

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, February 11, 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  
R.E. Spradlin  
James N. Walker, Secretary

Members absent: C.B. Scooter Griffin and Larry Woodfin

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 6:30 pm, Monday, February 11, 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  
R.E. Spradlin  
James N. Walker, Secretary

Members absent: C.B. Scooter Griffin and Larry Woodfin

Section I. on the Agenda was the Call to Order

**Will Roberson called the meeting to order at 6:30pm. Dr. William Holda led the Invocation and led the Pledge of Allegiance to the United States of America Flag.**

**Dr. Holda recognized the Recording Class II Students who attended the Board Meeting.**

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

- A. First reading of an amendment to the Board of Trustees' By-Laws: - Dr. William Holda

Section 3.1. Governing Board:

**The following was read by Will Roberson**

**CHANGE:**

- 1. Board elections will be conducted the second (2<sup>nd</sup>) Saturday in May of odd-numbered years.*

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

**Tommy Konczak spoke to the board about several concerns:**

1. He is speaking for himself and the tax payers of Texas.
2. He is proud to live in this community and nation and to be able to express his concerns.
3. He is not attacking any person.
4. How and where are KC funds being spent?
5. How can we better serve our students?
6. How has the \$50,000 been spent that was approved in the December, 2012 meeting?
7. How do we spend Rainy Day Funds?
8. Is it possible to acquire Kilgore Heights?

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

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

- A. To consider approving the minutes of the January 14, 2013 regular board meeting.

- B. To consider approval of personnel items submitted as follows:

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

- a. Maintenance Technician, effective January 30, 2013 after 3 months of service

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

- a. Math Instructor, effective May 31, 2013 after 19 years of service
- b. Chemistry Instructor, effective May 31, 2013 after 35 years and 9 months of service
- c. Department Chair & Journalism, Flare, Yearbook Instructor effective May 31, 2013 after 28 years and 9 months of service
- d. Department Head and Computer Science Instructor, effective August 31, 2013 after 22 years and 8 months of service

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

- a. Professional Support Assistant, Financial Aid, effective January 28, 2013

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

**Dr. Holda noted that there are over 100 years of service to Kilgore College by the retirement of employees as presented above.**

**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. Charlie Hale made the motion to approve the consent agenda as presented. James Walker seconded the motion. The motion passed unanimously.**

Personnel Agenda on next page

**Personnel Agenda**

**Kilgore Junior College District  
Personnel Agenda  
February 11, 2013**

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

- A. Mr. Blayne Montalbano, Maintenance Technician, effective January 30, 2013 after three months of service

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

- A. Mr. James Stueart, Math Instructor, effective May 31, 2013 after nineteen years of service
- B. Mr. Dave Bugay, Chemistry Instructor, effective May 31, 2013 after thirty-five years and nine months of service
- C. Ms. Bettye Craddock, Department Chair & Journalism, Flare, Yearbook Instructor, effective May 31, 2013 after twenty-eight years and nine months of service
- D. Ms. Judy Grotefendt, Department Chair & Computer Science Instructor, effective August 31, 2013 after twenty-two years and eight months of service

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

- A. **Name:** Ms. Rebekah Metcalf
- Position:** Professional Support Assistant
- Location:** Financial Aid
- Education:** Bachelor of Arts  
Centenary College  
Shreveport, Louisiana
- Experience:** Office Assistant  
University of Massachusetts  
Boston, Massachusetts; 2011-2012
- Communications Assistant  
Collaborative Institute for Oceans, Climate  
and Security  
Boston, Massachusetts; 2010-2012
- Effective Date:** January 28, 2013
- Salary:** \$982.58 per pay period which is  
equivalent to a 12 month salary of  
\$23,582

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

The Board adjourned into Executive Session at **6:46 pm on February 11, 2013** and reconvened in open session at **8:05 pm on February 11, 2013** in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor.

**Sonny Spradlin left after Executive Session.**

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

- A. To consider approval of an architect for consulting related to the Kilgore College Health Sciences Center at Allegiance Specialty Hospital (Laird Memorial Hospital) project.

Dan Beach read the action item from the December 2012 board meeting, "To authorize administration to proceed with documentations to lease and renovate the Kilgore College Health Sciences Center at Laird Hospital." He recommended that CVB Architect be approved for consulting related to the Kilgore College Health Sciences Center at Allegiance Specialty Hospital (Laird Memorial Hospital) project.

