

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, March 4, 2013 in the Stewart McLaurin Administration Building, 1st 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
Larry Woodfin

Members absent: C.B. Scooter Griffin

Section I. on the agenda was Informal Planning Session

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, March 4, 2013 in the Stewart McLaurin Administration Building, 2nd 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
Larry Woodfin

Members absent: C.B. Scooter Griffin

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.

Section II. on the Agenda was Presentation

- A. Martin Pessink, Chief of KC Police - Annual Non-Racial Profiling Data Report
Chief Pessink gave the board a copy of the "Tier 1 – Partial Exemption Racial Profiling Report" as of January 31, 2013 that is submitted to TCLEOSE. It was reported that out of 90 motor vehicle stops there were 89 citations and 1 citation with an arrest. Out of the 90 stops the ethnicity was 15 African, 56 Caucasian and 19 Hispanic; ethnicity known prior to stop - 15 yes and 75 no; search conducted - 7 yes and 83 no; was search consented - 2 yes and 5 no.
- B. Amanda Nobles, KEDC – Certificates of Compliance for tax abatement for this year for:
1. Cleveland Steel Container
 2. DTP Leasing/Drilltools
 3. Caterpillar Global Mining
 4. Orgill Inc.
- Amanda Nobles gave the board a copy of a letter confirming that all the above companies have been issued Certificates of Compliance in regard to their Tax Abatement Agreements.

Section III. on the Agenda was Citizen Comments

Tommy Konczak gave the board a handout to read.

Section IV. on the Agenda was Executive Session

The Board adjourned into Executive Session at 6:50 pm on March 4, 2013 and reconvened in open session at 8:30 pm on March 4, 2013 in the Stewart McLaurin Administration Building, 2nd floor.

Section V. on the Agenda was Consent Agenda

- A. A. To consider approval of the minutes for the February 11, 2013 regular board meeting.
- B. To consider approval of personnel items submitted as follows:
1. **Recommendation to accept employee resignation as follows:**
 - a. Professional Support Assistant, Financial Aid, effective February 22, 2013 after 9 months of service
 2. **Recommendation to accept employee retirement as follows:**
 - a. Vocational Nursing Instructor, effective August 31, 2013 after 25 years of service
 3. **Recommendation for non-renewal of employment contract as follows:**
 - a. Associate Dean, KC-Longview effective August 31, 2013
 4. **Recommendation for non-renewal of contract and recommendation of non-contract, at-will employment as follows:**
 - a. Associate Director of Admissions, effective August 31, 2013
 5. **Recommendation for employment as follows:**
 - a. Media Services Specialist, effective February 4, 2013
 - b. Professional Support Assistant, Financial Aid, effective February 18, 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. James Walker seconded the motion. The motion passed unanimously.

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Personnel Agenda

**Kilgore Junior College District
Personnel Agenda
March 4, 2013**

1. Recommendation to accept employee resignation as follows:

- A. Ms. Misty Frazier, Professional Support Assistant - Financial Aid, effective February 22, 2013 after nine months of service

2. Recommendation to accept employee retirement as follows:

- A. Ms. Patti Alford, Vocational Nursing Instructor, effective August 31, 2013 after twenty-five years of service

3. Recommendation for non-renewal of employment contract as follows:

- A. Mr. Alan Truitt, Associate Dean, KC-Longview effective August 31, 2013

4. Recommendation for non-renewal of contract and recommendation of non-contract, at-will employment as follows:

- A. Ms. Eloise Ashley, Associate Director of Admissions, effective August 31, 2013

5. Recommendation of employment as follows:

- A. **Name:** Mr. Ethan Herring
- Position:** Media Services Specialist
- Location:** Enrollment Management & Market
- Education:** Associate of Arts
Kilgore College
Kilgore, Texas
- Experience:** Part Time Media Tech
Kilgore College
Kilgore, Texas; 2011 - 2013
- Sever/Host
McAlister's Deli
Longview, Texas; 2009-2011
- Tutor
Kilgore College
Kilgore, Texas; 2008-2009
- Effective Date:** February 4, 2013
- Salary:** \$1,250 per pay period which is
equivalent to a 12 month salary of \$30,000

Note: Mr. Herring replaces Mr. Dennis Cliborn who transferred to the TRIO program

Personnel Agenda continued on next page

Personnel Agenda cont.

