

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 14, 2014 in the Stewart McLaurin Administration Building, 2<sup>nd</sup> floor, with the following members present:

Joe Carrington  
C.B. Scooter Griffin  
Charles Hale, President  
Bob Heath  
Brian Nutt  
Will Roberson, Secretary  
James N. Walker, Vice President  
Larry Woodfin

Board Members Absent: G. Scott Andrews

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

**Charles Hale called the meeting to order at 6:30pm. Larry Woodfin led the Invocation and Dr. Holda led the Pledge of Allegiance to the United States of America Flag. Charles Hale welcomed all the citizens who were present at the meeting.**

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

A. Heath Cariker, Chief of KC Police – Annual Non-Racial Profiling Data Report

**Chief Cariker Summarized the Annual Non-Racial Profiling Data Report**

B. Overview of Industrial Maintenance Program – Dr. Julie Fowler and Kelly Kaemmerling

**There was a PowerPoint Presentation with the following:**

**Course Overview, described the facilities used by the program, and human interest stories related to 2 students.**

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

- 1. Tommy Konczak – Self-taxpayer  
Presented a list of concerns to the board members**
- 2. Dr. Bill Wells – Faculty Senate President  
Presented a Resolution from KC Faculty to the board members**
- 3. D'Wayne Shaw – KC Automotive Club  
Reported on the success of the recent car show and success of the Auto Shop Repair Program**

4. **Deedy Adams – Support of Administration**  
Stated she is a long time resident of Kilgore and is very interested and supportive of Kilgore College. She stated that it is important that elected officials should be concerned about giving out negative information about Kilgore College
5. **David Castles – Administration Support**  
Stated he is a long time Kilgore resident and a retired VP of Kilgore College. His children attended KC. He highly endorsed the current administration. He said the KC Administration has an outstanding reputation around the state of Texas
6. **Dianne Miller – Petition**  
She represented concerned citizens of Kilgore. She announced that a petition has been circulated in support of the current administration and will continue to be circulated. She gave the current 140 signatures to Dan Beach.
7. **Ronnie Spradlin, Mayor of Kilgore**  
Stated that board members should not resort to character assassination and then quoted Abraham Lincoln about the minority vote.

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

- A. To consider approval of the minutes of the February 17, 2014 regular board meeting
- B. To consider approval of personnel items submitted as follows:
  1. **Recommendation to accept employee retirement as follows:**
    - a. Assistant Director of Workforce Development, effective May 31, 2014 after 13 years and 6 months of service
    - b. Director, East Texas Oil Museum, effective August 31, 2014 after 43 years of service
    - c. Associate Degree Nursing Instructor, effective August 31, 2014 after 11 years of service
    - d. Dance Instructor, effective July 31, 2014 after 33 years and 11 months of service
  2. **Recommendation to accept employee resignation as follows:**
    - a. Diesel Technology Instructor, effective August 31, 2014 after 1 year and 8 months of service
    - b. New Student Relations Recruiter, effective March 17, 2014 after 8 months of service
    - c. Vocational Nursing Instructor, effective December 12, 2014 after 8 years and 10 months of service
  3. **Recommendation for renewal of faculty contracts as follows:**
    - a. Head Men's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2014 – May 31, 2015
    - b. Head Women's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2014 – May 31, 2015
  4. **Recommendation for employment as follows:**
    - a. Business Advisor & Training Coordinator, Small Business Development Center, effective March 31, 2014
    - b. Police Officer, KCPD, effective April 1, 2014
    - c. Police Academy Instructor, effective April 16, 2014
    - d. New Student Relations Recruiter, Student Development, effective April 21, 2014
- B. To consider payment of legal fees for services rendered.

