

STATE OF TEXAS  
COUNTIES OF GREGG, RUSK, UPSHUR AND SMITH  
KILGORE JUNIOR COLLEGE DISTRICT

The Kilgore Junior College District Board of Trustees met at 6:00pm for an informal planning session on Monday, January 14, 2013 in the Stewart McLaurin Administration Building, 1<sup>st</sup> floor Board Room with the following members present:

G. Scott Andrews  
Joe Carrington  
Charles Hale, Vice President  
Bob Heath  
Will Roberson, President  
James N. Walker, Secretary  
Larry Woodfin

Members absent: C.B. Scooter Griffin and R.E. Spradlin

**Section I.** on the agenda was Informal Planning Session

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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 6:33 pm, Monday, January 14, 2013 in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor, with the following members present:

G. Scott Andrews  
Joe Carrington  
Charles Hale, Vice President  
Bob Heath  
Will Roberson, President  
James N. Walker, Secretary  
Larry Woodfin

Members absent: C.B. Scooter Griffin and R.E. Spradlin

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

**Will Roberson called the meeting to order at 6:33pm. Dr. William Holda led the Invocation and led the Pledge of Allegiance to the United States of America Flag.**

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

**There were no presentations.**

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

Tommy Konczak spoke to the board about three items from the December 17, 2012 board meeting:

1. The external audit of KC Financial Statements as presented by Henry and Peters.
2. The annual program reviews by Dr. Stanglin.
3. The approval of moving forward with the KC Health Science Center moving into a portion of Laird Hospital.

Mr. Konczak gave the board a copy of his notes on the above related items.

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

The Board adjourned into Executive Session at 6:47 pm on January 14, 2013 and reconvened in open session at 7:50 pm on January 14, 2013 in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor.

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

- A. To consider approving the minutes of the December 17, 2012 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
  1. **Recommendation to accept employee resignation as follows:**
    - a. Psychology Instructor, effective December 31, 2012 after 4 years and 3 months of service
    - b. ESOL Instructor, effective December 31, 2012 after 2 years and 3 months of service
  2. **Recommendation for employment as follows:**
    - a. Student Success Learning Specialist, Student Services, effective January 2, 2013
    - b. Director, New Student Relations, effective January 2, 2013
    - c. Instructor, Diesel Technology, KC-Longview, effective January 1, 2013
    - d. Instructor, Psychology, Liberal and Fine Arts, effective January 1, 2013
- C. To consider payment of legal fees for services rendered.

These items are grouped together and do not necessarily need further discussion, although a Board Member may elect to remove an item/s from the Consent Agenda to Action Items for discussion. Larry Woodfin made the motion to approve the consent agenda as presented. Joe Carrington seconded the motion. The motion passed unanimously.

**Personnel Agenda**

**Kilgore Junior College District  
Personnel Agenda  
January 14, 2013**

1. **Recommendation to accept employee resignation as follows:**
  - A. Ms. Marcy Rhodes, Psychology Instructor, effective December 31, 2012 after four years and three months of service
  - B. Ms. Diane Appelt, ESOL Instructor, effective December 31, 2012 after two years and three months of service

Personnel Agenda Continued

2. Recommendation of employment as follows:

A. **Name:** Ms. Kasey Nisbett

**Position:** Student Success Learning Specialist

**Location:** Student Services

**Education:** Master of Education  
University of Texas at Tyler  
Tyler, Texas

Bachelor of Business Administration  
University of Texas  
Austin, Texas

**Experience:** Adjunct Instructor  
Kilgore College  
Kilgore, Texas; 2003-2012

Coordinator/Instructor – Office  
Professionals  
Kilgore College  
Kilgore, Texas; 1993-2003

Teacher  
Elgin ISD  
Elgin, Texas; 1985-1992

**Effective Date:** January 2, 2013

**Salary:** \$1,402.38 per pay period which is  
equivalent to a 12 month salary of  
\$33,657

**Note:** This is a new position

B. **Name:** Mr. Chris Gore

**Position:** Director, New Student Relations

**Location:** Student Development

**Personnel Agenda Continued**

<b><u>Education:</u></b>	Master of Arts Sam Houston State University Huntsville, Texas
	Bachelor of Arts Sam Houston State University Huntsville, Texas
	Associate of Science Navarro Junior College Corsicana, Texas
<b><u>Experience:</u></b>	Adjunct Instructor Midwestern State University Wichita Falls, Texas; 2003-2012
	Graduate Teaching Assistant Oklahoma State University Stillwater, Oklahoma; 2011
	Associate Director of Admissions Midwestern State University Wichita Falls, Texas; 1997-2011
<b><u>Effective Date:</u></b>	January 2, 2013
<b><u>Salary:</u></b>	\$1,677.91 per pay period which is equivalent to a 12 month salary of \$40,270
	<b>Note:</b> This is a new position
<b>C. <u>Name:</u></b>	Mr. David Barbieri
<b><u>Position:</u></b>	Instructor, Diesel Technology
<b><u>Location:</u></b>	KC - Longview
<b><u>Education:</u></b>	Master of Education University of Texas at Tyler Tyler, Texas
	Bachelor of Science University of North Texas Denton, Texas