C. <u>Name:</u>	Rilee Feaster
<u>Position:</u>	Professional Support Assistant
<u>Location:</u>	Financial Aid
<u>Education:</u>	Indiana State University Bachelor of Science Terre Haute, Indiana
<u>Experience:</u>	Bookkeeper Justin Simmons Construction Longview, Texas; 2012 Cosmetic Specialist Drug Emporium Longview, Texas; 2012 Visual Merchandiser Old Navy Longview, Texas; 2011-2012
<u>Effective Date:</u>	February 18, 2013
<u>Salary:</u>	\$982.58 per pay period which is equivalent to a 12 month salary of \$23,582
Note:	Ms. Feaster replaces Ms. Misty Frazier who resigned

Section VI. on the Agenda was Action Items

- A. To accept the Certification of Unopposed Candidates and to issue an Order of Cancellation, declaring the election canceled and the unopposed candidate is hereby elected for the following Voting Zones:

1. North Zone – *Exhibit #1*
- ~~2. Central Zone – *Exhibit #1*~~
3. South Zone – *Exhibit #1*

Canceling the election from the Central Zone was removed from the agenda as there are 2 (two) candidates for the election in the Central Zone.

Dr. Mike Turpin explained the Joint Election Agreements. KC has Joint Election Agreements with the City of Gladewater for the North Zone and with the City of Kilgore for the Central Zone. The City of Overton denied our request for a Joint Election Agreement for the South Zone. He stated that the KC incumbents for the North and South Zone are unopposed. He also stated that there are 2 (two) candidates for the Central Zone, Brian Nutt and Marion Turner. Because the City of Kilgore, KISD and KC all have an election the cost of the election will be split 3 ways. KC and KISD will most likely have one ballot because they both have the same voter rolls. The places on the ballot will be drawn at 12:30, tomorrow, March 5, 2013 in the McLaurin Administration Building Conference Room.

Exhibit #1

AW12-1
Prescribed by Secretary of State
Section 2.051 - 2.053, Texas Election Code
7/07

CERTIFICATION OF UNOPPOSED CANDIDATES
FOR OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)
CERTIFICACIÓN DE CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 11, 2013.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 11 de Mayo de 2013.

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)	Candidate(s) Candidato(s)
Kilgore College Board of Trustees Place 8, North Zone (Kilgore College Junta de Sindicos puesto 8, zona norte)	Joe Carrington

Michael H. Turpin
Signature (Firma)

Michael H. Turpin
Printed name (Nombre en letra de molde)

Elections Administrator
Title (Puesto)

March 4, 2013
Date of signing (Fecha de firma)

Exhibit #1 cont. on next page

Exhibit #1 cont.

ORDER OF CANCELLATION
ORDEN DE CANCELACION

The Kilgore College Board of Trustees hereby cancels the election scheduled to be held on
(official name of governing body)
May 11, 2013 in accordance with Section 2.053(a) of the Texas Election Code.
(date on which election was scheduled to be held)

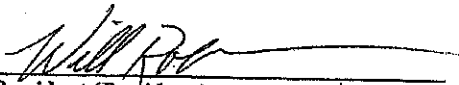
The following candidates have been certified as unopposed and are hereby elected as follows:

El Kilgore College Junta de Sindicatos por la presente cancela la elección que, de lo contrario, (nombre oficial del la entidad gobernante) se hubiera celebrado el 11 de mayo de 2013 de conformidad, con (fecha en que se hubiera celebrado la elección) la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos unicos y por la presente quedan elegidos como se haya indicado a continuación:

Candidate (Candidato)	Office Sought (Cargo al que presenta candidatura)
Joe Carrington	Place 8, North Zone (puesto 8, zona norte)

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibira una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la eleccion.



President (Presidente)



Secretary (Secretario)

Exhibit #1 cont. on next page

Exhibit #1 cont.

AW12-1
Prescribed by Secretary of State
Section 2.051 -- 2.053, Texas Election Code
7/07

**CERTIFICATION OF UNOPPOSED CANDIDATES
FOR OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)
CERTIFICACIÓN DE CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 11, 2013.

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List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)	Candidate(s) Candidato(s)
Kilgore College Board of Trustees Place 7, South Zone (Kilgore College Junta de Síndicos puesto 7, zona sur)	Robert D. Heath

Michael H. Turvin
Signature (Firma)

Michael H. Turvin
Printed name (Nombre en letra de molde)

Elections Administrator
Title (Puesto)

March 4, 2013
Date of signing (Fecha de firma)

Exhibit #1 cont. on next page

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The following candidates have been certified as unopposed and are hereby elected as follows:


El Kilgore College Junta de Sindicatos por la presente cancela la elección que, de lo contrario, (nombre oficial de la entidad gobernante) se hubiera celebrado el 11 de mayo de 2013 de conformidad con (fecha en que se hubiera celebrado la elección) la Sección 2.053(n) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:

Candidate (Candidato)	Office Sought (Cargo al que presenta candidatura)
Robert D. Heath	Place 7, South Zone (puesto 7, zona sur)

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.