**Dr. Holda thanked those employees who are retiring for their years of service to Kilgore College. Larry Woodfin made comment about the legal fees. Motion to accept the Consent Agenda as presented was made by Will Roberson and seconded by James Walker. The motion passed with 6 aye votes. There were two nay votes by Scooter Griffin and Brian Nutt.**

## **Personnel Agenda**

**Kilgore Junior College District  
Personnel Agenda  
April 14, 2014**

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

- A. Ms. Grace (Gem) Meacham, Assistant Director of Workforce Development, effective May 31, 2014 after thirteen years and six months of service
- B. Mr. Joe White, Director, East Texas Oil Museum, effective August 31, 2014 after forty-three years of service
- C. Ms. Charlotte Acree, Associate Degree Nursing Instructor, effective August 31, 2014 after eleven years of service
- D. Ms. Cathy Beckman, Dance Instructor, effective July 31, 2014 after thirty-three and 11 months of service

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

- A. Mr. David Barbieri, Diesel Technology Instructor, effective August 31, 2014 after one year and eight months of service
- B. Mr. Tanner Antonick, New Student Relations Recruiter, effective March 17, 2014 after eight months of service
- C. Ms. Penelope Attaway, Vocational Nursing Instructor, effective December 12, 2014 after eight years and ten months of service

**3. Recommendation for renewal of faculty contracts as follows:**

- A. Mr. Brian Hoberecht, Head Men's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2014 – May 31, 2015
- B. Mr. Roy Thomas, Head Women's Basketball Coach and Kinesiology Instructor, based upon the approved faculty salary schedule for the period of June 1, 2014 – May 31, 2015

**Personnel Agenda cont. on next page**

Personnel Agenda cont.

4. Recommendation of employment as follows:

A. **Name:** Ms. Valarie Wright

**Position:** Business Advisor & Training Coordinator

**Location:** Small Business Development Center

**Education:** Masters of Business Administration  
University of Texas  
Austin, Texas

**Experience:** Bachelor of Arts  
Texas Tech University  
Lubbock, Texas  
Self Employed  
Business Consultant  
Duluth, Georgia; 2007 – 2014

Business Development Manager  
Business Initiatives for Community Development  
Ukraine; 2008 – 2014

Analyst, Editor, Author  
GMB Publishing Ltd.  
Ukraine and London; 2007 – 2009

**Effective Date:** March 31, 2014

**Salary:** \$1,808.92 per pay period on a twelve month assignment  
which is equivalent to an annual salary of \$43,414

**Note:** This is a grant funded position. Ms. Wright replaces  
Melanie Northcutt who resigned

B. **Name:** Ms. Brenda Galindo

**Position:** Police Officer

**Location:** KCPD

**Education:** Peace Officer Certificate  
East Texas Police Academy  
Kilgore, Texas

Personnel Agenda cont. on next page

Personnel Agenda cont.

**Experience:**

Community Liaison  
Palestine Police Department  
Palestine, Texas; 2013 - 2014

Telephone Operator  
NCIC  
Longview, Texas; 2012 – 2013

**Effective Date:**

April 1, 2014

**Salary:**

\$1,274.46 per pay period on a twelve month assignment  
which is equivalent to an annual salary of \$30,587

**Note:**

This is a new position

**C. Name:**

Mr. Joseph Cassin

**Position:**

Police Academy Instructor

**Location:**

East Texas Police Academy

**Education:**

Masters of Criminal Justice  
Boston University  
Boston, Massachusetts

Bachelor of Arts  
Virginia Military Institute  
Lexington, Virginia

**Experience:**

Deputy Sheriff  
Gregg County Sheriff's Office  
Longview, Texas; 2011 – 2014

Adjunct Instructor  
Kilgore College  
Kilgore, Texas; 2013-2014

Police Officer  
Tyler Police Department  
Tyler, Texas; 2009 – 2010

Police Officer  
San Mateo Police Department  
San Mateo, California; 2007 – 2009