Personnel Agenda Continued

<b><u>Experience:</u></b>	Assistant Principal Overton ISD Overton, Texas; 2011-2012
	CTE Director Chapel Hill ISD Tyler, Texas; 2009-2011
	Automotive Technology Instructor Tyler Junior College Tyler, Texas; 2003-2009
<b><u>Effective Date:</u></b>	January 1, 2013
<b><u>Salary:</u></b>	\$2,365.31 per pay period which is equivalent to an 8 month contract of \$37,845
	<b>Note:</b> Mr. Barbieri replaces Mr. Gary Ratliff
<b>D. <u>Name:</u></b>	Mr. Jeffrey Gerla
<b><u>Position:</u></b>	Instructor, Psychology
<b><u>Location:</u></b>	Liberal and Fine Arts
<b><u>Education:</u></b>	Master of Arts Stephen F. Austin State University Nacogdoches, Texas Bachelor of Arts Texas A&M University College Station, Texas
<b><u>Experience:</u></b>	Adjunct Instructor Kilgore College Kilgore, Texas; 2007-2012
<b><u>Effective Date:</u></b>	January 1, 2013
<b><u>Salary:</u></b>	\$2,261 per pay period which is equivalent to a 5 month contract of \$22,610
	<b>Note:</b> Mr. Gerla replaces Ms. Marcy Rhodes who resigned. This is a temporary full time position

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

- A. To consider the renewal, extension, and/or modification of the 2013/2014 employment contract of the College President.

**James Walker made the following motion: "I move that we extend the current employment contract for Dr. William Holda to include school year 2013/2014. Furthermore, I move to set the deferred compensation amount called for in paragraph 4.3 of such contract at \$22,000, as allowed by the Internal Revenue Code." Larry Woodfin seconded the motion. The motion passed unanimously.**

- B. To consider calling the Kilgore Junior College District Trustee general election set for May 11, 2013. -  
*Exhibit #1*

**Exhibit #1**

**MEMORANDUM**

DATE: January 10, 2013  
TO: Dr. Bill Holda  
FROM: Dr. Mike Turpin  
SUBJECT: 2013 Board of Trustees Election

The Election Calendar for School Districts provided by the Office of the Secretary of State designates the Saturday of May 11, 2013 as the general election date. Therefore, the Kilgore College Board of Trustees election should be called for that date. I have attached a listing of election related items for the next Board agenda.

Kilgore College will have three positions on the Board of Trustees to be filled on that date. All three positions are for six-year terms.

Current board members whose terms expire in May 2013 are:

Robert D Heath (Place 7, Voting Unit #1);  
Joe Carrington (Place 8, Voting Unit #2).  
R.E. "Sonny" Spradlin (Place 9, Voting Unit #3);

C: Nancy Law

enclosures

**Dr. Michael Turpin handed out a May 11, 2013 Uniform Election Date calendar. Larry Woodfin made the motion to accept Action Item B. Charlie Hale seconded the motion. The motion passed unanimously.**

C. To consider approving the Joint Election Agreement with the City of Gladewater. – *Exhibit #2*

**Exhibit #2**

**JOINT ELECTION AGREEMENT**

**Between**

**Kilgore Junior College District (KC) and the  
City of Gladewater (City)**

**BY THE TERMS OF THIS AGREEMENT**, KC, a local political subdivision, and the City do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election of the General/Special/Bond Election of KC and the General/Special/Bond Election of the City to be held on Saturday, May 11, 2013.

KC and the City shall share equally (according to the percentages set forth in the Joint Election Contract) in the expense of the early voting and election day polling locations, ballot programming, payroll of election workers, and other costs common to both elections upon receipt of satisfactory billing and invoices from the City reflecting the total of such expenses.

KC understands that the City has contracted with other local political subdivisions. KC acknowledges, and does hereby give their consent, that such other local political subdivisions may use one or more of the same early voting locations, voting equipment, and the services of the early voting deputies and one or more of the same Election Day polling locations, voting equipment, and the services of the election workers.

In the event KC cancels its election, the election will be conducted at the same location(s) as planned with the City paying all expenses for conducting the election.

This Agreement shall be valid until one of the Entities gives a 30-day notice to the other Entity that it no longer wishes to participate in the Agreement.

