012
- B. Administrative Assistant II, Registrar to Administrative Assistant II, Career Services/Service Learning, effective August 1, 2012
- C. Administrative Assistant II, Library to Technical Services Coordinator, Library effective September 1, 2012

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

**IV. CITIZEN COMMENTS**

**V. ACTION ITEMS**

- A. To consider the 2012-2015 Strategic Plan: Focus on Student Success – *Exhibit #1*
- B. To consider adoption of the Fiscal Year 2013 budget. – *Exhibit #2*
- C. To consider and set the tax rate for tax year 2012. – *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 **August 13, 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 August 13, 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
- B. Quarterly Budget Adjustment Report
- C. PFIA Quarterly Investment Report
- D. TPF Quarterly Investment Report

**VIII. BOARD COMMENTS**

**IX. ADMINISTRATION COMMENTS**

**X. ADJOURNMENT**