Personnel Agenda cont. on next page

**Personnel Agenda cont.**

<b><u>Effective Date:</u></b>	April 16, 2014
<b><u>Salary:</u></b>	\$2,376.33 per pay period which is equivalent to a 4.5 month contract of \$21,387
<b>Note:</b>	Mr. Cassin replaces Melissa Knight who resigned
<b>D. <u>Name:</u></b>	Mr. Alex Knox
<b><u>Position:</u></b>	New Student Relations Recruiter
<b><u>Location:</u></b>	Student Development
<b><u>Education:</u></b>	Bachelor of Arts Silver Lake College Manitowoc, Wisconsin
<b><u>Experience:</u></b>	Customer Service Associate Men's Warehouse Wichita Falls, Texas; 2014  Daycare Staff The ARC of Wichita County Wichita Falls, Texas; 2011-2014  Intern Silver Lake College Manitowoc, Wisconsin; 2013
<b><u>Effective Date:</u></b>	April 21, 2014
<b><u>Salary:</u></b>	\$1,218.42 per pay period on a twelve month assignment which is equivalent to an annual salary of \$29,242
<b>Note:</b>	Mr. Knox replaces Mr. Tanner Antonick who resigned

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

**The board did not convene into Executive Session.**

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

A. To consider re-adopting the Kilgore College Investment Policy

Joe Carrington delivered a report from the Investment Committee. He made the motion to readopt the Investment Policy with one amendment to paragraph 14.3 to show FDIC coverage of \$250,000. A second to the motion is not needed as it came from a committee. The motion passed with 7 aye votes and one nay vote by Scooter Griffin. Mr. Carrington also reported the college had received a letter from the state auditor's office stating that KC is in full compliance with the Public Funds Investment Act.

- B. To consider approval of the 2014-2015 KC Catalog

Motion to approve the 2014-2015 KC Catalog as presented was made by Larry Woodfin and seconded by Scooter Griffin. The motion passed unanimously.

Section VII. on the Agenda was Administrative Discussion Items

- A. Budget Reports – Duane McNaney

Duane McNaney was available to answer any questions.

- B. Second Quarter Budget Adjustment Report – Duane McNaney

Duane McNaney was available to answer any questions.

- C. PFIA Quarterly Investment Reports – Duane McNaney

Duane McNaney was available to answer any questions. Mr. McNaney said that the earnings for the year have been very good.

- D. TPF Quarterly Investment Reports – Duane McNaney

Duane McNaney was available to answer any questions.

Section VIII. on the Agenda was Administration Comments

- A. 2013 Tax Abatement Compliance – Duane McNaney

Duane McNaney stated that we are in full compliance with our current abatement items.

- B. Update on Current Projects – Dan Beach

Dan Beach reported the following:

- The LA Building is now a pile of rubble. We are waiting for grass to be planted and removal of the fence. The original estimate was \$300,000 and the actual cost will be approximately \$291,000.
- Work at the new Health Science Center is on schedule. \$372,000 has been spent to date.
- We have started the process for a potential library renovation project.

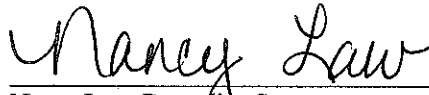
- C. Updated Conflict of Interest Forms – Dr. Holda and Nancy Law

Conflict of Interest forms were updated by several board members.

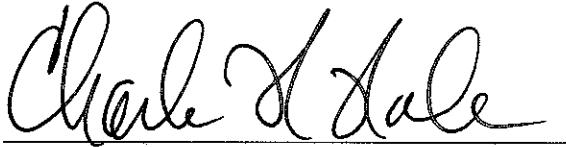
**Section X.** on the Agenda was Adjournment

**Prior to adjournment Mr. Hale stated there have been a number of items requested to be placed on the board agenda and for those items that can be placed on the May agenda we will make every attempt to accommodate those requests. He then adjourned the meeting at 7:33pm**

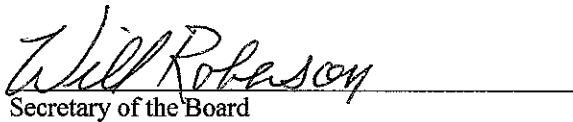
Respectfully submitted,



Nancy Law, Recording Secretary  
Kilgore College Board of Trustees



President of the Board



Secretary of the Board