

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, May 13, 2013 in the Stewart McLaurin Administration Building, 1st and 2nd floor, with the following members present:

G. Scott Andrews
Joe Carrington
C.B. Scooter Griffin
Bob Heath
Will Roberson, President
R.E. Spradlin
James N. Walker, Secretary
Larry Woodfin

Members absent: Charles Hale, Vice President

Section I. on the Agenda was the Call to Order

Will Roberson called the meeting to order at 6:30pm in the 1st floor, front lobby of the McLaurin Administration Building. 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. Resolution honoring R. E. "Sonny" Spradlin, Jr. on the occasion of his retirement as longest serving board member for Kilgore College – *Exhibit #1*

Exhibit #1 on next page

Exhibit #1

**Kilgore Junior College District
Board of Trustees
Resolution**

Whereas, R.E. "Sonny" Spradlin, Jr. was elected to the Kilgore College Board of Trustees on April 2, 1983; and

Whereas, R.E. "Sonny" Spradlin, Jr., having completed 30 years of service to Kilgore College, carries the distinction as the longest serving trustee in the history of the institution; and

Whereas, R.E. "Sonny" Spradlin, Jr. served with four of the eight presidents in the history of Kilgore College and helped select three of those presidents; and

Whereas, R.E. "Sonny" Spradlin, Jr. has consistently maintained a strong advocacy for the fiscal stability of Kilgore College; and

Whereas, R.E. "Sonny" Spradlin, Jr. has steadily served and valued the citizens of the Kilgore College community and the citizens of Kilgore, Texas; and

Whereas, R.E. "Sonny" Spradlin, Jr. and his family have nurtured and supported Kilgore College in many ways; now

Therefore, be it resolved that the Board of Trustees of Kilgore College hereby honors R.E. "Sonny" Spradlin, Jr. for his untiring dedication to Kilgore College through the naming of the R.E. "Sonny" Spradlin, Jr. Executive Board Room in the McLaurin Administration Building.

Adopted by vote of the Kilgore College Board of Trustees, effective May 13, 2013.

President, Kilgore College Board of Trustees

Secretary, Kilgore College Board of Trustees

Dr. Holda presented the Resolution to Sonny Spradlin and Sonny's son Ronnie did the reading of the Resolution. Joe Carrington made the motion to approve a resolution honoring R.E. "Sonny" Spradlin on the occasion of his retirement as longest serving board member for Kilgore College. James Walker seconded the motion. Sonny Spradlin abstained from voting. The motion passed unanimously. The R.E. "Sonny" Spradlin, Jr. Executive Board Room mentioned in the Resolution was unveiled. The meeting moved to the Board Room.

Section III. on the Agenda was Action Item

A. To consider a naming opportunity in the Kilgore College McLaurin Administration Building
Larry Woodfin made the motion to honor R.E. "Sonny" Spradlin, Jr. for his untiring dedication to Kilgore College through the naming of the R.E. "Sonny" Spradlin, Jr. Executive Board Room in the McLaurin Administration Building. Bob Heath seconded the motion. Sonny Spradlin abstained from voting. The motion passed unanimously.

Section IV. on the Agenda was Presentation

A. Healthcare Presentation #2 – Dr. Mike Turpin

Dr. Turpin did a PowerPoint Healthcare Presentation. Dr. Holda assisted him. A short review of the 4-8-13 Board Meeting Presentation was presented:

- **Healthcare workers: continuing high demand**
- **Healthcare education at Kilgore College: vital for the workforce needs of our region**
- **Vacated space: needed to grow other high-demand programs and to meet Kilgore College goals**

New information presented: Kilgore College has aging buildings

We have 3 options:

- A. **Move 4 health science programs to Laird Hospital and renovate TV & ATC**
- B. **Remodel TV & ATC without moving to Laird Hospital**
- C. **Build a new 40,000 square foot facility**

Options A & C: Move from current location & Renovate: Implications for Health Sciences

- **Surgical Technology: Adequate classroom and lab space**
- **Nursing: Adequate classroom space (cited in last TBON review), adequate lab space, centralize program space, tutoring space, private office space for instructors (TBON rec.)**

Option B: Remodel without Moving Implications for Health Sciences

- **All health science programs to ATC (Network Security, Drafting, Advert/Graph Design to TV)**
- **Health science programs still crowded in building not intended for use by healthcare Education: Loss of competitiveness, loss of quality student pool, lower licensure pass rates, loss of credibility in workplace, jeopardizing program accreditations**

Implications for Other High Demand Workforce Programs

- **Corrosion: Continuing sharing classrooms & labs, no potential to expand**
- **Process Technology: Reduce size of program from 137 to 80 students, revenue loss current plan: no spring 2014 intro classes**
- **Instrumentation (new program): No way to address industry requests for growth**

Implications for Student Success Course

- **No room for increased enrollment: Failure to meet Achieving the Dream goals, failure to meet Strategic Plan goals, failure to adequately address growing student needs**

Much discussion ensued.