President (Presidente)


Secretary (Secretario)

Bob Heath made the motion to accept the Certification of Unopposed Candidates and to issue an Order of Cancellation, declaring the election canceled and the unopposed candidate, Joe Carrington, elected for the North Zone. Larry Woodfin seconded the motion. The motion passed unanimously.

Scott Andrews made the motion to accept the Certification of Unopposed Candidates and to issue an Order of Cancellation, declaring the election canceled and the unopposed candidate, Bob Heath, elected for the South Zone. Joe Carrington seconded the motion. The motion passed unanimously.

- B. To consider an amendment to the Board of Trustees' By-Laws:
Section 3.I. Governing Board:

CHANGE:

1. Board elections will be conducted the second (2nd) Saturday in May of odd-numbered years.
Will Roberson stated that the above change to the Board of Trustees' By-Laws had its first reading at the February 11, 2013 Board Meeting. The change was read again at the current Board Meeting. Charlie Hale made the motion to accept the above change as written. Bob Heath seconded the motion. The motion passed unanimously.

- C. To consider the administrative recommendations regarding tuition and fees for the 2013-2014 school year – *Exhibit #2*

Exhibit #2

DATE: March 4, 2013
 TO: Kilgore College Board of Trustees
 FROM: Bill Holda
 SUBJECT: Recommended Tuition and Fee Rates for FY 2014

After careful review, the administration of Kilgore College recommends tuition and fee rates for FY14 to be the same as for FY13. If legislative action creates a need for additional recommendation, a subsequent recommendation for Spring, 2014 tuition and fee increases will be presented to the Board at a later date.

**Rates for Tuition and Fees
2013 - 2014**

In-District Student (per semester)

Tuition	\$29 per semester hour
General Education Fee	<u>\$28 per semester hour</u>
TOTAL	\$57 per semester hour

Out-of-District Student (per semester)

Tuition	\$29 per semester hour
Out-of-District Fee	\$67 per semester hour
General Education Fee	<u>\$28 per semester hour</u>
TOTAL	\$124 per semester hour

Non-Resident (Out-of-State and Alien) Student (per semester)

Tuition	\$77 per semester hour with a minimum tuition charge of \$200 per long semester and a minimum of \$100 per summer term
Out-of-District Fee	\$67 per semester hour
General Education Fee	<u>\$28 per semester hour</u>
TOTAL	\$172 per semester hour

Dr. Holda stated that the recommendations regarding tuition and fees for the 2013-2014 school year is the same as the current 2012-2013 school year thus there will be no increase in tuition and fees.

Joe Carrington made the motion to consider the administrative recommendations regarding tuition and fees for the 2013-2014 school year. Charlie Hale seconded the motion. The motion passed unanimously.

Section VII. on the agenda was Discussion Items

Dr. Holda stated that because of the early date for the Board Meeting the budget reports were not yet ready.

Dr. Holda stated that the details of the hospital project are still in process. An RFP has been put in the newspaper for a construction manager. The deadline is March 6th.

Section VIII. on the agenda was Board Comments

Will Roberson:

- He appointed a board member from each zone to be included in the construction manager interviews for the hospital project. They are Larry Woodfin, Charlie Hale and Bob Heath. Will is also included as President of the Board. Interviews will be scheduled the week of March 18th.

Section IX. on the agenda was Administration Comments.

Dr. Holda:

- Handed out the official 2013-2014 school calendar
- The Lady Rangers are playing in the Region XIV Tournament in Tyler.

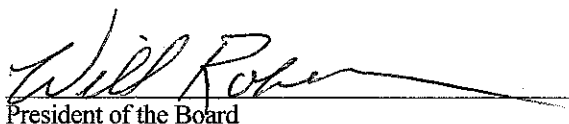
Section X. on the agenda was Adjournment

The meeting was adjourned by Will Roberson at 8:50pm.

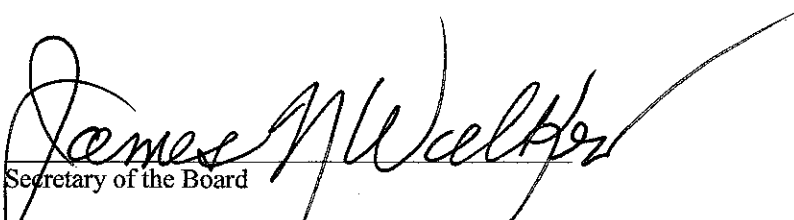
Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board