Joe Carrington made the motion to approve CVB Architect for consulting related to the Kilgore College Health Sciences Center at Allegiance Specialty Hospital (Laird Memorial Hospital) project. Charlie Hale seconded the motion. The motion passed unanimously.

- B. To consider approval of an engineering firm for consulting related to the Kilgore College Health Sciences Center at Allegiance Specialty Hospital (Laird Memorial Hospital) project.

Dan Beach read the action item from the December 2012 board meeting, "To authorize administration to proceed with documentations to lease and renovate the Kilgore College Health Sciences Center at Laird Hospital." He recommended that Purtle & Associates, LLC from Shreveport, LA be approved as engineering firm for consulting related to the Kilgore College Health Sciences Center at Allegiance Specialty Hospital (Laird Memorial Hospital) project.

Scott Andrews made the motion to approve Purtle & Associates, LLC from Shreveport, LA as the engineering firm for consulting related to the Kilgore College Health Sciences Center at Allegiance Specialty Hospital (Laird Memorial Hospital) project. James Walker seconded the motion. The motion passed unanimously.

Dan Beach stated that of the \$50,000 approved to be spent on the Kilgore College Health Sciences Center at Allegiance Specialty Hospital (Laird Memorial Hospital) project \$3,036 has been spent with CVB Architects and \$5,503 with Brady Environmental Services. We have not yet received a bill from Pertle and Associates, LLC, however the estimated amount spent is \$10,000.

- C. To approve Kilgore College to conduct an election for the South Zone at McConnico Hall in New London, Texas with early voting held at the McLaurin Administration Building at Kilgore College.

Dr. Holda explained that the City of Overton denied our request for a joint election with them. Thus the reason for a new notice of election for the South Zone.

Bob Heath made the motion to approve Kilgore College to conduct an election for the South Zone at McConnico Hall in New London, Texas with early voting held at the McLaurin Administration Building at Kilgore College. James walker seconded the motion.

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

**A. Budget Reports – Duane McNaney**

**Duane McNaney made numerous comments and/or explanations and he was available for questions.**

**B. PFIA Quarterly Investment Reports – Duane McNaney**

**Duane McNaney made numerous comments and/or explanations and he was available for questions.**

**C. TPF Quarterly Investment Reports – Duane McNaney**

**Duane McNaney made numerous comments and/or explanations and he was available for questions.**

**Dr. Holda explained to the Recording Class II students how the Kilgore College investments are handled.**

**D. Fund Balance Update – Duane McNaney**

**Duane McNaney gave a handout on Fund Balances.**

**1. General Unrestricted Fund**

**2. Auxilliary Funds**

**3. Endowment Funds**

**4. Plant Funds**

**5. Debt**

**6. Notes Receivable**

**7. Fiscal Year 2013 Budget**

**Duane McNaney made numerous comments and/or explanations and he was available for questions.**

**E. Project List Update – Dan Beach**

**Dan Beach handed out an updated Capital Projects List as of January 31, 2013. \$566,000 of “immediate need” projects has been completed. \$1,256,000 of projects that were targeted to be completed before August 31, 2012 is in progress, completed, delayed or cancelled. Planning has begun on some projects that are within one to three years out. The Health Sciences Center at Laird Hospital is our newest project.**

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

**A. Report on recent TACC Meeting in Austin – Charles Hale and/or James Walker**

**James Walker attended the TACC Meeting in Austin. He had a very good conversation with David Simpson. He said it was a very good TACC meeting. He wrote an article for the Gladewater, TX paper about the meeting.**

**Charlie Hale also attended the TACC Meeting in Austin. He stated there were over 1500 students and administrators on the Capitol steps on Tuesday from Community Colleges in Texas. There was a resolution in both houses to honor community college students.**

**Will Roberson:**

- **He mentioned Chris Kyle, a noted Navy Seal, who was shot and killed last week. He was known to have taken down 256 known terrorists.**

- He asked Tommy Konczak to address the students who were present regarding Chris Kyle and his friend Chad Littlefield who was also shot and killed. He stated that we have numerous veterans on our campus who deserve honor.

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

**Dr. Holda:**

- Spring Break – March 11-15, 2013
- March 4: 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 8:48pm.

Respectfully submitted,



Nancy Law, Recording Secretary  
Kilgore College Board of Trustees



President of the Board



Secretary of the Board