Sonny Spradlin left at this point in the meeting

Section V. on the Agenda was Consent Agenda

- A. To consider approving the minutes of the April 8, 2013 regular board meeting
- B. To consider approving the renewal of the Inter-local Cooperation Contract Tax Collection Agreement with Gregg County
- C. To consider approval of personnel items submitted as follows:
 - 1. **Recommendation to accept employee resignation as follows:**
 - A. Lab Manager, Biological Sciences effective May 31, 2013 after 4 years and 9 months of service
 - B. Assistant Women's Softball Coach, effective May 31, 2013 after 1 year of service
 - 2. **Recommendation to accept employee terminations as follows:**
 - A. Psychology Instructor, effective May 31, 2013 after 5 months of service. This was a temporary full time position
 - B. Assistant Women's Basketball Coach, effective May 31, 2013 after 9 months of service. This was a temporary full time position
 - 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, 2013 – May 31, 2014
 - B. Head Women's Basketball Coach and Kinesiology Instructor based upon the approved faculty salary schedule for the period of June 1, 2013 – May 31, 2014
 - C. Head Women's Softball Coach, based upon the approved faculty salary schedule for the period of June 1, 2013 – May 31, 2014
- D. 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 6 to 0 with Mr. Griffin abstaining. (He was absent from the April 8th meeting therefore could not vote on the April 8, 2013 minutes.)

Personnel Agenda on next page

Personnel Agenda

**Kilgore Junior College District
Personnel Agenda
May 13, 2013**

- 1. Recommendation to accept employee resignations as follows:**
 - A. Mr. Lonnie Hopson, Lab Manager Biological Sciences, effective May 31, 2013 after four years and nine months of service
 - B. Ms. Marquita Adams, Assistant Women's Softball Coach, effective May 31, 2013 after one year of service
- 2. Recommendation to accept employee terminations as follows:**
 - A. Mr. Jeffrey Gerla, Psychology Instructor, effective May 31, 2013 after five months of service. This was a temporary full time position
 - B. Mr. Kendrick Franklin, Assistant Women's Basketball Coach, effective May 31, 2013 after nine months of service. This was a temporary full time position
- 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, 2013 – May 31, 2014
 - 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, 2013 – May 31, 2014
 - C. Ms. Leslie Messina, Head Women's Softball Coach, based upon the approved faculty salary schedule for the period of June 1, 2013 – May 31, 2014

Section VI. on the Agenda was Citizen Comments

Tommy Konczak stated that he would like to see the tax rate go down. He also would like to see KC use Kilgore Heights as a 4th option for the Health Sciences.

Section V. on the Agenda was Action Items

- A. To consider re-adopting the Kilgore College Investment Policy
Scott Andrews made recommendation to re-adopt the Kilgore College Investment Policy. There were no changes to the policy. Because the recommendation came from a committee it does not require a second on the motion. The motion passed unanimously.
- B. To consider approval of the 2013-2014 KC Catalog
Larry Woodfin made the motion to approve the 2013-2014 KC Catalog. James Walker seconded the motion. The motion passed unanimously. Dr. Holda stated that the catalog is posted on the KC Website. There will not be printed catalogs for students.

C. To consider approval of an external auditor for FY13 – *Exhibit #2*

Exhibit #2

HENRY & PETERS, PC
CERTIFIED PUBLIC ACCOUNTANTS

April 25, 2013

Board of Trustees
Kilgore Junior College District
Kilgore, Texas 75662

We are pleased to confirm our understanding of the services we are to provide Kilgore Junior College District for the year ended August 31, 2013. We will audit the basic financial statements of Kilgore Junior College District as of and for the year ended August 31, 2013. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the College's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Kilgore Junior College District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. Management's Discussion and Analysis is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

We have also been engaged to report on supplementary information other than RSI that accompanies Kilgore Junior College District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal and state awards
- 2) Schedule of Operating Revenues
- 3) Schedule of Operating Expenses by Object
- 4) Schedule of Non-Operating Revenues and Expenses
- 5) Schedule of Net Assets by Source and Availability

The statistical supplements accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance.

3310 S. Broadway, Suite 100 • Tyler, Texas 75701-7851 • 903-597-6311 • Fax 903-597-0345
1127 Judson Road, Suite 233 • Longview, Texas 75601-5157 • 903-758-0648 • Fax 903-758-0409
www.henrypeters.com • E-mail: info@henrypeters.com

Exhibit #2 cont. on next page

Exhibit #2 cont.

