

**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>6:00 p.m.</b>	<b>Monday, November 12, 2012</b>
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- I. INFORMAL PLANNING SESSION**
- A. Balance Score Card – Dr. Mike Turpin

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<b>Items of Business</b>	<b>6:30 p.m.</b>	<b>Monday, November 12, 2012</b>
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- I. CALL TO ORDER**
- A. Invocation and Pledge of Allegiance
  
- II. PRESENTATION**
- A. Texas Presbyterian Fund – John C. Furlow, Jr.

**III. CITIZEN COMMENTS**

**IV. CONSENT AGENDA**

- A. To consider approving the minutes of the September 10, 2012 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
  - 1. Recommendation to accept employee resignations as follows:**
    - a. Executive Assistant, Vice President of Institutional Planning, effective November 9, 2012 after 7 years and 10 months of service
    - b. Support Specialist, Registrar, effective October 31, 2012 after 3 months of service
    - c. Police Officer – KCPD, effective October 31, 2012 after 2 years and 1 month of service
  
  - 2. Recommendation to accept employee termination as follows:**
    - a. Professional Support Assistant – Longview, effective October 5, 2012 after 4 years and 2 months of service
  
  - 3. Recommendation for employment as follows:**
    - a. Support Specialist, Library, effective September 10, 2012
    - b. Professional Support Assistant, Workforce Development/Continuing Education, effective September 17, 2012
    - c. Professional Support Assistant, Workforce Development/Continuing Education, Effective September 17, 2012
    - d. Support Specialist, Associate Degree Nursing, effective September 17, 2012
    - e. Instructor, Police Academy, effective September 17, 2012
    - f. Maintenance Technician, Maintenance, effective September 24, 2012
    - g. Maintenance Technician, Maintenance, effective October 22, 2012

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

- a. Professional Support Assistant, Student Support/Athletic Insurance to Executive Assistant, Vice President of Institutional Planning/Research and QEP Director

**5. Recommendation to approve changes to the Personnel Policies as listed (Policy 1.2 Fringe Benefits, 2.1 Paid Leave Time, 2.1.1 Use and Recording, 3.2 Vacations, 16.1 Standards of Ethical Conduct)**

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

**V. ACTION ITEMS**

- A. To consider appointing Dr. Mike Turpin as the authority performing the duties of Election Official of the Board of Trustees during the 2013 election period.

**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 **November 12, 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 **November 12, 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. PFIA Quarterly/Annual Investment Report
- C. Summary of Gifts

**VIII. BOARD COMMENTS**

- A. Minerals Committee Report
- B. Property Committee Report
- C. Investment Committee Report

**IX. ADMINISTRATION COMMENTS**

- A. Review of Fall Commencement Date
- B. Review of December Board Meeting Date

**X. ADJOURNMENT**