

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, September 9, 2013
Stewart McLaurin Administration Building, 2nd floor, with the following members present:

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

Section I. on the Agenda was the Call to Order

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

Section II. on the Agenda was Presentation

A. E-Learning Overview – Charleen Worsham

Charleen Worsham did a PowerPoint Presentation regarding E-Learning at Kilgore College. The subjects she discussed were:

- **eLearning @ KC: Functions of Management, Faculty Support and Student Support**
- **eLearning Types of Courses: Hybrid, Web/Internet and Traditional Courses**
- **Core Courses: Science, English, Kinesiology, Speech, Social Behavioral Science**
- **eLearning Historical Highlights: 1998 – 1st web course at KC; 2005 Fall semester enrollment tops 1000; 208 – Spring enrollment tops 2000; 2013 – Off-site hosted CMS & upgrade**
- **eLearning Enrollment: fy08-09 Fall only – 1829; fy13-14 Fall only – 2948**
- **Faculty Profile: 125 faculty use eLearning – 88 full-time & 37 part-time**
- **eLearning Student Success: 60% web/74% hybrid**

Section III. on the Agenda was Consent Agenda

- A. To consider approving the minutes of the August 12, 2013 regular board meeting.
B. To consider approval of personnel items submitted as follows:

1. **Recommendation for employment as follows:**
 - a. Assistant Women's Basketball Coach, effective August 16, 2013
 - b. Project Advisor, Upward Bound, effective September 1, 2013
 - c. TSF Grant Funded Assistant, Liberal & Fine Arts, effective September 1, 2013
 - d. TSF Grant Funded Assistant, Liberal & Fine Arts, effective September 1, 2013

2. Recommendation to approve changes to the Personnel Policies as listed (Policy 22 Social Media):

Kilgore College Policy Manual

22. Social Media

Social Media is defined as primarily Internet, mobile-based tools for sharing and discussing information. The term most often refers to activities that integrate technology, telecommunications, and social interaction, alongside the construction of words, pictures, video and audio. As an information resource, all social media must follow the acceptable use policy in Kilgore College Policy Manual 16.6. Any accounts set up for Kilgore College business must be approved by the Marketing Dept. including any and all passwords necessary to access the site.

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

Larry Woodfin made the motion to approve the consent agenda as presented. Will Roberson seconded the motion. Various comments were made by Scooter Griffin and Brian Nutt questioning the completeness of the prior month's minutes. Brian Nutt questioned whether minutes from the June 29, 2013 Board Retreat should have been approved by the board. After such discussion, the motion passed with 7 ayes and 2 nays in favor of the motion. Scooter Griffin and Brian Nutt voted against the motion.

Personnel Agenda on next page

**Kilgore Junior College District
Personnel Agenda
September 9, 2013**

1. Recommendation of employment as follows:

A. Name: Ms. Keturah Spotwood

Position: Assistant Women's Basketball Coach

Location: Student Development - Athletics

Education: Bachelor of Arts
Graceland University
Lamoni, Iowa

Experience: Events Coordinator/Administrative Assistant
Graceland University
Lamoni, Iowa; 2007-2010

Effective Date: August 16, 2013

Salary: \$812.50 per pay period which is equivalent to a
12 month salary of \$19,500

Note: Ms. Spotwood replaces Kendrick Franklin who
resigned

A. Name: Ms. LaKendra Woods

Position: Project Advisor

Location: Up Ward Bound

Education: Master of Science
Stephen F. Austin State University
Nacogdoches, Texas

Bachelor of Science
Stephen F. Austin State University
Nacogdoches, Texas

Associate of Science
Kilgore College
Kilgore, Texas

Experience:

Cashier
Kroger
Longview, Texas; 2009-2013

MSW Intern
GETCAP Head Start
Nacogdoches, Texas; 2013

Graduate Assistant
Stephen F. Austin State University
Nacogdoches, Texas; 2012

Effective Date:

September 1, 2013

Salary:

\$1,339.41 per pay period which is equivalent to a 12 month salary of \$32,146

Note:

Ms. Woods replaces Ms. Bridgit Shorter who resigned

C. Name:

Matthew Simpson

Position:

TSF Assistant

Location:

Liberal & Fine Arts

Education:

Master of Fine Arts
University of Delaware
Newark, Delaware

Professional Performance Certificate
American Musical & Dramatic Academy
New York City, New York

Experience:

Actor
Shakespeare Theater of New Jersey
Madison, New Jersey; 2013

Actor
Texas Shakespeare Festival
Kilgore, Texas; 2013

Actor
Denver City Theater Company
Denver, Colorado; 2012

Effective Date:

September 1, 2013

Personnel Agenda cont. on next page
Personnel Agenda, cont.