Kilgore Junior College District
April 25, 2013
Page -2-

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on –

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal and state awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal and state awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal and state awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and the schedule of expenditures of federal and state awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the financial position of Kilgore Junior College District and the changes in financial position and cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material

HP

Exhibit #2 cont. on next page

Exhibit #2 cont.

Kilgore Junior College District
April 25, 2013
Page -3-

misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the College involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the College received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the

HP

Exhibit #2 cont. on next page

Exhibit #2 cont.

Kilgore Junior College District
April 25, 2013
Page -4-

financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Kilgore Junior College District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of these procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* and related addenda for the types of compliance requirements that could have a direct and material effect on each of Kilgore Junior College District's major programs. The purpose of these procedures will be to express an opinion on Kilgore Junior College District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Henry & Peters, P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to an oversight agency or its designee, or to a federal agency providing direct or indirect funding for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Henry & Peters, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by an oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

HP

Exhibit # 2 cont. on next page

Exhibit #2

Kilgore Junior College District
April 25, 2013
Page -5-

Jana K. Broussard is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.), and is estimated to total \$59,250. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2010 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Kilgore Junior College District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

HENRY & PETERS, P.C.



Jana K. Broussard
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of **KILGORE JUNIOR COLLEGE DISTRICT**

By: _____

Title: _____

Date: _____

- D. To consider the administration's recommendation to continue with documentation to lease and renovate the Kilgore College Health Sciences Center at Laird Hospital authorizing engineering and architectural services up to an additional \$10,000
At the December 17, 2012 board meeting, the board approved \$50,000 to be spent. At this point \$48,000 has been spent. Larry Woodfin made the motion to approve up to an additional \$10,000 to continue with documentation to lease and renovate the Kilgore College Health Sciences Center at Laird Hospital authorizing engineering and architectural services. Bob Heath seconded the motion. The motion passed unanimously.
- E. To consider a recommendation from the Board Nominating Committee regarding officers of the Board for 2013-2015.
Larry Woodfin, chairman of the Board Nominating Committee stated that the Board Officers rotate every 2 years. The Board Nominating Committee nominated Charlie Hale as President of the Board of Trustees, James Walker as Vice President of the Board of Trustees, and Will Roberson as Secretary of the Board of Trustees. Because the motion came from a committee it does not require a second. Scott Andrews, Joe Carrington, Bob Heath, Will Roberson, James Walker, and Larry Woodfin voted in favor of the motion. Scooter Griffin voted against the motion. The motion passed.
- F. To consider nominations for the TIRZ board
The TIRZ (Tax Increment Reinvestment Zone) of Kilgore has 2 board members who represent Kilgore College. The TIRZ board members do not have to be Kilgore College Board Members. The Kilgore College Board nominated Charles Hale, which renews his position, and Brian Nutt. The motion to nominate Charles Hale and Brian Nutt was made by James Walker. Larry Woodfin seconded the motion. The motion passed unanimously.

Section VIII. on the agenda was Executive Session

The board did not convene into Executive Session.

Section IX. on the agenda was Discussion Items

A. Budget Reports

Duane McNaney made numerous comments and/or explanations and he was available for questions. He also handed out a Financial Condition Analysis that was produced by the Texas higher Education Coordinating Board.

Section VIII. on the agenda was Board Comments

James Walker:

- External auditor say we are in good shape
- Kilgore College Average Tuition & Fees - \$1,710; TJC - \$2,262; Panola - \$2,010
- Kilgore student to teacher ratio – 18:1; TJC – 21:1; Panola – 20:1

Will Roberson:

- He has enjoyed being KC Board of Trustees President

Scott Andrews:

- Investment Committee met on April 30, 2013. He made numerous comments and/or explanations and he was available for questions. Deposit agreements have gone out to all banks in our service area. The committee should have something by the next board meeting.

Section IX. on the agenda was Administration Comments

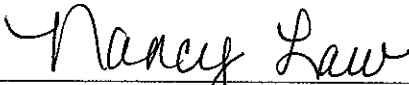
Dr. Holda

- **There is a CCATT Conference in Austin on June 1st for board members**
- **Wednesday, May 15th is a special board meeting to canvass the votes from the recent election and swear in 3 board members.**
- **Thanked Will Roberson for all of work as Board of Trustee President**

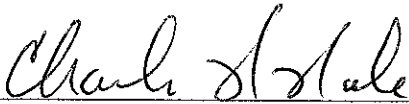
Section X. on the agenda was Adjournment

The meeting was adjourned by Will Roberson at 8:40pm.

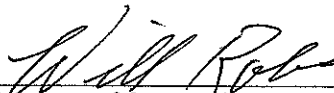
Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board