**APPROVED** by vote of the Kilgore College Board of Trustees on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**KILGORE JUNIOR COLLEGE DISTRICT**

\_\_\_\_\_  
President, Board of Trustees

**APPROVED** by vote of the City of Gladewater on the \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

**CITY OF GLADEWATER**

\_\_\_\_\_  
Mayor

**Charlie Hale made the motion to accept Action Item C. Bob Heath seconded the motion. The motion passed unanimously.**

D. To consider approving the Joint Election Agreement with the City of Overton. – *Exhibit #3*

**Exhibit #3**

**JOINT ELECTION AGREEMENT**

**Between**

**Kilgore Junior College District (KC) and the  
City of Overton (City)**

**BY THE TERMS OF THIS AGREEMENT**, KC, a local political subdivision, and the City do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election of the General/Special/Bond Election of KC and the General/Special/Bond Election of the City to be held on Saturday, May 11, 2013.

KC and the City shall share equally (according to the percentages set forth in the Joint Election Contract) in the expense of the early voting and election day polling locations, ballot programming, payroll of election workers, and other costs common to both elections upon receipt of satisfactory billing and invoices from the City reflecting the total of such expenses.

KC understands that the City has contracted with other local political subdivisions. KC acknowledges, and does hereby give their consent, that such other local political subdivisions may use one or more of the same early voting locations, voting equipment, and the services of the early voting deputies and one or more of the same Election Day polling locations, voting equipment, and the services of the election workers.

In the event KC cancels its election, the election will be conducted at the same location(s) as planned with the City paying all expenses for conducting the election.

This Agreement shall be valid until one of the Entities gives a 30-day notice to the other Entity that it no longer wishes to participate in the Agreement.

**APPROVED** by vote of the Kilgore College Board of Trustees on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

KILGORE JUNIOR COLLEGE DISTRICT

\_\_\_\_\_  
President, Board of Trustees

**APPROVED** by vote of the City of Overton on the \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

CITY OF OVERTON

\_\_\_\_\_  
Mayor

**Scott Andrews made the motion to accept Action Item D. Joe Carrington seconded the motion. The motion passed unanimously.**



E. To consider appointing Dr. Michael Turpin as the authority performing the duties of the secretary of the Board of Trustees during the year 2013 election period.

**Charlie Hale made the motion to accept Action Item E. Scott Andrews seconded the motion. The motion passed unanimously.**

F. To consider authorizing administration to negotiate and execute a long-term lease contract between Kilgore College and Allegiance Specialty Hospital (Laird Memorial Hospital.)

**Dan Beach gave a progress report that we are still waiting for the attorneys involved to finalize the lease agreement. Larry Woodfin made the motion to accept Action Item F. Charlie Hale seconded the motion. Discussion ensued.**

**Larry Woodfin made the motion to amend Action Item F to include "subject to board ratification." Charlie Hale seconded the motion. The amendment passed unanimously.**

**Action Item F as amended passed unanimously.**

**Section VII.** on the agenda was Discussion Items

**A. Budget Reports**

**Duane McNaney was available to answer questions. Joe Carrington asked about plant utilities being up compared to this time last year. Duane stated that it was because of the way the month cycled.**

**Section VIII.** on the agenda was Board Comments

**Will Roberson:**

- **The board is pleased with the direction Dr. Holda is taking the college.**
- **Dr. Holda is well known and respected around the state of Texas.**

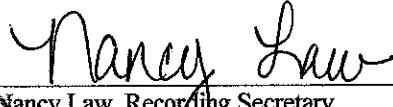
**Section IX.** on the agenda was Administration Comments

**Dr. Holda:**

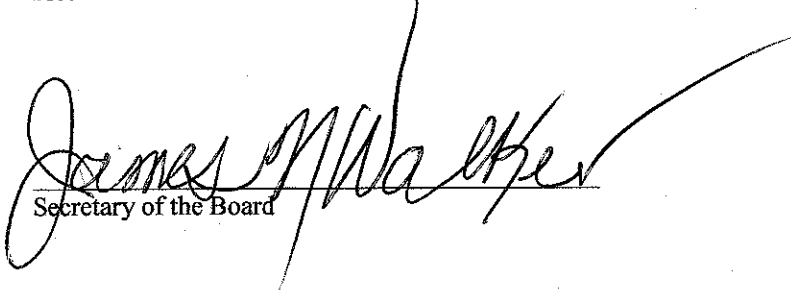
- **Thanked the board for their support.**
- **Thanked James Walker and Charlie Hale for attending the THECB Community College Task Force Committee Meeting today at Panola College.**
- **Wednesday, January 16 he will travel with the Rangerettes to Washington, DC.**
- **January 2: there is a Senate Finance Committee Meeting in Austin**
- **February 4: TACC may be hosting special sessions for Trustees and then going to the Legislature**
- **February 5: Community College day at the Legislature – our students will be attending and board members welcome**
- **February 11: Possible KC Board Meeting**
- **March 21-23: ACCT Leadership and Governance institute – San Antonio**

**Section X.** on the agenda was Adjournment  
The meeting was adjourned by Will Roberson at 8:31pm.

Respectfully submitted,

  
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Nancy Law, Recording Secretary  
Kilgore College Board of Trustees

  
\_\_\_\_\_  
President of the Board

  
\_\_\_\_\_  
Secretary of the Board