STATE OF TEXAS
COUNTIES OF GREGG, RUSK, UPHUR 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 |
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<tbody>
<tr>
<td><strong>Effective Date:</strong></td>
<td>September 1, 2013</td>
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<tr>
<td><strong>Salary:</strong></td>
<td>$1,339.41 per pay period which is equivalent to a 12 month salary of $32,146</td>
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<td><strong>Note:</strong></td>
<td>Ms. Woods replaces Ms. Bridgit Shorter who resigned</td>
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<td><strong>C. Name:</strong></td>
<td>Matthew Simpson</td>
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<td><strong>Position:</strong></td>
<td>TSF Assistant</td>
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<td><strong>Location:</strong></td>
<td>Liberal &amp; Fine Arts</td>
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| **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 |
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

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)

22. Social Media

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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

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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
Nancy Law, Recording Secretary
Kilgore College Board of Trustees

Charles N Hale
President of the Board

Will Rod
Secretary of the Board