Salary: \$1,002.88 per pay period which is equivalent to a 12 month salary of \$24,069

Note: This is a grant funded new position

D. Name: Meaghan Sullivan

Position: TSF Assistant

Location: Liberal & Fine Arts

Education: Master of Fine Arts
University of Delaware
Newark, Delaware

Bachelor of Fine Arts
University of Illinois
Chicago, Illinois

Experience: Administrative Assistant/Director
Texas Shakespeare Festival
Kilgore, Texas; 2013

Substitute Teacher
Lake County Schools
Round Lake, Illinois; 2011-2012

Actress
Utah Shakespeare
Cedar City, Utah; 2012
September 1, 2013

Effective Date:

Salary: \$751.29 per pay period which is equivalent to a 12 month salary of \$18,031

Note: This is a grant funded new position

2. Recommendation to approve changes to the Personnel Policies as listed (Policy 22 Social Media)

Kilgore College Policy Manual

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Section IV. on the Agenda was Citizens Comments

Tommy Konczak voiced the need to regain the Public's trust. Mr. Konczak gave the board a copy of an article on the above related item.

Section V. on the Agenda was Action Items

A. To consider adopting a tax rate for tax year 2013. – *Exhibit #1*

Exhibit #1

Duane J. McNaney, CPA
Vice President of Finance and Chief Fiscal Officer
(903) 983-8107 (v)
(903) 983-8655 (f)

Kilgore College

Memo

To: Board of Trustees
From: Duane J. McNaney, CPA
CC: Dr. William Holda
Date: 9/18/2013
Re: Tax rate for tax year 2013

At the August 12, 2013 board meeting, the board of trustees set a tax rate of \$0.1540 for the tax year 2013. This rate appropriately supports the fiscal year 2014 budget. **Administration is recommending the tax rate of \$0.1540 be adopted for the tax year 2013.**

**Joe Carrington made the following motion, “I move that the property tax rate be set at 0.1540.”
Bob Heath seconded the motion. The motion passed unanimously.**

Section VI. on the Agenda was Executive Session
Executive Session was postponed until the October board meeting.

Section VII. on the Agenda was Discussion Items

A. Board Discussion

Bylaws: Duties, Authority, and Responsibilities of the Board of Trustees, Kilgore College

1. The Board is a policy-making body, not an executive agency. It should always delegate to the president the application of its policies and should never try to perform executive acts.
2. The Board should recognize clearly the areas in which its members are personally competent and should always delegate authority over matters in which its members have no competence.
3. The authority of the Board resides only in the Board as a whole. An individual member of the Board, as such, has no authority whatever except as authority may have been specifically delegated to him.

Will Roberson introduced the discussion by reading the above excerpt from the Kilgore College Bylaws. He commented that individual board members should adhere to these guidelines.

Brian Nutt cited numerous references to sections of the Kilgore College Bylaws and certain citations from a Texas Attorney General's opinion and citations from the SACS guidelines to support his point that individual board members have the right and the responsibility to gain independent information within the community. He also stated that he contacted Rick Faulkner, College Attorney, who stated that he represented Kilgore College. Mr. Nutt also stated, in his opinion, that certain college administrators were causing a "pushing back" against board members attempting to acquire certain information. He also stated that he had called SACS to ask if his actions were contrary to SACS guidelines. He stated that Cheryl Cardell expressed her opinion but that based on what he had told her, his actions were within the realm of acceptable activity and it was very likely that administrators would perceive he had overstepped his role as an individual board member.

James Walker commented that individual board members must not talk about real estate transactions in the community, as this could complicate any negotiations.

Scooter Griffin stated that he had visited VISTA College in Longview. He expressed his concern that VISTA College could be taking students from Kilgore College. He then asked if anyone on this board was upset with him. Will Roberson answered that he had tried to answer all of Mr. Griffin's questions but his answers were not satisfactory to him.

Joe Carrington stated that the board needs to learn to work with each other, without hurting each other's feelings.

Larry Woodfin said we all have honesty, trustworthiness and a passion for what we are doing as board members. He further stated that it causes a personal problem when we accuse each other in a "blanket fashion" which does not fit everyone.

Scott Andrews stated there are lots of good things happening at Kilgore College. He commented we need to work together and not hurt the college. He stated that he feels everyone can find their proper places. He also stated that he has respect for every board member.

Section VII. on the Agenda was Administration Comments

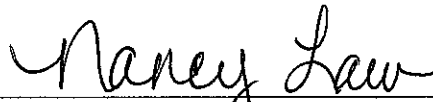
Duane McNaney stated that the August 2013 budget reports will be available after year end closing.

Dr. Holda commented on upcoming college activities.

Section IX. on the agenda was Adjournment

The meeting was adjourned at 8:17 by Charles Hale.

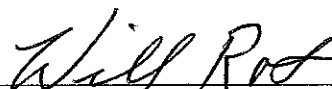
Respectfully submitted,



Nancy Law, Recording Secretary
Kilgore College Board of Trustees



President of the Board



Secretary of the Board