

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, April 8, 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 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, April 8, 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. Dr. Mike Turpin – Health Career Overview

Dr. Turpin did a PowerPoint Presentation regarding Health Careers at Kilgore College. He discussed:

- Healthcare needs in East Texas – Northeast Texas is older, poorer and less educated than other Texans (Longview News Journal 3/31/13).
- Healthcare career education at Kilgore College – Associate Degree Nursing, Physical Therapist Assistant, Radiologic Sciences, Surgical Technology, Emergency Medical Technology, Licensed Vocational Nursing, Nurse Aide, Insurance Coding, Medic First Aid, Medical Insurance Specialist, Medical Transcription, Medication Administration, Nursing Home Activity Director, Pharmacy Technician, Phlebotomy, and GSMC Excel
- Utilization of available space – vacated space would give classroom space for Corrosion Technology, Process Technology, Welding, Instrumentation, Student Success Course, Career Center and Fine Arts.
- Summary – Healthcare workers continue to be in high demand, healthcare education at Kilgore College is vital for the workforce needs of our region, and vacated space is needed to grow other high-demand programs and to meet Kilgore College goals.

Section III. on the Agenda was Consent Agenda

- A. To consider approving the minutes of the March 4, 2013 regular board meeting.
B. To consider approval of personnel items submitted as follows:

1. Recommendation to accept employee resignation as follows:

- A. Philosophy Instructor, effective August 31, 2013 after 1 year of service
B. Athletic Trainer, effective April 15, 2013 after 3 years and 8 months of service

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

- A. Drafting Instructor, effective May 31, 2013

3. Recommendation to accept employee retirement as follows:

- A. Bookstore Manager, effective March 31, 2014 after 21 years and 8 months of service

- 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. Joe Carrington 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
April 8, 2013**

- 1. Recommendation to accept employee resignation as follows:**
 - A. Mr. James M. Taylor, Philosophy Instructor, effective August 31, 2013 after one year of service
 - B. Mr. William Anderson, Athletic Trainer, effective April 15, 2013 after three years and eight months of service
- 2. Recommendation for non-renewal of employment contract as follows:**
 - A. Mr. Stephen Baldwin, Drafting Instructor, effective May 31, 2013
- 3. Recommendation to accept employee retirement as follows:**
 - A. Ms. Carolyn Williams, Bookstore Manager, effective March 31, 2014 after twenty-one years and eight months of service

Section IV. on the Agenda was Citizen Comments
There were no citizen comments.

Section V. on the Agenda was Action Items

- A. To consider a recommendation from the ad hoc committee appointed by the board chair regarding the selection of a construction manager at risk for the Kilgore College Health Sciences Center at Laird Hospital.

Larry Woodfin explained the score card that was used to select a construction manager at risk. Candidates were evaluated on six criteria: (1) organization (2) financial stability (3) CM @ Risk experience (4) personnel (5) references and (6) fee. Based on the review of the candidates the review committee recommended the engagement of Transet Co. for the Health Science Center Project. Because the recommendation came from a committee it does not require a second on the motion. R.E. "Sonny" Spradlin abstained from voting as he is retiring from the board. The motion passed unanimously.

Section VI. on the agenda was Executive Session
The board did not convene into Executive Session.

Section VII. on the agenda was Discussion Items

- A. Budget Reports
Duane McNaney made numerous comments and/or explanations and he was available for questions.
- B. Second Quarter Budget Adjustment Report
Duane McNaney made numerous comments and/or explanations and he was available for questions.
- C. PFIA Quarterly Investment Report
Duane McNaney made numerous comments and/or explanations and he was available for questions.
- D. TPF Quarterly Investment Report
Duane McNaney made numerous comments and/or explanations and he was available for questions.

Section VIII. on the agenda was Board Comments

- A. To select a nominating committee for reorganizing the board officers at the May meeting.

Will Roberson appointed Bob Heath, Joe Carrington and Larry Woodfin as chairman. The nominating committee will bring a recommendation to the May board meeting.

Charlie Hale:

- **Thanked Carolyn Williams for her years of service to Kilgore College**
- **Thanked Dr. Mike Jenkins for his work on the reception for the National Guard Deployment to Afghanistan**

Section IX. on the agenda was Administration Comments

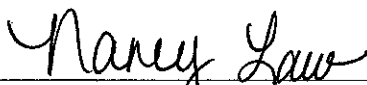
Dr. Holda

- **Dr. Holda, Will Roberson and Charlie Hale attended a 3 day workshop in San Antonio.**
- **Graduation is May 10th.**
- **The Investment Committee of the Board has a meeting scheduled for April 30th.**
- **He gave Will Roberson a picture of Will throwing out the first pitch at our women's softball game.**
- **James Walker has been nominated to a 2 year stakeholder committee with the Texas Higher Education Coordinating Board.**


Section X. on the agenda was Adjournment

The meeting was adjourned by Will Roberson at 7:56pm.

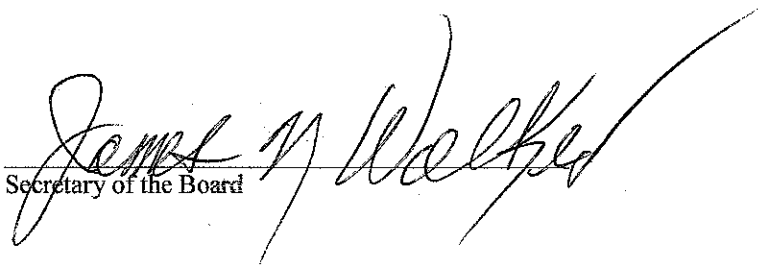
Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board